



BOARD OF TRUSTEES
Regular Meeting Agenda

June 08, 2026 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC 27253

1. Call to Order

2. Call for Conflicts of Interest

3. Service Recognition (Ms. Scott Emmons)

Ms. Sylvia Muñoz - Four years of service as a Board of Trustees Member (2022-2026)

4. Duke Energy Check Presentation and Recognition (Dr. Ingle)

5. Presentations

5.a NCSU Goodnight Scholarship Recognition (Dr. Brehler) Page 4

5.b Customized Training Presentation (Tyshea Lewis) Page 5

6. Minutes

6.a Recommendation for approval:

6.a.1 Board of Trustees regular meeting, May 11, 2026 Page 11

6.b Board of Trustees Committee Minutes

6.b.1 Building and Grounds Committee meeting, May 7, 2026 Page 24

6.b.2 Curriculum and Student Engagement Committee, May 4, 2026 Page 27

6.b.3 Budget and Finance Committee meeting, May 8, 2026 Page 31

6.b.4 Personnel Committee Meeting, May 5, 2026 Page 34

7. Committee Reports

7.a Personnel Committee Report

7.a.1	Employment Report - New Hires May 2026	
	• Christopher Frenchi, AI Analytics Lead Instructor • Shana Pittman, Administrative & Clinical Coordinator • Tychinna Caddell, Instructional Staff - Cosmetology	
7.b	Building and Grounds Committee Report	
7.b.1	Capital Projects Summary Report, June 2026	Page 37
7.b.2	Capital Project Budget Update, June 2026	Page 40
7.c	Budget and Finance Committee Report	
7.c.1	Recommendation for approval:	
	7.c.1.1 Fiscal Year 2026-27 Continuing Budget Resolution	Page 41
7.c.2	Financial Report, May 2026	Page 46
7.d	Curriculum and Student Engagement Committee Report	
7.d.1	Recommendation for approval:	
	7.d.1.1 Revision: Policy 5.3.6 Student Grievance	Page 55
	7.d.1.2 Revision: Policy 5.3.2 Student Code of Conduct	Page 63
7.d.2	New: Procedure 5.3.2.3 Student Code of Conduct	Page 71
7.d.3	Enrollment and FTE Update - Final Spring and Projected Summer	Page 79

8. Other Reports

8.a	SGA Report (No Report)	
8.b	Chair's Report	
8.b.1	Recommendation for approval:	
	8.b.1.1 Nominee for At-Large Member of Nominating Committee	

8.b.2	Trustee terms expiring June 30, 2026 Grantlin Brooks — General Assembly, President Pro Tempore Tammy Karnes — County Commissioner Sylvia Munoz — Governor Appointment (now General Assembly, Speaker of the House of Representatives)	
8.b.3	Report of Ethics Education due dates and Statement of Economic Interest (SEI) filings	Page 81
8.b.4	Board of Trustees Self-Evaluation 2025-26 summary report	Page 82
8.c	President's Report	
8.c.1	Recommendation for approval:	
8.c.1.1	Revision: Policy 1.5 Adopting Policies and Procedures	Page 136

9. Handouts		Page 139
Corporate Education		

10. Announcements

10.a	2026 NCACCT Leadership Seminar, August 26-28, 2026, The Grandover Resort, Greensboro
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11. Adjournment



Board of Trustees

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

www.alamancecc.edu

Board of Trustees

Sponsor: Elizabeth Brehler

Date: June 8, 2026

Title of Document: NCSU Goodnight Scholarship Recognition

Summary:

Mr. Arthur Felton, an ACC Student Ambassador, was recently selected as a recipient of the prestigious Goodnight Scholars Program at North Carolina State University. This highly competitive scholarship recognizes students for their academic achievement, leadership, and commitment to service. Arthur's accomplishment reflects both his hard work and the positive impact ACC students continue to make beyond our campus.



Board of Trustees

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

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Board of Trustees

Sponsor: Bettina Akukwe

Date: March 9, 2026

Title of Document: Customized Training Presentation

Summary: Presentation by Tyshea Lewis, Corporate Education Coordinator on current Customized Training Projects with local employers.



CORPORATE EDUCATION

When a business in Alamance County has a workforce problem, they call ACC. We manage what happens next.

TYSHEA LEWIS
CORPORATE EDUCATION COORDINATOR

WORKFORCE DEVELOPMENT IN ACTION



Open Enrollment

Employees sign up for course we have curated based on industry needs and trending requests.

Short Term Training

Sourced and coordinated for a specific company with a specific need



State-funded workforce development project that is built and manage in partnership with me for up to 3 years

- Within Alamance County
- An Eligible Industry
- Has the business need for training

WHAT PARTNERSHIP LOOKS LIKE

We don't just provide training — we solve workforce problems

▶ Building Continuous Improvement

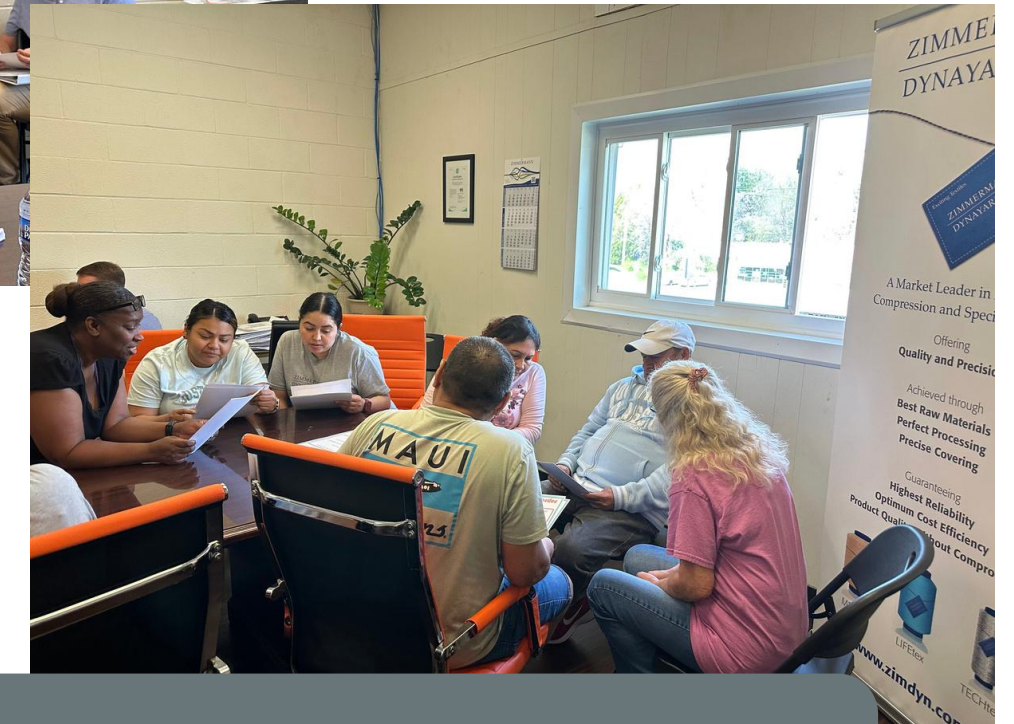
Coordinating a Lean Six Sigma series giving workers and supervisors tools to reduce waste and improve processes on the floor

▶ Supporting a Corporate University

Leading to 148 employee promotions training that directly advanced careers and solved succession challenges

▶ Training Leaders to Navigate Change

Providing change management skills for both managers and frontline workers during a transitions in leadership



▶ Breaking Down Language Barriers

Training that made teams more cohesive, safer, and more effective by bridging communication gaps between leadership and employees

THIS YEAR IN NUMBERS



34 Companies Served



12 Active NCEdge Projects (8 open)



6 New NCEdge Projects Approved



449 Trainees & <\$100,000 in Expenditures





You continue to be our connection!



