



Call to Order

Call for Conflicts of Interest

I. Student Ambassador Introductions pp 1-2

Javier Rios Pineda, Speaker for Student Ambassadors

Mr. Javier Rios Pineda

A.A., UT | Future Plans – Dentistry

Elizabeth Aviles-Vega, Senior Ambassador

A.A.S., Nursing | Future Plans – Hematology

Rubicela Cordova, Senior Ambassador

A.A.S., Accounting & Finance | Future Plans – Small Business Owner

Mattie Davis, Senior Ambassador

A.A., UT Teacher Preparation | Future Plans – B.S. Elementary Education

Chase Foster, Senior Ambassador

A.S., UT | Future Plans – Cybersecurity

Starry McCallister

A.A.S., Nursing | Future Plans – B.S. Nursing

Emma Tomaro

A.A., UT | Future Plans – B.S. Nursing

Kayla Worley

A.A.S., Biotechnology | Future Plans – B.S. Biology

Gianna Curiazza

A.A.S., Cosmetology | Future Plans – Small Business Owner

Lauren Lovett

A.A., UT | Future Plans – B.S. Education

Savannah Reid

A.A.S., Cosmetology | Future Plans – Small Business Owner

Ronald Williams

A.A.S., EMS | Future Plans – Paramedic

Employee Introductions pp 3-8

Jimmie Burgess

Success Coach, TRIO Student Support Services

Dr. Carol Disque

Darsell Hadley

Student Services Assistant

Baron Torres

Outreach Recruiter / First Year Mentor

Dr. David Battigelli

Biotechnology Instructor

Dr. Lisa Johnson

Catherine Bowen

Communications Instructor

John Goldean

Emergency Medical Science Instructor

Matt Gordon

Advertising & Graphic Design Instructor

Jamie Mongillo

Medical Laboratory Technology Instructor

Julia Wiggs

Administrative Assistant & Clinical Coordinator

Nicholas Garrett

Occupational Program Coordinator

Mr. Justin Snyder

Kristina Bowden

Data Technician

Dr. Connie Wolfe

Employee Promotions

Jennifer Jones

Director of Information Services

Dr. Connie Wolfe

Bettina Akukwe

AVP of Corporate Education

Mr. Justin Snyder

II. Minutes

All meeting minutes will be included in our January 2024 meeting.

III. Presentation – no scheduled presentation.

IV. Committee Reports

A. Personnel Committee Report (*Crisp*)

Employment Report for October 2023 **p 9**

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

1. Public Safety Training Center Timeline and Cost Progression update **pp 10-13**
2. Capital project summary report **pp 14-15**
3. Capital project amendments/contracts signed by President **pp 16-20**
- 4.** Capital project budget plan for October 2023 **p 21**
5. Board of Trustee Tours Once Complete
 - a. Horticulture
 - b. The Farm

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

1. Form 3-1 Amendment #3 | Main-Powell-Gee Renovation Project **pp 22-27** *
2. Form 3-1 Amendment #4 | Public Safety Training Center Project **pp 28-33** *
3. Financial Report for October 2023 **pp 34-40**

D. Curriculum Committee Report (*Emmons*)

1. Program of Study Changes **pp 41-47** *
 - a. Advertising and Graphic Design
 - b. Computer Integrated Machining
 - c. Culinary Arts
 - d. Electrical Maintenance Certificate
 - e. Apprenticeships
 - f. University Transfer: Associate in Arts, and Associate in Science, Associate in Engineering
 - g. University Transfer: Associate in Science
 - h. Business Administration- Marketing Concentration
 - i. Information Technology- PC Repair Certificate
 - j. Office Administration Legal Concentration- Inactive
 - k. Office Administration: General Concentration
 - l. Medical Laboratory Technology
 - m. Histotechnology
 - n. Cosmetology
 - o. Manicuring Nail Technology
 - p. Cosmetology Diploma

V. Other Reports

A. SGA Report (*Azavia Jones*)

B. Chair's Report (*Chairperson*)

1. SACSCOC Lunch Invite | Wed, Nov 15, 12:00-1:30 p.m. | BCOE
2. Board of Trustees Retreat | Fri, Apr 12
3. Presidential Search and Timeline update **pp 48-49**
4. Report on SEI Filing and Ethics Education **p 50**

C. Faculty Affairs Committee Report (*Caitlin Cook*)

No report this month.

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

1. Board Resolution to Approve Security Agreement (*Dr. Keen & Mr. Longest*) **pp 51-58***
2. Enrollment update (*Dr. Lisa Johnson & Justin Snyder*)
3. Staff Affairs Committee update (*Dr. Wolfe*)
4. SACSCOC update (*Dr. Wolfe*)
5. 2023 Annual Security Report **pp 59-117**
6. ACC Spotlight **pp 118-120**
 - a. Cosmetology Project update
 - b. Reinhartsen 5K Run or Walk Event

E. Handout – no scheduled handout.

F. Announcements

1. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), on-site visit for reaffirming of accreditation, Nov 13-16, 2023
2. SACSCOC | Trustee Lunch, Nov 15 (BCOE, C-102)
3. SACSCOC Annual Meeting, Dec 2-5, 2023 (Orlando, FL)
4. Public Officials Breakfast, Dec 6, 2023
5. ACCT National Legislative Summit, Feb 5-8, 2024 (Washington, DC)
 - a. New ACC President (placeholder)
 - b. Mr. Gomory
6. NCACCT Law/Legislative Seminar, Mar 13-15, 2024 (Raleigh, NC)
 - a. New ACC President (placeholder)
7. ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.

VI. Adjournment

* Requires Board of Trustees Action



Alamance Community College 2023-2024 Ambassadors

Ambassador	Curriculum	Previous Education
<i>Senior Ambassador</i> Elizabeth Aviles-Vega Future Plans:	A.A.S - Nursing Hematology	Hugh M. Cummings HS
<i>Senior Ambassador</i> Rubicela Cordova Future Plans:	A.A.S - Accounting & Finance Small Business Owner	Hugh M. Cummings HS
Gianna Curiazza Future Plans:	A.A.S - Cosmetology Small Business Owner	Homeschool
<i>Senior Ambassador</i> Mattie Davis Future Plans:	A.A / UT Teacher Preparation B.S - Elementary Education	River Mill Academy
<i>Senior Ambassador</i> Chase Foster Future Plans:	A.S / UT Cybersecurity	Orange HS
Lauren Lovett Future Plans:	A.A / UT B.S – Education	Walter M. Williams HS
Starry McCallister Future Plans:	A.A.S Nursing B.S Nursing	South Johnston HS
Savannah Reid Future Plans:	A.A.S Cosmetology Small Business Owner	West Point HS West Point, VA
Javier Rios Pineda Future Plans:	A.A / UT Dentistry	Southern Alamance HS
Emma Tomaro Future Plans:	A.A / UT B.S Nursing	Southern Alamance HS

Ronald Williams
Future Plans:

A.A.S EMS
Paramedic

Western Alamance HS

Kayla Worley
Future Plans:

A.A.S Biotechnology
B.S Biology

Walter Williams HS

Board of Trustees | November 13, 2023

Employee Overviews

Employee Name	Employee Title	Start Date
Jimmie Burgess	Success Coach, TRIO Student Support Services	Jun 1, 2023
Degree(s) Certifications: B.A., Liberal Studies, North Carolina A&T State University		
Brief Background: <ul style="list-style-type: none"> • Admissions Outreach Recruiter, Alamance Community College, 8 months • Online Facilitator, Williams High School, 2 years • Youth Pastor (part-time), Ebenezer United Church of Christ, 2 years • Football Coach (part-time), Williams High School • Owner, Heavenly Touch Detailing, 16 years 		

Employee Name	Employee Title	Start Date
Darsell Hadley	Student Services Assistant, Student Support Center	Sep 2023
Degree(s) Certifications:		
Brief Background: <ul style="list-style-type: none"> • Financial Aid Assistant, Alamance Community College, 2022-2023. • Part-time Public Safety & Admissions Assistant, Alamance Community College, 2020-2022. • Records Supervisor, Burlington Police Department, 1989-2019. • Employee of the Year, Burlington Police Department, 2017. 		
Fun Fact: Darsell is the director of a choir, but considers herself a very poor singer. However, she dances and sings to the top of her lungs when she is alone.		

Employee Name	Employee Title	Start Date
Baron Torres	Outreach Recruiter, First Year Mentor	Sep 2023
Degree(s) Certifications: B.A., Political Science/History with Honors, The University of North Carolina at Greensboro A.A., Political Science, Mitchell Community College		
Brief Background: <ul style="list-style-type: none"> Recruiting, Retention, and Transition Specialist, part-time, Alamance Community College, Career and College Readiness Program, 2021-2023. Volunteer, City of Burlington Community Police Advisory Team (CPAT), 2021-2022. Program Assistant, Teen Court, Roots and Wings, 2020-2021. Sales Associate, Direct Auto Insurance, 2020. 		
Fun Fact: Baron plays and teaches four different instruments for his church's music program. He also loves to read history books, and he's a big fan of <i>The Office</i> (US) sitcom.		

Employee Name	Employee Title	Start Date
Dr. David Battigelli	Biotechnology Faculty	Sep 13, 2023
Degree(s) Certifications: BS, Biology, University of North Carolina at Chapel Hill MSPH, Environmental Sciences, University of North Carolina at Chapel Hill PhD, Public Health, University of North Carolina at Chapel Hill		
Brief Background: David's graduate studies focused on the infectious diseases caused by viruses. He has worked in the U.S., Europe and Middle East on projects that focused on the application of biotechnologies for the detection of bacteria and viruses in food and water, the impact of contaminated drinking water in the developing world, and on disease prevention strategies. He served as a member of the Biology faculty at UNCG for fifteen years before joining the Biotechnology team at ACC.		
Fun Fact: For years David swore to all of his high school friends that he would never, ever become a teacher. Now, for the life of him, he couldn't imagine doing anything else!		

Employee Name	Employee Title	Start Date
Catherine Bowen	Instructor in English, Humanities & Communications	Aug 1, 2023
<p>Degree(s) Certifications: MA in Communication, University of Georgia BA in English and Communication with Honors, University of North Carolina at Chapel Hill</p>		
<p>Brief Background: Catherine is an early career teacher and scholar in communication studies. During her time at the University of Georgia, she has presented at the National Communication Association’s conference in competitive divisions. She will be presenting her research at this year’s conference later this week (Nov 16-19, 2023) where she’s been awarded a top paper for her research. Catherine is excited to continue her academic journey here at ACC, sharing her love for communication studies with our student body.</p>		
<p>Fun Fact: Catherine collects vintage postcards from across North Carolina.</p>		

Employee Name	Employee Title	Start Date
John Goldean	Lead Instructor EMS Department	Aug 1, 2023
<p>Degree(s) Certifications: AAS in Emergency Medical Sciences, Guilford Tech Community College North Carolina Paramedic Certification, Level-1 Instructor with the state office of EMS, Teaching certifications in Advanced Cardiac Life Support, Pediatric Advanced Life Support, Basic Life Support and Pre-hospital Trauma Life Support.</p>		
<p>Brief Background: John has volunteered for 32 years in EMS (30 of those years at Guilford County EMS, Instructor at GTCC for 16 years, 4 years working in the EMS training division at Guilford County EMS. He also has 28+ years as a preceptor/trainer and supervisor at GCEMS</p>		
<p>Fun Fact: John enjoys rock climbing, hiking and camping.</p>		

Employee Name	Employee Title	Start Date
Matt Gordon	Graphic Design Instructor	Aug 8, 2023
Degree(s) Certifications: A.A.S. Advertising and Graphic Design, Alamance Community College		
Brief Background: <ul style="list-style-type: none"> • Matt graduated from ACC in 2013 and immediately began working as a graphic designer for North Star Marketing in Burlington, NC. That career spanned almost a decade wherein he discovered a love for animation. Teaching himself how to animate by watching YouTube tutorials, Matt eventually became the Multimedia Director at the firm. In the fall of 2022, he set out on his own as a freelance artist and successfully established G5 Designs, specializing in illustration and animation. • Eventually, when the instructor position at ACC opened up in July, Matt knew he wanted to see students equipped and inspired with the same skills and knowledge that had been so generously imparted to him by so many others. Matt acknowledges that he is new to college-level teaching, but whatever he lacks in teaching experience, he makes up for with passion. Matt is grateful to say that the new career path has already been a joy and he knows he has only just begun. 		
Fun Fact: Matt spent over six years in northern Pakistan with his family when he was a teenager into his early twenties. Looking back now, he imagines it was there, while helping children with their homework, that his path to teaching began. It was one of the greatest times of his life.		

Employee Name	Employee Title	Start Date
Jamie Mongillo	Medical Laboratory Technology Instructor	Jul 24, 2023
Degree(s) Certifications: BS in Clinical Laboratory Science, Winston-Salem State University Medical Laboratory Scientist certification from ASCP		
Brief Background: <ul style="list-style-type: none"> • Jamie completed ACC’s MLT program in 2010, went into the industry to work for Duke Hospital, and on to complete her Bachelor’s in Lab Science. • She spent thirteen years in the industry as a Medical Laboratory Scientist working in hospitals and reference laboratories. • Jamie is currently working on a Master’s in Clinical Lab Science through UNC at Chapel Hill. 		
Fun Fact: Jamie is a Hobby Baker.		

Employee Name	Employee Title	Start Date
Julia Wiggs	Administrative Assistant & Clinical Coordinator	Aug 1, 2023
<p>Degree(s) Certifications: Bachelor's Degree in Business Associate in Arts Certified in Graphic Design and Digital Media</p>		
<p>Brief Background: Julia currently serves on the Executive Board as the Treasurer of the Southeast Alamance High School Athletic Boosters Club. She spent several years in banking. She has entrepreneur experience as a graphic and web designer. Julia has also owned her own home bakery</p>		

Employee Name	Employee Title	Start Date
Nicholas Garrett	Occupational Program Coordinator	Sep 7, 2023
<p>Degree(s) Certifications: Bachelor of Arts in Communication: Media Studies, UNC Greensboro NCCER Certified Instructor & Administrator NCDPI Certified Teacher (6-12 Grades) OSHA-10 Construction Certification US Lacrosse Certified Coach</p>		
<p>Brief Background:</p> <ul style="list-style-type: none"> Nicholas was raised with two older sisters in NC. His father worked as a carpenter, while his mother was employed in banking. From a young age, he assisted his father with residential construction projects. He initially inspired to become an engineer or architect, leading him to start his education at NC State University. However, he later completed his Bachelor's Degree in Communication at UNC Greensboro. After working in construction and taking a project manager and estimator position at Rowland Woodworking in High Point, NC, he sought a more fulfilling career. This prompted a transition to high school teaching in Career & Technical Education for Guilford County Schools. Over nearly a decade in education, he developed a deep interest in improving the educational system, eventually leading him to ACC where he continues to work towards a more modern educational system. 		
<p>Fun Fact: Nicholas is a complete Water-Snob and an absolute Tesla Head-Case. He also loves playing board games.</p>		

Employee Name	Employee Title	Start Date
Kristina Bowden	Data Technician IRE	Sep 11, 2023
<p>Degree(s) Certifications: BS Environmental Earth Geospatial Science /ArcGIS Microsoft SQL, Ellucian Banner, Postman API Automation LAAL Leading on all Levels Coaching for Supervisors, NC State training LAAL Leading on all Levels Supervisor Foundations, NC State training</p>		
<p>Brief Background: Kristina graduated from North Carolina Central University in 2014 with a degree in Environmental Earth Geospatial Science and began working with Trialcard Pharmaceutical Technology Company. While there she programmed, tested, and wrote Microsoft SQL for clients such as Pfizer and Johnson & Johnson. Kristina helped create standard operating procedures and service level agreements for stakeholders. Kristina is a lifelong learner and she continued to expand her knowledge as she joined ACC as the Human Resource Specialist for COVID- Task Forces. She then joined the Human Resource Information System team at North Carolina A&T State University as the Sr. Banner Support Specialist Team Lead. Kristina loved the atmosphere at ACC and was ecstatic when she saw the opening for the Data Technician Institutional Research and Effectiveness. It was an opportunity to return to her community. She is so thrilled to be able to apply her data research and IT background in her new role. The data clean-up has just begun. She looks forward to working at ACC and moving toward the technological future.</p>		
<p>Fun Fact: Kristina loves to dance, travel to Nature Parks and Museums, and study Genealogy.</p>		

Workforce Analysis (Full-Time)
Occupational Categories

23-Oct

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	28	24	4	6	22	5	0	0	0	0	23
02 (Business/Finance Opers)	6	5	1	0	6	4	0	0	0	1	1
03 (Comp/Eng/Science)	7	4	3	4	3	2	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	12	7	5	5	7	6	0	0	0	0	6
05 (Postsecondary Teachers)	115	95	20	48	67	8	1	2	0	2	98
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	27	18	9	12	15	5	0	0	0	3	19
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	38	25	13	4	34	7	0	1	0	5	23
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	236	181	55	81	155	37	1	3	0	11	177

New Full Time Employees:

Cody Byrd	Horticulture Lab Manager
Fredrick Keith	Grants Coordinator / Executive Assistant
Mary Beth Morgan	Natural Science Department Head
Deana Ivey	Cosmetology Instructor
Lorena Sarmiento	Chief High School Equivalency Examiner

	<i>County</i>	
African American	16%	22%
American Indian / Alaska Native	0%	2%
Asian	2%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	5%	13%
White	76%	61%

**PUBLIC SAFETY TRAINING CENTER
CONSTRUCTION ESTIMATES**

COMPONENTS	MOSELEY PROGRAM COST		SCHEMATIC DESIGN		DESIGN DEVELOPMENT		CONSTRUCTION DOCUMENT		CONSTRUCTION DOCUMENT		FIXED GMP	
	ESTIMATE - ADVANCED PLANNING		ESTIMATE		ESTIMATE		ESTIMATE		AFTER VE		10/11/2023	
	10/27/2021		6/14/2022		2/22/2023		6/14/2023		7/5/2023		10/11/2023	
			(SCO 30-DAY REVIEW)		(SCO 30-DAY REVIEW)		(SCO 60-DAY REVIEW)					
CLASSROOM/ADMIN BLDG	\$	3,750,000	\$	5,045,299	\$	5,248,559	\$	6,668,332	\$	6,363,863	\$	6,550,416
TRAINING TOWER & BURN BLDG	\$	800,000	\$	1,951,993	\$	2,017,768	\$	967,622 (TRAINING TOWER ONLY)	\$	964,827 (TRAINING TOWER ONLY)	\$	841,914 (TRAINING TOWER ONLY)
SITE (INCLUDES DRIVING PAD)	\$	4,000,000	\$	7,397,632	\$	5,904,783	\$	6,146,650	\$	6,071,412	\$	5,574,537
BASE BID TOTAL	\$	8,550,000	\$	14,394,924	\$	13,171,110	\$	13,782,604	\$	13,400,102	\$	12,966,867
INDOOR FIRING RANGE	\$	1,750,000	\$	5,870,173	\$	5,726,226	\$	6,779,613	\$	6,604,664	\$	7,036,160
VEHICULAR MAINTENANCE BLDG		NOT PART OF SCOPE	\$	220,580		REMOVED		REMOVED		REMOVED		REMOVED
EXPANDED DRIVING PAD		NOT PART OF SCOPE	\$	1,125,855		325,000		221,560		221,560		328,575
Design fee, pre-construction fee, geotech, survey, environmental, testing, inspections, project mgt, owner contingency	\$	1,814,550	\$	1,814,550	\$	1,893,390 <small>Add of design amendments</small>	\$	2,029,078 <small>Pre-construction cost moved out of Samet estimate and absorbed in Owner soft costs</small>	\$	2,029,078	\$	2,404,137 <small>Unforeseen cond allowance moved to Owner</small>
Burn Building - Burlington site	\$	-	\$	-	\$	-	\$	850,000	\$	850,000	\$	850,000
FFE	\$	-	\$	-	\$	-	\$	-	\$	-	\$	900,000
GRAND TOTAL	\$	12,114,550	\$	23,426,082	\$	21,115,726	\$	23,662,855	\$	23,105,404	\$	24,485,739
		TOTAL APPROVED FUNDS \$10,400,000		TOTAL APPROVED FUNDS \$15,350,218		TOTAL APPROVED FUNDS \$15,350,218		TOTAL APPROVED FUNDS \$15,350,218		TOTAL APPROVED FUNDS \$15,350,218		TOTAL APPROVED FUNDS \$15,350,218
FUNDING REVISIONS		APPROVED FUNDS INCREASED TO \$12,400,000 ON 3/8/22 (\$2,000,000 FROM CAPITAL RESERVES)		\$2,950,218 IN BOND FUNDS MOVED FROM BCOE PROJECT ON 8/19/22. BCOE BOND FUNDS COULD BE REDUCED BECAUSE OF SPECIAL APPROPRIATION OF SCIF STATE EQUIPMENT FUNDS OF SAME AMOUNT								TOTAL PROJECT ESTIMATE INCREASE FROM SD TO GMP \$1,059,657
REVISIONS TO PROJECT SCOPE		NONE		NONE		1. Expanded driving pad base moved to site		1. Burn Bldg removed from base bid 2. Cost increase due to addition of water storage tank, additional piping & storm drainage, increase in grading, additional RTU for range, increase costs of specialized lighting		1. Value engineering removed classroom interior glazing, heavy duty asphalt, coverboard, vapor barrier and substrate from roofing system, reduce sidewalk, use scuppers, deduct primary conduit, add alternate canopy option		1. FFE added as a separate line item. College originally budgeted approx \$200,000 for some FFE, but the amount was absorbed for designer amendment and pre-con costs

