



BOARD OF TRUSTEES

Regular Meeting Agenda

May 13, 2024 | 6:00 p.m.
 Biotechnology Center of Excellence
 Room C106
 1247 Jimmie Kerr Road | Graham, NC

- I. **Call to Order**
- II. **Call for Conflicts of Interest**
- III. **Special Presentation: Student Support Grant for Dillingham Center**

The Honorable Amy Gale, NC Senator District 25
The Honorable Dennis Riddell, NC Representative District 64
The Honorable Stephen Ross, NC Representative District 63

IV. **Employee Introductions**

- A. Lakeisha Allen **p 1** *Andrea Rollins*
Finance Senior Specialist/Accounts Payable
- B. Carol McBroom **p 1**
Finance Specialist/Cashier
- C. Jo’el Oakley **p 2**
Finance Specialist/Cashier

V. **Minutes**

- A. Board of Trustees regular meeting, March 11, 2024 **pp 3-14** *
- B. Board of Trustees regular meeting, April 12, 2024 **pp 15-18** *

VI. **Committee Reports**

- A. Personnel Committee Report (*Crisp*)
 Employment Report for April 2024 **pp 19-20**
- B. Building and Grounds Committee Report (*Gomory*)
 - 1. Recommendation for Approval:
 - a. Technology Infrastructure Project **p 21** *
 - b. Gee Building Controls Replacement Project **p 22** *
 - c. Biotechnology Center of Excellence Third Floor Program Study Amendment **p 23** *
 - d. Minor repair and renovation project approvals **p 25**..... *
 - 2. Capital project summary report **pp 24-25**
 - 3. Capital project budget update for April 2024 **p 26**
 - 4. Capital project amendments/contracts signed by the President **pp 27-30**

* Requires Board of Trustees Action

- C. Budget and Finance Committee Report (*Glidewell*)
 - 1. Recommendation for Approval
 - a. Technology Infrastructure Replacement Project 3-1 Form **pp 31-35** *
 - b. Financial Auditing Services Contract for Fiscal Year Ending June 30, 2024 **pp 36-37** *
 - c. Recommendation to revise Policy 2.2.4 Naming Policy **pp 38-41**..... *
 - d. Recommendation to rename ACC’s Student Commons area *
 - 2. Financial Report for April 2024 **pp 42-48**
- D. Curriculum Committee Report (*Dr. Lisa Johnson in place of Trustee Emmons*)
 - 1. Business Administration- Data Analytics Associate in Applied Science **pp 49-54**..... *
 - 2. Applied Artificial Intelligence Associate in Applied Science **pp 49-54** *

VII. Other Reports

- A. SGA Report (*Azavia Jones*)
- B. Chair’s Report (*Williams*)
 - 1. Board Self-Evaluation for 2023-24
 - 2. Report of SEI Filing & Ethics Education **p 55**
- C. Faculty Affairs Committee Report (*Caitlin Cook*)
- D. President’s Report (*Ingle*)
 - 1. Climate Survey Update
 - 2. ACC Commencement, June 14, 2024, Elon University at 7:00 p.m.
- E. Handouts
- F. Announcements
 - 1. ACCF Celebration of Excellence, May 16, 2024, Alamance Country Club at 5:30 p.m.
 - 2. ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.
 - 3. NCACCT Leadership Seminar, September 11-13, 2024, Asheville
 - 4. ACCT National Leadership Congress, October 23-26, 2024, Seattle
 - 5. ACCT National Legislative Summit, February 9-12, 2025, Washington DC
 - 6. NCACCT Law-Legislative Seminar, March 19-21, 2024, Raleigh

VIII. Adjournment

Board of Trustees | New Employee/Role Overviews

Employee Name	Employee Title	Start Date
Lakeisha Allen	Senior Finance Specialist/AP	2/1/2024
Degree(s) Certifications: Associate of Applied Science (AAS) - Medical Assisting Alamance Community College.		
Brief Background: Lakeisha has spent most of her life in Alamance County. After graduating high school, she became a laborer for a construction company building residential homes. After the housing market crash that took away her job, she realized that she always needed to have a back-up option. In the years following the crash she became a daycare teacher, a server, a vacuum sales woman, lead sales associate for an advertising agency, and caregiver just to name a few of those options. It was after getting married and having her daughter that made her decide to return to school. She received her associate's at ACC in medical assisting, a field that she worked in for several years prior to her arrival at ACC as a cashier in 2021. Now in accounts payable, she hopes to continue to grow in her career here at the college.		
Fun Fact: She became an officiant to perform marriages on a whim when her cousin's pastor did not show up to perform their wedding nuptials.		

Employee Name	Employee Title	Start Date
Carol McBroom	Finance Specialist/Cashier	1/17/2024
Degree(s) Certifications: Certification in General Office Specialty		
Brief Background: Carol is a native of North Carolina. She was born and raised in Alamance County. Carol has over a decade of banking experience, which makes her a good candidate for the position she holds here at Alamance Community College. In her banking career, she was known for her networking and customer service skills by both customers and management teams alike.		
Fun Facts: <ul style="list-style-type: none"> In 1824 Carol's 4th grandfather made the first discovery of gold in Rowan County NC. His discovery is what put the little town of Gold Hill NC on the map. She is an outdoor enthusiast. She owns a boat, four-wheeler, a side-by-side, and her first car, which is a 1971 Chevelle SS that she currently still drives. 		

Employee Name	Employee Title	Start Date
Jo'el Oakley	Finance Specialist/Cashier	2/7/2024
<p>Degree(s) Certifications: Graduated from Binghamton High School in 1987. Attended Broome Community College, Binghamton, NY, majoring in Accounting</p>		
<p>Brief Background: Grew up in upstate New York. Moved to Durham in 1995 and to Mebane in 1996, where I currently reside with my husband, Tim, and my fur baby, Jake.</p>		
<p>Fun Facts: I love all animals and reptiles. Since my husband isn't a fan of snakes and won't allow one in our home, I decided to get a boa constrictor tattoo. Closest I will ever have to owning one. I enjoy working out and am a Mebane ZIVA (girl who does ZUMBA as part of my fitness routine).</p>		



BOARD OF TRUSTEES

Regular Meeting Minutes

March 11, 2024 | 6:00 p.m.
Wallace W. Gee Building | Boardroom G222
1247 Jimmie Kerr Road | Graham, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on March 11, 2024, in the Wallace W. Gee Building Boardroom (Room G222), on the Carrington-Scott campus.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 6:00 p.m. He gave the invocation and welcomed guests to the meeting.

Attendance

The following trustees were present:

- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Dr. Charles Scott
- Mr. Ken Walker
- BG(R) Blake Williams, Chair
- Mr. Jamari Russell, SGA Vice President

The following trustees were dialed into the meeting:

- Ms. Julie Scott Emmons, Vice Chair
- Ms. Sylvia Muñoz

Guests:

- Ms. Kristy Bailey, reporter with *The Alamance News*

Introductions

The ACC Mock Trial Team was recognized by the Board:

- Dr. Kevin Sargent, Mock Trial Director
- Aracely Aguilar
- Zack Belchak
- Alena Dockery
- Jaryn Green
- An Thanh Nguyen
- Meredith Powell
- Lily Sumner
- Jacob Taylor

The Alamance Mock Trial Teams Competed in 10 Full Trials in 3 Different Competitions:

- October: Two Trial/One Day online “Clash” with Pasadena Community College
 - Aracely Aguilar: Outstanding Attorney Award
- November: Observed Duke University Invitational Tournament
- December: Four Trial/Two Day online “Clash” Championship
 - Alamance Team A: First Place & Tournament Champion
 - Alamance Team B: Third Place
 - Phone Magers: First Place Attorney & First Place Witness
 - Jaryn Green: Outstanding Attorney Award
 - Zack Belchak: Outstanding Attorney Award
- February: Four Trial/Two Day Regional Tournament
 - Trial Four: Victory over Southeastern University

The following employees (new or in a new role) were introduced to the Board:

- Mr. Garrett Nance, Shipping & Receiving Clerk
- Mr. Carlos Aponte, Financial Aid Specialist
- Ms. Melissa Cook, Education Department Head
- Ms. Ingrid Johnston, English Instructor
- Ms. Shylon Smith, Nursing Instructor

Note: Employee Bios are located in the Board of Trustees materials. A group photo was taken with each group, their corresponding VP/Director, along with General Williams.

Also, present for the meeting were:

- Dr. Ken Ingle, President & Secretary to the Board of Trustees
- Mr. Frank Longest, Board Attorney
- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Instruction/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Andrea Rollins, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce Development
- Ms. Bettina Akukwe, Associate Vice President of Corporate Education
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Fearington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing
- Mr. Josef von Jones, Director of Diversity, Equity, and Inclusion
- Ms. Kindra Bradley, Grants Manager
- Mr. Nicholas Boudreau, ACC Career Education Coordinator
- Ms. Beth Brehler, Staff Association Chair
- Ms. Caitlyn Cook, Faculty Affairs Committee Chair
- Mr. Christopher Frauendienst, Board Liaison

Quorum

The Board determined that a quorum was present and the meeting could proceed.

Call for Conflicts of Interest

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, General Williams called for conflicts of interest or the appearance of conflicts related to any item included on the meeting agenda. No conflicts of interest or appearances of conflict were noted.

Presentations

- A. Alamance Juvenile Opportunity Bridge (AJOB) Update
Mr. Nick Boudreau, ACC Career Education Coordinator

AJOB is a wonderful diversion program for our community providing those in the program with a) career exploration and b) life skills. The program is designed to keep all participation very interactive. We scale our curriculum down to be able to connect with those in the program – normally 14-17 years old. All students are referred through the court who are completing the AJOB program. Three (3) grant funds are currently in place through the end of next year for support and we are looking to increase our community engagement. It takes a village at ACC to gain all of the success needed for this program.

ACC does promote engagement once the program is completed, if the students are interested. Cohort costs provide meals and stipend for the twelve (12) in each cohort. Roots and Wings vans pick up and drive each of the students which currently come from our court system. ACC is looking to increase community awareness and the ability for students to reach out directly to us.

B. Serving New Industry

Ms. Bettina Akukwe, Associate Vice President of Corporate Education

Toyota, Vinfast and Wolfspeed are three industries outside of Alamance County with economic growth opportunities. Toyota reached out to Randolph and Guilford Tech for a HVAC program, but they did not engage. Toyota came to ACC, which is now helping their employees complete ESOC Core Exams at a dedicated space within the Dillingham Center.

We also need to look at their supplier network to see where we might be able to plug in as well. Each has a unique philosophy internally which directly instills the culture. Toyota is looking at ACC as their #1 now, so we are positioned in a good place.