NC Edge trained 30,000+ employees across 848 companies statewide in 2024–25. This work contributes to NC being named America’s Top State for Business.

Each of you is a connector for us. If you know a business in Alamance County with a workforce challenge we are here to answer the call!

Thank You!



BOARD OF TRUSTEES
Regular Meeting Agenda

May 11, 2026 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC 27253

Trustees Present:

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

Trustees Absent:

Ms. Tammy Karnes

Guests:

Dr. Tyler Harvey, Assessment, Data & Transition Coordinator, & Transitions Studies, College & Career Readiness
Ms. Jennifer Mock, Director, College and Career Readiness
Ms. Tamatha, Fullerwinder, Coordinator, ABE & HS Equivalence
Ms. Citlaly Garcia Guijon, President, Student Government Association

Also Present:

Ms. Ana Fleeman, Director of Governance and Executive Operations
Dr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Elizabeth Thomas, Senior Vice President of Operations
Ms. Carolyn Rhode, Vice President of Institutional Advancement
Mr. Thomas Hartman, Associate Vice President of Administrative Services and Facilities
Mr. Frank Longest, Board Attorney
Ms. Sarah Hardin, Associate Vice President of Communications and Public Affairs
Mr. Jason Mayer, Associate Vice President of Information Services and Chief Information Officer

1. Call to Order

Chair Emmons called the meeting to order at 6:00pm and welcomed everyone to the meeting.

The Board determined that a quorum was present.

2. Call for Conflicts of Interest

Chair Emmons called for conflicts by reading the following statement:

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

No conflicts of interest or appearances of conflict were noted

3. Employee Recognitions (Dr. Ingle)

Dr. Ingle introduced and recognized several employees for their outstanding achievements and contributions to the College. Penny Miller, Registrar, was recognized as the Full-Time Staff Member of the Year. Diane Shipmon of Adult Basic Education Instructional Staff was recognized as the Part-Time Staff Member of the Year. Iuliia Manokhina, a College and Career Readiness instructor, was recognized as Workforce Instructor of the Year, and Donna Maskill was recognized as Adjunct Instructor of the Year.

Additionally, Dr. Ingle recognized the ABEL staff for their outstanding work and dedication to supporting ABEL students each day. He also thanked the team for representing Alamance Community College at Community College Day, where they served coffee to participants and visitors on Halifax Mall. The ABEL staff recognized included Tamantha Fullerwinder, Coordinator of ABE & HS Equivalence; Dr. Tyler Harvey, Assessment, Data & Transition Coordinator and Transitions Studies, College & Career Readiness; and Jennifer Mock, Director of College & Career Readiness.

3.a Penny Miller, Full-Time Staff Member of the Year

- 3.b Diane Shipmon, Part-Time Staff Member of the Year
- 3.c Ann Snell, Excellence in Teaching Award recipient
- 3.d Donna Maskill, Adjunct Instructor of the Year
- 3.e Iuliia Manokhina, Workforce and Economic Development Instructor of the Year
- 3.f Adult Basic Literacy Education (ABLE) | Community College Day Participation

4. Presentations

- 4.a QEP/Mental Health and Support Services Update (Jennifer Brownell & Danielle Woodall)
 Ms. Brownell and Ms. Woodall presented a Student Experience Spotlight update on the College's QEP initiative, RAFT (Rise and Flourish Together), which focuses on improving student success through enhanced mental health awareness, support, and services. They highlighted efforts to create a culture of care through on-site counseling, mental health training for students and employees, and community partnerships. Training initiatives included QPR Suicide Prevention Training and Mental Health First Aid Training for students and employees. Healthy Minds Study data showed increased awareness of mental health resources and employee confidence in recognizing and supporting students in distress. Ms. Brownell and Ms. Woodall also shared positive student and faculty feedback regarding the impact of Student Support Services and the College's commitment to student well-being.

5. Minutes

- 5.a Recommendation for approval:
 - 5.a.1 Board of Trustees regular meeting, April 17, 2026
Moved By Walter Britt
Seconded By Mr. Gomory
 Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on April 17, 2026.

Carried

- 5.a.2 Board of Trustees Annual Planning Session, April 17, 2026

Moved By Mr. Gomory
Seconded By Mr. Carter

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' Annual Planning Session held on April 17, 2026.

Carried

5.b Board of Trustees Committee Minutes

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

5.b.1 Building and Grounds Committee meeting, April 8, 2026

5.b.2 Budget and Finance Committee meeting, April 10, 2026

6. Committee Reports

Chair Emmons called for committee reports.

6.a Personnel Committee Report

6.a.1 Employment Report April 2026

Dr. Crisp presented the April 2026 Workforce Analysis for full-time employees, providing an overview of employee demographics across occupational categories. The report reflected a total of 265 full-time employees, including data related to age, gender, and ethnicity. Dr. Crisp also highlighted new full-time hires, including Brittney Goldston as BOOST Academic Advisor, Kwanza Rone as Admissions Office Assistant, and Jordan Crawford as EMS Continuing Education Coordinator.

6.a.2 Recommendation for approval:

6.a.2.1 Revision: Policy 3.1.3 - Employment Classifications and Workloads

Dr. Crisp presented updates to Policy 3.1.3 – Employment Classifications and Workloads, including clarification that employee work locations are assigned by the College and that the policy establishes expectations for remote work arrangements. She noted that related operational guidance is outlined in Procedure 3.1.3.4 – Remote Work, which addresses areas such as eligibility, approvals, scheduling, supervision, safety considerations, and management of

remote work agreements. The revisions are intended to strengthen consistency in workforce and remote work practices across the College.

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

Carried

6.a.2.2 Rescind: Policy 3.4.5 - Spring Term 2023 Pilot Teleworking for Staff

Dr. Crisp shared the recommendation to rescind Policy 3.4.5 – Spring Term 2023 Pilot Teleworking for Staff, explaining that the policy was initially adopted as a temporary response during the COVID-19 pandemic to assess teleworking practices for employees. She noted that the concepts and expectations formerly addressed within the pilot policy have since been integrated into the revised Policy 3.1.3 – Employment Classifications and Workloads and Procedure 3.1.3.4 – Remote Work. The updated policy framework establishes ongoing guidance for remote work practices, including employee work locations, eligibility, approval processes, scheduling expectations, supervisory oversight, workplace safety, and administration of remote work agreements, while supporting a more consistent approach to workforce management across the College.

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

Carried

6.b Building and Grounds Committee Report

6.b.1 Recommendation for approval:

6.b.1.1 BCOE DOAS System Modifications Project

Mr. Gomory shared a proposal to create the BCOE DOAS System Modifications Project as a capital project in support of the third-floor Biotechnology Center of Excellence upfit and to address building humidity and occupancy demands.

The project scope includes enhancements to the outdoor air system, HVAC equipment modifications, electrical updates, and integration into the existing digital controls system. He noted that three vendor quotes were obtained, with Hoffman Mechanical Solutions identified as the lowest responsive bidder. Administration requested approval of the \$59,247.97 project budget using County Capital funds.

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

Carried

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

Mr. Gomory provided an update on several bond and capital improvement projects across campus. He shared that the Public Safety Training Center Burlington site remains on schedule for August 2026 completion, with planning and funding discussions continuing for Phase 2. Updates were also provided on the Veterinary Medical Technology Barn Project and the Third Floor Biotechnology Center of Excellence Upfit Project, both of which continue progressing on schedule. Additional updates included campus technology infrastructure improvements, structured cabling, security rekeying and hardware replacement, and the Powell Building HVAC Controls Project.

6.b.3 Capital Project Budget Update, April 2026

Mr. Gomory provided an update on the FY2026 Capital Project Budget Plan as of April 30, 2026, including project expenditures, remaining balances, and funding across multiple capital project categories. He shared updates on several campus improvement projects, including renovations, technology and HVAC upgrades, the Biotechnology Center third-floor upfit, campus rekeying, the Veterinary Medical Technology Instructional Center, and the Public Safety Training Center, as well as available funding for future projects.