PUBLIC SAFETY TRAINING CENTER PROJECT TIMELINE

COUNTY BOND PASSES

11/6/2018

1ST TWO BOND PROJECTS LAUNCHED

4/1/2019- BCOE

2/20/2020-SSC

FIRST EMAIL FROM MARTIN MARIETTA TO FRANK LONGEST ON LEASE DRAFT

12/12/2019

ARCHITECT AND CMaR RFP PROCESS

DESIGNER ADVERTISEMENT	11/27/2019
CMR ADVERTISEMENT	12/16/2019
DESIGNER PROPOSALS DUE	1/9/2020
CMR PROPOSALS DUE	1/30/2020
DESIGNER BOT RECOMMENDATION	2/10/2020
CMR BOT RECOMMENDATION	3/27/2020

HOLDING CONTRACT EXECUTION
UNTIL LEASE APPROVED



LEASE APPROVED

6 MONTH ENVIRONMENTAL/SURVEY PROCESS

MMM LEASE APPROVED FEB BOT MEETING

2/18/2021

GIVEN 6 MOS TO CONDUCT PHASE 1, COMPLETE SURVEYS, SOIL TESTS
CONTINUE HOLDING CONTRACT EXECUTION

PHASE 1 RFP	3/11/2021
PHASE 1 ENVIRONMENTAL COMPLETED	6/28/2021
FINAL SURVEY COMPLETED	9/24/2021
STAKEHOLDER KICK-OFF MEETING	7/15/2021

DESIGNER/CMaR CONTRACTS GEOTECH/PARCEL RECOMBINATION GREEN LEVEL PERMITTING DESIGN/SCO APPROVALS

DESIGNER CONTRACT EXECUTED	10/6/2021
SAMET PRECON CONTRACT EXECUTED	11/4/2021
RECOMBINATION OF PARCELS	1/13/2022
GEOTECH RFP	6/3/2022
GREEN LEVEL SPECIAL USE PERMIT APPROVED	6/9/2022
GEOTECH REPORT RECEIVED	10/7/2022
SCHEMATIC DESIGN DOCUMENTS TO SCO	12/12/2022
DESIGN DEVELOPMENT DOCUMENTS TO SCO	1/31/2023
FLOW TEST RESULTS	2/16/2023
CONSTRUCTION DOCUMENTS TO SCO	6/15/2023
SCO APPROVES PROJECT TO BID	9/5/2023

FINAL FUNDING APPROVALS GMP & BID PROCESS

ACC MAKES FUNDING REQUEST AT COUNTY COMMISSIONER MEETING	10/2/2023
ACC BOARD OF TRUSTEES APPROVES GMP	10/9/2023
COUNTY COMMISSIONERS AUTHORIZE ISSUANCE OF BONDS	10/16/2023
SAMET HOLDS SUBCONTRACTOR PRE-BID MEETING	10/26/2023
BONDS ARE SOLD	10/31/2023
SUBCONTRACTOR BIDS DUE TO SAMET	11/14/2023

CONSTRUCTION BEGINS

1/12/2024

CAPITAL PROJECT TIMELINES

CAPITAL PROJECT	TYPE	PROJECT START: DESIGN AD POSTED	EXECUTE DESIGN CONTRACT	EXECUTE CM CONTRACT	PROJECT COMPLETE	PROJECT DURATION	ADVANCED PROJECT PLANNING
AATC	CMAR	11/3/2014	2/5/2015	5/14/2015	10/6/2017	35 MONTHS	ADVANCED PLANNING COMPLETED IN 2008
BCOE	CMAR	4/17/2019	12/17/2019	1/15/2020	3/24/2023	47 MONTHS	ADVANCED PLANNING A COMPONENT OF DESIGN CONTRACT
SSC	GC	2/20/2020	7/15/2020	N/A	3/24/2023	37 MONTHS	ADVANCED PLANNING A COMPONENT OF DESIGN CONTRACT
PSTC	CMAR	2/19/2021 (LEASE EXECUTED)	9/29/2021	11/4/2021	2/18/2025 (ESTIMATED)	48 MONTHS	ADVANCED PLANNING A COMPONENT OF DESIGN CONTRACT

<u>KEY PROJECT APPROVAL PROCESS TIMEFRAMES:</u>	
DESIGNER SELECTION:	90 DAYS
SCO DESIGNER CONTRACT APPROVAL:	30 - 45 DAYS
CM SELECTION:	90 DAYS
SCO CM CONTRACT APPROVAL:	30-45 DAYS
SCO GC CONTRACT APPROVAL:	30-45 DAYS
SCO SCHEMATIC DESIGN APPROVAL:	30 DAYS
SCO DESIGN DEVELOPMENT APPROVAL:	30 DAYS
SCO CONSTRUCTION DOCUMENT APPROVAL:	60 DAYS
SCO FINAL APPROVAL TO BID:	15 DAYS
BID PROCESS:	30-45 DAYS

<u>OTHER KEY PROJECT TIMEFRAMES</u>		
SURVEY RFQ:	2 WEEKS	
SURVEY:	2 - 3 MONTHS	
GEOTECH RFQ:	2 WEEKS	
GEOTECH:	1 MONTH	
ENVIRONMENTAL RFQ:	2 WEEKS	
ENVIRONMENTAL:	3 MONTHS	
FUNDING CHANGES: (3-1 REVISIONS)	2+ MONTHS	DEPENDENT ON TIMING OF LOCAL BOT MEETINGS AND NC STATE BOARD MEETINGS. (BOTH APPROVALS REQUIRED IN ORDER FOR SCO TO ALLOW PROJECT TO MOVE FORWARD) COUNTY COMMISSIONER MEETINGS FOR APPROVAL ADD ADDITIONAL TIME

**NOVEMBER 2023 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

Christman is wrapping up all remaining items. They have draft versions of the closeout documents completed (waiting on a few remaining warranty documents). The drafts are currently under review with the design team before finalizing and providing to ACC. Landscapers still owe the College a few replacement trees at the building and at the remote lot. We are still working to coordinate a final visit by State Construction.

Student Services Center

Resolute Builders continues to be non-responsive on the College's requests for resolution on the open items (stair nosing, grass reseeding, replacing plants that have died). Resolute has been given the 10-day letter to provide a resolution per the contract and they did not respond. We are now moving forward with the next steps per the contract and will be meeting with State Construction on November 9th.

Public Safety Training Center

Green Level Site:

At their October 16th meeting, County Commissioners approved the final bond sale and approved additional capital reserve funds for the remaining bond projects. The bond sale was also completed on October 31st. On October 26th, Samet held the pre-bid and outreach session for subcontractors interested in bidding on the project. Bid packages are due to Samet on November 14th. Construction is currently scheduled to begin in January 2024.

Burlington Site:

A draft lease/memorandum of understanding has been presented to the College for review. Mr. Longest has also reviewed the document and provided his comments and recommended changes. We expect the City to review the agreement at their 11/20/23 work session and consider approval shortly thereafter. We also expect to present the agreement for approval in December to the Board of Trustees. Once approved, the lease will be sent to the NCCCS system office as required.

**Main, Powell & Gee Buildings –
Classroom, Lab, Offices, Library Reno/
Nursing Expansion/Childcare Updates**

The general contractor contract has been executed and we are working to schedule the pre-construction meeting to be held between the State, ACC and the general contractor. The first phase of the project will include renovation of the Skills Center, the Library and the third floor of Powell building (nursing expansion). Due to the contract just recently being approved, we are working to begin construction as soon as possible in November.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center	We are working with the general contractor to complete and finalize the electrical for the modular unit. In addition, AT & T is coordinating internet/fiber connections so that cameras and data is operable. Finishes such as furniture, IT and AV equipment and cameras are being finalized for installation. Due to delays in AT & T fiber installation, we are working to complete and open the facility late December in time for January classes.
Gee Building Chiller Replacement Project	No new update. The new Daikin 140 ton chiller has been ordered through Hoffman & Hoffman. The chiller is scheduled to arrive 1/5/2024.
Main Server Room HVAC Replacement Project	No new update. The unit shows a scheduled delivery date of 3/15/2024.
Campus Wayfinding Master Planning Project	College review of the exterior layouts and submittals provided by APCO Signs is complete. APCO is completing final construction/bidding documents as well as their exterior signage project estimate. The new project recommendation for exterior signage will be brought to the Board in January for consideration. The interior sign package has been split out from the exterior project until renovations are complete as part of the Main, Powell, Gee project.
Horticulture Technology Storage Building Project	The building is complete, but we are experiencing delays with Duke Energy in getting permanent power to the building. We will continue to pursue this with Duke and hopefully will have resolved soon. Shelving and storage will be installed once the building has power, then horticulture tools and supplies will be moved over. Tear down and disposal of the old sheds that line the highway will begin shortly thereafter.

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

Installation of cellular dialer emergency equipment in 7 campus elevators (life safety issue)	\$15,902
Replacement of fire hydrant – Main/A/B Building (life safety issue) All labor & materials.	\$16,886

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
2/23/2015	AATC	Little Diversified Architectural Consulting	Pre-Design Services	\$ 20,000
5/14/2015	AATC	Rodgers Builders, Inc.	Pre-Construction Services Agreement	\$ 102,000
7/21/2015	AATC	Little Diversified Architectural Consulting	Design Agreement	\$ 961,500
2/12/2016	AATC	Construction Manager at Risk contract	General Contract - Construction Manager at Risk services	\$ 1,781,804
4/7/2016	AATC	Rodgers Builders, Inc.	Construction contract - Preliminary Guaranteed Maximum Price	\$ 13,576,526
9/16/2015	Automotive Shop Building Repair & Renovations	Resolute Construction	Construction Contract	\$ 344,000
5/4/2015	Facilities Master Plan	Clark-Patterson-Lee	Phase I Scope of Services: "Programming and Facility Analysis	\$ 27,000
10/30/2015	HVAC Stairwell, Lighting Repair & Renovation Study Design Agreement	Dewberry Engineers Inc.	Design Fee Agreement	\$ 72,500
8/2/2016	HVAC Stairwell, Lighting Repair & Renovation Study Design Agreement	H.M. Kern Corporation	General Contract - HVAC	\$ 617,000
10/30/2015	Waterline Replacement	Pipeline Utilities, Inc.	Waterline Replacement Project	\$ 422,819
8/20/2018	Performance Contracting	Piedmont Service Group	Investment Grade Audit	The cost of the IGA will become part of the performance contracting cost.
8/27/2018	Advertising and Graphic Design Renovation Project	Isley Construction	Construction contract for renovation project	\$ 108,000
3/7/2019	Backfill Project	BSA Lifestructures, Inc.	Design contract for renovation project	\$ 525,000
10/24/2019	CulinaryExpansion/ Renovation Project	MHAworks, Inc.	Design contract for renovation project	\$ 100,000
12/17/2019	Pre-Backfill Project	Romeo Guest Associates, Inc.	Construction contract for renovation project	\$ 117,600
1/8/2020	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Programming contract for Biotechnology Center of Excellence and Parking Project. The State Construction Office requires the College have two separate contracts with Clark Nexsen - one for programming and one for design	\$ 113,509
2/13/2020	Biotechnology Center of Excellence and Parking Project	The Christman Company	Pre-Construction Services Agreement	\$ 125,890

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
3/17/2020	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Advanced planning portion of design fee for the Biotechnology Center of Excellence and Parking Project. This agreement covers the period up to the construction documents phase of the project.	\$ 924,885
5/4/2020	CulinaryExpansion/Renovation Project	MHAworks, Inc.	Additional Services Contract to add services from a structural engineering firm.	\$ 7,100
5/20/2020	Backfill Project	BSA Lifestructures, Inc.	Amendment No. 1 to Backfill Project design agreement: For additional services in connection with providing Structural Engineering services (\$6,500) and Food Service - Snack Bar & Kitchen Revisions (\$15,470), the lump sum fee is hereby increased by \$21,970 to a new total of\$546,970.	\$ 21,970
7/16/2020	AHU #5 Project	Dewberry Engineers Inc.	To provide mechanical and electrical engineering design services, bidding support, construction administration services, and close out services for the Air Handling Unit #5 project.	\$ 33,500
8/7/2020	Student Services Center	FWA Group, PA	To provide programming and sector planning design services for the Student Services Center Project.	\$ 39,400
9/24/2020	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	To provide acoustical and technology/AV design consulting services for Biotechnology Center of Excellence and Parking Project	\$ 45,800
10/15/2020	2018 County Bond Projects	CBRE Heery	To provide project management services for all county bond projects	\$ 499,566
10/15/2020	Student Services Center	FWA Group, PA	To provide basic design services (through construction documnts) for Student Services Center Project	\$ 277,755
11/4/2020	Native Prairie Project	Isley Construction	General Contractor contract for consruction project	\$ 65,912
11/4/2020	Culinary Expansion Project	H.M. Kern Corporation	General Contractor contract for consruction project	\$ 813,050
11/10/2020	AHU #5 Replacement Project	Comfort Systems USA (Mid Atlantic) LLC	General Contractor contract for consruction project	\$ 185,978
2/17/2021	EMS Program Relocation Project	HH Architecture	Design services	\$ 35,600
5/11/2021	EMS Program Relocation Project	Bobbitt Construction, Inc.	General contractor for construction project	\$ 285,162
5/13/2021	CulinaryExpansion/Renovation Project	MHAworks, Inc.	Additional Services Contract to add design services for in-ground grease trap installation and corridor finishes and lighting design	\$ 6,500

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
6/18/2021	EMS Program Relocation Project	HH Architecture	Design amendment #1 for design and detail of new steel lintel	\$ 1,400
7/7/2021	Public Safety Training Center Project	Withers Ravenel	ALTA/NSPS boundary survey, subdivision and recombination of plats, topographic survey services	\$ 48,350
7/15/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Preliminary Guaranteed Maximum Price contract	\$ 15,025,942
9/10/2021	Biotechnology Center of Excellence and Parking Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 84,630
9/10/2021	Student Services Center	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 59,275
9/27/2021	Student Services Center	Resolute Building Company	General contractor for construction project	\$ 5,603,500
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
12/3/2021	Biotechnology Center of Excellence and Parking Project	The Christman Company	CM at Risk Guaranteed Maximum Price contract (true-up)	\$ 16,703,303
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	\$ 222,475
1/28/2022	Native Prairie Roof Project	FWA Group	Design services	\$ 5,000
2/14/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior ADA ramp & stair	\$ 19,100
2/16/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - early college & dining	\$ 9,450
5/3/2022	Native Prairie Roof Project	Isley Construction	General contractor	\$ 94,368
5/20/2022	Backfill Project	BSA Lifestructures, Inc.	Supplemental design services - exterior painting study/design of Horticulture Technology Building	\$ 7,300
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	\$ 29,500

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	\$ 5,000
7/19/2022	Biotechnology Center of Excellence and Parking Project	Clark Nexsen, Inc.	Supplemental design services - plan for natural gas generator (from diesel), generator/transformer screen wall redesign, exterior building signage and interior room donor/donor wall signage design	\$ 19,825
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
4/14/2023	Bill & Nancy Covington Education Center Project	RND Architects	General contractor for construction project	\$ 283,000
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	\$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazardous Materials Surevy - Main Building	\$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	\$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	\$ 21,625
7/6/2023	Backfill Project	BSA Lifestructures, Inc.	Additional services for extended construction administration	\$ 28,000
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	\$ 22,340

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	\$ 3,408,900

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of October 31, 2023					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Various minor repairs and maintenance projects	-	-	-	
b.	Master Backfill--Portion from County	175,200	-	175,200	
c.	savings (i.e. unspent allocation) from various projects	-	-	-	
		175,200	-	175,200	
2	County Capital--FY 2024 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	29,734	15,548	14,186	Monthly Aramark painting allotment \$2643
b.	Reserved for Emergency Repair Projects	50,000	-	50,000	Appr'vd Jan 2023
c.	Campus Capital Project Feasibility Study	35,200	-	35,200	Appr'vd Apr 2022
d.	Wayfinding Master Planning Project	9,645	-	9,645	Appr'vd Oct 2022
e.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
f.	Roofing Preventative Maintenance Year 5	30,000	7,300	22,700	Appr'vd Jun 2023
g.	DC Downspout Installation	11,500	11,500	-	Appr'vd \$14,000 Jan 2023 , Completed.
h.	Esport Renovation	9,489	9,699	(210)	Appr'vd Oct 2022
i.	Gee Bldg-Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
j.	Gee Building - Grit Blasting Project	29,352	29,352	0	Appr'vd \$31,334 May/June 2023; Completed.
k.	Gee Bldg-Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
l.	Forklift Replacement	45,258	-	45,258	Appr'vd Aug 2023
m.	Variable Air Volume Controllers and Boxes Replacement (nc	87,585	-	87,585	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
n.	savings (i.e. unspent allocation) from various projects	16,073	-	16,073	
		536,000	73,399	462,601	
3	Bond Projects (County debt and capital reserves and includes dedicated State SCIF funds)	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,453,093	18,362,782	1,090,311	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)
b.	Student Services Center	6,703,500	6,430,473	273,027	\$6,703,500 County Bonds
c.	Public Safety Training Center	15,350,218	961,257	14,388,961	\$13,350,218 County Bonds; \$2,000,000 County Capital Reserves
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	4,936,070	349,589	4,586,481	\$3,036,070 County Bonds; \$500,000 County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location-West (Burlington)	-	-	-	
f.	Satellite Location-East (Mebane)	-	-	-	
		46,442,881	26,104,102	20,338,779	\$39.6M County bonds, \$2.5M County Reserves \$2.942 SCIF
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	296,232	140,584	NC Connect Bonds (Now Available as State SCIF)
b.	HVAC Replacement - IT Server Room	187,000	-	187,000	Appr'vd Oct 22; Cannon Grant of \$187,000 awarded Jan 2023
c.	Variable Air Volume Controllers and Boxes Replacement	142,415	142,415	-	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
d.	Covington Education Center: Utility Upgrades	380,550	227,609	152,941	Appr'vd \$380,550 via Grant: NC Tobacco Trust Fund Commission
e.	Horticulture Technology Storage Building Project	153,800	90,246	63,554	State: (SCIF FY22) Appr'vd Oct 22
f.	Cosmetology Renovation and New Stations	17,440	-	17,440	Cosmetology Live Project Proceeds - Appr'vd Sep 2023
	Savings (i.e. Unspent Allocation) from Various Projects	2,600,802	-	2,600,802	State: (SCIF FY22 & FY23 allocation)
		3,918,823	756,502	3,162,321	
	TOTAL CAPITAL PROJECTS	48,456,029	2,126,771		
	Funds Available for Future Projects	2,616,875			



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**Budget & Finance Committee Project Approval –
Amendment No. 3 Main and Powell Buildings:
Classroom/Lab Renovation and Nursing Expansion Project
November 13, 2023**

PROJECT BUDGET STATUS

Total project budget was recently increased by \$152,911, so total project budget moved from \$4,936,070 to \$5,088,981.

The total project budget for the project of \$5,088,981 is funded by \$3,036,070 of County bond funds (issued 10/31/23), \$1,400,000 State SCIF funds, and \$652,911 County capital reserve funds.

PROPOSED ACTION

College Administration requests approval to increase the total project budget for Main and Powell Building: Classroom/Lab Renovation and Nursing Expansion Project by \$152,911, thereby increasing the total project budget from \$4,936,070 to \$5,088,981. The source of this increase is an additional \$152,911 from Alamance County capital project reserves (approved by Alamance County Board of Commissioners on 10/16/23).

As part of this action, total project budget will be amended via NCCCS Form 3-1. This form will be sent to the State for approval, along with signatures of Board Chair, President, and a County official.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #3

Is this the Final 3-1 Project Closeout?

No

College Alamance Community College
Main and Powell Buildings: Classroom/Lab Renovation

Project Name and Nursing Expansion Project

NCCCS Project No.