We have not received any major updates from Vinfast since the groundbreaking in July 2023. Wolfspeed is building momentum with ACC as recruiters are coming here to look for our students. AdvanceNC (eleven (11) Community Colleges, ACC is one) are now working together to build programs – currently in the infancy stage. The schools are working in tandem and moving the AdvanceNC website forward and close to launch. Current industry growth is here and we are looking to expand. ACC is also looking to NCCCS for more potential funding.

Committee Reports

Report of Personnel Committee

Dr. Crisp presented the monthly employment report for February 2024. She indicated that the demographics of ACC employees remained mostly unchanged. The Committee will now show the data as the current reporting month, 6-months prior and 12-months prior to look at any potential trends along with comparing those to the demographics of Alamance County.

Report of Building and Grounds Committee

Mr. Gomory informed the Board that the Building and Grounds Committee met on March 6, 2024. The Committee reviewed four (4) action items. All four items are coming to the Board as a motion from the Building and Grounds Committee for Board approval.

1. Eastbound Interchange Exit 150 Beautification Project

ACC is moving forward with the Beautification Project on our quad/side of the highway. New Leaf Society continues to look at all four quads. NCDOT may have potential funding, but no commitment yet. The eastbound portion of the project will be completed by the Fall of this year (FY2025). This comes as a motion from the Building and Grounds Committee for approval. The motion carried a unanimous vote.

2. Veterinary Medical Technician Instructional Barn Project

The Covington Education Center's Instructional Barn was supported by the Golden LEAF foundation grant. This comes as a motion from the Building and Grounds and the Budget and Finance Committees for approval. The motion carried a unanimous vote.

Further discussion around the multi-campus threshold (10 miles) and FTEs. Dillingham Center passes this threshold, but the CEC does not. We may run into the same situation once the Public Safety Training Center is completed. We need to reopen discussions surrounding the 10-mile threshold and obtaining FTE support.

3. AATC Centralized Welding Exhaust System Project

ACC now has ventilation problems in our AATC building. When the project initially moved forward the specialized HVAC unit was taken out of the plans as a cost savings. Now with the heavy use, we are incurring an annual spend of \$64K on filter replacements which is shortening the exhaust system's life. The new centralized welding exhaust system will provide savings moving forward and the Cannon Grant was approved to fund this work. This comes as a motion from the Building and Grounds Committee for approval. The motion carried a unanimous vote.

4. Project Management Services Contract Amendment

The project management services for our bond projects expired December 2023. We need to extend their services to the completion of the Public Safety Training Center. Nothing changes (we incur the same fees), except the extension of the contract. This comes as a motion from the Building and Grounds Committee for approval. The motion carried a unanimous vote.

Mr. Gomory provided an update on current capital improvement projects and called out highlights from the Board packet. Mr. Gomory also presented the report of capital project amendments/contracts signed by the president.

Lastly, Mr. Gomory called on Ms. Rollins to present the capital project budget update. ACC is currently in a good place here.

Report of Budget and Finance Committee

Mr. Glidewell informed the Board that the Budget and Finance Committee met on March 8, 2024. The Committee reviewed two (2) action items. Both items are coming to the Board as a motion from the Budget and Finance Committee for Board approval.

1. AATC Centralized Welding Exhaust System Project 3-1 Form

This was discussed in depth during the Building and Grounds Committee report. This comes as a motion from the Budget and Finance Committee along with the Building and Grounds Committee for approval. The motion carried a unanimous vote.

2. Veterinary Medical Technician Instructional Barn Project 3-1 Form

This was discussed in depth as well during the Building and Grounds Committee report. This comes as a motion from the Budget and Finance and the Building and Grounds Committees for approval. The motion carried a unanimous vote.

Following the full discussion by the Building and Grounds Committee and the Budget and Finance Committee Mr. Gordon moved and Mr. Gomory seconded the motions. The motions carried a unanimous vote.

Mr. Glidewell asked the Board to review ACC's current Administrative Naming Policy 2.2.4 and consider reducing the amount of time required after leaving ACC from 3 years to 9 months. The Board should also look at the levels of commitment required to name a building or space at Alamance Community College. Our current numbers may be too aggressive. If we consider lowering the giving levels, we might have an opportunity to engage more with our donors.

Ms. Rollins walked through the current state of our overall financial report. State Funding is just shy of 2/3 spent, so we are on track and spending to categorical numbers. With County Funding we spent less than \$3 million which is following the trend. ACC will be over \$4 million when June 2024 hits. We will need to ask the county for more this year, along with increasing the funding for next fiscal year. Institutional funds are still available (fees, snack bar, bookstore, etc.). Dr. Ingle will send a breakdown of these numbers to Mr. Longest to ensure we have the ability to spend in specific areas.

Report of Curriculum Committee

Dr. Johnson (with Ms. Scott Emmons on the phone) informed the Curriculum Committee met on March 6, 2024. Dr. Johnson presented two (2) action items coming to the Board as a motion from the Curriculum Committee for Board approval.

1. Veterinary Medical Technology Associate in Applied Science Degree
2. Veterinary Medical Technology Career and College Promise Pathway

* Program of Study | Close of Minutes

The Veterinary Medical Technology program is one of the fastest growing. We will be able to attract students with our large and small animals at the Covington Education Center – a fully functional 47-acre farm. Many graduates want to come back and local vets are seeking those students. We will definitely build up this program quickly – the demand in our area is high and there are only five (5) programs across the state. The County Commissioners will need to know about this program. If we do not get the proper county funding, it will add to our current burden (ability to move dollars to help cover expenses). Although low, the current salary range (which reflects a vet assistant) for these positions is around \$37K, but should move across the state to a range between \$45-55K. We will still need to refine the numbers for the Commissioners and citizens of Alamance County. The incoming class at our competitor school is 64 each year with 45 of them graduating. This will give us an opportunity to maximize the training and build growth in numbers. This comes as a motion from the Curriculum Committee for approval. The motion carried a unanimous vote.

Other Reports

Report of Student Government Association

The Student Government Association Report was provided by Jamari Russell, Vice President. Mr. Russell reported highlights of the last month. The SGA Executive Board attended the Central Division meeting and the Mock Legislative Assembly on February 17, 2024 at the North Carolina Legislative Building in Raleigh. The SGA Executive Board hosted the “Mix and Mingle, with Dr. Ingle” event for ACC on February 21, 2024. The SGA also took a tour of North Carolina A&T State University and University of North Carolina at Greensboro. The final stop in their day was a tour of the International Civil Rights Museum.

Report of Board Chair

General Williams shared that we have signed the PropelNC Resolution and it was forwarded to The System Office so we can become part of this work. General Williams brought forward a Resolution for the Rural Business Development Grant to the Board. Following a brief updated discussion, Mr. Carter moved and Mr. Gomory seconded the motion. The motion carried a unanimous vote.

The SGA *ex officio* non-voting role on the Board of Trustees is no longer required. Alamance Community College would like to keep this role with our Board. Mr. Gomory moved and Senator Foriest seconded the motion. The motion carried a unanimous vote.

Finally, General Williams shared that we have a couple Trustees who need to submit their recertification by April 15, 2024 and that all Trustees were current with their Ethics Education.

Report of Staff Association

No Staff Association Report was scheduled.

Report of Faculty Affairs Committee

No Faculty Affairs Committee Report was scheduled.

Report of President

Dr. Ingle shared that ACC and the Town of Green Level partnered/hosted (even with the rain) the Public Safety Training Center’s Groundbreaking event on February 23, 2024. There was a wonderful crowd and we gained interest from multiple places on how we can make it more effective as we move forward.

Mr. Snyder presented the Workforce Development Internal Audit Report for Fall 2023. Visitation is required for courses over 12 hours. We met or exceeded the required number of class visitations as required by ACC’s Workforce Development Accountability and Integrity Plan.

Dr. Ingle shared that we received the Cannon Grant for \$280K which will be used on the AATC Centralized Welding Exhaust System project.

The PACE Climate Survey will be sent out to all full-time and part-time employees at ACC on March 12, 2024. The Climate Survey will close on March 29, 2024. The results will be compiled by The Belk Center and will remain 100% confidential. Dr. Ingle will receive the overall reports and will have the ability to break them down for the Board and the President's Cabinet.

General Williams and Dr. Ingle met to walk through the initial draft of the Board Planning Session agenda. As we get closer to April 12, 2024 and have finalized the agenda, it will be shared with the Board.

Announcements

General Williams directed the Trustees to review the announcements.

- NCACCT Law Legislative Seminar, Mar 13-15, 2024, Raleigh, NC
- Board of Trustees Planning Session, Apr 12, 2024, Alamance Country Club
- Statement of Economic Interest, Due Apr 15, 2024
- ACC's Annual Open House, Apr 16, 2024 at 5:30-7:00 p.m.
- ACCF Celebration of Excellence, May 16, 2024, Alamance Country Club at 5:30 p.m.
- ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.

Adjournment

Having no further business to discuss, the meeting was adjourned at 8:07 p.m.

Respectfully submitted,

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

Program of Study

1. Veterinary Medical Technology Associate in Applied Science Degree
2. Veterinary Medical Technology Career and College Promise Pathway

APPLIED ENGINEERING, AGRICULTURE, and SKILLED TRADES DIVISION	
PROPOSAL	EXPLANATION
Veterinary Medical Technology Program (A45780)	
<p>1. Add the Veterinary Medical Technology Associate in Applied Science Program (A45780)</p> <p>The AAS degree will consist of (17) new course offerings at ACC. All other general education and work-based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> • VET 110 Animal Breeds and Husbandry (2-2-3) • VET 114 Intro to Veterinary Med Tech (1-0-1) • VET 120 Veterinary Anatomy and Physiology (3-3-4) • VET 121 Veterinary Medical Terminology (3-0-3) • VET 123 Veterinary Parasitology (2-3-3) • VET 125 Veterinary Disease I (2-0-2) • VET 126 Veterinary Disease II (1-3-2) • VET 131 Veterinary Lab Techniques (2-3-3) • VET 133 Veterinary Clinical Practices I (2-3-3) • VET 137 Veterinary Office Practices (3-0-3) • VET 211 Veterinary Lab Techniques II (2-3-3) • VET 212 Veterinary Lab Technique III (2-2-3) • VET 213 Veterinary Clinical Practices II (1-9-4) • VET 214 Veterinary Clinical Practices III (1-9-4) • VET 215 Veterinary Pharmacology (3-0-3) • VET 217 Large Animal Clinical Practices (2-3-3) • VET 237 Animal Nutrition (3-0-3) <p>2. Veterinary Medical Technology Career and College Promise Pathway</p> <p>New Courses to ACC (included in the VMT AAS Program):</p> <ul style="list-style-type: none"> • VET 114 Intro to Veterinary Med Tech (1-0-1) • VET 121 Veterinary Medical Technology (3-0-3) <p style="background-color: yellow;">Approved via electronic vote **Fall 2025 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>Implementation of the Veterinary Medical Technology program will fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> • One of the fastest-growing occupations in the region, state, and country. The increase in pet owners and pet care expenditures from small animal veterinary care (for example, dogs and cats) and large animals for agriculture and recreation (for example, cattle, horses, and goats) drives this demand. Alamance County had 480 farms raising cattle (dairy and beef), pigs, sheep, goats, and chickens in 2017 (USDA, National Agricultural Statistics Service). • Registered Veterinary Technicians (RVTs) grew by 35.4% in the last ten years in North Carolina—over three times the rate for the category of all occupations together, which was 10.8%. In addition, NC ranked 8th in the nation with the highest demand for RVTs. • Alamance County is located between Raleigh/Durham and Greensboro, an area which shows RVT as a top ten in-demand Associate's Degree credential job. • The median RVT annual wage was \$37,450, which is significantly higher than the county average median wage of \$31,203. • Student demand for the program is strong. Currently, 511 Alamance-Burlington School System (ABSS) students are enrolled in Agriculture Pathway Courses and 136 in Animal Science in the county's Career and Technical Education (CTE) Career Clusters. ACC will also be able to enroll adult students and previous Animal Care and Management graduates.