6.c Budget and Finance Committee Report

6.c.1 Recommendation for approval:

6.c.1.1 Recommendation for FY26 Financial Auditing Services

Mr. Glidewell shared information regarding the recommendation for FY2026 financial auditing services. He noted that proposals were solicited and evaluated in accordance with North Carolina General Statute 115D-58.16 using established criteria, including qualifications, experience, references, and cost. After reviewing proposals from Clifton Larson Allen LLP (CLA), Forvis Mazars LLP, and Sharpe Patel PLLC, College Administration recommended Clifton Larson Allen LLP (CLA) to conduct the College's financial audit for the fiscal year ending June 30, 2026.

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

Carried

6.c.2 Financial Report, April 2026

Mr. Glidewell presented the April 2026 Budget and Financial Information report and shared that the College continues to maintain a stable financial outlook supported by enrollment growth and institutional reserves. He reported State budget expenditures at 78.04% with 83.33% of the fiscal year complete. He also noted that County expenditures were influenced by insurance, contractual services, security enhancements, and higher utility-related costs. Negative balances within certain programs were attributed to reimbursement timing for grants, financial aid, and capital projects.

6.c.3 FY25 Yellow Book audit of Office of State Budget and Management Directed Grants (50222, 50223, and 50224)

Mr. Glidewell shared the 2025 Direct State Capital Infrastructure Funds Audit Report for Alamance Community College, noting that the audit resulted in an unmodified opinion with no material weaknesses, significant deficiencies, or compliance concerns identified. He highlighted SCIF grant funding supporting the Public Safety Training Center indoor firing range, workforce development student assistance, and advanced manufacturing training initiatives. He also reported that approximately \$4.9 million had been invested in the firing range project, with remaining restricted funds to support continued grant activities in fiscal year 2026.

6.d Curriculum and Student Engagement Committee Report

6.d.1 Recommendation for approval:

6.d.1.1 Proposed revisions, additions, and terminations to Programs of Study

General Williams shared the Curriculum and Instruction Committee approved program changes for Spring 2026. The proposed updates included the discontinuation of several programs and certificates with low enrollment or limited demand across Applied Engineering, Agriculture, Skilled Trades, Information Technology, and Health and Public Services. He also highlighted the addition of new residency licensure certificates in Early Childhood Education, High School and Middle School Math and Science, and Special Education to support local educator workforce needs. Additional revisions included expanded Information Technology coursework in cloud computing and virtualization, biotechnology laboratory updates, and changes to Social and Behavioral Sciences offerings, all of which can be found in the meeting packet.

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

Carried

6.d.1.2 Revision: Policy 5.1.2 - Acceptance of Transfer Students/Credits

General Williams shared proposed revisions to Policy 5.1.2 Acceptance of Transfer Students/Credits. The updates refine the College's transfer credit evaluation process by clarifying procedures, timelines, documentation expectations, and appeal options. The revisions are intended to support a more consistent and transparent process for students and staff.

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

Carried

6.d.1.3 Revision of Policy 4.2.6 - Classroom Management

General Williams shared proposed revisions to Policy 4.2.6 – Classroom Management. The updates clarify expectations related to classroom discipline and disruptive behavior by outlining examples of concerning conduct and defining employee responsibilities for intervention, classroom management, and reporting procedures when issues arise.

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

Carried

6.d.1.4 Revision: Policy 4.2.3 - Instructional Material Selection

General Williams shared proposed revisions to Policy 4.2.3 – Instructional Material Selection. The updates revise titles and language to better reflect the College's one college model and the collaborative use of instructional materials across instructional areas.

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

Carried

6.d.1.5 Revision of Policy 4.2.8 - Substantive Change Compliance

General Williams shared proposed revisions to Policy 4.2.8 – Substantive Change Compliance. The updates remove items no longer considered substantive changes by SACSCOC and eliminate references to the Administrative Compliance Subcommittee. The revisions also clarify that proposed changes are now reviewed through the internal curriculum committee process in coordination with the Vice President of Instruction/CAO and the Director of Research and Institutional Effectiveness serving as the SACSCOC Accreditation Liaison.

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

passed by unanimous vote.

Carried

7. Other Reports

7.a SGA Report

Ms. Hackney shared an update on recent Student Government Association activities and events, highlighting student engagement, leadership development, and campus involvement initiatives throughout April 2026. Updates included SGA Executive Board elections, Spring Fling events, student wellness programming, participation in the N4CSGA Spring Conference, and collaborative campus events promoting cultural awareness and student success.

Ms. Hackney also introduced Citlaly Garcia Guijon the new Student Government Association President. The Board member welcomed

7.b Chair's Report

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

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

7.b.2 Reminder: 2025-26 Board Self Evaluation

Trustees were informed that it is time to complete the Board's annual self-evaluation. They were asked to look for an upcoming email from Ana containing a SurveyMonkey link to the evaluation, with results to be shared during the June Board meeting.

7.b.3 Trustee terms expiring June 30, 2026

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

7.b.4 Reminder: Election of Officers

Trustees were reminded that the Nominating Committee will convene following the June Board meeting to recommend a slate of officers for the 2026–27 term. In accordance with the Board's Bylaws, the at-large member nominated by the Chair will be voted

on during the June meeting, and the current chairs of the Board's standing committees will serve on the Nominating Committee. Pursuant to GS 115D, officer elections will take place at the regular meeting in August.

7.c Staff Association Report

The Staff Association report was included in the meeting packet and was not formally presented. The report included updates on Staff Association leadership transitions, employee engagement and volunteer initiatives, and recognition of Ana Fleeman, Director of Governance and Executive Operations, as Staff Member of the Month for her exceptional dedication, positive leadership, willingness to support others, and meaningful contributions to the College community.

7.d President's Report

Dr. Ingle thanked everyone for attending the evening's meeting and announced the upcoming retirement of Thomas Hartman, Associate Vice President of Administrative Services & Facilities, following nine years of dedicated service to Alamance Community College. Dr. Ingle recognized Mr. Hartman for his exceptional leadership, steadfast commitment, and significant contributions to numerous campus construction, capital improvement, and facilities initiatives that have supported the College's continued growth and long-term success. He spoke to the lasting impact of Mr. Hartman's service and the professionalism and dedication he consistently demonstrated throughout his tenure. On behalf of the Board of Trustees, faculty, staff, and the College, Dr. Ingle presented Mr. Hartman with a service award in appreciation of his distinguished service and commitment to the institution. Mr. Hartman graciously accepted the award and expressed his appreciation to Dr. Ingle, the Board of Trustees, faculty, and staff for their support and collaboration over the years. Trustees offered additional words of gratitude and congratulations, followed by applause in recognition of his service and accomplishments.

Dr. Ingle made a special announcement recognizing Ana Fleeman, Director of Governance and Executive Operations, for being named Staff Member of the Month in recognition of her exceptional dedication, positive leadership, willingness to support others, and meaningful contributions to the College community. Dr. Ingle expressed his gratitude for Ana's service in the President's Office and commended her for the exemplary work she performs as Director of Governance and Executive Operations and as Board Liaison. He further noted that the recognition was especially meaningful because it was a recognition from her peers, reflecting the high level of service, professionalism, and dedication she consistently provides to both

the President's Office and the College community. Members of the Board echoed their praise and offered congratulations on the well-deserved recognition.

7.d.1 Update: NCACCT Law/Legislative Seminar held April 22-24, 2026

Dr. Ingle noted that the seminar included sessions focused on economic development across North Carolina, highlighting the role of community colleges in supporting workforce and business growth. Additional discussions centered on trustee roles and responsibilities, including governance best practices and the distinction between board leadership and administration. Legal sessions addressed current issues impacting community colleges, such as policy considerations and regulatory updates. The seminar also emphasized legislative advocacy, providing guidance on how trustees and college leaders can effectively engage with legislators and influence public policy. Updates were shared on accreditation expectations, statewide community college initiatives, and anticipated legislative priorities for the upcoming session.