2452

Campus 1001 Alamance CC - Main Campus

County

0

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

The reason for this amendment includes the following:

1. On 10/16/2023, the Alamance County Board of Commissioners approved an allocation of \$3,459,859 from the ACC Capital Reserves Fund to the ACC Capital Projects Fund with \$152,911 of the total amount added to the funding this project. The remaining funds of \$3,306,946 will be used to additionally fund NCCCS Project No. 2450, Public Safety Training Center.
2. These additional County funds along with receiving a favorable construction bid and rejecting a bid alternate for this project on July 25, 2023 allow ACC to add the cost of furniture into the project. A total of \$900,000 in FFE costs have been budgeted and will be funded through these available County funds.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Tom Hartman

Signature: 

Contact Number: 336-506-4201

Date: 10/30/2023

CPC Signature: 

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)
- 2. Demolition (not in III B)
- Subtotal "A"**

B. CONSTRUCTION

- 1. Design Fee
- 2. Construction.....
- 3. Construction Contingency
- 4. Other Contracts
- 5. Other Fees
- Subtotal "B"**

C. Other Costs

- 1. Initial Equipment.....
- 2. Work Performed by Owner
- Subtotal "C"**

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
437,356.00	(95,086.00)	342,270.00
4,066,943.00	(658,043.00)	3,408,900.00
221,771.00	(51,326.00)	170,445.00
188,520.00	957,366.00	1,145,886.00
21,480.00	0.00	21,480.00
4,936,070.00	152,911.00	5,088,981.00
0.00	0.00	0.00
\$4,936,070.00	\$152,911.00	\$5,088,981.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. ▼ 0
- 4. ▼
- 5. ▼
- Subtotal "A"**

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

- 1. ▼
- 2. ▼
- 3. ▼
- Subtotal "B"**

C. STATE FUNDS (Reimbursed by the System Office)

- 1. Budget Code ▼
- 2. Budget Code ▼
- 3. Budget Code ▼
- 4. Budget Code ▼
- Subtotal "C"**

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
500,000.00	152,911.00	652,911.00
3,036,070.00		3,036,070.00
3,536,070.00	152,911.00	3,688,981.00
0.00	0.00	0.00
1,400,000.00		1,400,000.00
1,400,000.00	0.00	1,400,000.00
4,936,070.00	152,911.00	5,088,981.00
0.00	0.00	0.00
\$4,936,070.00	\$152,911.00	\$5,088,981.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,400,000.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

- As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2452
from Alamance Community College and if shown, county funds in the
amount of \$3,688,981 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

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

Signature _____
Title _____
Date _____



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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: _____ Project Name: Main and Powell Buildings: Classroom/Lab Renovation and

College: Alamance Community College Project Completion Date: _____

Contact Name: _____

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

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support



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**Budget & Finance Committee Project
Approval – Amendment No. 4
Public Safety Training Center
November 13, 2023**

PROJECT BUDGET STATUS

Total project budget was recently increased by \$8,806,946, so total project budget moved from \$15,350,218 to \$24,157,164.

The total project budget for the Public Safety Training Center of \$24,157,164 is funded by \$13,350,218 of County bond funds (issued 10/31/23), \$5,500,000 State funds (budget enacted 10/8/2023), and County capital reserve funds (County approved 10/16/23).

PROPOSED ACTION

College Administration requests approval to increase the total project budget for Public Safety Training Center by \$8,806,946, thereby increasing the total project budget from \$15,350,218 to \$24,157,164. The source of this increase is \$5,500,000 of State funds (North Carolina budget enacted 10/8/2023) as well as an additional \$3,306,946 from Alamance County capital project reserves (approved by Alamance County Board of Commissioners on 10/16/23).

As part of this action, total project budget will be amended via NCCCS Form 3-1. This form will be sent to the State for approval, along with signatures of Board Chair, President, and a County official.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #4

Is this the Final 3-1 Project Closeout?

No

College Alamance Community College

Project Name Public Safety Training Center

NCCCS Project No.

2450

Campus 1001 Alamance CC - Main Campus

County

Alamance

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

The reason for this amendment includes the following:
1. The scope of project has been changed to include a 13,900 square foot indoor firing range. This building will include twelve (12) fifty-yard lanes, a weapons cleaning and repair room, ammunition storage, all required specialized lighting and specialized ventilation systems. This additional scope of \$7,036,160 will be funded in part by a special state appropriation of \$5,500,000 in the FY2024 NC State Budget (listed as "Alamance Community College – LEO Training – undetermined). The remaining portion of this additional scope will be funded through additional approved County Capital funds.
2. In addition to the additional scope, final GMP estimates for cost of construction also increased slightly for certain building materials and earthwork.
3. The College has also added the cost for furniture into the project. A total of \$900,000 in FFE costs will be funded through additional approved County Capital funds.
4. In total, on 10/16/2023, the Alamance County Board of Commissioners approved an allocation of \$3,459,859 from the ACC Capital Reserves Fund to the ACC Capital Projects Fund, with \$3,306,946 of the total amount funding this project. The remaining funds of \$152,911 will be used to additionally fund NCCCS Project No. 2452, Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project.

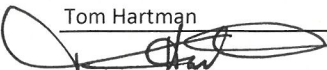
Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Tom Hartman

Signature: 

Contact Number: 336-506-4201

Date: 10/30/2023

CPC Signature: 

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)
- 2. Demolition (not in III B)
- Subtotal "A"**

B. CONSTRUCTION

- 1. Design Fee
- 2. Construction.....
- 3. Construction Contingency
- 4. Other Contracts
- 5. Other Fees
- Subtotal "B"**

C. Other Costs

- 1. Initial Equipment.....
- 2. Work Performed by Owner
- Subtotal "C"**

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
902,640.00	78,840.00	981,480.00
12,750,218.00	8,188,497.00	20,938,715.00
294,000.00	242,206.00	536,206.00
660,688.00	586,054.00	1,246,742.00
742,672.00	(288,651.00)	454,021.00
15,350,218.00	8,806,946.00	24,157,164.00
0.00	0.00	0.00
\$15,350,218.00	\$8,806,946.00	\$24,157,164.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. ▼ 0
- 4. ▼
- 5. ▼
- Subtotal "A"**

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

- 1. ▼
- 2. ▼
- 3. ▼
- Subtotal "B"**

C. STATE FUNDS (Reimbursed by the System Office)

- 1. Budget Code ▼
- 2. Budget Code ▼
- 3. Budget Code ▼
- 4. Budget Code ▼
- Subtotal "C"**

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

Prior Funds	Changes	Current Funds
2,000,000.00	3,306,946.00	5,306,946.00
13,350,218.00	0.00	13,350,218.00
15,350,218.00	3,306,946.00	18,657,164.00
0.00	0.00	0.00
0.00	0.00	0.00
15,350,218.00	3,306,946.00	18,657,164.00
0.00	5,500,000.00	5,500,000.00
0.00	5,500,000.00	5,500,000.00
\$15,350,218.00	\$8,806,946.00	\$24,157,164.00

Total Sources of Funds Including Unidentified

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2450
from Alamance Community College and if shown, county funds in the
amount of \$18,657,164 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, Page 5) it is estimated that the college will expend an additional \$189,608
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____



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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: _____ Project Name: Public Safety Training Center

College: Alamance Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$61,900	\$63,756	\$65,669	\$67,639	\$70,000	\$65,793
Plant Maintenance						
additional annual cost	\$33,877	\$38,958	\$44,802	\$51,522	\$59,251	\$45,682
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$26,513	\$27,839	\$29,231	\$30,692	\$32,227	\$29,300
Fuel (Gas, Oil)	\$413	\$434	\$455	\$478	\$502	\$456
Water	\$651	\$684	\$719	\$754	\$792	\$720
Telecommunications	\$43,122	\$45,279	\$47,543	\$49,920	\$52,416	\$47,656
Total Average Annual Cost (used in Section VI of the 3-1)						\$189,608

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer



Budget and Financial Information

For the
Month Ending
October 31, 2023

Alamance Community College -- Budget and Financial Information
For the Month Ending October 31, 2023
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending October 31, 2023. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

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

Report highlights include:

o

Budget: The FY24 Interim Budget approved by the Trustees included estimated amounts expected to be allotted by the State. The FY23-25 biennial State budget, which has been approved but not yet certified, includes a 7% pay increase (4% FY24 and 3% FY25), a minimum 10% increase in nurse pay, funding to recruit/retain employees, \$500,000 FY24 nonrecurring funds for Dillingham Campus, \$5.5 million for a firing range, \$100,000 for instructional support, and recurring capital funding for FY24 and FY25.

- o Overall: At October 31, 2023, the College's fiscal year is 4 / 12th or 33% complete.

o

Exhibit A--State Accounting Fund: The *Current Expense* program is higher than at this same point last year by over **\$86,000** (about **0.9% increase**) but includes a non-recurring pension liability payment. Overall current expenses are **31.8% expended** when compared to budget. The budget **includes a special allocation of approx. \$640,000** that was awarded in FY21-22 by the State for operations, yet intended to be used as needed until FY 2023-2024. The *Capital Outlay* program is **0% spent**, to date.

o

Exhibit B--County Accounting Fund: Current expenditures were higher than at this same point last year by over **\$151,000** (about **9.2% increase**) and is **44.8% expended** when compared to budget. The *Capital Outlay* program is **10% spent**.

o

Exhibit C--(NEW) Institutional Accounting Fund: Current expenses are vastly different than at this same point last year due to error corrections that were posted last fiscal year. Current expenses are **(51%) expended** when compared to budget. A budget amendment will be recommended next month to record new grants being expended. Two of the bond projects have been substantially completed and the funds will be closed as soon as final expenditures have been reimbursed. Other projects will not be spent evenly throughout the year but all remain within budget. In this accounting fund, both unspent current expense and unspent capital outlay monies are available to carry forward into next year.

o

Exhibit D--Institutional Accounting Fund: Programs are categorized as unrestricted, restricted, proprietary, or plant. Now that FY23 has been closed, the beginning balances of each fund are final.

o

Negative program balances: **Planned** negative balances appear in mid-year 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.

Alamance Community College -- Budget and Financial Information
 For the Month Ending October 31, 2023
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Institutional Support					
Executive Management.....	1,345,533	552,793	792,740	41%	424,210
Financial Services.....	1,539,090	388,174	1,150,916	25%	461,218
General Administration.....	1,937,635	860,934	1,076,701	44%	534,450
Information Systems.....	1,280,417	358,934	921,483	28%	507,548
<i>Total Institutional Support.....</i>	<i>6,102,675</i>	<i>2,160,834</i>	<i>3,941,841</i>	<i>35%</i>	<i>1,927,426</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	13,017,716	4,414,504	8,603,212	34%	4,427,517
<i>Total Curriculum Instruction.....</i>	<i>13,658,672</i>	<i>4,414,504</i>	<i>9,244,168</i>	<i>32%</i>	<i>4,427,517</i>
Continuing Education					
Occupational Education Instruction.....	1,620,324	493,710	1,126,614	30%	568,765
Occupational Education Support.....	638,435	199,913	438,522	31%	225,100
Basic Skills (HSE, ESL, etc.).....	1,438,763	447,056	991,707	31%	349,645
Small Business Center (SBC).....	164,469	43,209	121,260	26%	8,687
Customized, Business, & Industry Training.....	119,757	48,194	71,563	40%	23,502
Expansion Apprenticeship Program.....	342,929	70,754	272,175	21%	5,215
Literacy Special Programs.....	337,538	8,046	329,492	2%	5,247
BioBetter Grant Programs.....	284,323	42,808	241,515	15%	-
<i>Total Continuing Education.....</i>	<i>4,946,538</i>	<i>1,353,690</i>	<i>3,592,848</i>	<i>27%</i>	<i>1,186,161</i>
Academic Support					
Library/Learning Center.....	501,202	197,280	303,922	39%	228,804
Curriculum Instruction.....	1,475,678	432,292	1,043,386	29%	605,984
Continuing Education.....	875,010	291,053	583,957	33%	296,843
<i>Total Academic Support.....</i>	<i>2,851,890</i>	<i>920,625</i>	<i>1,931,265</i>	<i>32%</i>	<i>1,131,631</i>
Student Support					
Student Services.....	2,277,411	678,201	1,599,210	30%	713,908
Childcare.....	32,728	6,178	26,550	19%	5,025
Scholarships & Awards to Students.....	267,635	57,727	209,908	22%	114,056
<i>Total Student Support.....</i>	<i>2,577,774</i>	<i>742,106</i>	<i>1,835,668</i>	<i>29%</i>	<i>832,989</i>
Subtotal Current Expense (State).....	30,137,549	9,591,759	20,545,790	32%	9,505,724
Capital Outlay (State)					
Equipment.....	910,458	22,870	887,588	3%	74,262
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	45,012	8,070	36,942	18%	7,653
<i>Subtotal Capital Outlay (State).....</i>	<i>1,793,750</i>	<i>30,939</i>	<i>1,762,811</i>	<i>2%</i>	<i>81,915</i>
Total Expenditures (State).....	31,931,299	9,622,698	22,308,601	30%	9,587,639

* Unadjusted and Unaudited *

For the Month Ending October 31, 2023

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

<u>Current Expense (County)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<i>Total College Support Services.....</i>	618,506	309,980	308,526	50%	357,455
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,756,564	1,260,681	1,495,883	46%	973,310
Plant Maintenance.....	654,612	235,277	419,335	36%	323,702
<i>Total Plant Operation and Maintenance.....</i>	3,411,176	1,495,958	1,915,218	44%	1,297,012
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,029,682	1,805,937	2,223,745	45%	1,654,467
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	50,551	124,649	29%	44,648
Maintenance Projects, Current.....	536,000	20,483	515,517	4%	87,550
<i>Subtotal Capital Outlay (County).....</i>	711,200	71,034	640,166	10%	132,198
<i>Total Expenditures (County).....</i>	4,740,882	1,876,972	2,863,910	40%	1,786,665

Alamance Community College -- Budget and Financial Information
For the Month Ending October 31, 2023
Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)

Exhibit C

<u>Current Expense (Institutional)</u>	<u>Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
<u>Current Unrestricted</u>					
Institutional Support.....	23,000	25,052	(2,052)	109%	(96,685)
Curriculum Instruction.....	-	-	-	*	-
Continuing Education.....	75,000	40,929	34,071	55%	(54,130)
Academic Support.....	-	(405)	405	*	40
<i>Total Current Unrestricted.....</i>	<i>98,000</i>	<i>65,576</i>	<i>32,424</i>	<i>67%</i>	<i>(150,775)</i>
<u>Current Restricted</u>					
Institutional Support.....	264,393	81,181	183,212	31%	(150,712)
Curriculum Instruction.....	11,184	58,820	(47,636)	526%	20,722
Continuing Education.....	-	21,400	(21,400)	*	14,495
Student Support.....	289,477	87,023	202,454	30%	85,555
CARES (Student, Institutional, SIP).....	30,000	8,651	21,349	29%	1,649,482
Student Aid.....	6,002,363	3,257,282	2,745,081	54%	3,031,071
<i>Total Current Restricted.....</i>	<i>6,597,417</i>	<i>3,514,358</i>	<i>3,083,060</i>	<i>53%</i>	<i>4,650,613</i>
<u>Proprietary</u>					
Institutional Support.....	50,000	1,458	48,542	3%	94,034
Curriculum Instruction.....	100,000	10,330	89,670	10%	7,174
Student Support.....	85,000	41,164	43,836	48%	180,345
Bookstore.....	100,000	38,976	61,024	39%	73,171
Vending.....	125,000	6,298	118,702	5%	7,058
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>98,227</i>	<i>361,773</i>	<i>21%</i>	<i>361,782</i>
<i>Subtotal Current Expense (Institutional).....</i>	<i>7,155,417</i>	<i>3,678,161</i>	<i>3,477,256</i>	<i>51%</i>	<i>4,861,620</i>

<u>Capital Projects (Institutional)</u>	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>
B&G - Backfill Project.....	436,816	296,232	140,584
B&G - Center of Excellence/Parking.....	19,453,093	494,451	18,958,642
B&G - Student Services Center	6,703,500	111,530	6,591,970
B&G - Public Safety Training Center	14,850,218	369,970	14,480,248
B&G - Main/Powell (Nursing Expansion)	5,436,070	61,018	5,375,052
B&G - Tobacco Trust at "The Farm"	380,550	134,560	245,990
B&G - OSBM SCIF (No project assigned)	2,543,902	6,402	2,537,500
B&G - Various Projects	283,800	90,246	193,554
<i>Subtotal Capital Outlay (Institutional).....</i>	<i>50,087,949</i>	<i>1,564,410</i>	<i>48,523,539</i>
<i>Total Expenditures (Institutional).....</i>	<i>57,243,366</i>	<i>5,242,571</i>	<i>52,000,795</i>

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending October 31, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
Unrestricted Programs (Institutional)					
Financial Services	23,000	296,831	33,811	(25,025)	305,617
General Administration	-	(11,544)	4,207	(16)	(7,354)
Curriculum Instruction	-	12,336	1,610	-	13,946
Occupational Ext. Instruction	25,000	42,106	16,045	(3,642)	54,508
Thigpen Trust	-	85,233	-	(11)	85,223
Community Service	50,000	126,048	47,061	(37,287)	135,822
Library/Learning Center	-	-	-	405	405
<i>Total Unrestricted Programs (Institutional).....</i>	<i>98,000</i>	<i>551,010</i>	<i>102,733</i>	<i>(65,576)</i>	<i>588,167</i>
Restricted Programs (Institutional)					
College Work Study	103,166	(948)	46,150	(45,451)	(249)
SEOG	99,000	5,752	-	(2,400)	3,352
Pell Grants	5,103,078	(199,391)	2,645,963	(2,753,237)	(306,665)
Community College State Grant	414,000	(1,722)	124,145	-	122,423
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	-	(2,000)	(12,250)
Less Than Half Time Grant	-	(4,009)	-	-	(4,009)
Scholarships	-	4,254	-	(196,785)	(192,531)
Education Lottery Financial Aid	184,000	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	(18,666)	(25,743)
Spec. Fees - CI-Nursing	-	6,304	22,741	(18,842)	10,204
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	4,270	-	5,916
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	9,215	22,100	-	31,315
Spec. Fees - OE-Special Programs	-	9,725	1,577	-	11,302
CARES Student Relief	30,000	(11,120)	82,104	(8,401)	62,583
CARES Institutional Relief	-	-	-	(250)	(250)
PACE-CARES Strengthening Inst Programs.....	202,285	(89,376)	96,845	(169,026)	(161,556)
GA-AJOBS	53,055	(1,994)	-	(1,798)	(3,791)
GA-Biotech Center Grant	-	-	1,340	(3,761)	(2,421)
GA-ACE Grant	108,172	(62,232)	89,338	(28,243)	(1,138)
GA-NSF WIND Grant	-	(23,293)	-	-	(23,293)
CI-Gene Haas Foundation	-	211	-	-	211
CI-Golden LEAF Equipment Grant	-	(9,699)	-	-	(9,699)
CI-NSF Bioscience-FTCC	-	-	15,000	(10,415)	4,585
CI-C-Step Grant	-	(1,928)	12,500	(322)	10,250

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending October 31, 2023
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>Beg. Program Balance (est)</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
CI-Telemedicine Grant	-	(538,128)	-	-	(538,128)
CI-AWESM Grant	11,184	(12,373)	32,608	(29,241)	(9,006)
CI-NC Agventures Grant.....	-	-	5,099	-	5,099
REACH Adult Learner Project	-	7,127	-	(837)	6,290
CS-Piedmont Voices	-	1,983	-	-	1,983
CS-Engineering Camp	-	1,350	-	-	1,350
SS-TRIO Student Support Services	261,888	(26,522)	70,660	(85,598)	(41,460)
Total Restricted Programs (Institutional)	6,569,828	(936,064)	3,272,441	(3,375,273)	(1,038,896)
			10,944	(152,212)	(141,269)
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	474	-	2,367
Aux-Public Information & Marketing	-	4,208	396	(1,458)	3,146
Aux-Graduation	50,000	34,779	2,230	-	37,009
Aux-Bookstore Commissions	100,000	1,627,074	11,894	(38,976)	1,599,992
Aux-Snack Bar Commissions	15,000	41,426	-	(4,272)	37,154
Aux-Culinary Food Service	110,000	17,921	620	(2,026)	16,516
Aux-Traffic Control, Parking, and Safety	-	37,541	44,162	-	81,703
Aux-SGA	85,000	114,713	51,783	(41,164)	125,331
Aux-Technology Fee	-	8,124	41,213	-	49,337
Aux-Child Care	-	22,263	569	-	22,832
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	16,826	(10,128)	154,205
Spec. Fees - Massage Therapy	-	-	340	-	340
Spec. Fees - Automotive Technology	-	(145)	954	(202)	606
Spec. Fees - Dental Assistant	-	56,568	65	-	56,633
Spec. Fees - Occupational Extension	-	176,337	12,195	-	188,532
Total Proprietary Programs (Institutional)	460,000	2,290,716	183,719	(98,227)	2,376,208
Total Non-Plant Programs (Institutional)	7,127,828	1,905,662	3,558,893	(3,539,076)	1,925,479
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(60,176)	229,415	(296,232)	(126,993)
Building & Grounds-Center of Excellence	19,453,093	193,938	652,502	(500,853)	345,587
Building & Grounds-Student Services Center	6,703,500	(972,220)	385,043	(111,530)	(698,708)
Building & Grounds-Public Safety Training Center	15,350,218	(1,308)	358,127	(369,970)	(13,151)
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	4,936,070	(28,806)	55,736	(61,018)	(34,089)
Building & Grounds-Tobacco Trust at "The Farm"	380,550	(79,453)	71,875	(134,560)	(142,138)
Building & Grounds-Various Projects.....	-	(51,086)	-	(90,246)	(141,332)
Total Plant Programs (Institutional)	47,260,247	(999,112)	1,752,698	(1,564,410)	(810,824)
Total All Programs (Institutional)	54,388,075	906,551	5,311,591	(5,103,487)	1,114,655

* Unadjusted and Unaudited *

**Curriculum Committee
Nov 13, 2023**

**Action Item (1 of 1):
Approval of Program of Study Changes**

Summary:

Curriculum Faculty, Department Heads, and Deans proposed a number of program changes to ACC's Curriculum & Instruction Committee, which has vetted and approved the changes presented today. Changes are proposed for the following programs:

1. Advertising and Graphic Design
2. Computer Integrated Machining
3. Culinary Arts
4. Electrical Maintenance Certificate
5. Apprenticeships
6. University Transfer: Associate in Arts, Associate in Science, Associate in Engineering
7. University Transfer: Associate in Science
8. Business Administration- Marketing Concentration
9. Information Technology- PC Repair Certificate
10. Office Administration Legal Concentration- Inactive
11. Office Administration: General Concentration
12. Medical Laboratory Technology
13. Histotechnology
14. Cosmetology
15. Manicuring Nail Technology
16. Cosmetology Diploma

The proposed changes are meant to improve student success and completion, prepare work-ready graduates, align curriculums, and increase learning opportunities for students.