ACC was awarded the Golden Leaf Community Based Grants Initiative in **February 2024** resulting in the ability to fund the proposed Veterinary Medical Technology program through construction of a barn lab environment at Covington Education Center. In order to expedite program implementation, an electronic vote was sent to the Curriculum and Instruction Committee and voting members voted unanimously to move forward with the Veterinary Medical Technology AAS program application as outlined and subsequent Career and College Promise Pathway. Veterinary Medical Technology faculty members will initially be funded via the Perkins Grant to begin work related to Program Accreditation through the Committee on Veterinary Technician Education Activities (CVTEA).

Total AAS Program Hours: **70**

*Requires NCCCS (April-May 2024) and SACSCOC (July 2024) approval. Subsequent CVTEA Program specific accreditation required.

The NC Career and College Promise (CCP) pathway allows students to gain access to a professional health science career. This CCP program pathway will increase enrollment and create a pathway toward Veterinary Medical Technology AAS degree completion. The College will work in collaboration with ABSS to provide resources and student enrollment which is predicted at 20+ students for the fall 2025 cohort.

Total VMT CCP Pathway Hours: **14**

1. Veterinary Medical Technology Associate in Applied Science Degree (A45780):

ACC Vet Tech Semester Schedule					
1st Semester - Fall 1		Class	Lab	Clinical	Credit
MAT 110 or Higher	Math Measurement and Literacy	2	2	0	3
VET 110	Animal Breeds and Husbandry	2	2	0	3
VET 114	Intro to Veterinary Med Tech	1	0	0	1
VET 120	Veterinary Anatomy and Physiology	3	3	0	4
VET 121	Veterinary Medical Terminology	3	0	0	3
					14
2nd Semester - Spring 1		Class	Lab	Clinical	Credit
CHM 130	General, Organic, and Biochemistry	3	0	0	3
CHM 130A	Gen, Organic, and Biochemistry Lab	0	2	0	1
ENG 111	Writing and Inquiry	3	0	0	3
VET 123	Veterinary Parasitology	2	3	0	3
VET 125	Veterinary Disease I	2	0	0	2
VET 137	Veterinary Office Practices	1	2	0	2
HUM/FA	Humanities/Fine Art Elective	3	0	0	3
					17
3rd Semester - Summer		Class	Lab	Clinical	Credit
VET 131	Veterinary Lab Techniques I	2	3	0	3
VET 133	Veterinary Clinical Practices I	2	3	0	3
SOC/BS	Social/Behavioral Science Elective	3	0	0	3
					9
4th Semester - Fall 2		Class	Lab	Clinical	Credit
COM/ENG	Communication Elective	3	0	0	3
VET 126	Veterinary Disease II	1	3	0	2
VET 211	Veterinary Lab Techniques II	2	3	0	3
VET 213	Veterinary Clinical Practices II	1	9	0	4
VET 215	Veterinary Pharmacology	3	0	0	3
WBL 112 AB	Work-Based Learning I	0	10	0	1
					16

* Requires Board of Trustees Action

5th Semester - Spring 2		Class	Lab	Clinical	Credit
VET 212	Veterinary Lab Techniques III	2	3	0	3
VET 214	Veterinary Clinical Practices III	1	9	0	4
VET 217	Large Animal Clinical Practices	2	3	0	3
VET 237	Animal Nutrition	3	0	0	3
WBL 112 BB	Work-Based Learning II	0	10	0	1
					14
TOTAL Semester Hours Required for Graduation					70

2. Veterinary Medical Technology Career and College Promise Pathway:

1st Semester - Fall 1		Class	Lab	Clinical	Credit
VET 114	Intro to Veterinary Med Tech	1	0	0	1
ENG 111	Writing and Inquiry	3	0	0	3
					4
2nd Semester - Spring 1		Class	Lab	Clinical	Credit
MAT 152	Statistical Methods I	3	2	0	4
					4
3rd Semester - Fall 2		Class	Lab	Clinical	Credit
VET 121	Veterinary Medical Terminology	3	0	0	3
					3
4th Semester - Spring 2		Class	Lab	Clinical	Credit
PSY 150	General Psychology	3	0	0	3
					3
				TOTAL	14



BOARD OF TRUSTEES

Regular Meeting Minutes

April 12, 2024 | 12:30 p.m.
Alamance Country Club | Terrace Room
3007 N Fairway Dr | Burlington, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on April 12, 2024, in the Terrace Room of the Alamance Country Club in Burlington, NC.

Call to Order

BG(R) Blake Williams, Chair, called the meeting to order at 1:00 p.m. He welcomed everyone to the meeting.

Attendance

The following trustees were present:

- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Mr. Mark Gordon
- Dr. Charles Scott
- Mr. Ken Walker
- BG(R) Blake Williams, Chair
- Ms. Julie Scott Emmons, Vice Chair
- Ms. Sylvia Muñoz

Guests:

- None

Also present for the meeting were:

- Dr. Ken Ingle, President & Secretary to the Board of Trustees
- Mr. Frank Longest, Board Attorney
- Dr. Connie Wolfe, Executive Vice President
- Dr. Carol Disque, Vice President of Student Success
- Dr. Lisa Johnson, Vice President of Instruction/CAO
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Andrea Rollins, Vice President of Business and Finance/CFO
- Mr. Justin Snyder, Vice President of Workforce Development
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Ms. Valerie Farrington, Director of Human Resources
- Ms. Sarah Hardin, Director of Public Information and Marketing

- Mr. Joseph von Jones, Director of Diversity, Equity, and Inclusion
- Ms. Kindra Bradley, Grants Manager
- Ms. Beth Brehler, Staff Association Chair

Call for Conflicts of Interest

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, General Williams called for conflicts of interest or the appearance of conflicts related to any item included on the meeting agenda. No conflicts of interest or appearances of conflict were noted.

Committee Reports

General Williams asked the Committee Chairs to report.

Report of Building and Grounds Committee

Mr. Gomory informed the Board that the Building and Grounds Committee met on April 3, 2024. He provided an update on current capital improvement projects and called out highlights from the Board packet.

The college is finalizing closeout documentation for the Biotechnology Center of Excellence, and the Committee will bring a final closeout request to the Board by June.

He stated that the Exterior Wayfinding Project is progressing on schedule and that remediation of the Student Services building steps is complete.

Mr. Gomory shared that the Public Safety Training Center site work continues on schedule. The college is working with Duke Energy to bring lighting to the site, including to the driving pads. The ground lease with the Burlington public safety site was reviewed by the state office, which asked the college to create an amended 3-1 for the project. There was no change in price and scope, simply a change in the location for the burn building. This is additional documentation required by the state, and it falls under the scope of the President's authority to approve per Board Policy. The amended 3-1 has been submitted.

The Main-Powell Renovation Project continues on schedule though additional asbestos has been discovered that needs to be remediated.

The Veterinary Med Technician Barn Project and Centralized Welding Exhaust Project are on the April State Board agenda.

The initial clearing on the Eastbound Interchange Project should be done by the end of the month, but chemical treatments are needed to prepare the soil before landscaping can be installed in the fall.

Lastly, Mr. Gomory called attention to the highlighted areas in the Capital Project Budget Plan that show changes made in March.

Report of Budget and Finance Committee

Mr. Glidewell informed the Board that the Budget and Finance Committee met on April 10, 2024. He asked Ms. Rollins to present the budget updates for March.

Ms. Rollins called the Board's attention to the finance report for March. She stated that the college is 9 months through the year, which represents 75% of the year. She stated that the college is spending below that amount and that the college expects to expend 100% of the funds this fiscal year that cannot be carried over. Ms. Rollins shared that one or two more allocations are expected to come in, and she will continue to amend the budget before submitting a final amended budget to the Board.

Ms. Rollins reported that County funding is operating as expected and that 90% of County funds were expended as of March 31. She explained that the college has created an operational plan for dipping into other funding sources when County funding is completely expended. A last option is to tap institutional funds (bookstore) to bridge the gap. Mr. Glidewell reported that the Committee has worked with Mr. Longest to ensure that the funding the college is using to supplement the County budget is being used within the legal limits.

Dr. Ingle reported that we have posted the CFO position on several job boards. Ms. Rollins will attend the Association of Community College Business Officers (ACCBO) conference next week to actively recruit for ACC's CFO position. Dr. Ingle has also reached out to other CFOs in the state for potential applicants. As of yesterday, we have received four applications for the position, but we will be working to increase that applicant pool to ensure that we find an excellent successor for Ms. Rollins.

Mr. Glidewell noted that we expect to receive an extra 2.4 million dollars for the next fiscal year due to projected enrollment increases in 2023-24.

Report of Personnel Committee

Dr. Crisp informed the Board that the Personnel Committee met on April 10, 2024 with Dr. Ingle. She reported that Dr. Ingle shared organizational updates including a potential update to the organization structure with the Committee.

Report of Staff Association

No Staff Association Report was scheduled.

Report of Faculty Affairs Committee

No Faculty Affairs Committee Report was scheduled.

There were no handouts for this month.

Announcements

General Williams directed the Trustees to review the following announcements and especially noted that the Celebration of Excellence event in May is a heartwarming event, encouraging Board members to attend.

In addition, Dr. Ingle stated that he will send details about the Horticulture Plant Sale occurring next week. Dr. Scott shared that there is a reception Thursday April 18 from 2-4 to celebrate the Mary Scott collection.