7.d.2 Reminder- 2026 Commencement: May 15, 2026 at 3:00 p.m. & 7:00 p.m., to be held at Lamb's Chapel, 3539 Alamance Rd., Burlington, NC 27215

Dr. Ingle reminded Trustees that the 2026 Commencement ceremonies are scheduled for Friday, May 15, at The Lamb's Chapel – Airport Campus. The 3:00 p.m. ceremony will recognize graduates from the Business, Arts, & Sciences (BAS) Division and the College & Career Readiness (CCR) Division, while the 7:00 p.m. ceremony will recognize graduates from the Applied Engineering, Agricultural, & Skilled Trades (EAS) Division and the Health & Public Services (HPS) Division. Trustees were also reminded of arrival, robing, procession, and dinner times for each ceremony and were asked to confirm any guests attending, as well as meal attendance for those not participating in both ceremonies.

8. Handouts

9. Announcements

Chair Emmons directed the trustees to review the following announcements.

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

- 9.b 2026 NCACCT Leadership Seminar, August 26-28, 2026, The Grandover Resort, Greensboro

10. Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting at 7:19 pm.

Moved By Mr. Carter

Seconded By Mr. Walker

Carried

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



Committee Members Present:

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

Committee Members Absent:

Guests:

James Leenhouts, Facilities Manager, Aramark

Also Present:

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

1. Call to Order

Mr. Gomory called the meeting to order at 9:00 a.m. and welcomed everyone to the meeting.

The Committee determined that a quorum was present.

2. Call for Conflicts of Interest

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

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

No conflicts of interest or appearances of conflict were noted.

3. Action Items

3.a BCOE DOAS System Modifications Project

Mr. Hartman presented a request to establish the BCOE DOAS System Modifications Project as a capital project to address humidity concerns and increased occupant load associated with the third-floor upfit of the Biotechnology Center of Excellence. The project includes modifications to the dedicated outdoor air system, replacement and updates to HVAC components, associated electrical work, and integration with the digital controls system. Mr. Hartman shared that three quotes were received, with College administration recommending Hoffman Mechanical Solutions as the lowest responsive bidder. Administration requested approval of the project budget totaling \$59,247.97, funded through County Capital funds.

Moved By Steve Carter

Seconded By Powell (Pete) Glidewell, III

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

Carried

4. Informational Items

4.a Capital Projects Summary Report, May 2026

Mr. Hartman provided an update on several bond and capital improvement projects across campus. He shared that construction coordination continues for the Public Safety Training Center Burlington site, with fabrication expected to begin following final permitting approvals and project completion remaining on schedule for August 2026. Planning and funding discussions also continue for Phase 2 of the project. Updates were provided on the Veterinary Medical Technology Barn Project, including State Construction review timelines and anticipated construction beginning in December 2026. Mr. Hartman reported continued progress on the Third Floor Biotechnology Center of Excellence Upfit Project, with HVAC, electrical, plumbing, and drywall work progressing on schedule and inspections anticipated this summer. Additional updates included improvements related to campus technology infrastructure, data resiliency, structured cabling, campus security rekeying and hardware replacement, and the Powell Building HVAC Controls Project.

4.b Capital Project Budget Update

Ms. Thomas presented the FY2026 Capital Project Budget Plan as of April 30, 2026, reviewing project budgets, expenditures, and remaining balances for County Capital, County-State-Federal, and Non-County funded projects. Updates included campus renovations, technology infrastructure improvements, HVAC upgrades, the Biotechnology Center third-floor upfit, campus rekeying, the Veterinary Medical Technology Instructional Center, and the Public Safety Training Center project. Available funding for future capital projects was also reviewed.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 9:33 a.m.



Curriculum and Student and Engagement Committee

BOARD OF TRUSTEES

May 04, 2026 04:00 PM

Video Conference

Committee Members Present:

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

Committee Members Absent:

Also Present:

Ana Fleeman, Director of Governance and Executive Operations
Elizabeth Brehler, Vice President of Student Experience
Sonya McCook, Vice President of Instruction
Stephanie Waters, Finance Coordinator

1. Call to Order

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

He welcomed everyone to the meeting.

2. Call for Conflicts of Interest

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

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

No conflicts were identified

3. Action Items

3.a Proposed revisions, additions, and terminations to Programs of Study

Ms. McCook presented the Curriculum and Instruction Committee approved program changes for Spring 2026. Updates included the termination of several low-enrollment or outdated programs and certificates within Applied Engineering, Agriculture, Skilled Trades, Information Technology, and Health and Public Services. New residency licensure certificates were proposed in Early Childhood Education, High School and Middle School Math and Science, and Special Education to help address educator workforce needs within the county. Additional curriculum updates included new cloud computing and virtualization courses in Information Technology, biotechnology laboratory enhancements, and revisions to Social and Behavioral Sciences course offerings. Ms. McCook noted that many of the proposed changes were based on student demand, industry recognition, enrollment trends, and workforce needs within the region.

Moved By Grant Brooks

Seconded By Sylvia Muñoz

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

Carried

3.b Revision: Policy 5.1.2 - Acceptance of Transfer Students/Credits

Dr. Brehler presented revisions to Policy 5.1.2 Acceptance of Transfer Students/Credits. The proposed updates clarify the College's process for evaluating transfer credits by outlining responsibilities, evaluation standards, documentation requirements, timelines, and appeal procedures. The revisions are intended to promote greater consistency in decision-making, improve transparency for students, and better align the policy with current institutional practices.

Moved By Grant Brooks

Seconded By Sylvia Muñoz

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

Carried

3.c Revision of Policy 4.2.6 - Classroom Management

Dr. Brehler presented revisions to Policy 4.2.6 – Classroom Management, including updates to Section C related to classroom discipline and disruptive behavior. The revisions provide examples of disruptive conduct and clarify employee responsibilities regarding classroom management, intervention, and the reporting process when concerns arise.

Moved By Grant Brooks

Seconded By Sylvia Muñoz

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

Carried

3.d Revision: Policy 4.2.3 - Instructional Material Selection

Ms. McCook presented revisions to Policy 4.2.3 – Instructional Material Selection, including updates to titles and language to align with the College's one college model and the shared use of instructional materials across all instructional areas.

Moved By Grant Brooks

Seconded By Sylvia Muñoz

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

Carried

3.e Revision of Policy 4.2.8 - Substantive Change Compliance

Ms. McCook shared revisions to Policy 4.2.8 – Substantive Change Compliance. The revisions remove items that are no longer classified as substantive changes by SACSCOC and eliminate references to the Administrative Compliance Subcommittee. Ms. McCook explained that proposed changes are now reviewed through the internal curriculum committee process in collaboration with the Vice President of Instruction/CAO and the Director of Research and Institutional Effectiveness, who also serves as the SACSCOC Accreditation Liaison.

Moved By Grant Brooks

Seconded By Sylvia Muñoz

Upon motion duly made and seconded, the Committee voted to

recommend that the Board of Trustees approve the action item as presented.

Carried

4. Informational Items

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 4:41 p.m.



Committee Members Present:

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

Committee Members Absent:

Tammy Karnes

Also Present:

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

1. Call to Order

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

He welcomed everyone to the meeting.

2. Call for Conflicts of Interest

Mr. Glidewell called for conflicts of Interest by reading this statement:

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

No conflicts were identified

3. Action Items

3.a Recommendation for FY26 Financial Auditing Services

Ms. Thomas shared information regarding the recommendation for Fiscal

Year 2026 financial auditing services. She explained that, in accordance with North Carolina General Statute 115D-58.16, the College solicited proposals through the North Carolina Electronic Vendor Portal and evaluated submissions based on technical approach, qualifications, experience with community college audits, references, peer reviews, and overall cost. Proposals were received from Clifton Larson Allen LLP (CLA), Forvis Mazars LLP, and Sharpe Patel PLLC. After reviewing and ranking each proposal using established evaluation criteria, College Administration recommended Clifton Larson Allen LLP (CLA) to perform the College's financial audit for the fiscal year ending June 30, 2026.