Action:

College Administration respectfully requests approval of the program of study changes as outlined in the attached table of changes.



Program of Study Table of Changes – Curriculum Committee
 November 2023

Notes: ACC Curriculum and Instruction Meeting held October 6, 2023

APPLIED ENGINEERING, AGRICULTURE & SKILLED TRADES DIVISION	
PROPOSAL	RATIONALE / MOTION
ADVERTISING & GRAPHIC DESIGN	
<p>1. Advertising & Graphic Design AAS (A30100)</p> <ul style="list-style-type: none"> Remove: GRD 131: Illustration (1-3-2) and GRA 220: Industry Survey (1-2-2) Add: GRD 271: Multimedia and Video I (1-3-2) <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>GRD-131 was removed from the A30100 curriculum standard. The AGD department proposes to replace it with GRD-271, which has the same contact and credit hours. The AGD advisory committee has determined that motion graphics instruction has become an increasingly important skill for graphic designers to have for employment. The AGD department is removing most of the GRA prefix requirements based on the NCCCS Curriculum Improvement Project.</p>
PROPOSAL	RATIONALE / MOTION
COMPUTER INTEGRATED MACHINING	
<p>2. Computer Integrated Machining AAS (A50210) and Diploma (D50210)</p> <ul style="list-style-type: none"> Remove MAC 247: Production Tooling (2-0-2) and Replace with MEC 145: Mfg. Materials I (3-2-3) <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>MAC 247 is not a required course for CIM and MEC 145 would better serve students as they lack an understanding of the various materials used in manufacturing and the critical thinking skills to research them. MEC 245 is presently a component of the Mechanical Engineering Tech (MET) program which will eliminate all additional costs of implementing this update. Furthermore it will enable a stackable credential to CIM program students as it more closely aligns with the Quality Control Certificate program offered by the MET program.</p>
PROPOSAL	RATIONALE / MOTION

CULINARY ARTS	
<p>3. Culinary Arts AAS (A55150)</p> <ul style="list-style-type: none"> • Add CHM 131/131A: Introduction to Chemistry / Lab to the Natural Science general education pick list as an option to CHM 130/130A; Gen., Org., & Biochemistry / Lab <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>By adding the pick list option, it gives Culinary students more options in completing the Natural Science gen ed requirement. The content for both courses cover the requirements needed for Culinary.</p>
PROPOSAL	RATIONALE / MOTION
MECHATRONICS ENGINEERING TECHNOLOGY	
<p>4. Electrical Maintenance I Certificate (C40350M) NEW Certificate</p> <p>Courses include: All are currently being taught in the MET AAS degree program</p> <ul style="list-style-type: none"> • ELC 112: DC/AC Electricity (3-6-5) • ELC 115: Industrial Wiring (2-6-4) • ELC 117: Motors and Controls (2-6-4) • ELC 128: Introduction to PLC (2-3-3) <p>Total Credit Hours = 16</p> <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>This certificate provides a credential that will coordinate with other available credentials and includes courses selected by industry partners for training of current maintenance employees.</p>
PROPOSAL	RATIONALE / MOTION
APPRENTICESHIPS	
<p>5. New Apprenticeship codes for the following Apprenticeship programs</p> <ul style="list-style-type: none"> • Air Conditioning, Heating and Refrigeration AAS (A35100A) • Computer Aided Drafting AAS (A50150A) 	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>Adding a new apprenticeship code to the following programs will distinguish them from the traditional curriculum programs</p>

<ul style="list-style-type: none"> • Horticulture AAS (A15240A) (revised outline) • Information Technology: Business Support AAS (A25590BA) • Mechanical Engineering AAS (A40320A) • Welding Technology AAS (A50420A) • Computer Integrated Machining: CNC Machining Certificate (C50210CA) • Computer Integrated Machining: Basic CIM Certificate (C50210BA) <p>Approved Fall 2024 Implementation date</p>	<p>for students and employers interested in apprenticeship. This will help with meeting industry demand.</p>
BUSINESS, ARTS AND SCIENCES DIVISION	
PROPOSAL	RATIONALE / MOTION
UNIVERSITY TRANSFER	
<p>6. Associate in Arts (A10100); Associate in Science (A10400); Associate in Engineering (A10500)</p> <ul style="list-style-type: none"> • Add PED 145: Basketball - Basketball (0-3-1) and PED 146: Basketball - Intermediate (0-2-1) as elective options <p>7. Associate in Science (A10400)</p> <ul style="list-style-type: none"> • Add COM 150: Intro to Mass Communication as an elective option <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>PED 145/PED 146 ACC current HEA and PED offerings are mainly online and offered sporadically. These courses could be offered during fall and spring and would offer students with an afternoon elective course option. We have the resources to teach the course(s) with the basketball court and in the event of rain, a classroom can be scheduled for indoor learning (skills, drills, techniques). <i>*Note: PED 146 does have a prerequisite of PED 145</i></p> <p>COM 150 This course was added to the Associate in Arts program Fall 2023, and now would like to add this as an option to the Associate in Science as an elective option.</p>
PROPOSAL	RATIONALE / MOTION
BUSINESS AND MARKETING	
<p>8. Business Administration: Marketing Concentration (A25120M)</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve</i></p>

<ul style="list-style-type: none"> • OST-155 Legal Terminology • OST-156 Legal Office Procedures • OST-159 Office Ethics <p>section05_14june2022_termination_procedure_s.pdf</p> <p>Approved Fall 2024 Implementation date</p> <p>11. Office Administration: General Concentration (A25370A)</p> <ul style="list-style-type: none"> • Add ACC 120: Prin of Financial Accounting (3-0-3) to a pick list with OST 153: Office Finance Solutions (2-2-3) under “Other Major Requirements” <p>Approved Fall 2024 Implementation date</p>	<p>ACC 120 is an approved course substitution for OST 153. Both courses cover the same objectives. Upon completion of the course, students will be able to prepare financial statements, understand the role of financial information in decision-making, and provide financial solutions for the office. Adding this as an option will give the students flexibility in their schedule, therefore enhancing student success.</p>
HEALTH AND PUBLIC SERVICES DIVISION	
PROPOSAL	EXPLANATION
MEDICAL LABORATORY TECHNOLOGY	
<p>12. Medical Laboratory Technology (A45420)</p> <ul style="list-style-type: none"> • Add BIO 163: Basic Anat & Physiology (4-2-5) to the pick list for BIO 168/169 <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>BIO 163 is an option in the Curriculum Standard for MLT and is comparable content that satisfies the Anatomy & Physiology requirement and decreases the total number of hours required for program completion.</p>
PROPOSAL	RATIONALE / MOTION
HISTOTECHNOLOGY	
<p>13. Histotechnology (A45370)</p> <ul style="list-style-type: none"> • Remove ACA 122: College Student Success 	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p>

<p>Approved Fall 2024 Implementation date</p>	<p>ACA 122 Is designed for students looking to transfer to a 4-year college or university. The population of students that the histotechnology program serves are usually students who already have a four year degree, working professionals looking to get certified, or students who do not plan to continue on at a 4-year institution. This will remove 1 credit hour from the program decreasing the total number of required hours for degree completion.</p>
PROPOSAL	RATIONALE / MOTION
COSMETOLOGY	
<p>14. Cosmetology AAS (A55140)</p> <ul style="list-style-type: none"> • Add COS 127: Natural Hair Care I (4-6-6) and COS 130: State Board Exam Prep (2-0-2) • Remove ACA 122: College Student Success (0-2-1) and COS 117: Cosmetology Concepts IV (2-0-2) <p>Approved Fall 2024 Implementation date</p> <p>15. Manicuring/Nail Technology (C55400) Terminate: This program will be offered through con-ed only section05_14june2022_termination_procedure_s.pdf</p> <p>16. Cosmetology Diploma (D55140) Return the diploma to active and student select status</p> <p>Approved Fall 2024 Implementation date</p>	<p><i>Strategic Priority #2: Learn ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning</i></p> <p>The additional courses will increase student success in passing state board exams. Students will learn more techniques and accumulate more class and lab contact hours to better prepare for their state board required hours by the end of the degree. The removal of COS 117 is to replace it with COS 130, where students will learn concepts that are more in-line with the State Board Exam. This will add (5) credit hours to the AAS degree while increasing licensure for graduates.</p> <p>Manicuring is currently running successfully through our Con-Ed program and has not been running in Curriculum, therefore the form for termination needs to be submitted to the state.</p> <p>The diploma was approved to make inactive in the past but students are still enrolled and use the diploma as a viable pathway to licensure, so the department would like to reimplement to active status.</p>



Presidential Search Timeline 2023

- August 22, 2023** **Presidential Search Committee Meeting #1:** Training and Orientation of Search Committee. Search Consultant discusses Search Process with Committee, including timeline, application materials, selection of semi-finalists, and development of a Draft Presidential Profile. Discussion also includes a recruitment strategy to attract a highly competitive and diverse candidate pool.
- September 7, 2023** **Public Fora and Survey:** Search Consultant facilitates several in-person, open Public Forums (Administrators, Staff, Faculty, Students, Community Members) to solicit feedback to inform the final development of the Presidential Profile. ACCT Survey posted to College' "Presidential Search" webpage and ACCT webpage to solicit input.
- September 13, 2023** **Search Committee Meeting #2 and Special Board of Trustees Meeting:** Search Committee and Board receives, edits and finalizes the Presidential Profile. Profile posted to College' "Presidential Search" Webpage. State and national publications utilized to advertise, solicit, recruit and develop a strong and diverse pool of candidates.
- September 15, 2023** **Presidential Recruitment and Application Process Begins:** ACCT and Search Consultant initiates a Systemwide, State, Regional and National one-to-one recruitment process. Applications materials are posted to ACCT's and the College's "Presidential Search" Webpage. Candidates submit confidential application materials to ACCT's secure portal.
- October 27, 2023** **Target Date for Receipt of Applications:** Position remains open until filled.
- Oct. 30- Nov. 10, 2023** **Presidential Search Committee Review:** Search Committee Members individually review, evaluate and rank their top confidential candidates through the ACCT portal. Committee submits their ratings to ACCT for ranking.
- November 13 , 2023** **Search Committee Meeting # 3:** Committee meets to reach consensus about 5-7 Semi-finalists to interview.

Where We Are In Process

- November 20/21, 2023 Presidential Search Committee Meeting #4:** Search Committee meets for confidential virtual interviews of Semi-finalists. Two-day Interview process. Search Committee deliberates and selects 3 to 4 Finalists and forwards recommendations to the Board of Trustees. Search Committee work is completed.
- November 21, 2023 Board of Trustees** submits names of Finalists to the System President ten business days prior to the next regularly scheduled meeting of the State Board's Personnel Committee, or at least ten days prior to a meeting of the Personnel Committee. Personnel Committee approves Finalists, and the System President notifies Board of Trustees.
- December 4-8, 2023 Board of Trustees Interviews and Selection:** Finalists visit the College. Each Finalist will meet with Senior Leadership, tour the community, participate in public forums, **and interview with the full Board of Trustees.** During deliberations, the Board will hear oral, in-depth reports on ACCT's background checks on final candidates. By week's end, the Board will select their first-choice candidate.
- December 8, 2023 Board of Trustees** submits the selection of their first-choice candidate to the System President five days prior to the next State Board Meeting. President-Elect and the Board of Trustees.
- December 2023** The State Board approves selection.
- TBD** New President of Alamance Community College is announced. The President-elect and Board establish the start date of employment.

Report of SEI Filing and Ethics Education Status

First name	Last Name	Last SEI Received Date	Last Education Received Date	Next Education Due Date
James	Butler	2/16/2023	4/12/2023	4/12/2025
Steve	Carter	2/8/2023	5/10/2023	5/10/2025
Roslyn	Crisp	3/13/2023	3/13/2023	3/13/2025
Julie	Emmons	4/11/2023	8/29/2022	8/29/2024
Anthony	Foriest	4/9/2023	2/21/2022	2/21/2024
Powell	Glidewell	5/5/2023	12/15/2021	12/15/2023
William	Gomory	1/24/2023	7/13/2022	7/13/2024
Mark	Gordon	5/3/2023	7/8/2022	7/8/2024
Sylvia	Munoz	5/3/2023	8/7/2022	8/7/2024
Charles	Scott	1/17/2023	3/30/2023	3/30/2025
Ken	Walker	7/5/2023	9/1/2023	9/1/2025
Blake	Williams	3/5/2023	9/1/2023	9/1/2025

See <https://ethics.nc.gov/education/webinar-public-servants-and-ethics-liaisons> to register for the ethics training webinar.

**Resolution to Approve and Authorize Dr. Larry Keen,
Interim President, to execute a Security Agreement and accompanying
documentation including UCC-1 for the benefit of the U.S. Department of
Commerce, Economic Development Administration (EDA) Award No. 04-79-07629 to
Alamance Community College for Special Award No. 17 for personal property acquired
for and placed in the new Biotechnology Center for Excellence Facility funded by an
EDA Grant for the acquisition of such personal property to be located at
the Center for Excellence on the ACC Campus at 1247 Jimmie Kerr Road,
Graham, Alamance County, North Carolina, and to secure the EDA
interest in said personal property pursuant to a Security Agreement and
filing of UCC-1 forms with the appropriate governmental authority to place
a notice lien of interest on said properties for the benefit of EDA**

BE IT RESOLVED that the Board of Trustees of the Alamance Community College (“ACC”) at its regular called meeting held on Monday, November 13, 2023, at the Gee Building, Graham, North Carolina, to favorably approve the following actions:

WHEREAS, the Board of Trustees at its regular meeting held on November 13, 2023, approved a Resolution to authorize Dr. Larry Keen, the Interim President, to execute and deliver on behalf of ACC a Security Agreement and UCC filings on personal property acquired by the EDA grant as above captioned for the benefit of the EDA as required by such Grant Award as recommended by the Finance Committee; and

WHEREAS, the Board of Trustees at the aforesaid meeting approved this Resolution and authorizes Dr. Larry Keen to execute and deliver the Security Agreement and associated lien documents, including a UCC filing as required by the terms of the EDA Grant; and

WHEREAS, the Board of Trustees instructed the Board’s attorney to deliver the Security Agreement to EDA and file the lien documents, including the attached UCC for the benefit of EDA.

NOW, THEREFORE, based upon recommendation of the attorney to the Board of Trustees and the Finance Committee of the Board, the Board of Trustees approved the aforementioned Resolution and authorized Larry Keen, Interim President, to execute and deliver the Security Agreement and associated documents, including UCC filing for a lien on the listed items of personal property located at the Center for Excellence for the benefit of EDA pursuant to the terms and conditions of the above captioned Special Grant.

The foregoing Resolutions and actions adopted by the Board of Directors were duly approved upon motion of _____ and seconded by _____ upon call of the vote by the Chairperson of the Board of Trustees.

The foregoing action was taken effective this the 13th day of November, 2023.

Secretary to the Board of Trustees for
Alamance Community College

Attachment B
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration
SPECIFIC AWARD CONDITIONS

Recipient: **Alamance Community College and The Alamance
Community College Board of Trustees**
1247 Jimmie Kerr Road
P. O. Box 8000
Graham, North Carolina 27253

Award No.: 04-79-07629

1. PROJECT: This investment will support purchase of training equipment for the new Biotechnology Center of Excellence needed to help train critical workers for health care, medical testing and bioagriculture industries, as well as help provide skilled workforce necessary for the region’s growing biotechnology cluster.

2. PROJECT DEVELOPMENT TIME SCHEDULE: The Recipient agrees to the following Project development time schedule:

Time allowed in Financial Assistance Award after EDA Award date:
Award Period 24 months

Project Closeout- All Project closeout documents including the final financial information and any required program reports shall be submitted to the Government not more than 120 days after the date the Recipient accepts the completed project from the contractor(s).

The Recipient shall pursue diligently the development of the Project to ensure completion within this time schedule. Moreover, the Recipient shall notify the Government in writing of any event which could delay substantially the achievement of the Project within the prescribed time limits. The Recipient further acknowledges that failure to meet the development time schedule may result in the Government’s taking action to terminate the Award in accordance with the regulations set forth at 2 CFR §§ 200.338-342.

3. PROCUREMENT: The Recipient agrees that all procurement transactions shall be in accordance with Department of Commerce Regulations at 2 CFR §§ 200.317-326.

4. GRANT ADMINISTRATOR: The Grant Administrator for the Project is:

H. Philip Paradice, Jr.
Director, Atlanta Region
Economic Development Administration

5. The FEDERAL PROGRAM OFFICER is responsible for the programmatic, technical, and/or scientific aspects of this Award:

Priscilla A. Kittles
Administrative Director
Economic Development Administration

6. The **PROJECT OFFICER** is responsible for administrative coordination and liaison with the Recipient. This individual receives appropriate material from the Recipient for administrative processing. The Program Officer's name, address, telephone number, and email address are:

Jolene Hamm
Project Officer
Economic Development Administration
401 West Peachtree Street, NW, Suite 1820
Atlanta, Georgia 30308-3510
(404) 576-7515
Nonconstructionreports-payments@eda.gov

7. **AWARD DISBURSEMENTS: Reimbursable basis only:** EDA will make Award payments using the Department of Treasury's Automated Standard Application for Payments (ASAP) system. The recipient is required to furnish documentation as required by ASAP including but not limited to Recipient and Requestor Identification Numbers. Complete information concerning the ASAP system may be obtained by visiting www.fms.treas.gov/asap.

The "Request for Reimbursement" (SF-270) is used to request payment, which will be approved by the Project Officer. Please note that disbursements cannot be processed until the attached Standard Form 3881, ACH Vendor/Miscellaneous Payment Enrollment Form is completed and returned. The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient). A new form is required for each Award. Return the completed form with the executed Award documents to the Project Officer at Economic Development Administration, 401 West Peachtree Street, N.W., Suite 1820, Atlanta, Georgia 30308-3510.

8. **REAFFIRMATION OF APPLICATION:** Recipient(s) acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient(s), or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient(s) submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, Recipient(s) hereby reaffirms and state that a.) all data in said application and documents submitted with the application are true and correct as of the date of this Award and were true and correct as of the date of said submission, b.) said application was as of the date of this Award and as of the date of said application duly authorized as required by local law by the governing body of the Recipient(s) and c.) Recipient(s) confirms that it will comply with the Assurances and Certifications submitted with, or attached to, said application. The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

9. **RECIPIENT'S DUTY TO REFRAIN FROM EMPLOYING CERTAIN GOVERNMENT EMPLOYEES:** For the two-year period beginning on the date the Government executes this Award, the Recipient(s) agrees that it will not employ, offer any office or employment to, or retain for professional services any person who, on the date the Government executes this Award or within the one-year period ending on that date:
- a. Served as an officer, attorney, agent, or employee of the Department; and
 - b. Occupied a position or engaged in activities that the Assistant Secretary determines involved discretion with respect to the Award of Investment Assistance under PWEDA.

The two-year period and associated restrictions referenced above also shall apply beginning on the date the Government executes any cost amendment to this Award that provides additional funds to the Recipient(s).

10. FREEDOM OF INFORMATION ACT (FOIA): EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. § 552) responsibilities for its records. DOC regulations at 15 CFR Part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants may be released in response to a FOIA request. Applicants should be aware that EDA may make certain application information publicly available. Accordingly, the applicant should notify EDA if it believes any application information to be confidential.