- Statement of Economic Interest, Due Apr 15, 2024
- ACC's Annual Open House, Apr 16, 2024 at 5:30-7:00 p.m.
- ACCF Celebration of Excellence, May 16, 2024, Alamance Country Club at 5:30 p.m.
- ACC Commencement, Jun 14, 2024, Elon University at 7:00 p.m.

Adjournment

Having no further business to discuss, a motion was called for the meeting to adjourn. A motion was made by Senator Foriest and seconded by Mr. Walker. The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

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

Workforce Analysis (Full-Time)
Occupational Categories

24-Mar

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)	27	23	4	6	21	4	0	0	0	0	23
02 (Business/Finance Opers)	5	4	1	0	5	3	0	0	0	1	1
03 (Comp/Eng/Science)	8	4	4	5	3	3	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	13	7	6	5	8	6	0	0	0	0	6
05 (Postsecondary Teachers)	113	90	23	49	64	9	2	2	0	2	94
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	29	18	11	13	16	6	0	0	0	3	19
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	43	29	14	6	37	6	0	1	0	6	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	242	178	64	87	155	37	2	3	0	12	177

New Full Time Employees:

Mary Lewallen

Bennett Yancey

Welding Instructor

Adult Basic Education / High School Equivalency Instructor

	County	
African American	15%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	5%	13%
White	73%	61%
Chose not to Identify	5%	

Workforce Analysis (Full-Time)
Occupational Categories

24-Apr

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)	27	23	4	6	21	4	0	0	0	0	23
02 (Business/Finance Opers)	5	4	1	0	5	3	0	0	0	1	1
03 (Comp/Eng/Science)	8	4	4	5	3	3	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	13	7	6	5	8	6	0	0	0	0	6
05 (Postsecondary Teachers)	114	90	24	50	64	9	2	2	0	2	95
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	28	18	10	12	16	6	0	0	0	3	18
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	42	27	15	5	37	6	0	1	0	6	25
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
TOTALS	241	176	65	86	155	37	2	3	0	12	175

New Full Time Employees:

Denise Lloyd-Forbes (Promotion) Academic Support Center Coordinator
Carlos Aponte (Promotion) Financial Aid Specialist - Scholarships

	<i>County</i>	
African American	15%	22%
American Indian / Alaska Native	1%	2%
Asian	1%	2%
Hawaaian / Pacific Islander	0%	0%
Hispanic	5%	13%
White	73%	61%
Chose not to Identify	5%	



Buildings & Grounds Committee
May 7, 2024
Action Item: Technology Infrastructure Project

Executive Summary

The proposed update to our college's technology infrastructure is critical to meet the growing needs of our expanding student body and faculty. With the current system being over 15 years old, including outdated firewall and end-of-life servers, an upgrade is essential for enhanced security and operational efficiency. The planned improvements involve installing new fiber, and updating switches, access points, firewall, and servers, which will significantly increase the reliability and speed of our network. This overhaul will not only provide better wireless access coverage and internet access for students, aiding in their online educational activities, but also equip our Information Services team with advanced tools to better handle cybersecurity threats and maintain campus technology more effectively. Overall, this investment will fortify our technological framework, ensuring it supports our educational mission while adapting to future advancements.

The overall budget for the project is as follows:

Core/Firewall	\$358,399
Wireless	\$119,875
Access layer/switches	\$313,578
Transceivers/Fiber Cables	\$ 6,348
Fiber & copper	<u>\$701,800</u>
Total Project Budget	\$1,500,000

Once approved by the Board of Trustees, the project will be submitted to the State Board for the approval of the use of State Capital Infrastructure Funds in the amount of \$1,500,000.

Action:

College Administration requests establishing the Technology Infrastructure Project as a new capital project with a total budget of \$1,500,000. The project will be funded from State Capital Infrastructure Funds (SCIF).



**Buildings & Grounds Committee
May 7, 2024**

Action Item: Gee Building Controls Replacement Project

Executive Summary

Gee Building is now close to 20 years old and the original HVAC controls that operate the Variable Air Volume (VAV) boxes have reached end of life. In order to properly manage the airflow and temperatures throughout the building, the College is recommending replacing the existing controllers with Alerton VAV-SD digital controls. With the existing controllers, occupants are experiencing multiple temperature fluctuations throughout the building with comfort levels being challenging at times. The old controllers also do not allow our HVAC team to manage the climate of the building nor effectively manage usage for cost savings. New controls will allow improved comfort and operation of the overall HVAC system.

The scope of work includes:

- Removal of existing Siemens controllers on all three floors and installation of new Alerton VAV-SD controllers
- Installation of new temperature sensors
- Installation of new discharge sensors
- DDC programming, start-up, wiring diagrams and documentation

Gee first floor	\$23,460
Gee second floor	\$16,680
Gee third floor	\$13,860
Contingency	<u>\$ 4,000</u>
Total project budget:	\$58,000

Action Required

College Administration requests establishing the Gee Building Controls Replacement Project as a new capital project with a total budget of \$58,000 funded with County Capital funds and awarding the contract to Hoffman Building Technologies, Inc.



Buildings & Grounds Committee
May 7, 2024
Action Item: Biotechnology Center of Excellence
Third Floor Program Study - Amended

Executive Summary

The College recently worked with architect Hord Coplan Macht to conduct a program study to determine the rough order of magnitude costs and scope requirements to upfit the third floor of the Biotechnology Center of Excellence for biomanufacturing. College administration is also requesting the architect develop rough order of magnitude costs and scope requirements to upfit the space for classrooms and related needs for operating an AI program. This will require some additional design services from the architect and requires a design amendment of \$6,000 to be added to the original approved contract.

Action Required

College Administration requests approval to amend the previously approved program study to determine the rough order of magnitude costs and scope requirements to upfit the third floor of the Biotechnology Center of Excellence for additional classroom space and related needs for an AI program. This additional scope will be completed by Hord Coplan Macht for design fee of \$6,000 to be funded from County Capital funding.

**APRIL 2024 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS**

BOND PROJECTS

STATUS SUMMARY

Biotechnology Center of Excellence

Final close out documentation is in process and will be brought to the Board in June.

Student Services Center

Final close out documentation is in process and will be brought to the Board in June.

Public Safety Training Center

Green Level Site:

The project is moving along very well. The most recent construction schedule from Samet shows that we have picked up approximately 30 days with the classroom/administration building finished in late February 2025 and the firing range finishing in early June 2025. The slab for the classroom/administration building has been poured and Samet is now working on foundations and preparing for the slab at the firing range building. Project remains on schedule.

Burlington Site:

We are still in the queue with State Construction to finalize and provide us with the design amendment for this scope of the project. We expect to have this by mid-May and will work with Moseley Architects on the project bid timeline.

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

The Library renovation is close to completion with the Academic Support Center and Nursing expansion in Powell scheduled to complete construction by mid to late June. The other main classroom areas of Main Building show a completion date of late July. Furniture for the first three areas have been ordered and installation is expected in early July. The final phase of the project, the 200 hallway of Main Building, is scheduled for completion late November 2024. All of the other areas will be complete in time for the fall semester.

CAPITAL PROJECTS

STATUS SUMMARY

Bill and Nancy Covington Education Center	The College is currently obtaining multiple quotes for the installation of an animal fence for large animals on the property. This portion should be complete by summer.
Main Server Room HVAC Replacement Project	The unit has been delivered to the College pending installation. Installation is scheduled starting May 13 th to minimize any disruption to classes.
Campus Exterior Wayfinding Project	The College is finalizing the Request for Proposals. We expect to receive bids in late May/early June. We are starting the work for the second project that will be brought to the ACC Board of Trustees at a future date for interior wayfinding signage as well as the addition of the Dillingham Campus.
Veterinary Med Technician Barn Project	The State Board approved SCIF funding for the project at their April 19 th meeting. We are currently developing the Request for Qualifications (RFQ) for design services for the project and hope to have it publically posted in June.
AATC Centralized Welding Exhaust Project	The State Board approved SCIF funding for the project at their April 19 th meeting so the project is now fully funded. Demolition of the existing system and installation of the new centralized system will begin on July 19 th and the installation of the new system should be complete by August 18 th .
Eastbound Interchange Exit 150 Project	Clearing of the site was completed on April 29 th . NCDOT will monitor the growth to see if an initial spraying will be required to reduce growth from returning. We will provide information to the BOT about the landscape design and Phase Two of the project later this fall with planting planned for November/December.

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

ACTION REQUIRED

B Building envelope sealant removal and repairs – windows leaking across multiple rooms at the west elevation of the building **\$42,200**

Battery replacement (4) 12 volt 1375 amp hour lead acid batteries for solar greenhouse **\$30,744**