Moved By Ken Walker

Seconded By Steve Carter

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

Carried

4. Informational Items

4.a Financial Report

Ms. Thomas shared the April 2026 Budget and Financial Information report, noting that the College's budget remains strong due to increased enrollment and that institutional funds are available to support unexpected expenses if needed. She reported that 78.04% of the State budget had been expended with 83.33% of the fiscal year completed, while County operating expenses were impacted by annual insurance costs, contractual expenses, security upgrades, and higher energy and weather-related costs. Ms. Thomas also noted that institutional funds continue to support areas not covered by State and County funds, and that negative balances reflected in some programs are planned timing differences related to reimbursements for financial aid, grants, and capital projects.

4.b FY25 Yellow Book audit of Office of State Budget and Management Directed Grants (50222, 50223, and 50224)

Ms. Thomas shared the 2025 Direct State Capital Infrastructure Funds Audit Report for Alamance Community College. She reported that the audit resulted in an unmodified opinion, indicating the financial statements were presented fairly in accordance with generally accepted accounting principles. The report highlighted SCIF grant funding

supporting construction of the Public Safety Training Center indoor firing range, workforce development student assistance, and advanced manufacturing training initiatives. Ms. Thomas noted that approximately \$4.9 million in capital outlays had been invested in the firing range project and that remaining restricted funds would be used to complete grant activities in fiscal year 2026. She also shared that auditors identified no material weaknesses, significant deficiencies, or material noncompliance issues related to internal controls or financial reporting.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 10:12 a.m.



BOARD OF TRUSTEES

Personnel Committee

May 05, 2026 04:00 PM

Video Conference

Committee Members Present:

Dr. Roslyn Crisp, Chair

BG (R) Blake Williams

Dr. Kenneth Ingle, Secretary to the Board of Trustees

Committee Members Absent:

Mr. James Butler

Also Present:

Ana Fleeman, Director of Governance and Executive Operations

Elizabeth Thomas, Senior Vice President of Operations

Valerie Fearington, Director of Human Resources

Stephanie Waters, Finance Coordinator

1. Call to Order

Dr. Crisp called the meeting to order at 4:00 p.m. and welcomed everyone to the meeting.

The Committee determined that a quorum was present.

2. Call for Conflicts of Interest

Dr. Crisp called for conflicts of interest and asked Dr. Ingle to read the following statement:

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

No conflicts of interest or appearances of conflict were noted.

3. Action Items

3.a Revision: Policy 3.1.3 - Employment Classifications and Workloads

Dr. Ingle shared revisions to Policy 3.1.3 – Employment Classifications and Workloads. The revisions clarify that employee work locations are designated by the College and establish the overall framework for remote work arrangements. Dr. Ingle explained that Procedure 3.1.3.4 – Remote Work provides operational guidance related to eligibility, approval and evaluation processes, scheduling expectations, supervisory oversight, workplace safety, and remote work agreement administration. Together, the policy and procedure support a consistent and structured approach to workforce management and remote work practices across the College.

Moved By General Williams

Seconded By Dr. Crisp

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

Carried

3.b Rescind: Policy 3.4.5 - Spring Term 2023 Pilot Teleworking for Staff

Dr. Ingle shared the recommendation to rescind Policy 3.4.5 – Spring Term 2023 Pilot Teleworking for Staff, noting that the policy was originally established as a temporary measure during the COVID-19 pandemic to evaluate teleworking options for employees. He explained that the provisions previously outlined in the pilot policy are now fully incorporated into the updated Policy 3.1.3 – Employment Classifications and Working Hours and Procedure 3.1.3.4 – Remote Work, creating a more permanent and comprehensive framework for remote work practices at the College. Dr. Ingle noted that the updated policy and procedure provide guidance regarding employee work locations, eligibility, approval and review processes, scheduling expectations, supervisory responsibilities, safety considerations, and remote work agreement management, while aligning remote work practices with the College's broader workforce management approach.

Moved By General Williams

Seconded By Dr. Crisp

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

4. Informational Items

4.a Employment Report, May 2026

Dr. Crisp presented the College's full-time workforce analysis by occupational category, reviewing employee demographic data related to age, gender, and representation across various areas of the institution, including management, instructional faculty, academic affairs, and administrative support. She also shared information regarding recently hired full-time employees and discussed county demographic comparisons.

5. Other Business

6. Adjournment

Having no further business to discuss, the meeting adjourned at 4:19 p.m.



Building & Grounds Committee

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

www.alamancecc.edu

Building and Grounds Committee

Sponsor: Elizabeth Thomas

Date: June 3, 2026

Title of Document: Capital Projects Summary Report

Summary:

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

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

BOND PROJECTS

STATUS SUMMARY

Public Safety Training Center

Burlington Site:

No significant changes from the last update. The current schedule remains the same with project completion on or about 8/17/26.

Phase 2:

College administration and the design team have refined the scope of the project to align the project with the available funding. We expect to receive the Advanced Planning report from the designer the week of July 8th and will review with the President for final scope approval. Submission of the grant package to HUD should occur July 13th with receipt of a grant agreement by the end of July.

We expect to bring the project to the Board for approval in August and then to the State Board in September with full design services beginning in October. Current projected schedules show the project going out to bid in May 2027.

CAPITAL PROJECTS

STATUS SUMMARY

Veterinary Medical Technology Barn Project

The schematic design/design development drawings have been approved by State Construction and the designer is now moving forward with completion of construction drawings (CD's). We expect to have construction drawings from Hobbs Architects for review by mid-July with approval to bid by early October and construction scheduled to begin in December 2026.

Third Floor Biotechnology COE Upfit Project

Walls have been fully framed to the deck with most drywall complete. Painting has begun with ceiling grid and tile installation expected to be completed the first week of June. In addition, work on mechanical, electrical, plumbing and fire protection is progressing well. The College is currently coordinating cabling installation required for IT, AV and security installations. In addition, furniture has been ordered with installation expected late July.

Tech Infrastructure Replacement Project

Campus Data Resiliency: Spectrum install has been completed. By June 30, 2026 this circuit will be integrated into the campus technology infrastructure. This has 2 benefits, first, it serves as a second, independent connection to the internet, which will reduce the chance of campus outages. Also, when both circuits are active, it doubles the available bandwidth for student access to the internet.

Structured Cabling: The college published an RFQ for designing the Structured Cabling component of this project. The deadline for submissions is June 2nd. Once the design portion has been completed, we will be submitting the selected design to SCO. Once approved, we will be doing an RFQ for construction and fulfillment to close this project.

Campus Security Rekeying & Hardware Replacement Project

Installation is set to begin June 1st. The project is estimated to take 8 weeks to complete.

Powell Building HVAC Controls Project

Equipment installation is complete. We expect the vendor to finalize all programming by early June.

BCOE DOAS System Modification Project

The contractor has started installation work of the DOAS system modifications.