11. SCOPE OF WORK: Recipient(s) agrees to undertake, prosecute and complete the Scope of Work (SOW) for this Project funded by this Award which SOW is approved and agreed to by the Government as subsequently amended in mutually agreed upon written change order(s) and/or SOW amendment(s), if any. The SOW shall be as set forth and described in a.) the application submitted by Recipient(s) and/or Recipient's authorized representative(s) to the Government for this Award together with b.) all enclosures, materials, documents and other submittals accompanying and supporting the application, c.) all additional materials, documents and/or correspondence requested by the Government and submitted by Recipient(s) and/or Recipient's authorized representative(s) in support and furtherance of the application and d.) such change(s) and/or SOW amendments, if any, requested in writing by the Recipient(s) and/or Recipient's authorized representative subsequent to the date of this Award and approved and agreed to in writing by the Government. To the extent such additional materials, documents and/or correspondence amends and/or clarifies the application, such amendment or clarification shall be controlling. It is agreed that the Recipient(s) and Government intend that the SOW describes a discrete, detailed and specific project that is funded and authorized by this Award and to that end the application and the above described additional information shall be fairly construed to and shall describe the SOW. As more particularly described in the item B-2 of the ED-900 of the grantee's application.

12. REFUND CHECKS, INTEREST OR UNUSED FUNDS: Treasury has given the EDA two options for having payments deposited to our account with it:

The first one is Pay.Gov. This option allows the payee to pay EDA through the Internet. The payee will have the option to make a one-time payment or to set up an account to make regular payments.

The second option is Paper Check conversion. All checks must identify on their face the name of the DOC agency funding the award, award number, and no more than a two-word description to identify the reason for the refund or check. A copy of the check should be provided to the Federal Project Officer. This option allows the payee to send a check to NOAA's accounting office, who processes EDA's accounting functions at the following address: U.S. Department of Commerce, National Oceanic and Atmospheric Administration, Finance Office, AOD, EDA Grants, 20020 Century Boulevard, Germantown, MD 20874. The accounting staff will scan the checks in encrypted file to the Federal Reserve Bank, and the funds will be deposited in EDA's account.

While this process will not be an issue with most payees who are corporations, it could be an issue for individuals sending EDA funds. Please make note of the following.

Notice to Customers Making Payment by Check

If you send EDA a check, it will be converted into an electronic funds transfer by copying your check and using the account information on it to electronically debit your account for the amount of the check. The debit from your account will usually occur within 24 hours and will appear on your regular account statement.

You will not receive your original check back. Your original check will be destroyed, but a copy of it will be maintained in our office. If the EFT cannot be processed for technical reasons, the copy will be processed in place of the original check. If the EFT cannot be completed because of insufficient funds, we will charge you a one-time fee of \$25.00, which will be collected by EFT.

- 13. WASTE, FRAUD AND ABUSE:** Consistent with 2 CFR part 200, Recipient personnel responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors or sub-grantees, will complete the training PowerPoint entitled "Compliance with EDA Disaster Assistance Program Requirements" and return the signed Certificate of Training Completion (page 38 or subsequent certification pages if there are more than one of the training) to EDA along with the signed CD-450 within 30 days of receipt.

Further, Recipient will monitor award activities for common fraud schemes, such as:

- false claims for materials and labor,
- bribes related to the acquisition of materials and labor,
- product substitution,
- mismarking or mislabeling on products and materials, and
- time and materials overcharging.

Should Recipient detect any suspicious activity, Recipient will contact EDA staff listed above and the Office of Inspector General, as indicated at <https://www.oig.doc.gov/Pages/Contact-Us.aspx>, as soon as possible.

- 14. STANDARD TERMS AND CONDITIONS/UNIFORM GUIDANCE:** The Government promulgates regulations that are a.) in many instances Department of Commerce- or Bureau-specific and b.) also in more generic and government-wide in application. These regulations are codified and set out in the Code of Federal Regulations (CFR). Recently, the Office of Management and Budget revised the government-wide Uniform Guidance set forth in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. References and controlling language from 2 CFR Part 200 appear in the CD-450 Financial Assistance Award, these Specific Award Conditions, and in the Standard Terms and Conditions attached to all construction grants (Awards) made by the U.S. Department of Commerce, Economic Development Administration (EDA).

The most recent revisions to 2 CFR Part 200 governing EDA Awards became effective on November 12, 2020. Additional revisions to 2 CFR Part 200 are anticipated in the future. This Specific Award Condition (SAC) is provided to confirm that fact and advise the Recipient(s) that the version of 2 CFR Part 200 that took effect on November 12, 2020 currently applies to this award and supersedes conflicting provisions of 2 CFR Part 200 appearing in the SF-450 and/or Standard Terms and Conditions and this Exhibit (if any) attached to this Award. Future revisions to 2 CFR Part 200 may further supersede the version that took effect on November 12, 2020.

15. LEAD RECIPIENT DESIGNATION AND OBLIGATIONS: This Award is made to multiple Recipients as identified in the Financial Assistance Award Form CD-450 to which these Specific Award Conditions are attached. The Government requested that one of the Recipients be designated as the lead recipient to facilitate the administration of this Award. The Recipient named first in the Recipient name block on the CD-450 to which this Exhibit "A" is attached has agreed in writing to be designated as lead recipient (Lead Recipient). The co-recipients acknowledge, agree with and consent to this designation and authorize and consent to the Lead Recipient taking and performing the obligations set forth below in this Specific Award Condition. A.) The Recipients agree that all funds available pursuant to this Award shall be solely disbursed by the Government to the Lead Recipient. The Lead Recipient agrees to be responsible for the further disbursement of all such funds received from the Government pursuant to this Award strictly in accordance with the Budget attached to this Award. Such disbursement by the Lead Recipient shall be made in accordance with all applicable requirements of the Government as identified and set forth on the Financial Assistance Award Form CD-450 to which these Specific Award Conditions are attached. B.) The Recipients agree that the Lead Recipient is authorized to and shall negotiate, enter into and execute all contracts (including but not limited to all construction and construction-related contracts), if any, necessary for the performance of the Recipients' obligations pursuant to this Award. C.) The Lead Recipient further agrees to be responsible for accumulating all necessary information for and the submission of all reports required to be submitted to the Government pursuant to this Award.

16. PERFORMANCE MEASURES: The **Semi-Annual Program Outputs Questionnaire for EDA Grantees (Non-infrastructure programs) (Form ED-916)** must be submitted by Recipient to EDA on a semi-annual basis during the period of performance of this Award, or as otherwise directed by EDA. EDA will provide Recipient with the first electronic Outputs Questionnaire approximately six months after the date the period of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outputs Questionnaires approximately every six months thereafter through the end of the period of performance, or any portion thereof if applicable. Recipient must complete and submit to EDA each electronic Outputs Questionnaire within 30 days of receipt.

The **Annual Capacity Outcomes Questionnaire for EDA Grantees Serving Clients (Non-Infrastructure Programs) (Form ED-917)** or the **Annual Capacity Outcomes Questionnaire for EDA Grantees not Serving Clients (Non-infrastructure programs) (Form ED-918)** must be submitted by Recipient to EDA on an annual basis for five years, or as otherwise directed by EDA. If Recipient will directly serve clients (i.e. beneficiaries) under the Authorized Scope of Work, Recipient must submit Form ED-917; if Recipient will not directly serve clients under the Authorized Scope of Work, Recipient must submit Form ED-918. (Recipient should consult the above-listed project officer if Recipient is unsure whether activities in the Authorized Scope of Work constitute serving clients.) Recipient will automatically receive whichever Outcomes Questionnaire is most appropriate, as determined by the EDA project officer, for the Authorized Scope of Work. EDA will provide Recipient with the first electronic Outcomes Questionnaire approximately one year after the date the period

of performance starts, as set forth in Form CD-450. EDA will then provide Recipient subsequent electronic Outcomes Questionnaires approximately every 12 months thereafter for a total of five years, notwithstanding the end of the period of performance. Recipient must complete and submit to EDA each Outcomes Questionnaire within 30 days of receipt.

EDA may revise or replace the Outputs Questionnaire and/or the Outcomes Questionnaire at any time during or following the period of performance of this Award. Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 (collectively, GPRA Reports). Recipient must collect sufficient data and retain sufficient documentation to enable Recipient to complete required GPRA Reports. Failure to submit to EDA required GPRA Reports might adversely impact the ability of the Recipient to secure future funding from EDA.

- 17. SECURITY AGREEMENT/FORM UCC-1/ESTIMATED USEFUL LIFE:** The Recipient agrees to provide EDA with a Security Agreement, satisfactory to EDA, for the Equipment that is purchased with funds from this Award and to place a lien on such Equipment by filing with the appropriate state/public official in the State of North Carolina, a Form UCC-1 for the Equipment. The Equipment is identified in the attached List, which was delivered to EDA, by the Recipient in Recipient's application dated November 17, 2020. The Recipient and EDA agree that a) each item of Equipment on the List is identified by Brand Name and b) the Estimated Useful Life of the Equipment.

When the Recipient acquires the Equipment, Recipient and EDA shall simultaneously enter into a Security Agreement for the Equipment and Recipient shall execute, file, and record a Form UCC-1 for all Equipment. The Form UCC-1 shall be filed in each and every relevant state office and filed of record in each local clerk's office necessary under North Carolina state law to absolutely insure that a Uniform Commercial Code lien is perfected in the Equipment in favor of EDA. The costs of preparing the Security Agreement and Form UCC-1 and for the filing and recording of the Form UCC-1 shall be paid by the Recipient. After filing and recording the Form UCC-1, Recipient's Counsel must deliver to EDA an opinion certifying that no prior lien or Form UCC-1 has been filed on record against the Equipment and that the Form UCC-1 filed and recorded by the Recipient in favor of EDA is a first priority lien.

Recipient shall undertake and be responsible for taking necessary action, at Recipient's expense, to insure that the Form UCC-1s filed and recorded as provided above remain perfected and that such filing and recording do not expire as provided by State law. Recipient shall timely re-file the Form UCC-1s to insure that the liens remain perfected.

Throughout the Estimated Useful Life established in the List, the Recipient agrees to provide adequate and appropriate facilities to house and safeguard the Equipment at the College's facilities. The Equipment shall not be removed from the College's facilities to any other venue without EDA's prior written consent, which may be withheld by EDA in EDA's absolute discretion. At all times during the Estimated Useful Life, Recipient agrees to and will comply with all provisions and requirements of 15 C.F.R. § 314.4 and/or, at EDA's discretion, a default in this Award, EDA shall be entitled to exercise and pursue all available remedies at law or in equity.

- 18. RECIPIENTS JOINT AND SEVERAL LIABILITY:** This Award has been granted to multiple Recipients to provide EDA with additional security for the performance of this Award in addition to and

supplementing the Unsubordinated Security Agreement required in Special Award Condition #17. All Recipients of this Award agree to jointly and severally provide such additional security. In the event of a default in EDA's lien securing this Award referenced in Specific Award Condition #17, EDA shall have the right to demand and recover at any time full compensation for the Federal Interest (as defined in EDA's current Regulations or as those Regulations may subsequently be amended) for this Award from any one (or more) or all of the Recipients of this Award. EDA shall not be required to initiate suit to foreclose or otherwise enforce EDA's Unsubordinated Security Agreement securing this Award before demanding and recovering full compensation for said Federal Share from any one (or more) or all of the Recipients of this Award. EDA shall have the right, in EDA's discretion, to simultaneously (or subsequent to commencing suit to foreclose or otherwise enforce EDA's said Unsubordinated Security Agreement demand and) recover full compensation for said Federal Interest from any one (or more) or all of the Recipients of this Award and to commence suit to foreclose or otherwise enforce EDA's said Unsubordinated Security Agreement. The terms and provisions of this Specific Award Condition shall be in addition to (but not in any way a limitation of) all other rights and remedies available to EDA at law or in equity to seek and enforce full compensation for said Federal Interest for this Award from any one (or more) or all of the Recipients at any time. All Recipients shall be liable for all costs, specifically including attorney and court costs, incurred by EDA to enforce this Specific Award Condition.

ALAMANCE COMMUNITY COLLEGE



2023 Annual Security Report

CONTAINING INFORMATION FROM
JANUARY 1 - DECEMBER 31, 2022



PUBLIC NOTIFICATION: October 1, 2023

Alamance Community College

2023 Annual Security Report

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Nondiscrimination Policy

In compliance with Title IX and Title VI of the Civil Rights Act, Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission, employment or fair treatment, or in any way be discriminated against on the basis of race, color, sex, sexual orientation, religion, age, national origin or disability. The following person has been designated to handle inquiries of non-discrimination policies:

TIX Coordinator S-108 Alamance Community College, 1247 Jimmie Kerr Road | PO Box 8000 | Graham, NC 27253 | 336.506.4138



Message from the Director of Public Safety

Dear Members of the ACC Community,

It is with great pleasure that I welcome you to the annual crime report for the Department of Public Safety at Alamance Community College. As Director of Public Safety, I am honored to lead a team of dedicated professionals committed to ensuring the safety and security of our college community. At ACC, our mission is not only to uphold the law but also to cultivate an environment that promotes crime prevention, training, planning, and communication. We understand that a safe and secure campus is paramount to fostering an optimal learning and working environment for our students, faculty, and staff.

In this annual crime report, you will find a comprehensive overview of the initiatives, achievements, and challenges that Public Safety has encountered over the past year. We are proud to share the strides we have made in enhancing campus safety, building strong partnerships with local law enforcement agencies, and implementing innovative strategies to address emerging security concerns.

Our commitment to community policing remains at the forefront of our approach. We strive to engage with all members of the ACC community, creating an open dialogue that allows us to better understand your needs, address your concerns, and collaboratively develop solutions to ensure your safety and security.

I would like to express my gratitude to the ACC community for your continuous support, cooperation, and trust in our department. Together, we can create an environment where everyone feels safe, respected, and empowered to pursue their educational and professional goals.

As we look ahead, we remain steadfast in our commitment to excellence, continuous improvement, and providing the best possible services to our community. We are excited about the future and the opportunities that lie ahead as we work together to build a safer and more secure campus environment.

Thank you for your time, and I encourage you to explore this annual crime report to gain insight into the achievements and progress we have made together.

Sincerely,

James Armstrong

Chief of Police

Director of Public Safety

Alamance Community College

james.armstrong@alamancecc.edu

Annual Security Report

Public Safety

Alamance Community College Public Safety is founded on a philosophy that advocates a proactive rather than a reactive approach to the safety of the college's students and facilities. Public Safety officers have a presence within college buildings and patrol parking areas. The Director of Public Safety regularly informs faculty and staff of issues pertaining to safety and security. Students and faculty/ staff are encouraged to report to the Department of Public Safety any suspicious activity. Policies regarding controlled substances, facility usage, sexual harassment, and response to assault can be found in the Curriculum Student Handbook [College's Handbook](#). Yearly crime statistics are published on the College Website. [Annual Security Report](#). Information on sexual assault prevention programs is available through the Student Development Office.

The Alamance Community College Public Safety is staffed with both sworn, unsworn officers, and civilian support staff. Sworn Officers have powers of arrest as law enforcement officers, both on campus and off, and unsworn officers provide crime prevention and assistance on the campus. The college maintains a strong working relationship with all Police/Sheriff Agencies who have jurisdiction in Alamance County. The Public Safety officers do have the authority to ask individuals for identification and investigate incidents occurring on campus. The Alamance Community College Public Safety Department has the means to contact emergency services when needed and can initiate disciplinary proceedings against students for violating the code of conduct. All campuses use cameras to record activity to aid in the investigation of incidents that occur on campus. These cameras are not monitored 24/7, but do continuously record activity. The Carrington-Scott Campus has Public Safety officers on duty 24 hours a day. In an emergency ask any College employee for assistance or contact the College's Information Desk. Alamance Community College Police and Public Safety Officers have direct contact with Alamance County Dispatch Center. Public Safety Offices are located in the following locations:

Carrington-Scott Security Office: Room A07 in the Main Building

Chief of Police/Director of Public Safety Office: Room M378 in Main Building

Police Investigator's Office: Room 386A in Main Building

Dillingham Center Security: Front Desk Office Phone: (336) 506-4300

Emergencies: 911 or 4286 (if calling from an internal College telephone (336) 506-4286 (if calling from cell or external telephone)

24-Hour Public Safety Officer Cell Phone: (336) 260-9203

Many services are handled by the receptionist/telecommunicator at the Information Desk. Receptionists/telecommunicators can help you with class locations, directions to specific areas, parking permits, and lost and found. Unclaimed lost and found items may be disposed of if not retrieved within a 180 day period. In accordance with N.C.G.S 15.11.1 to 15.17.

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Alamance Community College Public Safety Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Police and Crime Statistics Act using information maintained by Alamance Community College Public Safety, information provided by other College offices such as the Office of Student Success, other Campus Security Authorities, and information provided by law enforcement agencies. Officers, both sworn and security, enter all reports of crime incidents made directly to the department through a computer-based incident/records management system. After an officer enters the report in the system, it is reviewed to ensure it is appropriately classified in the correct crime category. A member of Public Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the Safe Campus Act Handbook. The statistics reported here reflect the number of criminal incidents reported to and by the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Reporting Crimes and Other Emergencies

The College offers multiple ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. It is critical that all incidents be reported to Public Safety for the safety of the entire College community. This also helps to ensure a timely investigation, and appropriate follow-up actions which include issuing a timely warning or emergency notification. You can contact Alamance Community College Public Safety/Police at 336-506-4286.

Criminal incidents occurring off campus involving students/faculty/staff participating in a College function should be reported immediately to local law enforcement and to the Director of Public Safety as soon as possible.

Crimes in progress and other emergencies can also be reported to Alamance County Dispatch Center by calling 911 or their non-emergency number 336-570-6777.

Voluntary, Confidential, Reporting

We encourage College community members to report crimes promptly to Public Safety/Police and/or the appropriate police agency, if off campus, when the victim of a crime elects to or is unable to make such a report. We also encourage College community members to participate in and support crime prevention efforts.

If you are the victim of a crime, or want to report a crime, but do not want to pursue action within the College or criminal justice system, we ask that you still consider filing an anonymous report. You may be able to remain anonymous depending upon the circumstances of the crime you are reporting. Reports filed in this manner are counted and disclosed in the Annual Security Report (ASR).

Reporting to College Public Safety/Police

We encourage members of the College community to report all crimes and other emergencies to Public Safety/Police in a timely manner. Public Safety has a dispatch communication center that is available by phone at 336-506-4286 from 7 a.m. to 9 p.m with the exceptions of summer hours (Friday until 12:00 p.m.) and on days when the College has been designated as closed . A Public Safety officer is available on the Main Campus, 24/7, 365 days a year, and can be reached by phone at 336-260-9203. Public Safety should be notified of every crime to ensure the College can address security concerns and so they may alert the campus if there is a threat to the College community.

Anonymous Reporting

To report a crime anonymously, submit a tip through ACC Safe App, a mobile app which can be downloaded for free to any smartphone. You can also report a crime online at [Anonymous Crime Report](#) Or you can submit a tip through App P3 Tips, a mobile app for Crimestoppers which can be downloaded for free to any smartphone. You may also call 336-229-7100, the Alamance County Crime Stoppers Line or report online at www.p3tips.com.



Reporting to Other Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to Public Safety, some may prefer to report to other individuals or Campus offices. The Clery Act designates many College personnel as "Campus Security Authorities (CSA). The Act defines these individuals as an "official or an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." CSA's report allegations of Clery Act Crimes to the Public Safety Department.

The College has identified many CSAs and designated the following offices as locations where campus community members may report crimes:

Official	Campus Address	Phone Numbers
Public Safety	1247 Jimmie Kerr Rd Graham, NC 27253 Main Building A07	336-506-4286: Emergency 336-578-2002: Non Emergency/Information Desk 336-260-9203: 24/Hr Public Safety Officer Cellphone
Student Life & Engagement	1247 Jimmie Kerr Rd Graham, NC 27253 Main Building 228	336-506-4829
Human Resources	1247 Jimmie Kerr Rd Graham, NC 27253 Gee Building: 1st Floor	336-506-4133 336-506-4273 336-506-4245
Student Success	1247 Jimmie Kerr Rd Graham, NC 27253 Main Building 233	336-506-4362
PACE Coaches	1247 Jimmie Kerr Rd Graham, NC 27253 Main Building: 359	336-506-4343 336-506-4395 336-532-5036
VP of Student Success Title IX Coordinator	1247 Jimmie Kerr Rd Graham, NC 27253 S Building: 108	336-506-4138

Pastoral and Professional Counselors

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Alamance Community College to serve in a counseling role **are not** considered Campus Security Authorities when they are acting in the role of counselor. The College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

Campus Police and Security

Public Safety Department at a Glance

The Alamance Community College Public Safety Department is committed to providing an equitable and inclusive model of service and outreach to ensure that every member of Alamance Community College can safely learn and work on a campus in an environment of mutual respect and support. The department is committed to building trust and partnership with students, faculty, and staff across campus.