Buildings and Grounds Committee Meeting					
Capital Project Budget Plan For Fiscal Year 2024					
As of April 30, 2024					
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Various minor repairs and maintenance projects	-	-	-	
b.	Master Backfill--Portion from County	126,994		126,994	
c.	Wayfinding Master Planning Project	10,355	10,355	0	Appr'vd Oct 2022, Add \$710 to budget; Completed.
d.	IT Server Room HVAC	16,430	-	16,430	Appr'vd Oct 2022 (In FY23 Cannon awarded \$187,000 reimb. grant)
e.	DC Downspout Installation	11,500	11,500	-	Appr'vd \$14,000 Jan 2023 , Completed.
f.	savings (i.e. unspent allocation) from various projects	9,921	-	9,921	
		175,200	21,855	153,345	
2	County Capital--FY 2024 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: (painting)	32,973	20,082	12,891	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.	Roofing Preventative Maintenance Year 5	30,000	25,763	4,237	Appr'vd Jun 2023
e.	Esport Renovation	9,699	9,699	(0)	Appr'vd \$9,489 Oct 2022: Completed.
f.	Gee Bldg--Chiller Project	142,734	-	142,734	Appr'vd Feb 2023
g.	Gee Building - Grit Blasting Project	29,352	29,352	0	Appr'vd \$31,334 May/June 2023; Completed.
h.	Gee Bldg--Fire Suppression System	23,000	-	23,000	Appr'vd Feb 2023
i.	Forklift Replacement	45,360	45,360	-	Appr'vd \$45,258 Aug 2023; Completed.
j.	Variable Air Volume Controllers and Boxes Replacement (nc)	87,585	22,111	65,474	Appr'vd \$230,000 FY23 via HEERF but spent \$142,415 by deadline
k.	Main Building Chiller Repair	15,356	15,356	0	Appr'vd Jun 2023; Completed.
l.	BCoE Third Floor Feasibility Study	12,000	12,000	-	Appr'vd Sep 2023
m.	Eastbound Interchange Exit 150 Beautification Project	15,743	2,200	13,543	Appr'vd Mar 2024 Phase I only (Phase II may cost another \$24,000)
n.	savings (i.e. unspent allocation) from various projects	6,998	-	6,998	
		536,000	181,923	354,077	
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	19,660,042	19,966,857	(306,815)	\$16,510,212 County Bonds \$2,942,881 SCIF (*FY22*)+\$206,949 FF&
b.	Student Services Center	6,703,500	6,211,649	491,851	\$6,703,500 County Bonds
c.	Public Safety Training Center	24,157,164	3,302,972	20,854,192	\$13,350,218 County Bonds; \$5,306,946 (\$2,000,000 + \$3,306,946) County Capital Reserves and \$5,500,000 State
d.	Main, Powell, & Gee Buildings--Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	890,409	4,198,572	\$3,036,070 County Bonds; \$652,911 (\$500,000 + \$152,911) County Capital Reserves; and \$1,400,000 SCIF FY22
e.	Satellite Location--West (Burlington)	-	-	-	
f.	Satellite Location--East (Mebane)	-	-	-	
		55,609,687	30,371,887	25,237,800	\$39.6M County bonds, \$5.9M Cty Reserves \$2.942 SCIF, \$5.5M Stat
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	Master Backfill--Approved Connect NC Bond Funds	436,816	-	436,816	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 Educaton Center: Utility Upgrades	380,550	353,306	27,244	Appr'vd \$380,550 via Grant: NC Tobacco Trust Fund Commission
e.	Horticulture Technology Storage Building Project	153,800	153,796	4	State: (SCIF FY22) Appr'vd Oct 22
f.	Cosmetology Renovation and New Stations	17,440	18,232	(792)	Cosmetology Live Project Proceeds - Appr'vd Sep 2023
g.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
h.	Veterinary Medical Technician Instructional Barn	1,250,000		1,250,000	Appr'vd Mar 2024 (\$1M Golden LEAF & \$250k SCIF)
i.	AATC Centralized Welding System Project	448,276		448,276	Appr'vd Mar 2024 (\$280,000 Cannon Grant & \$168,276 SCIF)
j.	Savings (i.e. Unspent Allocation) from Various Projects	4,282,878	-	4,282,878	State: (SCIF FY22 & FY23 & FY24 allocation)
		7,601,775	667,749	6,934,026	
	TOTAL CAPITAL PROJECTS	59,622,865	#REF!		
	Funds Available for Future Projects	4,299,797			

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 docuemnts) 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

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
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
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
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	\$ 12,966,867

1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	\$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	\$ 96,634
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	\$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	\$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	\$ 475,192

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Alamance Community College		
Project Name	TECHNOLOGY INFRASTRUCTURE REPLACEMENT PROJECT	NCCCS Project No.	2861
Campus	1001 Alamance CC - Main Campus	County	Alamance

I. TYPE OF PROJECT:

Infrastructure Repair	▼
	▼

	▼
	▼

II. DESCRIPTION OF PROJECT:

*For description of an infrastructure repair project, please include scope of work (location, SF, materials) and reason for improvements.

Insert project and amendment description here.

This update to our college's technology infrastructure is critical to meet the growing needs of our expanding student body and faculty. With the current system being over 15 years old, including outdated firewall and end-of-life servers, an upgrade is essential for enhanced security and operational efficiency. The planned improvements involve installing new fiber, and updating switches, access points, firewall, and servers, which will significantly increase the reliability and speed of our network. This overhaul will not only provide better wireless access coverage and internet access for students, aiding in their online educational activities, but also equip our Information Services team with advanced tools to better handle cybersecurity threats and maintain campus technology more effectively. Overall, this investment will fortify our technological framework, ensuring it supports our educational mission while adapting to future advancements. The technology infrastructure replacement will be completed in over 273,000 square feet of facilities on the Main Campus.

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 **Capital Improvement Manual**.

This form was prepared by:

Name: Thomas M Hartman

Signature: 

Contact Number: 336-506-4201

Date: 5/7/2024

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"		<u>0.00</u>

B. CONSTRUCTION

1. Design Fee	0.00	
2. Construction.....	708,148.00	
3. Construction Contingency	42,000.00	
4. Other Contracts	749,852.00	
5. Other Fees	_____	
Subtotal "B"		<u>1,500,000.00</u>

C. Other Costs

1. Initial Equipment.....	_____	
2. Work Performed by Owner	_____	
Subtotal "C"		<u>0.00</u>

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$1,500,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated	_____	
2. County Bonds	_____	
3. <input type="text"/>	_____	
4. <input type="text"/>	_____	
5. <input type="text"/>	_____	
Subtotal "A"		<u>0.00</u>

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

1. <input type="text"/>	_____	
2. <input type="text"/>	_____	
3. <input type="text"/>	_____	
Subtotal "B"		<u>0.00</u>

*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code	<input type="text" value="42120 New SCIF \$400M"/>	1,500,000.00
2. Budget Code	<input type="text"/>	
3. Budget Code	<input type="text"/>	
4. Budget Code	<input type="text"/>	
Subtotal "C"		<u>1,500,000.00</u>

Total Sources of Funds Available (IV A, B, C) 1,500,000.00

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)	_____	
Subtotal "D"		<u>0.00</u>

Total Sources of Funds Including Unidentified \$1,500,000.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,500,000.00 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** 5/13/2024.

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

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2861
from Alamance Community College and if shown, county funds in the
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$0.00
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____

Print Name _____

Date _____



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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: 3/4/2024 Project Name: TECHNOLOGY INFRASTRUCTURE REPLACEMENT PROJE

College: Alamance Community College Project Completion Date: 2/1/2026

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
	FY26	FY 27	FY 28	FY 29	FY30	
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						
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 (will populate into 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



RECOMMENDATION FOR FINANCIAL AUDITING SERVICES

BACKGROUND INFORMATION

Pursuant to North Carolina General Statute 115D-58.16, community colleges are required to have a financial audit a minimum of once every two years. Community colleges may use state funds to contract for the financial audit with the North Carolina Office of the State Auditor (State Auditor) or with a certified public accountant licensed in the state of North Carolina. Audit results must be submitted to the State Board of Community Colleges, State Auditor, and North Carolina Office of the State Controller.

Alamance Community College (College, ACC) solicited proposals for a financial audit for the fiscal year ended June 30, 2012, with the option to renew for two additional years. The audit contract was awarded to S. Preston Douglas & Associates, LLP, a licensed certified public accounting firm in North Carolina, for Fiscal Year 2012. In turn, the College renewed the audit contract for two years, Fiscal Year 2014 and Fiscal Year 2016.

ACC solicited proposals for a financial audit again for the fiscal year ended June 30, 2018, with the option to renew for two additional years. The audit contract was awarded to S. Preston Douglas & Associates, LLP for Fiscal Year 2018. In turn, the College renewed the audit contract for two years, Fiscal Year 2020 and Fiscal Year 2022.

FISCAL YEAR 2024 AUDIT SERVICES

Given that the previous audit contract with S. Preston Douglas & Associates (Preston) concluded with the Fiscal Year 2022 audit, the College publicly requested proposals for Fiscal Year 2024 audit services. Pursuant to guidelines established by the State Auditor, the College is required to select the vendor that provides the best overall value, which may not be the least expensive choice. The vendor's reputation and history of providing quality auditing services must also be considered.

Since ACC will be have a change in the CFO position early in Fiscal Year 2025, College Administration agreed that the contract period should be one year to allow the new CFO the opportunity to review future proposals for audit services.

A request for proposal (RFP) was issued on the North Carolina Electronic Vendor Portal (eVP) on April 22, 2024. Proposals were due to the College on May 6, 2024, for a public opening. Two proposals were received from:

- 1) Thompson, Price Scott, Adams & Co., P.A. (TPSA)
- 2) S. Preston Douglas & Associates, LLP (SPD)

EVALUATION AND RECOMMENDATION

The College was required to solicit proposals for auditing services in two parts: 1) a technical proposal and 2) a cost proposal. The technical proposal was required to define the scope of services to be provided under the contract and the auditor’s experience and qualifications to perform the audit. The cost proposal was required to itemize the amount expected to be billed for the audit, describe billing arrangements, and contain a maximum not to exceed amount for the total term of the contract. The technical proposals were to be reviewed prior to the cost proposals.

College administration evaluated the audit services proposals using defined criteria including, but not limited to, the following:

- Vendor’s technical approach
- Vendor’s qualifications and pertinent skills
- Vendor’s experience, especially with community college financial statements audits
- Vendor’s most recent peer review
- Vendor’s reference list
- Review of North Carolina Board of CPA Examiners’ database
- Cost for the audit
- Maximum-not-to-exceed amount for cost

The College evaluated and ranked the two proposals received using the guidelines and criteria presented above. In addition, the College considered the cost component of each proposal.

Rubric	TPSA	SPD
Technical approach	Government Audit Standards	Government Audit Standards
Qualifications	CPA team - 10 years average	CPA team - 10 years average
Experience	No community colleges	7 Community College Audits
Peer Review	Jun-23	Jan-23
References	No Community Colleges (3)	Community Colleges (3)
CPA Examiner's Board	No reported interaction	Reported interaction
Cost	22,000	37,800

Based on the process followed, College Administration recommends S. Preston Douglas & Associates, LLP (SPD), certified public accountants, to perform the financial audit for Fiscal Year 2024.

Action Required

College Administration respectfully requests the Board of Trustees approve S. Preston Douglas & Associates, LLP, certified public accountants, to perform the College’s financial audit for the fiscal year ending June 30, 2024.

* Requires Board of Trustees

Alamance Community College (ACC) seeks to recognize the efforts and contributions of individuals, families, organizations, foundations, or corporations by the naming of buildings, portions of buildings, rooms, and other spaces and features on campus. This policy establishes a uniform and consistent procedure to gain approval and to record these namings.

The primary intent of the naming process is to allow ACC to recognize significant contributions of all kinds by naming physical property, if the donor desires such recognition.

I. PURPOSE

This policy serves as a guideline for the ACC Board of Trustees, the Alamance Community College Foundation (“ACC Foundation”) Board of Directors, other volunteers, and college employees who are involved in the solicitation of donations. It is established to assure consistency, fairness, fitting recognition, and positive value in exchange for the honor of name association with a physical aspect of ACC.

II. RESPONSIBILITY FOR RAISING FUNDS

The ACC Board of Trustees and the ACC President have the responsibility to ensure that the mission of the college is met. The mission of Alamance Community College is to provide the educational programs and services of a comprehensive community college that respond to our diverse community needs and empower life-long learners to participate in a global society. To successfully carry out the mission, the ACC President or designee may oversee the solicitation of public and private funds. Such efforts will be coordinated through the Office of Institutional Advancement.