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

- None



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

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

2.	County Capital--FY 2026 Allocation	Budget	Actual	Remainder
a.	Various Campus Renovations & Repairs	80,000	77,034	2,966
b.	Roofing Preventative Maintenance Year 5	17,000	-	17,000
c.	Building Pressure Washing	50,000	48,957	1,043
d.	B Bldg Soffit Sealing Repair	7,750	7,750	-
e.	Foundation Carpet	7,071	7,071	-
f.	Public Relations Flooring	20,000	19,495	505
g.	Chiller replacement	134,000	119,832	14,168
h.	Elevator Repairs	39,000	38,634	366
i.	Powell HVAC Controls Upgrade	67,000	13,637	53,363
j.	Uncommitted Allocation	114,179		114,179
		536,000	332,409	203,591

3.	County-State-Federal Projects	Budget	Total Expended	Remainder
a.	Public Safety Training Center	24,607,664	23,415,688	1,191,976
		24,607,664	23,415,688	1,191,976

4.	Non-County Projects	Budget	Total Expended	Remainder
a.	Campus Exterior Wayfinding Project	302,600	227,923	74,677
b.	Veterinary Medical Technician Instr. Center	1,850,000	132,305	1,717,695
c.	Technology Infrastructure Project	1,500,000	808,650	691,350
d.	BioTech Center Third Floor Upfit	2,542,000	431,242	2,110,758
e.	Main Campus Rekeying Project	338,000	152,741	185,259
f.	Uncommitted Allocation	684,028	-	684,028
		7,216,628	1,752,862	5,463,766

TOTAL CAPITAL PROJECTS	32,513,142	25,503,948	7,009,194
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Funds Available for Future Projects	948,068
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ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2026-2027 CONTINUING BUDGET RESOLUTION

TO EXPIRE UPON ADOPTION OF A FINAL 2026-2027 BUDGET RESOLUTION

BE IT RESOLVED by the Board of Trustees of Alamance Community College:

Section 1A - The following amounts are hereby appropriated for the operation of the current operations and equipment purchases for operations in the State Current Fund for the fiscal year indicated (starts July 1 and ends June 30):

	Near-Final Budget Fiscal Year	Proposed Continuing Resolution	% change
	2025-2026	2026-2027	
Institutional Support			
Executive Management	1,625,496	1,650,000	1.5%
Administrative and Fiscal Services	1,532,836	1,550,000	1.1%
General Administration	2,023,900	2,025,000	0.1%
Information Systems (Administrative)	1,942,024	1,950,000	0.4%
Curriculum Instruction			
Curriculum Instruction	16,385,706	18,587,900	13.4%
Continuing Education			
Occupational Education Instruction	2,055,924	2,300,000	11.9%
Occupational Education Support	1,274,058	1,300,000	2.0%
Basic Skills	1,769,720	1,650,000	-6.8%
Small Business Center	186,411	174,000	-6.7%
Customized Training	185,867	200,000	7.6%
Expansion Apprenticeship Program	230,785	150,000	-35.0%
Literacy Special Programs	49,667	149,000	200.0%
BioBetter Grant Program	598,985	280,000	-53.3%
Academic Support			
Library/Learning Center	571,921	570,000	-0.3%
Curriculum	1,688,858	1,700,000	0.7%
Continuing Education	1,045,941	1,100,000	5.2%
Student Services			
Student Services	3,747,035	3,800,000	1.4%
IDD Training (Int & Devt Disabilities)	194,000	194,000	0.0%
Childcare	56,641	56,000	-1.1%
Scholarships i.e. Golden Leaf Scholarship/GEER	46,669	50,000	7.1%
Capital Outlay			
Equipment	2,059,182	950,000	-53.9%
Books	46,188	45,000	-2.6%
Total State Current Fund Appropriation	39,317,814	40,430,900	2.8%

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2026-2027 CONTINUING BUDGET RESOLUTION

Section 1B - The following amounts are estimated to be available to the State Current Fund for current operations and equipment purchases for the fiscal year indicated (starts July 1 and ends June 30):

	2025-2026	2026-2027	% change
State Board Formula Allotment			
Curriculum	14,700,000	19,638,867	33.6%
Continuing Education	2,300,000	2,979,680	29.6%
Basic Skills	1,600,000	1,050,613	-34.3%
Institutional Support	10,832,814	12,263,547	13.2%
Career & Technical Education (Perkins)	308,000	273,763	-11.1%
Small Business Center	171,000	174,737	2.2%
Customized Training	60,000	60,000	0.0%
Childcare	56,000	56,640	1.1%
Performance Funding	300,000	490,000	63.3%
Equipment Flexibility	990,000	937,507	-5.3%
BioBetter Grant	300,000	150,000	0.0%
Additional State Allocations	7,700,000	2,355,546	-69.4%
Total Estimated State Current Funds	39,317,814	40,430,900	2.8%

Section 2A - The following amounts are hereby appropriated and available for the current operations and facility maintenance and repairs of institution in County Current Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2025-2026	2026-2027	% change
Institutional Support			
Current Expenses as College Support Services	717,000	717,000	0.0%
Plant Operation and Maintenance			
Plant Operation	3,562,000	3,882,000	9.0%
Plant Maintenance	600,000	600,000	0.0%
Capital Outlays for Building & Grounds Repairs			
Maintenance Projects, Carryforward	150,000	50,000	-66.7%
Maintenance Projects, Current	536,000	637,000	18.8%
Total County Current Fund Appropriation	5,565,000	5,886,000	5.5%

Section 2B - The following amounts are estimated to be available within the County Current Fund for current operations and facility maintenance and repairs for the fiscal year indicated (starts July 1 and ends June 30):

	2025-2026	2026-2027	% change
County Appropriation for Current Expense	4,879,000	5,199,000	6.6%
County Appropriation for Capital Outlay	536,000	637,000	18.8%
Reserves from Prior Year Unspent County Appropriations	150,000	50,000	-66.7%
Total Estimated County Current Funds	5,565,000	5,886,000	5.5%

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2026-2027 CONTINUING BUDGET RESOLUTION

Section 3A - The following amounts are hereby appropriated for the operations in the Institutional Accounting Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2025-2026	2026-2027	% change
Current Unrestricted			
Institutional Support	20,000	20,000	0.0%
Curriculum Instruction	20,000	20,000	0.0%
Continuing Education	30,000	30,000	0.0%
Academic Support	20,000	20,000	0.0%
Current Restricted			
Institutional Support	600,000	600,000	0.0%
Curriculum Instruction	430,000	430,000	0.0%
Continuing Education	80,000	80,000	0.0%
Student Aid	9,200,000	9,660,000	5.0%
Student Support	350,000	350,000	0.0%
Proprietary			
Institutional Support	50,000	50,000	0.0%
Curriculum Instruction	70,000	70,000	0.0%
Student Support	85,000	85,000	0.0%
Bookstore	60,000	60,000	0.0%
Vending	12,000	12,000	0.0%
Instruction /Support	10,000	10,000	0.0%
Total Institutional Fund Appropriation	11,017,000	11,487,000	4.1%

Section 3B - The following amounts are estimated to be available to the Institutional Fund for the fiscal year indicated (starts July 1 and ends June 30):

	2025-2026	2026-2027	% change
Institutional Fund Revenues			
Student Fees	553,000	560,000	1.3%
Bookstore Income	60,000	100,000	66.7%
Snack Bar	15,000	18,000	20.0%
Patron Fees	100,000	100,000	0.0%
Interest Earned	85,000	85,000	0.0%
Gifts - (from ACC Foundation)	50,000	50,000	0.0%
Subtotal Non-Grant Resources	863,000	913,000	5.8%
US Federal Work-Study Program	100,000	100,000	0.0%
Pell	7,600,000	7,980,000	5.0%
SEOG	100,000	70,000	-30.0%
Federal TRIO Student Services	260,000	260,000	0.0%
NCCCS Boost	200,000	350,000	75.0%
Community College State Grant	450,000	450,000	0.0%
Other Grants	500,000	500,000	0.0%
Total Estimated Institutional Funds	10,073,000	10,623,000	5.2%

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2026-2027 CONTINUING BUDGET RESOLUTION

Section 4A - The following amounts are hereby re-appropriated for the continuing capital projects within the Institutional Accounting Fund for the fiscal year indicated (starts July 1 and ends June 30):

	<u>2025-2026</u>	<u>2026-2027</u>
County Bond Projects	400,000	1,000,000
State & Federal Capital Projects	3,000,000	5,800,000
State Capital & Infrastructure Funds	4,400,000	1,330,000
Other Grant Projects	750,000	1,200,000
Total Institutional Accounting Fund--Capital Appropriations	<u>8,550,000</u>	<u>9,330,000</u>

Section 4B - The following amounts are estimated to be available within the Institutional Accounting Fund for continuing capital projects for the fiscal year indicated (starts July 1 and ends June 30):

	<u>2025-2026</u>	<u>2026-2027</u>
County Bond Projects	400,000	1,000,000
State & Federal Capital Projects	3,000,000	5,800,000
State Capital & Infrastructure Funds	4,400,000	2,015,000
Other Grant Projects	750,000	1,200,000
Total Institutional Accounting Fund--Capital Appropriations	<u>8,550,000</u>	<u>10,015,000</u>

Section 5 - The President of the institution is hereby authorized to execute routine transfers from one appropriation to another in the same fund within the limitations set forth by the State Board of Community Colleges. Any such transfer shall be reported to the Board of Trustees at its next regular meeting and entered into its minutes.