Role, Authority, and Training

The Alamance Community College Public Safety/Police Department protects and serves the campus community 24 hours a day, 365 days a year. The department has safety and security programs including:

- First Aid
- AED
- CPR
- Investigations
- Crime Prevention
- Security Technology
- Threat Assessment
- Special Event Management
- Parking
- Bloodborne Pathogen training
- Narcan training

Campus Police and Security Policies, Crime Prevention & Safety Awareness Programs

Alamance Community College Department of Public Safety has established a number of policies and procedures related to ensuring a reasonably safe campus community. These practices include:

- Security Personnel patrol the Main Campus 24 hours a day/365 days a year
- Security Personnel are present at the Dillingham Campus Monday through Friday, from 7a-10p, and Saturdays 7a-5p for scheduled classes.
- Code of Conduct: Faculty/Staff and Student
- Standardized Operation Procedures

- Traffic Control
- Visitor Management

Crime Prevention Programs

The Alamance Community College Public Safety Department is committed to raising the level of crime awareness on campus in an effort to prevent criminal activity. The following are some of the programs offered by the department:

Emergency Phones and Call Boxes:

Emergency phones and call boxes are located throughout most campus buildings and in each parking lot. These phones and call boxes provide individuals on campus with access to the Public Safety Department in the event of an emergency.

Security Escort Program:

The security escort service is provided by Public Safety officers when they are available. Escorts are available to the parking areas, or to and from classes, and can be requested at the Information Desk in the lobby of the Main Building. Some waiting time may be necessary.

CCV (Close Circuit Video):

The Alamance Community College campuses have more than 225 surveillance cameras. These cameras have a deterrent effect and also aid in the investigation of incidents that occur on campus. Please note these cameras are not monitored 24/7/365.

Security Awareness Program

Public Safety Officers can be requested to present security related information to various groups on campus. In the past, members of security have spoken at faculty/staff meetings, professional development sessions, employee orientations, and classes. Topics may include college safety, security procedures, crime prevention strategies, safely dealing with persons in mental crisis, and gang awareness. The Public Safety Department has also invited members from outside agencies with specialized knowledge to give presentations on campus. To arrange a presentation contact the Public Safety Director at 336-506-4202.

Threat Assessment Team

Alamance Community College has established a Threat Assessment Team led by the Vice president of Student Services. The objective of the Threat Assessment Team is to put in place a structured process for evaluating potentially threatening situations that occur at the College. This multidisciplinary team is comprised of the Director of Public Safety, Vice President of Student Services, and the Disability Services Coordinator.

C.A.R.E Team

This year Alamance Community College has established a C.A.R.E (Campus Assessment Response and Education) team. This team is a cross-functional, multidisciplinary group focused on prevention and early intervention to address situations of concern involving the College community.

Working Relationship with Local, State, and Federal Law Enforcement Agencies

Alamance Community College Public Safety Department maintains a cooperative relationship with, State Highway Patrol, State Bureau of Investigation and surrounding law enforcement agencies. This includes dedicated liaisons, radio interoperability, training programs, special event coordination, and investigations.

Alamance Community College has a Memorandum of Understanding with area law enforcement agencies to aid efficient investigative operations of alleged criminal incidents on our campuses.

Alamance Community College does not have any recognized student organizations with noncampus locations.

Daily Crime Log

Alamance Community College Public Safety Department maintains a Daily Crime Log for the past 60 days of all crimes reported to Public Safety and is available for view during normal business hours to members of the public. Upon request, Public Safety will provide a copy of the Daily Crime Log beyond 60 days for viewing within 48 hours of notice. This log identifies the type, location, and time of each criminal incident reported to Public Safety.

Timely Warnings

Purpose

The purpose of this procedure is to ensure the issuance of Timely Warnings regarding crimes reported on or near campus that pose a serious or ongoing threat to the campus community. This procedure complies with the Jeanne Clery Disclosure of Campus Police and Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the College regarding the justification and delivery of Timely Warnings of serious or ongoing threats.

Procedure

- The decision to broadcast a Timely Warning will be made on a case-by-case basis in light of the individual facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community and the possible risk of compromising law enforcement efforts. The intent of the notification is to prevent similar crimes by alerting the community of the incident and providing information

on what actions people can take to diminish their chances of being victimized.

- Crimes on or near campus which may prompt the issuance of a Timely Warning include, but are not limited to: criminal homicide, sexual offenses, aggravated assault, robbery, crimes involving force or violence, and arson.

Notification Process

- The senior officer on duty shall inform the Director of Public Safety when practical of any crime that may pose an ongoing or serious threat to the personal safety of students, faculty, staff and/or visitors.
- The Director of Public Safety shall contact the Senior Vice President of Facilities if time allows and consult to determine if a Timely Warning should be issued.
- If practical, the Senior Vice President of Facilities will notify the Office of the President and the Executive Vice President.
- If a Timely Warning is to be issued, the Director of Public Safety or designee will develop a notice which may contain the following information when available: nature of the crime or immediate threat, location of the incident, time of the incident, description of any suspect(s) and steps community members should take to protect themselves.
- The Timely Warning shall be reviewed by at least one other person if available and if time allows prior to the transmission to the College community via ACC Emergency Notification System or other means of communications to all students, faculty, and staff.
- Updates to the College community about any particular case resulting in a Timely Warning may be distributed via group email and other College communication channels.
- Public Safety will maintain records of all Timely Warnings which will include the nature, date, time, person who sent/authorized and general location of the incident.
- In a situation that poses an imminent and exigent threat to the campus community where time is of the essence (e.g., Active Shooter), the highest-ranking on-duty public safety person has authority to authorize immediate broadcast of an Alert.

Alamance Community College is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

Emergency Management at Alamance Community College

The Department of Public Safety is responsible for the Emergency Response Plan (ERP). This plan is an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education and includes planning, mitigation, response, and recovery actions.

Priorities

- Life, safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with college departments to develop, maintain, test and evaluate the Public Safety Emergency Plan

- Cooperation, integration, and mutual aid with local, state and federal planning, response, and public safety agencies.

A summary of the College's emergency response plan is located at [Emergency Response Plan](#). Paper copies are also distributed throughout the college.

Drills, Exercises, and Training

To ensure the College's emergency management plans remain current and actionable, the College conducts periodic preparedness exercises. These exercises may include tabletop, functional, or full-scale exercises. The College conducts after-action reviews following all emergency management exercises and significant real-world events.

Procedures for Disseminating Emergency Information to the Campus Community

The Director of Public Safety or his designee(s) may initiate the College's emergency notification system prior to or during violent or hazardous incidents that pose an immediate danger to the campus community to notify members immediately to reduce the likelihood of injuries or casualties. Immediate notification to the campus about a seriously violent or extremely hazardous incident can be accomplished through a variety of communication methods to include the use of text, voice messaging, emails, speakers, and message display boards. When emergency notification systems are activated college officials will notify local law enforcement agencies of the emergency. If the event is an active shooter, campus members are to protect themselves by utilizing the Run, Hide, Fight technique. They will evacuate the affected area if it is safe to do so or by employing the "shelter-in-place" practice. As a last resort they will need to use self-defense methods to protect themselves and others.

"Shelter-in-place" means to take immediate shelter or cover wherever you happen to be at the time of the notification. Community members should remain in a "shelter-in-place" status until the "All Clear" is communicated by emergency response personnel. College authorities may instruct you to "shelter-in-place" if a condition exists that is potentially life-threatening and poses an immediate threat to the health and personal safety of the campus community.

Immediate threats would include but are not limited to active shooter incidents, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

Confirming the Existence of an Emergency

The Department of Public Safety may become aware of a critical incident or other emergency that potentially impacts the health and/or safety of the campus community. Generally, Public Safety becomes aware of these events through ACC Communications.

Once the Department of Public Safety confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of the campus community, responders will notify the highest ranking person of the Department of Public Safety to issue an emergency notification.

The College's authorized persons shall immediately initiate all or some portions of the College's emergency notification system. If in the judgment of first responders, issuing a notification may compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency, the College may delay issuing an emergency notification. Once the condition that compromises response efforts is no longer present, the College shall issue the emergency notification to the campus community, provided there is still a continued threat to campus safety.

Emergency Notification Process

Alamance Community College is committed to ensuring that the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on or near campus that may pose an immediate threat to the health and safety of the campus community members. Various systems are in place to communicate information quickly in the event of a situation that poses an immediate threat to campus. Some or all of these methods of communication may be activated in the event of a campus emergency.

Methods of communication include the campus emergency notification system (AlertAware), the College's email system, building fire alarm systems, electronic message boards, verbal announcements and announcements made over our public address system. The College may post updates during a critical incident on the ACC homepage or via Public Information and Marketing. If the situation warrants, the College may establish a telephone call in system to communicate with the College community during an emergency situation. The College will also issue updates through various media outlets.

Determining the Contents of the Emergency Notification

Alamance Community College has developed templates for a variety of emergencies and hazards anticipated or possible on campus to expedite incident messaging. These templates are designed to be easily processed by AlertAware to update incident-specific information. If an emergency occurs and a template message does not apply, the message will be crafted by the individual(s) responsible for authorizing the broadcast with input from Public Information and Marketing (when practical). The goal of emergency notification is to ensure that the campus community is aware of the situation and is informed on how to best protect themselves.

Testing the System

Alamance Community College conducts a College-wide test of the ACC Emergency Notification system tested at various times throughout the Academic year.

Enrolling in the College's Emergency Notification System

The ACC Alert system (AlertAware) is considered an opt-in/opt-out system. Members of the campus are automatically enrolled to receive notifications. Members of the campus are encouraged to update their contact information. Information on how to update contact information can be found online at: [AlertAware Sign-In](#) For questions about emergency notifications, email publicsafety@alamancecc.edu

Security and Access to College Facilities

Alamance Community College Campus is open from 7:00 a.m. until 10:00 p.m., Monday Thru Thursday, 7:00 a.m. until 5:00 p.m. on Friday, and weekends for those enrolled in specific courses. During Summer hours the college closes at noon on Friday.

Title IX and Sexual Misconduct Policies

How to Report

If you or someone you know has experienced sex/gender-based discrimination and/or sexual misconduct, you may report the incident(s) or file a complaint.

Any person may report sexual harassment, sex/gender-based discrimination and/or sexual harassment, whether or not the person reporting is the person who is the victim of alleged misconduct.

Students or applicants for admission can report online using the Crime Reporting Form on the ACC webpage [Title IX Discrimination/Harassment Reporting Form](#) or contact the following resources at any time:

Director of Public Safety: James Armstrong; jearmstrong533@alamancecc.edu; 336-506-4202, Main Campus: M-378

Assistant Vice President of Student Success: Dr. Carolyn Disque; cdisque793@alamancecc.edu; 336-506-4138, Main Campus: S-108

Disability Services Coordinator: Tianna Holloway, tholloway068@alamancecc.edu; 336-506-4130; Main Campus: M-244

Alamance Community College (the "College" or "ACC") is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX

procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular complaint. This policy applies to sexual misconduct that occurs within the scope of the College's educational programs and activities (both on-campus and off campus) against a person in the United States. The College will provide supportive measures as well as complaint resolution options to its students, applicants, and employees who are alleged victims

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statutes 136-16.

I. Definitions And Prohibited Conduct

- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
- An employee of the College conditioning educational aid, benefit or service on an individual's participation in unwelcome sexual conduct (quid pro quo harassment)
- Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking) on the basis of sex as prohibited in Title IX Final Rule 2020.
- Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access.
- VAWA and Clery Act offenses
- Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- Prohibited conduct includes unwelcome verbal and/ or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment when evaluated from the standpoint of a "reasonable person" and consistent with First Amendment protections of free speech and academic freedom.

II. Reporting Options

Any person may report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator,, a College "responsible employee," a College "counselor/advisor," their employment supervisor, a College Public Safety official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. A report may be made in person, by mail, by telephone, or by email. Upon receipt of a complaint, the Title IX Coordinator will determine whether the complaint meets the condition of the Title IX Final Rule 2020. If so, the Title IX response process will be initiated. If not, the complaint will be referred to the appropriate student conduct or employee grievance contact person. In all cases, the Title IX Coordinator will contact the complainant confidentially to discuss the availability of supportive measures and to

explain the process for filing a formal complaint. Supportive measures are individualized reasonably available services designed to ensure equal educational access, protect safety, or deter sexual harassment; and the steps taken must be non-punitive, nondisciplinary, and not unreasonably burdensome to the accused party.

College "responsible employees" are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated "counselors/advisors"; all student services staff members except designated "counselors/advisors"; and ACC Public Safety staff. A "responsible employee" shall report to the College's Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him or her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

College "counselors/advisors" are not considered "responsible employees" for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Student Success, Coordinator of Disability Services and counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders designated and appointed for a term of service by the Vice President of Student Services and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These "counselors/advisors" are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on-campus or with off-campus authorities. "Counselors/advisors" will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors. (NCGS 14-27.5)

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College's ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation. The College will strive to resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other "good cause" delays or special circumstances such as College break periods apply. Complainant and respondent (accused) will be notified in writing of extensions and delays.

A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim's identity confidential during the investigation because of the circumstances of the charge.

III. Confidentiality

In general, the College will obtain consent from the complainant before beginning a Title IX or other

investigation. The College will keep confidential the identity of complainants, respondents (accused persons), and witnesses except as permitted by FERPA, as required by law, or as potential criminal conduct. College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the Director of Public Safety will be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant's request. The College will inform the complainant that its ability to respond may be limited. The College's Title IX Coordinator or designee will evaluate the complainant's request for confidentiality in the context of ACC's obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual harassment and sexual violence, an anonymous report of the incident must be provided by the Title IX Coordinator to ACC Public Safety staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures and does not infringe on the due process rights of an accused person.

IV. Retaliation

Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims of sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

V. Informal Resolution Options

The complainant has the right to end an informal resolution at any time and pursue formal resolution.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: "Counselors/ advisors" as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. For complaints subject to the Title IX, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed and written consent. Informal resolution options are not available under the Title IX when the accused

person is an employee

4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault and sexual battery.

VI. Formal Resolution Options

The complainant has the right to pursue the applicable following options individually or simultaneously: A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual misconduct and requesting that the College investigate the allegation of sexual misconduct.

At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in, the educational program or activities of the College. The document must be filed with the Title IX Coordinator in person, by mail, or by electronic submission ([Title IX Discrimination/Harassment Incident Report Form](#)). If the allegations in a formal complaint do not meet the definition of sexual harassment in the Title IX Final Rule 2020, or did not occur in the College's educational program and activities against a person in the United States, then the Title IX Coordinator will dismiss the complaint and will refer the complaint to the College's Student Code of Conduct procedures (if the accused person is student) or to the employee grievance procedure policy (if the accused person is an employee or contracted employee.) The Title IX Coordinator will notify the parties in writing when a complaint is dismissed for Title IX purposes and the reasons for the dismissal.

1. If the case is addressed under the Title IX, it will be investigated and adjudicated under the College's Title IX procedures. A description of the Title IX investigation and grievance procedures may be obtained from the Title IX Coordinator. Adjudication includes the provision of a live hearing with cross examination. Both parties have the right to appeal a determination regarding responsibility, or the dismissal of the allegations in a formal complaint, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the complaint, or Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.

2. If the case is dismissed under Title IX, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/ student conduct process as described in the student handbook, including appeal procedures described. Note that the:

- investigation and resolution will be prompt, fair and impartial
- standard of evidence for a finding of "responsible" is preponderance of the evidence;
- accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and,
- sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation,

suspension, explicit and/or indefinite dismissal.

3. If the case is dismissed under the Title IX Final Rule 2020 and the accused is an Alamance Community College employee or contracted employee, the College will follow its employee grievance procedures, including appeal procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension or dismissal.

4. File a criminal complaint with the applicable local law enforcement agency. Public Safety staff will assist with this process.

5. File a complaint directly with the appropriate Federal or North Carolina agency (ex. Equal Employment Opportunity Commission, Office of Civil Rights). Contact information may be obtained from the Title IX Coordinator.

VII. NOTIFICATION OF OUTCOME

For cases adjudicated under Title IX Final Rule 2020, a written determination by the decision-maker addressing criteria described in the Final Rule must be sent simultaneously to the parties along with information about how to file an appeal.

For cases adjudicated under the Student Code of Conduct or the employee grievance procedures, the College will notify the accused in writing whether or not it found that sexual misconduct occurred, all disciplinary sanctions assigned in the case, and information about how to file an appeal. The College will notify the complainant in writing of the finding whether or not sexual misconduct occurred, any individual remedies offered to the complainant, other steps the College has taken to eliminate a hostile environment and prevent recurrence, and information about how to file an appeal. The College will disclose to the complainant matters about disciplinary sanction(s) assigned to the accused that are directly related to the complainant's participation in the College's educational program and activities.

Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

VIII. TRAINING AND EDUCATION

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College website) and made widely available to members of the College community.

Sex Offender Information

In accordance with the Campus Sex Crimes Prevention Act of 2000, the College is providing to the campus community a link to the National Sex Offender Public Website and North Carolina Sex Offender and Public Protection Registry (“Registry”), where they can obtain information for their local sheriff’s office and/or sign up to receive email alerts when registered sex offenders report an address in the local area.

The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice to each institution of higher education in North Carolina at which the person is employed, carries a vocation, or is a student. North Carolina law requires sex offenders who have been convicted of certain offenses to register with their county’s sheriff. Information about sex offenders is then entered into the Registry database by the sheriff’s office and transmitted to the N.C. State Bureau of Investigation. The N.C. State Bureau of Investigation collects information submitted by sheriffs in all counties in the state and makes it available to the public via the Registry. www.nsopw.gov
www.ncsbi.gov/Services/Sex-Offender-Registry.aspx

Required Reporting

All Alamance Community College staff and faculty, except for the on-campus confidential resources, are required to report instances of sexual misconduct or sexual harassment to the Title IX Coordinator. ACC employees who are required to report to the Title IX Coordinator include the following:

- Faculty
- Office of Student Success
- Campus Police and Security Department
- Faculty Advisors
- Academic Advisors
- Program Advisors
- Student Activities Coordinator
- PACE/TRIO Coaches

Reporting a Potential Violation of the Title IX and Sexual Misconduct Policies

Complaints of violations of Alamance Community College’s Title IX and Sexual Misconduct policies may be reported at any time. A complaint may be filed at any time, regardless of the length of time between the alleged misconduct and the decision to file a complaint.

Complainants are encouraged to make reports as soon as possible after the alleged conduct occurs in order to best preserve any evidence for Alamance Community College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action regardless of a police report being filed. However, this does

not mean that the desired resolution is impossible, individuals are encouraged to meet with the Title IX Coordinator at any time to discuss options.

Complainants also are encouraged to report incidents of sexual violence to the local police department by calling 911 or Alamance Community College Department of Public Safety at 336-506-4286.

Filing an anonymous complaint

A complainant can file an anonymous complaint using the reporting form on the [Title IX Discrimination/Harassment Reporting Form](#). The purpose of an anonymous report is to comply with the complainant's wish to keep the matter private, while taking steps to ensure the future safety of the complainant and others. With such information, the College can keep an accurate record of the number of incidents involving individuals, determine where there is a pattern of misconduct with regard to a particular location, method, or individual, and alert the campus community to potential danger.

If the Complainant decides to file a complaint anonymously and is a victim of alleged sexual misconduct, the College encourages the individual to seek out the available medical and mental health resources listed in the ACC Student Handbook. Individuals who wish to make a formal complaint at a later date may contact the Title IX Coordinator at any time.

Jurisdiction

This policy applies to the education program and activities of ACC, to conduct that takes place on the campus or on property owned or controlled by ACC, at ACC sponsored events, or in buildings owned or controlled by ACC's recognized student organizations. The Respondent must be a member of ACC's community in order for its policies to apply.

This policy can also be applicable to off-campus misconduct that effectively deprives someone of access to ACC's educational program. ACC may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial ACC interest.

Regardless of where the conduct occurred, ACC will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity.

A substantial ACC interest includes, but is not limited to, the following:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeated violations of any local, state, or federal law;
- Any situation in which it is determined that ACC poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or

significantly breaches the peace and/or causes social disorder.

Definitions: Violations of College Title IX and Sexual Misconduct Policy

The Department of Education's Office for Civil Rights (OCR) regards sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

ACC takes all allegations of sexual misconduct seriously.

- When an incident involving an allegation of sexual misconduct is against a student, the definitions below serve as potential Title IX and Sexual Misconduct policy violations and conduct that the College prohibits.
- When an incident involving an allegation of sexual misconduct is against a faculty member or staff member, the applicable Title IX policy can be found at [ACC Policy and Procedure Manual](#)

Complainant is an individual who is the reported victim of conduct that could constitute sexual misconduct.

Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct.

ACC has adopted the following definition of sexual harassment in order to address the unique environment of an academic community.

Dating Violence, defined as:

- Violence,
- On the basis of sex,
- Committed by a person,
- Who is in or has been in a social relationship of a romantic or intimate nature with the complainant.
 - The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition-
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence

Domestic Violence, defined as:

- Violence,
- On the basis of sex,
- Committed by a current or former spouse or intimate partner of the complainant

- By a person with whom the complainant shares a child in common, or
- By a person who is cohabitating with, or has cohabited with, the complainant as a spouse or intimate partner, or
- By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of North Carolina, or
- By any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of North Carolina.

"To categorize an incident as Domestic Violence, the relationship between the respondent and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship."

Stalking, defined as:

- Engaging in a course of conduct,
- On the basis of sex,
- Directed at a specific person, that
 - Would cause a reasonable person to fear for the person's safety, or
 - The safety of other, or
 - Suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Sexual Assault, defined as:

Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the complainant, including instances in which the complainant is incapable of giving consent.