III. NAMING TRIBUTES

Two circumstances may give rise to a naming tribute:

1. Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the college over an extended period of years. Such honor will typically be recommended no less than ~~three years~~ one year following the end of the individual’s service to the College. The ACC President, or a committee appointed by the ACC President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the ACC Board of Trustees, via the Budget and Finance Committee, for approval.
2. Provision of a monetary gift appropriate to the facility or physical aspect being named. (See Giving Levels section.)

IV. DONOR RIGHTS AND RESPONSIBILITIES

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations.

1. Naming recognition should enhance the reputation and prestige of the College and the donor. The ACC Board of Trustees reserves the right to withdraw the privilege of name association should future acts and circumstances warrant.
2. The donor has up to five years to fulfill the naming rights pledge.
3. It is the responsibility of individuals negotiating on behalf of the college to advise potential benefactors that a gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
4. In all cases, a signed agreement with the donor should be sought that details the gift's purpose, payment schedule (where appropriate), acknowledgement and naming opportunities, fund management, and other relevant details.

V. GIVING LEVEL GUIDELINES

- A. Giving levels for the naming of physical property should be established through consultation among the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee, and the ACC President and/or designee. All potential gifts that will result in a naming will be brought to the Budget and Finance Committee of the ACC Board of Trustees by the ACC President or designee and voted on. Naming decisions involving gifts in excess of \$750,000 and those recognizing distinguished service require a vote of the ACC Board of Trustees. Naming decisions involving gifts of \$750,000 or less will be reviewed with the ACC Board of Trustees, but do not require a vote.

B. Buildings

The guidelines below represent naming minimums. In preparation for a specific fundraising initiative or in response to an unsolicited donation offer, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. Minimums indicated below may be overridden by a vote of the Building and Grounds Committee of the ACC Trustees and if the donation is over \$750,000, by the full board.

1. New buildings constructed with private funds: A minimum of 50% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
2. New buildings constructed with public funds: A minimum of 10% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.
3. Existing buildings: Existing unnamed buildings may be named for donors in cases where substantial gifts are made by donors to programs conducted within those buildings or other appropriate purpose. The minimum amount is \$1 million.

4. Major renovations: In cases of major renovations which extend throughout an existing building, the building can be named for the donor provided that the donor's gift covers at least one-half (1/2) of the total cost of the major renovation (including design, construction, and contingency costs). It is not possible to outline specifically what constitute a major renovation, but this is a matter which shall be resolved in each individual case.
- C. Spaces Within and Outside Buildings
- It is not possible to create a policy that covers the myriad opportunities for naming on a college campus, including, but not limited to, halls, auditoriums, centers, student spaces, lobbies, suites, libraries, breakrooms, labs, classrooms, conference rooms, exterior features such as gardens or fountains, courtyards, plazas, specialized teaching facilities such as a greenhouse or equipment room, or parking facility.
- In preparation for a specific fundraising initiative or in response to a donation offer with an unsolicited naming request, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. The recommended naming levels for a specific facility will be brought to the Budget and Finance Committee of the ACC Board of Trustees and the ACC Foundation Executive Committee for approval.
- D. When a College Building or other space has been named, it is the intent to continue to use the name so long as the facility remains in use and serves its original function, or as otherwise may be provided for in the written agreement between the parties and as subject to North Carolina statutes that exist now or may exist in the future. For example, the College has the right to propose a duration of a certain number of years for a particular naming opportunity, but that will be specified in the proposal to the donor by way of a memorandum of understanding that will be prepared by the Foundation Office and signed by the donor.
 - E. The guidelines will be reviewed periodically by the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and the ACC President and/or designee. The donor and the ACC President or designee will jointly decide how funds donated are directed, invested, and spent, with the donor having ultimate authority if the gift is within the mission of ACC and the ACC Foundation as established by the ACC Board of Trustees and the ACC Foundation Board of Directors.

VI. OTHER PROVISIONS

- A. Where a building or physical aspect has been named, the college will continue to use the name so long as the building, part, or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance. If a named facility is destroyed due to forces of nature or when the use of a building, room, or facility is changed such that it must be demolished, substantially renovated, or rebuilt, the Budget and Finance

Committee, following the guidelines provided in the Giving Levels section, may name another comparable room or facility for the original donor or honoree.

- B. The ACC President, in consultation with the donor, the ACC Board of Trustees or the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and/or other appropriate parties shall make decisions related to naming, including but not limited to the following: public announcements, physical markers and care and maintenance of the physical markers.
- C. Commitments made prior to adoption of this policy shall be honored.

Adopted: April 14, 2014; revised March 27, 2020; revised June 8, 2020

(This policy replaces “Philanthropy at Alamance Community College and Naming Policy” adopted November 13, 2006.)



Budget and Financial Information

For the
Month Ending
April 30, 2024

Alamance Community College -- Budget and Financial Information
For the Month Ending April 30, 2024
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 April 30, 2024. This report is unadjusted and unaudited, meaning that inconsistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

- 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 Apr 2024 Monthly Fiscal Update includes all allotments available to-date. Suggested Budget Amendments of \$387,454 include: State Longevity (\$220,629), Customized Training (\$36,609), Construction Bootcamp (\$25,500), Apprenticeships (71,251), an IDD Training Grant (\$194,000) student awards(net reversions of \$88,246) and Enrollment Growth Reserve (\$132,040). The \$5.5 million (previously budgeted) for a firing range was awarded by the NCCCS in Jan24 and TECAT funds of \$750,000 received in March.
- o Overall: At April 30, 2024, the College's fiscal year is 10 / 12th or 83% complete.
- o **Exhibit A--State Accounting Fund:** The *Current Expense* program is higher than at this same point last year by about **\$352,000 (about 1.4% increase)**. This spending includes a 4% wage increase for full time employees as well as about \$276,000 of non-recurring costs. Overall current expenses are **77.8% 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 **6% spent**, to date and is substantially budgeted to pay for operations rather than equipment purchases in FY24.
- o **Exhibit B—County Accounting Fund:** After reclassifying \$300,000 of expenditures to State funds, current county expenditures were higher than at this same point last year by almost **\$28,000 (about 0.8% increase)** and are **85% expended** when compared to budget. The *Capital Outlay* program is **29% spent**.
- o **Exhibit C—(NEW) Institutional Accounting Fund:** Current expenses are **(100%) expended** when compared to 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. FY24 spending of Institutional funds is \$1,525,000 (80%) more than FY23 primarily due to more student awards.
- 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.

Month Ended
30-Apr-24

Alamance Community College -- Budget and Financial Information
 For the Month Ending April 30, 2024
 State Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit A

<u>Current Expense (State)</u>	<u>Amended Budget</u>	<u>Expended Amount</u>	<u>Unexpended Budget</u>	<u>Expended %</u>	<u>Expended Prior Year</u>
Institutional Support					
Executive Management.....	1,310,597	1,126,106	184,491	86%	1,069,806
Financial Services.....	1,663,127	1,156,448	506,679	70%	1,417,286
General Administration.....	2,017,043	1,631,544	385,499	81%	1,552,541
Information Systems.....	1,474,559	1,181,555	293,004	80%	1,020,854
<i>Total Institutional Support.....</i>	<i>6,465,326</i>	<i>5,095,653</i>	<i>1,369,673</i>	<i>79%</i>	<i>5,060,487</i>
Curriculum Instruction					
FY20-21 State Stabilization Funds.....	640,956	-	640,956	0%	-
Associate Degree, Diploma & Certificate.....	14,353,753	12,253,812	2,099,941	85%	12,132,624
<i>Total Curriculum Instruction.....</i>	<i>14,994,709</i>	<i>12,253,812</i>	<i>2,740,897</i>	<i>82%</i>	<i>12,132,624</i>
Continuing Education					
Occupational Education Instruction.....	1,556,184	1,253,333	302,851	81%	1,536,948
Occupational Education Support.....	775,831	510,863	264,968	66%	553,439
Basic Skills (HSE, ESL, etc.).....	1,651,279	1,113,302	537,977	67%	961,444
Small Business Center (SBC).....	167,222	130,976	36,246	78%	77,756
Customized, Business, & Industry Training.....	143,141	125,722	17,419	88%	99,700
Expansion Apprenticeship Program.....	420,430	112,765	307,665	27%	43,930
Literacy Special Programs.....	60,554	43,706	16,848	72%	20,678
BioBetter Grant Programs.....	284,323	197,843	86,480	70%	-
<i>Total Continuing Education.....</i>	<i>5,058,964</i>	<i>3,488,512</i>	<i>1,570,452</i>	<i>69%</i>	<i>3,293,895</i>
Academic Support					
Library/Learning Center.....	564,843	454,393	110,450	80%	540,338
Curriculum Instruction.....	1,460,044	1,223,665	236,379	84%	1,454,651
Continuing Education.....	1,331,254	1,072,364	258,890	81%	724,730
<i>Total Academic Support.....</i>	<i>3,356,141</i>	<i>2,750,422</i>	<i>605,719</i>	<i>82%</i>	<i>2,719,719</i>
Student Support					
Student Services.....	2,610,506	1,848,512	761,994	71%	1,831,403
IDD Training (Int & Devt Disabilities).....	194,000	19,128	174,872	10%	-
Childcare.....	55,209	34,881	20,328	63%	18,882
Scholarships & Awards to Students.....	185,102	122,680	62,422	66%	204,493
<i>Total Student Support.....</i>	<i>3,044,817</i>	<i>2,025,202</i>	<i>1,019,615</i>	<i>67%</i>	<i>2,054,778</i>
Subtotal Current Expense (State).....	32,919,957	25,613,601	7,306,356	78%	25,261,503
Capital Outlay (State)					
Equipment.....	145,819	38,171	107,648	26%	367,107
BioBetter Grant Equipment.....	838,280	-	838,280	0%	-
Books.....	44,433	28,536	15,897	64%	32,494
<i>Subtotal Capital Outlay (State).....</i>	<i>1,028,532</i>	<i>66,707</i>	<i>961,825</i>	<i>6%</i>	<i>399,601</i>
Total Expenditures (State).....	33,948,489	25,680,308	8,268,181	76%	25,661,104

For the Month Ending April 30, 2024

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>	610,951	508,262	102,689	83%	567,717
<u>Plant Operation and Maintenance</u>					
Plant Operations.....	2,764,119	2,414,823	349,296	87%	2,293,927
Plant Maintenance.....	654,612	519,758	134,854	79%	553,232
<i>Total Plant Operation and Maintenance.....</i>	3,418,731	2,934,581	484,150	86%	2,847,159
<u>Operating Transfers</u>					
To Unexpended Plant Fund.....	-	-	-	*	-
<i>Subtotal Current Expense (County).....</i>	4,029,682	3,442,843	586,839	85%	3,414,876
<u>Capital Outlay (County)</u>					
Maintenance Projects, Carryforward.....	175,200	21,855	153,345	12%	208,965
Maintenance Projects, Current.....	536,000	181,922	354,078	34%	87,546
<i>Subtotal Capital Outlay (County).....</i>	711,200	203,777	507,423	29%	296,511
<i>Total Expenditures (County).....</i>	4,740,882	3,646,620	1,094,262	77%	3,711,387