Furthermore, the President is hereby authorized to accept funds from the State Department's Industry Services Division for the purpose of providing training for new and expanding industry. Any such funds shall be justified to the Board of Trustees at its next regularly scheduled meeting.

ALAMANCE COMMUNITY COLLEGE
FISCAL YEAR 2026-2027 CONTINUING BUDGET RESOLUTION

Section 6 - Copies of this Budget Resolution may be sent to the local tax-levying authority and the State Board of Community Colleges.

Adopted by Alamance Community College Board of Trustees on June 8, 2026. Certified, this the 8th day of June, 2026.

Chairman

President

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

Sworn and subscribed before me by Ms. Julie Emmons, Chairman of the Board of Trustees,
and Kenneth G. Ingle, Secretary to the Board of Trustees, this the 8th day of June 2026.

(Seal)

My Commission Expires:



Budget and Financial Information

For the
Month Ending
May-26

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending May 31, 2026. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

- o Exhibit A - State Accounting Fund: Year-to-Date Budget Report
- o Exhibit B - County Accounting Fund: Year-to-Date Budget Report
- o Exhibit C – Institutional Accounting Fund: Year-to-Date Summary Report
- o Exhibit D – Institutional Accounting Fund: Year-to-Date Detail Report

Report highlights include:

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

- o Exhibit A--State Accounting Fund: The College has expensed 85.53% of the State budget with 91.67 of the year completed. Areas exceeding 91.67 are due to annual contractual expenses such as insurance and software. Also, increased expenses in Continuing Education are due to a 15% increase in FTE.
- o Exhibit B—County Accounting Fund: The College County operating budget is over with 96.17% of the budget spent through May. Insurance expenses are paid annually. Contractual expenses and security upgrades impact the administrative expenses paid YTD. Higher energy costs and weather related expenses increased some costs YTD. Capital outlay has spent 63.97% of the budget.
- o Exhibit C— Institutional Accounting Fund Balance Summary Report: The College has Institutional funds available to support items not supported by state and county funds. Funds are owed for federal grants and capital projects due to timing differences.
- o Exhibit D—Institutional Accounting Fund Balance Detail Report: The college spent 15.38 million in Institutional funds through May. The largest expenses include financial aid and construction projects.
- o Negative program balances: Planned negative balances appear in reports usually as a result of spending first, then receiving reimbursement later, such as with financial aid, grant programs, and capital projects. There are no Institutional funds with unplanned negative balances to report.

Exhibit A - State Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Executive Management	1,625,496.00	1,421,646.94	203,849.06	87.46%	1,359,894.01
Financial Services	1,532,836.00	1,435,507.84	97,328.16	93.65%	1,472,101.45
General Administration	2,023,900.00	1,846,800.66	177,099.34	91.25%	1,815,793.09
Information Systems	1,942,024.00	1,729,259.17	212,764.83	89.04%	1,426,370.30
Institutional Support	7,124,256.00	6,433,214.61	691,041.39	90.30%	6,074,158.85
Curriculum Instruction	16,385,706.00	14,517,671.86	1,868,034.14	88.60%	14,484,552.48
Curriculum Support	1,688,858.00	1,305,556.44	383,301.56	77.30%	1,270,617.51
BioBetter	598,985.00	340,066.64	258,918.36	56.77%	459,975.06
Curriculum	18,673,549.00	16,163,294.94	2,510,254.06	86.56%	16,215,145.05
Occupational Ext. Instruction	2,055,924.00	1,985,719.91	70,204.09	96.59%	1,666,536.95
Occupational Ext. Support	1,274,058.00	1,150,905.99	123,152.01	90.33%	1,004,915.24
Continuing Education Support	1,045,941.00	962,058.89	83,882.11	91.98%	1,008,506.94
Continuing Education	4,375,923.00	4,098,684.79	277,238.21	93.66%	3,679,959.13
Adult Basic Education Title 2	1,463,481.00	1,137,309.42	326,171.58	77.71%	1,237,632.00
Adult High School	206,240.00	170,067.04	36,172.96	82.46%	190,425.00
Integrated Education(IET)	100,000.00	99,003.28	996.72	99.00%	94,720.39
Literacy Special Programs	49,666.00	17,165.47	32,500.53	34.56%	22,884.27
College and Career Readiness	1,819,387.00	1,423,545.21	395,841.79	78.24%	1,545,661.66

Exhibit A - State Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Small Business Centers	186,411.00	138,413.31	47,997.69	74.25%	170,494.19
Customized Training	185,867.00	165,498.28	20,368.72	89.04%	190,400.64
Apprenticeship	230,785.00	212,963.31	17,821.69	92.28%	58,235.48
Industry Support	603,063.00	516,874.90	86,188.10	85.71%	419,130.31
Library/Learning Center	571,921.00	450,562.15	121,358.85	78.78%	550,165.04
Student Services	3,747,035.00	3,126,436.40	620,598.60	83.44%	2,657,812.61
IDD Training (Devt Disab)	194,000.00		37,714.33	80.56%	111,768.46
Childcare	56,641.00		15,231.00	73.11%	54,036.00
Scholarships	46,669.00	39,433.13	7,235.87	84.50%	33,597.10
Student Services	4,044,345.00	3,363,565.20	680,779.80	83.17%	2,857,214.17
Equipment	2,059,182.00	1,139,665.01	919,516.99	55.35%	948,505.49
Books	46,188.00	40,106.17	6,081.83	86.83%	46,627.96
Capital Outlay	2,105,370.00	1,179,771.18	925,598.82	56.04%	995,133.45
Grand Total	39,317,814.00	33,629,512.98	5,688,301.02	85.53%	32,336,567.66

Exhibit B - County Funds

Division	Budget 7/1/25	Actual	Remaining	%	Prior Year
Executive Management	658,685.00	680,113.54	-21,428.54	103.25%	587,375.00
Plant Operations	3,517,712.00	3,266,555.08	251,156.92	92.86%	3,181,915.00
Plant Maintenance	759,785.00	847,157.96	-87,372.96	111.50%	799,030.00
Facilities Services	4,277,497.00	4,113,713.04	163,783.96	96.17%	3,980,945.00
Capital Projects	536,000.00	332,409.33	203,590.67	62.02%	355,618.00
Capital Carryforward	152,850.00	2,989.00	149,861.00	1.96%	51,472.00
Capital Outlay	688,850.00	335,398.33	353,451.67	63.97%	407,090.00
Grand Total	5,625,032.00	5,129,224.91	495,807.09	91.19%	4,975,410.00