Forcible Rape

- Penetration, no matter how slight,
- Of the vagina or anus with an body part or object, or
- Oral penetration by a sex organ or another person,
- Without the consent of the Complainant.

Forcible Sodomy

- Oral or anal sexual intercourse with another person,
- Forcibly,
- and/or against that person's will(non-consensually), or

- Not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

- The use of an object or instrument to penetrate,
- However slightly,
- The genital or anal opening of the body of another person,
- Forcibly,
- and/or against that person's will(non-consensually)
- Or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling

- The touching of the private body parts of another person (buttocks, groin, breast, etc.)
- For the purpose of sexual gratification,
- Forcibly,
- and/or against that person's will(non-consensually),
- Or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity

Sex Offenses, Non-forcible:

Incest:

- Non-forcible sexual intercourse,
- Between persons who are related to each other,
- Within the degrees wherein marriage is prohibited by North Carolina law.

Statutory Rape:

- Non-forcible sexual intercourse
- With a person who is under the statutory age of consent of North Carolina.

Sexual Harassment

Sexual harassment is defined as unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ACC's education program or activity.

Quid Pro Quo Sexual harassment

Quid Pro Quo is defined as an employee of ACC conditioning the provision of an aid, benefit, or service of ACC on an individual's participation in unwelcome sexual conduct.

Consent

Consent is:

- Voluntary,
- Freely given,
- Informed,

- Positive cooperation in act and attitude,
- Revocable at any time, and
- Ongoing throughout a sexual encounter.

Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or marital relationship shall not be sufficient to constitute consent. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Persons who are related to each other within the degrees wherein marriage is prohibited by law cannot consent to sexual intercourse with each other.

- Consent may not be assumed. If there is any ambiguity or confusion a person involved should stop the activity and clarify and confirm consent. Once consent is withdrawn, the sexual activity must stop immediately.

Consent is not freely given if:

- It is obtained through the use of force, through the fear of or the threat of force, intimidation, coercion, or by kidnap;
- The individual has acted or spoken in a manner which expresses they refuse to give consent.
- The complainant was unable to give consent for any of the following reasons:
 - The individual is unable to make an informed decision due to incapacitation;
 - The individual is unconscious, asleep, or suffering from shock;
 - The individual is under the statutory age of consent; or
 - The individual has a permanent or temporary mental disorder or development or physical disability, and therefore legally unable to give consent.

Coercion is the practice of forcing another party to act in an involuntary manner by use of intimidation or threats or some other form of undue pressure or force. Coercion may include the use of emotional manipulation to persuade someone to do something the person does not want to do.

Incapacitation is the state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction) due to alcohol, prescribed medication, predatory drugs, or other drugs.

Prohibition of Retaliation

Retaliation is defined as intimidation, threats, coercion, or discrimination for the purpose of interfering with any right or privilege secured by Title IX or against an individual for engaging in protected activity. Protected activity consists of (1) making a report or complaint about conduct reasonably believed to constitute a violation of the College's Title IX and Sexual Misconduct policies, or (2) testifying, assisting, or participating in any manner in an investigation or other proceeding related to such a complaint. Retaliation is prohibited under ACC's Title IX and Sexual Misconduct Policy.

Violations of the ACC's Sexual Misconduct Policy

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, ACC additionally prohibits the following offenses as forms of discrimination outside of Title IX.

Sex/Gender-Based Harassment

Sex/Gender-Based Harassment is defined as unwelcome conduct determined by a reasonable person to be so severe or pervasive, or objectively offensive that it unreasonably interferes with an individual's performance or creates an intimidating, hostile, or abusive working or learning environment.

Conduct may appear to be consensual may also be unacceptable and deemed harassment.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge. Supportive measures are available to both the complainants and respondents before or after the filing of a formal complaint, or where no formal complaint has been filed.

The College will maintain as confidential any supportive measures provided to the parties, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures.

These supportive measures may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services;
- Referral to community-based service providers;
- Visa and immigration assistance;
- Student financial aid counseling;
- Education to the community or community subgroup(s);
- Altering work arrangements for employees or student-employees;
- Safety planning;
- Providing campus safety escorts;
- Providing transportation accommodations;
- Implementing contact limitations (No Contact orders) between the parties;
- Academic support, extensions of deadlines, or other course/program-related adjustments;
- Timely warnings;
- Class schedule modifications, withdrawals, or leaves of absence;
- Increased campus police and security to monitor certain areas of the campus;
- Any other actions deemed appropriate by the Title IX Coordinator.

No Contact orders

A No Contact order may be imposed at the request of a party or the discretion of a Title IX Coordinator. When a No

Contact Order is put in place, the party must refrain from:

- Approaching one another at any time;
- Calling one another at any time;
- Communicating electronically (email, text, social media);
- Other terms outlined in the No Contact order that may be required specific to the terms of the case.

A No Contact directive implies no judgment or discipline. When a No Contact directive is issued, individuals may be temporarily removed from a shared classroom as a means to create space for the situation to be resolved.

Interim Actions and Emergency Removals

If an individual files a report with the College, interim actions or emergency removal may be necessary, including, but not limited to, temporary exclusion from ACC programs and activities or leave from part or all of the ACC campus.

ACC may consider removing a respondent from ACC's education program or activity on an emergency basis, the Title IX Coordinator may refer a consideration for emergency removal to the Threat Assessment Team, which will conduct the individualized safety and risk analysis.

Resources and Prevention Programs and Initiatives

Alamance Community College is committed to operating educational programs and activities that are free from sex-based and gender-based discrimination and sexual misconduct by maintaining a diverse community in an atmosphere of mutual respect and appreciation of differences. The Title IX Office, in partnership with Student Success, offers educational resources for students, faculty, staff, and other members of the ACC community. If you have any question about unhealthy relationships, abusive behavior, resources, or ACC prevention programs and initiatives please contact the Title IX Coordinator: 336-506-4138, Main Campus: S-108; 1247 Jimmie Kerr Rd, Graham, NC 27253

Warning Signs of Unhealthy Relationships and Abusive Behavior

Someone may be in an emotionally abusive relationship if their partner:

- Calls them names, insults them; or acts jealous or possessive;
- Does not trust them and acts jealous or possessive;
- Tries to isolate them from family or friends. Monitors where they go, who they call and who they spend time with;
- Monitors and/or controls their social media accounts (what they post, who they are friends with/connected to, etc.);
- Checks their partner's cell phone for text messages and/or calls;
- Threatens to commit suicide if the other partner wants to dissolve the relationship;
- Does not want them to work;
- Controls finances or refuses to share money;

- Punishes them by withholding affection;
- Expects them to ask permission to spend time with friends, spend money, wear certain clothes or makeup, etc.;
- Threatens to hurt them, their friends, family, or pets;
- Humiliates them in any way.

Someone may be in a physically abusive relationship if their partner has ever:

- Damaged property when angry (thrown objects, punched walls, kicked doors, etc.);
- Pushed, slapped, bitten, kicked, or choked them;
- Abandoned them in a dangerous or unfamiliar place;
- Scared them by driving recklessly;
- Used a weapon to threaten or hurt them;
- Forced them to leave their home;
- Trapped them in their home or kept them from leaving;
- Prevented them from calling police or seeking medical attention;
- Used physical force in sexual situations.

Someone may be in a sexually abusive relationship if their partner:

- Views people as objects and believes in rigid gender roles;
- Accuses them of cheating or is often jealous of their outside relationships;
- Wants them to dress in a sexual way;
- Insults them in sexual ways or calls them sexual names;
- Has ever forced or manipulated them into having sex or performing sexual acts;
- Held them down during sex;
- Demanded sex when they were sick, tired, or after physically harming them;
- Hurt them with weapons or objects during sex;
- Involved other people in sexual activities with them;
- Ignored their feelings regarding sex.

Someone may experience stalking through:

Non-consensual communication through various forms including, but not limited to, in-person communication, telephone calls, voice messages, written letters, and gifts, or through text messages, email messages, social networking site postings, instant messages, posting of pictures or information on websites that are undesired and/or place another person in fear or cause emotional distress;

- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim;
- Surveillance and other types of observation, whether by physical proximity or electronic means;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct physical and/or verbal threats against a victim or a victim's loved ones;

- Gathering of information about a complainant from family, friends, coworkers, and/or classmates;
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the complainant;
- Defamation or slander against the complainant.

Examples of Sexual Harassment include, but are not limited to:

- Direct propositions of a sexual nature;
- Sexual innuendos and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
- Direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc.;
- Conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
 - Unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
 - Remarks of a sexual nature about a person's clothing or body;
 - Insulting sounds or gestures, whistles, or catcalls;
 - Invading someone's personal space or blocking their path;
 - Unwelcome and inappropriate letters, telephone calls, electronic mail, or other communications;
 - Displaying sexual suggestive objects, pictures, cartoons or posters (e.g. screensavers).
- A consensual romantic or sexual relationship which:
 - Causes adverse treatment of third parties;
 - Or creates a hostile or intimidating working or learning environment for third parties.

Prevention Programs and Initiatives

Programing, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that is intended to stop dating violence, domestic violence, non-consensual sexual penetration, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Campaigns that are sustained over time focus on increasing awareness or understanding of topics relevant to non-consensual sexual penetration, dating violence, and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, incoming students) and will utilize a range of strategies.

Awareness Programs

Awareness programs include programs, campaigns, or initiatives that increase audience knowledge of the issues of non-consensual sexual penetration, domestic violence, dating violence, and stalking and share information and resources to prevent dating/domestic violence promote safety, and reduce violence.

Bystander Intervention

Every member of the Alamance Community College community can play a role in facilitating safe and positive options. If community members look at potentially harmful situations through the lens of a bystander, there are options to intervene to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, non-consensual sexual penetration, or stalking. Everyone has options to intervene when they see something they think could be potentially harmful.

- **Direct:** Approach the situation directly. Say, "what's going on?" or "where are you going?"
- **Delegate:** Contact the Department of Public Safety or find their friend to intervene.
- **Distract:** Do something to take attention away from the situation. Say, "the police are coming," or, do something to distract.

Remember, you have options. If we all take one small action, we can create an environment that is intolerant of harmful behavior.

Risk Reduction

Every individual at Alamance Community College should expect to be treated with respect in their relationships. ACC is committed to the safety and welfare of all persons. When such relationships are no longer healthy or become violent or demeaning, we want every individual to call for assistance and support. We encourage our entire community to be an active bystander. When you see something, say or do something. At ACC, we want to have a community that is safe and one where all students are encouraged to look out for the wellbeing of their fellow students.

Ways to reduce the Risk of misconduct

The goal of these risk reduction strategies is to raise the awareness that sexual misconduct and sex/gender-based violence happens at Alamance Community College. As you are reading these risk reduction strategies, please remember that if someone is assaulted, it is never their fault.

In social situations:

- Be an active bystander: direct, delegate, or distract when you see something potentially harmful.
- Get clear, unambiguous consent for every aspect of sexual activity.
- If someone says no or looks uncomfortable, stop what is happening.
- Communicate boundaries and expectations.
- Trust your instincts. If you feel safe, uncomfortable, or worried for any reason don't ignore these feelings. Go with your gut and get out of the situation.
- Have a backup plan. Sometimes plans change quickly. You might realize it's not safe for you to drive home, or the group you arrived with might decide to go somewhere you don't feel comfortable. Download a ride share app, like Uber, or keep the number for a reliable cab company saved in your phone and cash on hand in case you decide to leave.
- When alcohol is involved:
- Keep an eye on your friends. If you are going out in a group, plan to arrive together and leave together. If you

leave early, let your friends know. If you're at a party, check in with them during the night to see how they're doing. If something doesn't look right, step in. Don't be afraid to let a friend know if something is making you uncomfortable or if you are worried about their safety.

- Know what you're drinking. Don't recognize an ingredient? Use your phone to look it up. Consider avoiding large-batch drinks like punches or "jungle juice" that may have a deceptively high alcohol content. There is no way to know exactly what was used to create these drinks.
- Don't leave a drink unattended. That includes when you use the bathroom, go dancing, or leave to make a phone call. Either take the drink with you or throw it out. Avoid using the same cup to refill your drink.
- Don't accept drinks from people you don't know or trust. This can be challenging in some settings, like a party or a date. If you choose to accept a drink from someone you've just met, try to go with the person to the bar to order it, watch it being poured, and carry it yourself.
- Check in with yourself. You might have heard the expression "know your limits." Whether you drink regularly or not, check in with yourself periodically to register how you feel.
- Be aware of sudden changes in the way your body feels. Do you feel more intoxicated than you should? Some drugs are odorless, colorless, and/or tasteless, and can be added to your drink without you noticing. If you feel uncomfortable, tell a friend and have them take you to a safe place. If you suspect you or a friend has been drugged, call 911, and be upfront with healthcare professionals so they can administer the right tests.
- Ask yourself, "Would I do this if I was sober?" Alcohol can have an effect on your overall judgment. You wouldn't drive, make medical decisions, or ride a bike while intoxicated.

Consent cannot be given by a person who is incapacitated. Therefore, it is imperative to be able to determine the difference between incapacitation and intoxication. Incapacitation is a state beyond drunkenness or intoxication. Please review the definition of consent above. Like any safety tips, these are not foolproof or a guarantee, but ACC encourages you to consider using one or many of them in social situations.

Resources for Students

ACC has many resources available if you have been or are currently a victim of relationship violence. If you are still in a violent relationship, resources are available to help you safety plan (please see [Center for Relationship Abuse Awareness](#)).

On-Campus Confidential Resources

Counseling: Director of Wellness and Student Support, 336-506-4146, M-233A

Confidential Off-Campus Resources

RHA Health Services; 2732 Anne Elizabeth Drive, Burlington, NC 27215; 336-229-5905; <https://rhahealthservices.org>

Faculty/Staff Counseling and Wellness Referral Form: (If a student is experiencing personal and/or social difficulties, [Faculty/Staff Counseling and Wellness Referral Form](#))

Employees: Employee Assistance Counseling Program: ARMC, 1238 Huffman Mill Road, Burlington, NC 27215; 336-538-7481; eacp@conehealth.com

The National Dating Abuse Hotline can be reached at 1(866) 331-9474 and offers a variety of services, including peer counseling and text counseling, to determine whether a relationship is healthy and safe.

Non-Confidential Off-Campus Resource

Graham Police Department

216 S. Maple Street

Graham, NC 27253

336-570-6711

<https://www.cityofgraham.com/police/>

Burlington Police Department

267 W. Front Street

Burlington, NC 27215

336-229-3500

<https://www.burlingtonnc.gov/2209/Police-Department/>

Alamance County Sheriff's Department

109 S. Maple Street

Graham, NC 27253

336-570-6300

<https://www.alamance-nc.com/county-government/locations/locations-in-graham/>

Personal Safety

Despite security and law enforcement's efforts, serious crimes do occur on campuses. It is important to report any suspicious activity to security or police and always remain alert and vigilant.

One of the most under-reported crimes is Sexual Assault. We provide the following information to assist those from becoming a victim.

To help you be more alert and aware of your environment to prevent crimes on campus, here are personal safety tips:

- Share your class/work schedule with a close friend, as well as with your family.
- When possible, travel in groups, especially after dark.
- Inscribe your name or your state's driver's license number into all valuables, e.g., NJ 12345678.
- Record all the serial numbers of your valuables.
- Program the emergency campus number (336-260-9203) into your phone.

- Never take your personal safety for granted. Be vigilant and cautious at all times. Know your environment.
- Know where the Emergency Call Boxes are located. The campus has these blue light call boxes strategically located throughout the campus.
- If you see something, say something...do not assume someone else will do it.

Victim's Rights

As a victim of crime, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, ethnicity, sexual orientation, disability or religion.

You have the right to be informed...

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender or the release of an offender
- About the details of the final disposition of the case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate or a support person

You have the right to provide input...

- Into the sentencing decision and to receive help in preparing an oral and/or written victim impact statement
- Into post sentencing decisions

*For more information about your detailed rights or to file a complaint if you believe your rights have been violated, go to the North Carolina Department of Safety Website <https://www.ncdps.gov/> and click on "Victim Services."

Frequently Asked Questions

What to do if you believe you have been sexually assaulted:

- Your safety is priority. Go to a safe place and/or call 911 if you need immediate medical or police assistance.
- Even if you do not feel it is an emergency, consider calling Public Safety at 336-578-4286 or Wellness and Student Support at 336-506-4146. Get support from someone you trust, whether it is a friend or a family member.

Preserving Evidence after a Sexual Assault:

- You will want to make sure that you consider preserving evidence. Do not shower, eat, drink, and try not to urinate; additionally, do not change clothes. If you have already changed clothes, place the original clothes in a paper bag (plastic may destroy evidence). If you have not changed, keep the original clothes on and

bring an extra set to wear home from the hospital. Most importantly, if you have been sexually assaulted, consider a Sexual Assault Forensic Examination (SAFE) and blood tests for drugs. This type of medical testing and preservation will assist the student in having the option of criminal prosecution.

- Medical examinations can be provided by hospitals without making a police report. This option allows a person to have evidence collected and preserved without giving his/her name to the police, or feeling obligated to pursue criminal charges.

As far as reporting the assault, you may choose to do this at any time or in the future. You may report this incident to police, the Title IX Coordinator, ACC Public Safety or staff, and/or the Student Success Center. If you are unsure about whether or not to report the assault, consider calling Wellness and Student Support at 336-506-4146.

The Office of Student Success

The Office of Student Success is dedicated to promoting a safe, orderly, and civil College community and to encouraging and inspiring students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The College Code of Conduct

The office of Student Success is responsible for administering the College Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the College to respond to allegations of student misconduct.

The College Code of Conduct is administered at all College campuses on College property and may also address off-campus student misconduct when a student's behavior affects a substantial college interest.

Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning, Disciplinary Probation, Suspension or Expulsion from the College.

In most cases, the Office of Student Success will also assign developmental and educational interventions designed to promote greater awareness and improved decision-making for students and to further deter future misconduct.

In instances where there is reasonable cause to believe a student is an immediate threat to the safety of themselves, others, property or is an immediate threat to disrupt essential campus operations, the Office of Student Success may assign an Interim Suspension and/or other actions, designed to protect the health and safety of the community and members therein.

Any individual or entity may submit reports alleging student misconduct to the Office of Student Success or designee at the campus where the incident occurred.

The Office of Student Success also provides outreach programming designed to inform and educate students and to promote Alamance Community College principles. Please visit the Student Handbook on the ACC Website @ [Student Handbook](#) to find information on ACC Code of Conduct, Student Records Policy and links to all policy and procedural guidelines related to the Student Conduct Process.

Additional Information Regarding the College Code of Conduct

Alamance Community College is obligated to provide all students with the College regulations, policies, procedures governing student conduct. ACC policies and procedures, including ACC Code of Conduct, is published in the [Handbook: Code of Conduct](#).

If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Vice President of Student Success at 336-506-4138.

The publication, as well as college regulations and policies and procedures governing student conduct, is available on the ACC Website: [Alamance Community College](#)

Missing Student Notification Policy

Alamance Community College does not have residential housing facilities. Therefore, there is not a Missing Student Notification Policy.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness ACC Department of Public Safety maintains a strong working relationship with the community. This relationship includes offering a variety of safety and security programs and services and crime prevention programming. Public Safety programs are coordinated by the Director of Public Safety.

Programs Conducted by Public Safety and the Office of Student Success

- Alcohol Awareness
- Safety Awareness
- Dating/Domestic/Stalking Violence Awareness

Alcohol And Drugs On Campus

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being, and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances and substances that cause impairment.

All visitors, guests, students and employees are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances, or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting the Department of Public Safety or local law enforcement.

The College is committed to providing each of its students a drug-free and alcohol-free environment in which to attend classes and study. From a safety perspective, the use of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment, and result in damage to College property.

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, transmitting, selling, or distributing alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location.

1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug that has a high potential for abuse and including but not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.

2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

3. Impairing Substances include any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

4. College Location means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College sponsored or College-approved activity, event or function, such as a field trip, where students are under the College's jurisdiction.

5. Reasonable Suspicion is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

B. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor, or other trained official, and the person who makes the determination that

reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local departments. Law enforcement officers must adhere to their normal standards when conducting a search.

D. The College does not differentiate between drug users, drug pushers, or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

E. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his or her discretion, the Assistant Vice President of Student Success may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcohol abuse rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

F. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

G. When required by state or Federal regulations, the Student Services office will notify the appropriate government agency within ten days of receiving notice from the student or otherwise receiving actual notice of such a conviction.

H. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.2 – Employees - Drugs and Alcohol on Campus

North Carolina Alcohol Laws

Underage Drinking

North Carolina General Statutes 18-102: It is illegal for anyone under 21 years of age to attempt to purchase, purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

[North Carolina General Statutes: 18B-102](#)

All members of the College community are expected to comply with North Carolina statutes prohibiting the use of alcoholic beverages by persons younger than 21 years of age.