Alamance Community College -- Budget and Financial Information
For the Month Ending April 30, 2024
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>
Current Unrestricted					
Institutional Support.....	54,340	101,222	(46,882)	186%	312,110
Curriculum Instruction.....	-	-	-	*	-
Continuing Education.....	122,000	99,568	22,432	82%	(182,465)
Academic Support.....	-	(3,286)	3,286	*	545
Student Support.....	5,531	5,182	349	94%	
<i>Total Current Unrestricted.....</i>	<i>181,871</i>	<i>202,686</i>	<i>(20,815)</i>	<i>111%</i>	<i>130,190</i>
Current Restricted					
Institutional Support.....	264,393	235,333	29,060	89%	29,010
Curriculum Instruction.....	692,193	475,489	216,704	69%	517,628
Continuing Education.....	72,193	(28,942)	101,135	(40%)	3,430
Student Support.....	261,888	240,500	21,388	92%	192,143
CARES (Student, Institutional, SIP).....	8,402	8,651	(249)	103%	1,517,672
Student Aid.....	6,248,194	6,374,706	(126,512)	102%	6,051,999
<i>Total Current Restricted.....</i>	<i>7,547,263</i>	<i>7,305,738</i>	<i>241,525</i>	<i>97%</i>	<i>8,311,882</i>
Proprietary					
Institutional Support.....	50,000	13,306	36,694	27%	87,722
Curriculum Instruction.....	100,000	80,224	19,776	80%	23,460
Student Support.....	85,000	71,532	13,468	84%	118,692
Bookstore.....	100,000	141,640	(41,640)	142%	88,168
Vending.....	125,000	7,046	117,954	6%	37,584
<i>Total Proprietary.....</i>	<i>460,000</i>	<i>313,748</i>	<i>146,252</i>	<i>68%</i>	<i>355,626</i>
Subtotal Current Expense (Institutional).....	8,189,134	7,822,172	366,962	96%	8,797,698
Capital Projects (Institutional)					
	<u>Project Budget</u>	<u>Current Yr Exp</u>	<u>Remainder</u>		
B&G - Backfill Project.....	436,816	-	436,816		
B&G - Center of Excellence/Parking.....	19,453,093	524,522	18,928,571		
B&G - Student Services Center	6,703,500	115,807	6,587,693		
B&G - Public Safety Training Center	18,657,164	2,870,170	15,786,994		
B&G - Main/Powell (Nursing Expansion)	5,088,981	652,959	4,436,022		
B&G - Tobacco Trust at "The Farm"	380,550	261,863	118,687		
B&G - HVAC IT Server Room Project.....	203,430	-	203,430		
B&G - HVAC Ventilation Project.....	448,276	-	448,276		
B&G - Exterior Signage -- Wayfinding Project.....	302,600	-	302,600		
B&G - Instructional Barn.....	1,250,000	-	1,250,000		
B&G - OSBM SCIF (BCoE)	2,600,802	6,402	2,594,400		
B&G - Various Projects	303,849	102,710	201,139		
Subtotal Capital Outlay (Institutional).....	55,829,061	4,534,433	51,294,628		
Total Expenditures (Institutional).....	64,018,195	12,356,604	51,661,590		

* Unadjusted and Unaudited *

Alamance Community College -- Budget and Financial Information
 For the Month Ending April 30, 2024
 Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

<u>Programs (Institutional)</u>	<u>Budget</u>	<u>End. Program Balance</u>	<u>Revenue Amount</u>	<u>Expended Amount</u>	<u>End. Program Balance</u>
<u>Unrestricted Programs (Institutional)</u>					
Financial Services	54,340	296,831	105,255	(105,537)	296,549
General Administration	-	(11,544)	105,346	4,326	98,127
Curriculum Instruction	-	12,336	2,054	-	14,390
Occupational Ext. Instruction	25,000	42,106	35,892	(12,853)	65,145
Thigpen Trust	-	85,233	4,631	(11)	89,853
Community Service	97,000	126,048	85,077	(86,714)	124,411
Library/Learning Center	-	-	-	3,286	3,286
Esport Program	5,531	-	5,182	(5,182)	-
<i>Total Unrestricted Programs (Institutional)</i>	181,871	551,010	343,437	(202,686)	691,761
<u>Restricted Programs (Institutional)</u>					
College Work Study	103,166	(948)	102,972	(135,121)	(33,096)
SEOG	99,000	5,752	34,950	(66,350)	(25,648)
Pell Grants	5,544,539	(199,391)	5,748,402	(5,666,727)	(117,715)
Community College State Grant	132,117	(1,722)	249,306	(243,984)	3,600
Targeted Assistance Grant	-	12,005	-	-	12,005
Golden LEAF Scholarships	-	(10,250)	15,063	(16,563)	(11,750)
Less Than Half Time Grant	-	(4,009)	-	(247)	(4,255)
Scholarships	-	4,254	7,139	(5,253)	6,140
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	(7,077)	-	-	(7,077)
Spec. Fees - CI-Nursing	50,000	6,304	57,906	(52,986)	11,224
Spec. Fees - CI-Medical Assistant.....	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	1,646	4,517	364	6,527
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	-	9,215	50,010	59,225
Spec. Fees - OE-Special Programs	-	-	9,725	3,152	12,877
TECAT State Award.....	-	-	750,000	-	750,000
CARES Student Relief	8,402	(11,120)	34,393	(8,401)	14,871
CARES Institutional Relief	-	-	-	(250)	(250)
PACE-CARES Strengthening Inst Programs.....	472,538	(89,376)	315,535	(375,582)	(149,423)
Longleaf Commitment	-	-	152,574	-	152,574
GA-AJOBS (Impact Alamance).....	53,055	(1,994)	-	(581)	(2,574)
GA-Biotech Center Grant	-	-	2,828	(19,736)	(16,908)
GA-ACE Grant	108,172	(62,232)	126,026	(57,290)	6,504
GA-NCSU Biotech (5 yr) Grant.....	-	-	44,946	(19,922)	25,023
GA-NSF ATE Grant	-	-	-	-	-
GA-NSF WIND Grant	-	(23,293)	23,293	-	-
CI-Gene Haas Foundation	-	211	-	(211)	-
CI-Golden LEAF Equipment Grant	-	(9,699)	9,699	-	0
CI-Golden LEAF Practical Nursing Grant	200,000	-	-	(111,933)	(111,933)
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	-	15,000	(13,625)	1,375
CI-C-Step Grant	12,500	(1,928)	12,500	(2,018)	8,553

Financial Aid

Alamance Community College -- Budget and Financial Information

Exhibit D

For the Month Ending April 30, 2024

Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Programs (Institutional)	Budget	Req. Program	Revenue	Expended	End. Program
		Balance	Amount	Amount	Balance
CI-Telemedicine Grant	-	(538,128)	365,511	(118,870)	(291,487)
CI-AHEC Grant	-	-	-	-	-
CI-AWESM Grant	218,280	(12,373)	177,076	(169,793)	(5,091)
CI-NC Agventures Grant.....	6,799	-	6,799	(3,619)	3,180
CI-Cyberskills Training Grant.....	20,000	-	10,000	-	10,000
CI-AJOBS-GCC Grant	42,025	-	-	(408)	(408)
Certification-AJOBS JCPC Grant.....	27,589	-	5,789	(5,071)	718
REACH Adult Learner Project	-	7,127	-	(1,674)	5,453
CS-Piedmont Voices	-	1,983	-	(1,983)	-
CS-Engineering Camp	-	1,350	-	-	1,350
Steps4Growth Federal Grant	-	-	4,658	-	4,658
Literacy-LTSA Library Grant	22,183	-	22,183	(20,563)	1,620
SS-TRIO Student Support Services	261,888	(26,522)	187,309	(240,500)	(79,713)
Total Restricted Programs (Institutional)	7,497,253	(955,004)	8,505,313	(7,305,738)	244,571
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	1,893	11,003	-	12,896
Aux-Public Information & Marketing	-	4,208	586	(2,034)	2,760
Aux-Graduation	50,000	34,779	14,995	(11,272)	38,502
Aux-Bookstore Commissions	100,000	1,627,074	101,316	(141,640)	1,586,751
Aux-Snack Bar Commissions	15,000	41,426	-	(5,021)	36,406
Aux-Culinary Food Service	110,000	17,921	7,255	(2,026)	23,151
Aux-Traffic Control, Parking, and Safety	-	37,541	90,605	-	128,146
Aux-SGA	85,000	114,713	106,957	(70,689)	150,981
Aux-Technology Fee	-	8,124	85,465	-	93,589
Aux-Child Care	-	22,263	1,317	(842)	22,737
Spec. Fees - Animal Care & Management	-	507	-	-	507
Spec. Fees - Cosmetology	100,000	147,507	45,748	(80,022)	113,234
Spec. Fees - Massage Therapy	-	-	6,779	-	6,779
Spec. Fees - Automotive Technology	-	(145)	1,042	(202)	695
Spec. Fees - Dental Assistant	-	56,568	5,850	-	62,418
Spec. Fees - Occupational Extension	-	176,337	19,623	-	195,960
Total Proprietary Programs (Institutional)	460,000	2,290,716	498,542	(313,748)	2,475,510
Total Non-Plant Programs (Institutional)	8,139,124	1,886,722	9,347,292	(7,822,172)	3,411,842
Plant Programs (Institutional)					
Building & Grounds-Backfill Project	436,816	(356,408)	229,415	-	(126,993)
Building & Grounds-Center of Excellence	22,053,895	193,938	684,107	(530,924)	347,121
Building & Grounds-Student Services Center	8,988,740	(972,220)	422,665	(115,807)	(665,362)
Building & Grounds-Public Safety Training Center	18,657,164	(1,308)	8,327,781	(2,870,170)	5,456,303
Building & Grounds-Main, Powell (Nursing), Gee(Library).....	5,088,981	(28,806)	616,310	(652,959)	(65,455)
Building & Grounds-Tobacco Trust at "The Farm".....	380,550	(79,453)	263,274	(261,863)	(78,042)
Building & Grounds-HVAC IT Server Room Project.....	203,430	-	-	-	-
Building & Grounds-HVAC Ventilation Project.....	448,276	-	-	-	-
Building & Grounds-Exterior Signage -- Wayfinding Project.....	302,600	-	-	-	-
Building & Grounds- Instructional Barn.....	1,250,000	-	-	-	-
Building & Grounds-Various Projects.....	303,849	(51,086)	-	(102,710)	(153,796)
Total Plant Programs (Institutional)	58,114,301	(1,295,345)	10,543,553	(4,534,433)	4,713,776

* Unadjusted and Unaudited *



Curriculum Committee

May 6, 2024

Action Item (1 of 1):
 Approval of New Programs

Summary:

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

1. Business Administration- Data Analytics Associate in Applied Science
2. Applied Artificial Intelligence Associate in Applied Science

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

Action:

College Administration respectfully requests approval of the Business Administration- Data Analytics Associate in Applied Science and Applied Artificial Intelligence Associate in Applied Science as outlined in the attached table of changes.

BUSINESS, ARTS, and SCIENCE DIVISION															
PROPOSAL	EXPLANATION														
Business Administration- Data Analytics Associate in Applied Science Program (A25120D)															
<p>1. Add the Business Administration- Data Analytics Associate in Applied Science Program (A25120D)</p> <p>The AAS degree will consist of (3) new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> • BAS 120 Intro to Analytics (2-3-5) • CTS 225 Spreadsheet Data Analysis (2-2-3) • BUS 160 Data Analysis/Decision Making (2-2-3) <p>Approved via electronic vote **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>Implementation of the Business Administration- Data Analytics program will fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> • Projected Employment Growth: <table border="1"> <thead> <tr> <th>Region</th> <th>Projected Employment</th> <th>Employment Growth (10-year)</th> <th>Average Annual Openings</th> </tr> </thead> <tbody> <tr> <td>Greensboro - High Point, NC</td> <td>7,020</td> <td>1.2%</td> <td>559</td> </tr> <tr> <td>Raleigh - Cary, NC</td> <td>18,652</td> <td>19.1%</td> <td>1,564</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • In the digital age, the capacity to analyze vast amounts of data and extract actionable insights is imperative for 			Region	Projected Employment	Employment Growth (10-year)	Average Annual Openings	Greensboro - High Point, NC	7,020	1.2%	559	Raleigh - Cary, NC	18,652	19.1%	1,564
Region	Projected Employment	Employment Growth (10-year)	Average Annual Openings												
Greensboro - High Point, NC	7,020	1.2%	559												
Raleigh - Cary, NC	18,652	19.1%	1,564												

	<p>business success. This new concentration is designed to equip students with the advanced analytical skills needed to thrive in a data-driven business landscape and to provide employers in our region with the talent necessary to lead in competitive markets thereby fulfilling both student career aspirations and regional economic needs.</p> <ul style="list-style-type: none"> ● Businesses across all sectors are increasingly reliant on data to drive strategic decisions, optimize operations, and innovate product offerings. The Data Analytics concentration (3% national program growth) will focus on teaching students practical skills in statistical analysis, predictive analytics, data mining, and the use of leading analytics software tools. <p>Plan: existing faculty to teach currently existing courses and adjunct faculty to create/teach new courses. Program location: BCOE, 3rd floor. Technology is a part of the current technology upgrades.</p> <p>Total AAS Program Hours: 65-66</p> <p>*Parent program already approved by NCCCS, SACSCOC Prospectus not required.</p>
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Applied Artificial Intelligence Associate in Applied Science Program (A25710)

<p>2. Add the Applied Artificial Intelligence Associate in Applied Science Program (A25710)</p> <p>The AAS degree will consist of (4) new course offerings at ACC. All other general education and work based learning courses are currently offered.</p> <p>New Courses to ACC:</p> <ul style="list-style-type: none"> ● CSC 113 Artificial Intelligence Fundamentals (2-2-3) ● CSC 121 Python Programming (2-3-3) ● CSC 114 Artificial Intelligence I (2-3-3) ● CSC 115 Machine Learning I (2-3-3) <p>Approved via electronic vote **Spring 2025 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>Implementation of the Applied Artificial Intelligence program will create and fulfill demand from the county's employers and students.</p> <ul style="list-style-type: none"> ● As the digital economy expands, the demand for skilled professionals in Artificial Intelligence (AI) continues to grow at a fast rate. ACC, located in the strategic corridor formed by the confluence of I-40 and I-85 in central North Carolina, is ideally positioned to launch a pioneering Associate in Applied Science program in AI. This initiative will cater to the burgeoning needs of local and regional industries, fostering economic development and ensuring our students remain competitive in a rapidly evolving job market. ● Launching an AI degree program will not only elevate ACC's standing as a forward-thinking educational institution but also contribute significantly to local economic development. ● Potential employers include manufacturing and supply chain firms, healthcare providers, financial services companies, e-commerce firms, the automotive industry, and government entities. <p>Plan: existing faculty to teach currently existing courses and adjunct faculty to create/teach new courses. Program location: BCOE, 3rd floor. Technology is a part of the current technology upgrades. 50</p>
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Total AAS Program Hours: **64-65**

*Program requires NCCCS program approval, SACSCOC Prospectus not required due to percentage of courses not exceeding substantive change notification requirements.

1. Business Administration- Data Analytics Associate in Applied Science Program (A25120D)

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered
BUS 110	Intro to Business	3	3	F, S
BUS 137	Principles of Mgmt	3	3	F
CTI 110	Web, Pg, DB Foundations	4	3	F, S
BUS 115	Business Law I	3	3	F
ENG 111	Writing and Inquiry	3	3	F, S, SS
Semester Total		16	15	

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered
DBA 110	Database Concepts	4	3	F, S
BAS 120 *	Intro to Analytics	5	3	S
MAT 152	Statistical Methods	5	4	F, S, SS
CIS 115	Intro to Prog & Logic	5	3	F, S
HUM 115	Critical Thinking	3	3	F, S, SS
Semester Total		22	16	

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered
ENG 114	Prof Research & Report	3	3	F, S, SS
CIS 110	Intro to Computers	4	3	F, S, SS
Semester Total		7	6	

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered
CSC 113 *	Artificial Intelligence Fundamentals	4	3	F
CSC 121	Python Programming	5	3	F
MKT 120	Principles of Mktg	3	3	F
ACC 120	Prin of Financial Acct	5	4	F, S
CTS 130	Spreadsheets	4	3	F, S
Semester Total		21	16	

Spring 5th Semester

Course	Title	Contact	Credit	Offered
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		Hours	Hours	
CTS 225 *	Spreadsheet Data Analysis	4	3	S
BUS 160 *	Data Analysis/ Decision Making	4	3	S
ECO 251	Prin of Microeconomics	3	3	F, S
Major Elective	Choose from: ACC, BUS, CSC, CTS, DBA, MAT	3-4	3-4	F, S, SS
Semester Total		14-15	12-13	

Degree Total	80-81	65-66	
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Business Admin Requirements	
Data Analytics Concentration Requirements	
Foundations of AI Add-ons	
Necessary Pre-requisite courses or Elective	

* Requires new course development

Advisory Board Notes: ABIT Advisory Board meeting; February 29, 2024; 7:00 PM

Attendees:

Debra McCusker
Taj Asif
Ann Snell
Laura Gaines
Blain Jones
David Horgan
Lisa Johnson

Sonya McCook
Karin Pecaut
Crystal Payne
Kay Corbett
Steven Shelton
Amy Steffen

Agenda/Notes

1. Work-Based Learning Overview/Opportunities for Collaboration

2. Student Clubs & Competitions/Girls Take Over Tech

3. Business Data Analytics Discussion

- S. Shelton: uses DA to get reports, detect trends, pulling spreadsheets, making data useable. Thinks this is an important skill.
- Taj: commented that accounting is trending in this direction; AI is a steppingstone in DA.
- Kay Corbett: Good for their employment profile; AI will play a role; students should at least be able to talk about DA.
- Karin Pecaut: useful tool
- David asked if programming classes are useful in their workplaces. Kay Corbett – said they use specific software for internal audits.

4. General Trends/Key Topic & Knowledge Areas:

- S. Shelton: students must be security-minded; something to consider as a theme in all courses/program areas.
- Kay/Crystal: expressed the importance of students understanding how to comport themselves in a Zoom meeting/participate in a Zoom interview (i.e. backgrounds, camera, lighting)
- Basic Excel functions/pivot tables

2. Applied Artificial Intelligence Associate in Applied Science Program (A25710)

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered
MAT 152	Statistical Methods	5	4	F, S, SS
CTI 110	Web, Pgm, DB Foundations	4	3	F, S
ENG 111	Writing and Inquiry	3	3	F, S, SS
CIS 110	Intro to Computers	4	3	F, S, SS
Semester Total		15	13	

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered
DBA 110	Database Concepts	5	3	F, S
BAS 120 *	Intro to Analytics	5	3	S
CTS 115	Info Sys Business Concepts	3	3	F,S,SS
CIS 115	Intro to Prog & Logic	5	3	F, S
ECO 251	Princ of Microeconomics	3	3	F, S
Semester Total		21	15	

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered
ENG 112 or ENG 114	Writing/Res in the Disciplines Prof Research & Report	3	3	F, S, SS
HUM 115	Critical Thinking	3	3	F,S,SS
Semester Total		6	6	

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered
CSC 113 *	Artificial Intelligence Fundamentals	4	3	F
CSC 121	Python Programming	5	3	F
MAT 171	Pre-calculus Algebra	4	3	F,S
CTS 130	Spreadsheets	4	3	F, S
NOS 120	Linux/Unix Single User	4	3	F,S
Semester Total		21	15	

Spring 5th Semester

Course	Title	Contact	Credit	Offered
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		Hours	Hours	
CTS 225	Spreadsheet Data Analysis	4	3	S
CSC 114 *	Artificial Intelligence I	5	3	S
CSC 115 *	Machine Learning I	5	3	S
DBA 120	Database Programming I	4	3	S
Major Elective	ACC, BUS, CCT, CIS, CSC, MAT, MKT, SEC, WBL	3-5	3-4	F,S,SS
Semester Total		21-23	15-16	
Degree Total		84-86	64-65	

AI Required Course	
AI Technical Core requirements	
Other Major Hours	

* requires new course development

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	2/13/2024	4/12/2023	4/12/2025
Steven	Carter	1/16/2024	5/10/2023	5/10/2025
Roslyn	Crisp	2/27/2024	3/13/2023	3/13/2025
Julie	Emmons	4/4/2024	8/29/2022	8/29/2024
Anthony	Foriest	2/1/2024	2/21/2022	3/15/2026
Powell	Glidewell	1/15/2024	12/15/2021	12/15/2025
William	Gomory	1/12/2024	7/13/2022	3/15/2026
Mark	Gordon	5/3/2024	7/8/2022	7/8/2024
Sylvia	Munoz	4/7/2024	8/7/2022	8/7/2024
Charles	Scott	2/5/2024	3/30/2023	3/30/2025
Ken	Walker	1/15/2024	9/1/2023	9/1/2025
Blake	Williams	1/15/2024	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.