Specifically, it is against the law:

- To sell or give beer, wine, liquor or mixed beverages to anyone younger than 21 years of age;
- For a person younger than 21 years of age to purchase or possess beer, wine, liquor or mixed beverages;
- To use fraudulent identification or to permit the use of one's identification by another in order to obtain alcohol illegally.

Sanctions

Any person younger than 21 who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$500, or imprisonment for up to six months or both. Any person 21 years old or older who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$2,000, or imprisonment or both. Any person who aids or abets another in securing alcohol may be liable for personal injuries or property damages resulting from misconduct by those who are intoxicated. Organizations and officers may also have such liabilities. Upon conviction, a report is sent to the North Carolina Division of Motor Vehicles. Any person convicted of violating the above regulations may automatically have his/her driver's license revoked for a period of one year.

Misdemeanor Sentences

North Carolina punishes misdemeanants according to the level (Class) of the crime. Repeat offenders are subject to jail time (not shown)

- Class 1: up to 45 days of "community punishment" (probation), plus the possibility of a fine, to be determined by the judge
- Class 2: up to 30 days of community punishment, plus the possibility of a fine of up to \$1,000
- Class 3: up to 10 days of community punishment, plus the possibility of a fine of up to \$299. (North Carolina Gen. Stat. Ann Section 15A-1340.23)

Carrying False I.D.

It is illegal for anyone under 21 years of age to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

Driving while Impaired

N.C.G.S. 20-138: In North Carolina, the illegal level for D.W.I. is .08% Blood Alcohol Content (BAC) and .02% BAC for minors (under 21 years of age). Also, drivers with any amount of a Scheduled Controlled Substance not medically prescribed may not drive, operate, or be in actual physical control of a vehicle.

United States Statutes

It is a violation of federal law to possess, manufacture, or distribute a controlled substance. A student or employee found responsible for possessing a controlled substance may be subject to some or all of the following sanctions under federal law. Portions of the summary which follow were provided by the federal government. Although the summary represents a good-faith effort to provide information, Alamance Community College does not guarantee that it is error-free or exhaustive.

- **18 U.S.C. 922.g.:** Conviction: ineligibility to receive or purchase a firearm.
- **21 U.S.C. 884.a.:** First conviction: imprisonment for up to one year, a fine of at least \$1,000 but not more than \$100,000 or both.
- After one prior drug conviction: Imprisonment for a least fifteen days but not more than two years, a fine of at least \$2,500 but not more than \$350,000 or both.

- After two or more prior drug convictions: Imprisonment for at least ninety days but not more than three years, a fine of at least \$5,000 but not more than \$250,000 or both. See special sentencing provisions for possession of crack cocaine.
- **21 U.S.C. 844.a.:** A civil fine of up to \$10,000.
- **21 U.S.C. 853.1.:** Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.
- **21 U.S.C. 853.a.2 and 88a.a.7.:** Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. See special sentencing provisions for the possession of crack cocaine.
- **21 U.S.C.. 881.a.:** Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (Vehicles may be impounded in cases involving any controlled substance in any amount.)
- **Special sentencing provisions for possession of crack cocaine:** Mandatory at least five years in prison, not to exceed twenty years, and fine of up to \$25,000 or both, if (a) first conviction and the amount of crack possessed exceeds five grams; (b) second crack conviction and the amount of crack possessed exceeds three grams; (c) third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- **Miscellaneous:** Authorization to revoke certain federal licenses and benefits, e.g. Pilot licenses, public housing tenancy, are vested within the authorities of individual federal agencies.

Alcohol & Drugs Health Risks

Alcohol:

This depressant slows down your heart, nervous system, and brain, and high doses of alcohol can cause you to stop breathing. Prolonged immoderate use can cause artery disease, heart failure, and liver damage including cancer, cirrhosis, and hepatitis. Women may develop alcohol-related health problems sooner than men, and from drinking less alcohol than men. Because alcohol affects nearly every organ in the body, long-term heavy drinking increases the risk for many serious health problems.

Marijuana:

Because it damages short-term memory and decreases concentration and learning abilities, marijuana is particularly detrimental to students. It contains more than 400 chemicals and has 2 ½ times as much tar as tobacco. Extensive research has been devoted to studying the dangers and potential harm associated with the use of this drug. Research shows that marijuana users experience the same health problems as tobacco smokers, such as bronchitis, emphysema, bronchial asthma, and throat and lung cancer; tend to have more chest colds than non-users; and are at greater risk of getting lung infections like pneumonia. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as someone who smokes a full pack of cigarettes every day. Effects also include increased heart rate, dryness of the mouth, reddening of the eyes, and impaired motor skills, and concentration.

Anabolic steroids:

Steroids have side effects ranging from insomnia to death. Using them increases your risk of cancer and cardiovascular, kidney, and liver disease. Users may exhibit aggressive, combative behavior, and use may cause

impotence, sterility, or fetal damage.

Amphetamines:

These drugs cause acute psychoses and malnutrition. They also can make you nervous, hyperactive, and sleepless and can elevate your pulse rate and blood pressure.

Methamphetamines:

Meth is a highly addictive drug that targets the functioning of the central nervous system. Short term effects include increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heartbeat, irregular heartbeat, increased blood pressure, hypothermia, irritability, paranoia, insomnia, confusion, tremors, and aggressiveness. Long term health effects include irreversible damage to blood vessels in the brain, stroke, severe reduction in motor skills with symptoms similar to those of Parkinson's disease, impaired verbal learning, memory impairment, and decreased ability to regulate emotions. Many of the long term effects persist after use of the drug is discontinued.

Barbiturates:

Both physiologically and psychologically addictive, these drugs can cause death in high doses. Infants born to barbiturate users may suffer congenital deformities. Other effects include nausea, dizziness, lethargy, allergic reactions, and possible breathing difficulties.

Cocaine:

Anyone who uses cocaine – even a first-time user – may have seizures, heart fibrillation, and strokes that can result in death. Habitual users experience irritability, paranoia, and hallucinations. Use causes tumors, chronic fatigue, dangerous weight loss, sexual impotence, and insomnia and affects respiration, blood pressure, and blood sugar levels.

Heroin and opium:

An overdose of these psychologically and physiologically addictive drugs can cause death. Users feel sluggish and fall asleep at inappropriate and dangerous times. Intravenous users risk contracting Hepatitis, HIV/AIDS, and other infections.

LSD:

LSD causes hallucinations, perception distortions, and anxiety. Users cannot function normally and are accident-prone. LSD also can cause elevated body temperature and respiration and a rapid heartbeat.

MDMA (Ecstasy):

This drug produces both stimulant and psychedelic effects including increased heart rate, elevated blood pressure, nervousness, and hyperactivity. Because users may experience feelings of increased confidence, sensitivity, arousal, and confusion, use of Ecstasy makes them more vulnerable to crime, especially robbery, sexual assault, and other unwanted sexual encounters.

Oxycodone and other narcotics:

These are safe and effective treatments for pain when prescribed by a doctor and used as directed. However, they are opioids, and therefore are psychologically and physiologically addictive. They can cause death by stopping breathing. Because of their medical uses, these drugs are frequently manufactured in a time-release (sustained

release, long-acting, extended-release) form. If users circumvent the time-release formulation, they may take a larger dose than intended, overdose, and suffer serious complications or death. Combining narcotics with alcohol or other drugs significantly increases the risk to life and well-being.

Psilocybin:

This substance, found in certain mushrooms, causes hallucinations and perception distortions. Users cannot function normally and are accident-prone. This drug also can produce anxiety, elevated body temperature, rapid heartbeat, and elevated respiration.

Other

Many medications and drugs, including those which are prescribed for you, have the potential for abuse. As members of the college community, we are responsible not only for ourselves but also for each other. While they are not always related to substance abuse, the following traits often are related: and, regardless of the cause, they are ordinarily indicative of a need for help:

- Withdrawal from social situations;
- Increased boredom or drowsiness;
- Change in personal appearance;
- Change in friends;
- A defeatist attitude (easily discouraged);
- Low frustration tolerance (outbursts);
- Violent behavior or vandalism;
- Terse replies to questions or conversation;
- Sad or forlorn expression;
- Lying;
- Poor classroom attendance;
- Dropping grades or poor work;
- Apathy or loss of interest.

Positive Response

When negative behaviors, such as those listed above, become manifest in persons you know, you should:

- Express concern and caring;
- Be ready to listen;
- Communicate a desire to help;
- Make concrete suggestions about finding help or coping with specific problems;
- Encourage the person to seek professional help;
- Ask for assistance from campus resources;
- Be persistent.

Negative Response

When negative behaviors, such as those listed above, become manifest in persons you know, you should not:

- Take the situation lightly or as a joke;

- Be offended if the person tries to “put you off;”
- Take “I don't have a problem” as an answer;
- Try to assist the person without asking for professional help;
- Promote guilt feeling about grades, et cetera;
- Gossip.

Policies Specific to Faculty and Staff

All College employees are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling, or distributing alcohol, illegal or unauthorized controlled substances, or drug paraphernalia. Using, or being under the influence of substances that cause impairment, is prohibited for all employees. Violation of this prohibition could lead to disciplinary action. For more information regarding employees, including student employees, consult Policy 3.4.2. [ACC Policies and Procedures](#).

North Carolina Controlled Substances Laws

Possession of less than one and a half ounces of Marijuana: NCGS 90-95

A person is unlawful when he unknowingly, knowingly or intentionally possesses less than 1 and a half ounces of marijuana (Hashish), a Schedule VI substance, and is not authorized by law to possess such substance (North Carolina does not recognize marijuana use for any reasons), and is outlined under the Controlled Substances, Drugs, Device, and Cosmetic Act of 1972.

Possession of Drug Paraphernalia: NCGS 90-95

A person is unlawful when he possesses, with the intent to use, drug paraphernalia which is used for packaging, manufacturing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of the Controlled Substances, Drugs, Device, and Cosmetic Act of 1972.

Synthetic Marijuana

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. This drug may also be known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, Dab and Ninja Aroma. Individuals found responsible for manufacturing, possessing, importing-exporting, or distributing these substances will face criminal and civil penalties. College students engaging in these activities will also be held responsible under the College's illegal substances policy.

Drug Risks and Consequences

- Alcohol and other drug use during pregnancy increases the risk of physical harm to the fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

For More information visit: [National Institute on Drug Abuse](#) and [Substance Abuse & Mental Health Services Administration](#)

Drug/Alcohol Education and Prevention

Educational information on drug and alcohol issues will be available to all students on a continuing basis throughout the year. On a periodic basis, events will be scheduled featuring guest speakers, films, video presentations, etc. Any student wanting information or assistance should contact the Director of Wellness and Student Support, 336-506-4146, M-233A. Appropriate information or referral will be handled confidentially.

Drug/Alcohol Resource Guide

LOCAL

- Alcoholics Anonymous Hotline 1-888-237-3235
- Narcotics Anonymous Helpline 1-866-375-1272
- Substance Abuse Hotline (LME) 336-513-4444
- Residential Treatment Services 336-227-7417
- ARMC Behavioral Medicine Services 336-538-7893
- Cardinal Health Innovations (LME) 336-513-4222
- UNC Health Care Alcohol and Substance Abuse Program 919-966-6039

STATE AND NATIONAL

- Alcohol/Drug Council of N.C. Information and Referral Service 1-800-688-4232
- Drug-Free Workplace Help Line 1-800-967-5752
- American Council on Alcoholism Helpline 1-800-527-5344
- Al-Anon 1-800-449-1287
- Center for Substance Abuse Prevention (SAMHSA) 1-24

Resources for Faculty and Staff

If you are a Staff or Faculty member who is encountering difficulties because of substance abuse or other negative behaviors, you should seek help immediately.

Employees: Employee Assistance Counseling Program: ARMC, 1238 Huffman Mill Road, Burlington, NC 27215; 336-538-7481; eacp@conehealth.com

Drug Free Schools and Campuses Act (DFSCA) Regulations

The College is in Compliance with The Biennial Review for Academic Years 2019-2021 as Required by EDGAR 34 C.F.R. Part 86: <https://www.alamancecc.edu/safety-and-security-site/>

The Alamance Community College's Drug and Alcohol Abuse Prevention Program (DAAPP) can be found here:

[DAAPP](#)

Awareness & Prevention

Please Find below the programming dates for Clery related activities for the 2022 year.

Alcohol and Drug Awareness	February	Carrington-Scott Campus	Passive programming message board and electronic messaging
Healthy Relationships	March	Carrington-Scott Campus	Passive programming message board and electronic messaging
Sexual Assault Awareness	April	Carrington-Scott Campus	Passive programming message board and electronic messaging
Domestic Violence Awareness	October	Carrington-Scott Campus	Passive programming message board and electronic messaging
Great Smoke Out/Vaping Heart Health	November	Carrington-Scott Campus	Passive programming message board and electronic messaging

Annual Disclosure of Crime Statistics

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Alamance Community College Public Safety Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Police and Crime Statistics Act using information maintained by Alamance Community College Public Safety, information provided by other College offices such as the Office of Student Success, other Campus Security Authorities, and information provided by law enforcement agencies. Officers, both sworn and security, enter all reports of crime incidents made directly to the department through a computer-based incident/records management system. After an officer enters the report in the system, it is reviewed to ensure it is appropriately classified in the correct crime category. A member of Public Safety periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the Safe Campus Act Handbook. The statistics reported here reflect the number of criminal incidents reported to and by the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Definition of Reportable Crimes

- **Murder and Non-Negligent Manslaughter:** defined as the willful killing of one human being by another.
- **Manslaughter by Negligence:** defined as the killing of another person through gross negligence.
- **Rape:** defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Fondling:** Defined as the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Defined as the Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Defined as the Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** Defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force of violence and/or by putting the victim in fear.
- **Aggravated Assault:** Defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** Defined as the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft:** Defined as the theft or attempted theft of a motor vehicle.
- **Arson:** Defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate Crimes:** Defined as an offense against a person or property motivated in whole or in part by an offender's bias against race, gender, sexual orientation, religion, national origin, cultural background, disability, or any other defining characteristic of an individual or group of individuals. Hate crimes includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed, plus the following crimes:
- **Larceny/Theft:** Includes pick-pocketing, purse snatching, shoplifting, theft from a building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (except Arson):** To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Policies cover all campuses unless otherwise stated.

Crime Statistics

Carrington-Scott Campus (Main Campus)

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Murder / Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	1	0	0
	2021	0	1	0
	2020	1	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	1	0	0
	2020	0	0	0
Weapons Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	1	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	1	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	1	1	0
	2021	0	0	0
	2020	0	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	1	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crime Reporting	In 2020 there was 1 hate crime of intimidation			
Unfounded Crimes	In 2022 there were 2 unfounded crimes, In 2021 there was 1 unfounded crime			
Residences	Alamance Community College does not have any residence halls or resident students. No missing students or fire report is required.			
Revision of Statistics	For 2020, 1 (one) incident of Drug abuse Violation-Referral should have been reported because it was found on internal audit to meet the criteria. For 2021, 1 (one) unfounded case should have been reported because it was found on internal audit to meet the criteria.			

Dillingham Campus

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Murder / Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	2	0	0
	2020	0	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	1	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crime Reporting	There were no hate crimes reported for this campus for 2022, 2021, 2020			
Unfounded Crimes	There were no unfounded crimes for this campus for 2022, 2021, 2020			
Residences	Alamance Community College does not have any residence halls or resident students. No missing students or fire report is required.			
Revision of Statistics	For the year 2021, for the line "Burglary", the 2 burglaries were changed from noncampus to on campus because they were reported erroneously as noncampus.			

Basic Law Enforcement Training Campus

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Murder / Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Manslaughter by Negligence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Fondling	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Incest	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Statutory Rape	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non- Campus	Public Property
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Offense (Reported by Hierarchy)	Year	On Campus	Non-Campus	Public Property
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Hate Crime Reporting	There were no hate crimes reported for this campus for 2022, 2021, 2020			
Unfounded Crimes	There were no unfounded crimes for this campus for 2022, 2021, 2020			
Residences	Alamance Community College does not have any residence halls or resident students. No missing students or fire report is required.			
Revision of Statistics	For 2020, there were no changes made because there was no crime reported for the year. For 2021, there were no changes made because there was no crime reported for the year.			

Non-Campus Properties Reported for 2022

In this year's report, the following non-campus properties were reported on in accordance with the Clery Act based on location and use:

200 S. Main Street, Burlington, NC
 2609 Tucker Street, Burlington, NC
 1535 S. Mebane Street, Burlington, NC
 2235 Delaney Drive, Burlington, NC
 434 S. Flanner Street, Burlington, NC
 411-B W Fifth Street, Burlington, NC
 2550 Buckingham Road, Burlington, NC
 810 Wicker Street, Burlington, NC
 110 Stone Street, Haw River, NC
 1104 Southerland Street, Graham, NC
 503 McGee Street, Graham, NC
 633 Corregidor Street, Mebane, NC
 2220 West Broad Street, Athens, GA
 1722 Walnut Street, Cary, NC
 105 San Drive, Pooler, GA

4751 NC-62, Burlington, NC
 227 Williamson Street, Burlington, NC
 3539 Alamance Road, Burlington, NC
 2640 S. Columbine Lane, Burlington, NC
 1521 Huffman Mill Road, Burlington, NC
 215 N. Broad Street, Burlington, NC
 1423 N. Church Street, Burlington, NC
 1410 Elder Way, Burlington, NC
 2515 Cherry Lane, Haw River, NC
 129 Boggs Ranch Road, Graham, NC
 2610 Jim Minor Road, Mebane, NC
 234 Hendersonville Road, Asheville, NC
 1615 Tynecastle Highway, Banner Elk, NC
 2775 Florida Plaza Boulevard, Kissimmee, FL

All non-campus locations for 2022 had no reported Clery crimes for the dates and times ACC students were present except for a Domestic Violence at 1722 Walnut Street, Cary, NC.

Non-Campus Properties Reported for 2021

1714 Carolina Mill Road, Burlington, NC
215 N Broad Street, Burlington, NC
2550 Buckingham Road, Burlington, NC
771 Huffman Mill Road, Burlington, NC
3520 Alamance Road, Burlington, NC
906 Anthony Street, Burlington, NC
2720 S. Mebane Street, Burlington, NC
1410 Elder Way, Burlington, NC
1535 S. Mebane Street, Burlington, NC
2040 S. Church Street, Burlington, NC
424 S. Flanner Street, Burlington, NC
1521 Huffman Mill Road, Burlington, NC
2164 Carolina Road, Burlington, NC
411 W. 5th Street, Burlington, NC
2806 Old NC 87 Hwy, Elon, NC
701 Manning Avenue, Elon, NC
229 Boggs Ranch Road, Gibsonville, NC
296 E. Crescent Square Drive, Graham, NC
110 W. Mcaden Street, Graham, NC
5624 Church Road, Graham, NC
7618 NC-87, Graham, NC
129 Quarry Road, Haw River, NC
110 Stone Street, Haw River, NC
1022 Corporate Park Driver, Mebane, NC
1067 Trollingwood Hawfields Road, Mebane, NC
2125 Senator Ralph Scott Parkway, Mebane, NC

1406 S. Mebane Street, Burlington, NC
200 S. Main Street, Burlington, NC
2700 York road, Burlington, NC
1860 Brookwood Avenue, Burlington, NC
120 Electric Avenue, Burlington, NC
810 Wicker Street, Burlington, NC
227 Williamson Street, Burlington, NC
4325 S. State Hwy 49, Burlington, NC
3539 Alamance Road, Burlington, NC
2640 S. Columbine Lane, Burlington, NC
1230 St. Marks Church Road, Burlington, NC
2172 Bellemont-Alamance Road, Burlington, NC
595 Altamahaw Union Ridge Road, Burlington, NC
8416 Snow Camp Road, Snow Camp, NC
100 Rego Drive, Elon, NC
218 Piedmont Avenue, Gibsonville, NC
3503 Swepsonville-Saxapahaw NC
1104 Southerland Street, Graham, NC
201 S. Main Street, Graham, NC
2744 Darrell Newton Drive, Graham, NC
128 Stone Quarry Road, Haw River, NC
3202 Caroline Drive, Haw River, NC
403 E. Main Street, Haw River, NC
1268 W. Holt Street, Mebane, NC
1469 Mebane Oaks Road, Mebane, NC
116 W. Center Street, Mebane, NC

All non-campus locations for 2021 had no reported Clery crimes for the dates and times ACC students were present except for a burglary at Triangle Grading located at 1521 Huffman Mill Road, Burlington, NC.

Non-Campus Properties Reported for 2020

342 S. Spring Street, Burlington, NC
849 Sharpe Road, Burlington, NC
128 Quarry Road, Haw River, NC
1423 N. Church Street, Burlington, NC

136 S. Fisher Street, Burlington, NC
1117 Chandler Avenue, Burlington, NC
109 S. Maple Street, Graham, NC

All non-campus locations for 2020 had no reported Clery crimes for the dates and times ACC students were present.

ACC



A L A M A N C E
COMMUNITY COLLEGE



Cosmetology Renovation



Before



After

Reinhartsen 5k Walk and Run

ACC's Annual Reinhartsen 5k Walk and Run took place on Saturday, November 4. Participants, families, and supporters come together for a day of fitness and community spirit.