Exhibit C

Department	Beginning 7/1/25	Revenues	Expenses	Balance
Bookstore	\$ 1,624,297.92	\$ 1,034,336.29	\$ 922,850.00	\$ 1,735,784.21
Proprietary Funds	\$ 31,416.81	\$ 23,025.65	\$ 53,868.14	\$ 574.32
Unrestricted	\$ 667,683.42	\$ 147,962.64	\$ 243,870.73	\$ 571,775.33
Vending	\$ 46,803.41	\$ 14,004.51	\$ 38,557.69	\$ 22,250.23
College Funds	\$ 2,370,201.56	\$ 1,219,329.09	\$ 1,259,146.56	\$ 2,330,384.09
College Fees	\$ 638,210.95	\$ 676,464.65	\$ 498,946.08	\$ 815,729.52
Course Fees	\$ 327,652.26	\$ 473,819.50	\$ 274,788.06	\$ 526,683.70
Live Projects	\$ 312,071.97	\$ 110,722.09	\$ 78,452.75	\$ 344,341.31
Self-Supporting	\$ 557,686.04	\$ 184,708.02	\$ 40,496.40	\$ 701,897.66
College Support Funds	\$ 1,835,621.22	\$ 1,445,714.26	\$ 892,683.29	\$ 2,388,652.19
Federal Grants	\$ 33,923.50	\$ 798,620.42	\$ 939,315.74	\$ (106,771.82)
Grants	\$ 12,375.60	\$ 10,000.00	\$ 16,307.49	\$ 6,068.11
NCCCS Grant	\$ 682,961.00	\$ 59.00	\$ 342,221.12	\$ 340,798.88
State Grants	\$ 734,810.97	\$ 44,789.98	\$ 73,798.51	\$ 705,802.44
Grants	\$ 1,464,071.07	\$ 853,469.40	\$ 1,371,642.86	\$ 945,897.61
Federal Scholarships	\$ (12,210.14)	\$ 7,361,074.12	\$ 7,683,265.76	\$ (334,401.78)
State Scholarships	\$ 226,967.05	\$ 383,040.55	\$ 467,994.35	\$ 142,013.25
Federal Administrative Funds	\$ 175,504.92	\$ 11,899.00	\$ 13,555.74	\$ 173,848.18
Financial Aid and Scholarships	\$ 390,261.83	\$ 7,756,013.67	\$ 8,164,815.85	\$ (18,540.35)
Capital Assets	\$ 101,597,427.58	\$ -	\$ -	\$ 101,597,427.58
Capital Projects	\$ (109,197.48)	\$ 2,928,288.89	\$ 3,698,752.91	\$ (879,661.50)
Capital Funds	\$ 101,488,230.10	\$ 2,928,288.89	\$ 3,698,752.91	\$ 100,717,766.08
Grand Total	\$ 107,548,385.78	\$ 14,202,815.31	\$ 15,387,041.47	\$ 106,364,159.62

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Biblui Bookstore Charges	27,690.00	1,022,601.33	863,330.00	186,961.33	
Bookstore	1,596,607.92	11,734.96	59,520.00	1,548,822.88	
Bookstore	1,624,297.92	1,034,336.29	922,850.00	1,735,784.21	
Duplicating Center	17,720.45	426.65	10,066.86	8,080.24	
Graduation	10,140.43	22,599.00	34,553.95	-1,814.52	
Public Information & Marketing	3,555.93	0.00	9,247.33	-5,691.40	
Proprietary	31,416.81	23,025.65	53,868.14	574.32	
Administrative Services	98.30	5,000.00	1,036.96	4,061.34	
Board of Trustees	0.00	0.00	4,707.67	-4,707.67	
Capital Investments Fund	264,690.77	68,850.21	0.00	333,540.98	
Continuing Education	564.45	8,000.00	9,297.44	-732.99	
Curriculum	-1,017.41	20,000.00	13,394.19	5,588.40	
Executive Vice President	4,576.84	0.00	1,022.62	3,554.22	
Fiscal Services	313,421.72	22,163.18	143,914.52	191,670.38	
Lost Revenues-Institutional	5,416.83	0.00	5,768.26	-351.43	
Lost State Revenue	38,582.27	0.00	33,563.23	5,019.04	
Presidents Office	-2,138.58	20,000.00	10,748.84	7,112.58	
Thigpen Trust	43,488.23	3,949.25	20,417.00	27,020.48	
Unrestricted	667,683.42	147,962.64	243,870.73	571,775.33	
Vending	46,803.41	14,004.51	38,557.69	22,250.23	
College Funds	2,370,201.56	1,219,329.09	1,259,146.56	2,330,384.09	
Career Services	0.00	2,400.00	404.61	1,995.39	
CE Technology Fee	152.59	0.00	0.00	152.59	
Contingency Funds	0.00	270,000.00	5,037.48	264,962.52	
Curriculum CAPS Fee	184,061.05	86,774.99	142,735.25	128,100.79	
Curriculum Technology Fee	144,340.43	131,317.76	124,437.00	151,221.19	
Learning Resource Center	1,074.70	745.72	32.42	1,788.00	
Otter Support	0.00	5,000.00	2,232.21	2,767.79	
Student Activity Fee - CU	236,743.49	168,931.78	225,109.15	180,566.12	
Traffic Control, Parking and S	71,838.69	11,294.40	-1,042.04	84,175.13	
College Fees	638,210.95	676,464.65	498,946.08	815,729.52	
Advertising Graphics Technolog	0.00	6,578.25	8,216.40	-1,638.15	
Agriculture	0.00	1,350.00	0.00	1,350.00	
Automotive Technology	84.22	10,182.00	0.00	10,266.22	
Beauty Professional	2,400.00	22,351.43	5,247.20	19,504.23	
Biotechnology	3,574.37	4,802.88	3,462.60	4,914.65	
BLET Uniforms	0.00	7,252.00	9,321.03	-2,069.03	
Computer Aided Drafting Tech	0.00	1,285.00	37.35	1,247.65	
Con-Ed Fees - Public Safety	133,799.48	32,643.68	0.00	166,443.16	
Con-Ed Fees - Special Programs	21,997.27	4,696.45	0.00	26,693.72	
Criminal Justice	700.00	3,400.00	0.00	4,100.00	
Culinary Technology	-869.29	2,271.98	1,493.17	-90.48	
Dental Assistant	20,039.71	17,151.37	7,414.78	29,776.30	
Emergency Medical Science	16,015.00	1,900.00	0.00	17,915.00	
EMS-Graham	25,771.51	9,387.65	-5,995.94	41,155.10	
Health Care	25.00	9,626.00	3,182.02	6,468.98	
Humanities & Fine Arts	0.00	1,950.00	0.00	1,950.00	
Machining	0.00	5,813.18	0.00	5,813.18	
Massage Therapy	0.00	4,590.00	170.79	4,419.21	

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
Mechatronic/Industrial Systems	0.00	1,997.62	0.00	1,997.62	
Medical Assistant	17,549.68	17,180.75	2,624.50	32,105.93	
Medical Lab Technician	6,234.18	3,320.58	4,499.66	5,055.10	
Misc Curriculum Fees	12,256.09	14.00	0.00	12,270.09	
Natural Sciences	17,992.83	34,170.39	11,228.78	40,934.44	
Nurse Aide	14,896.73	19,673.87	4,020.00	30,550.60	
Nursing	34,073.48	153,936.27	190,048.87	-2,039.12	
Pottery	330.00	8,720.00	3,364.50	5,685.50	
Professional Development& CEUs	0.00	5,902.65	0.00	5,902.65	
Professional Dog Grooming	782.00	15,024.50	21,715.01	-5,908.51	
Trade & Industry	0.00	510.00	0.00	510.00	
Vet Tech - HCWF	0.00	1,850.00	651.20	1,198.80	
Welding	0.00	60,252.00	4,086.14	56,165.86	
Woodworking	0	4,035.00	0.00	4,035.00	
Course Fees	327,652.26	473,819.50	274,788.06	526,683.70	
Animal Care and Management	411.58	0.00	0.00	411.58	
Automotive Technology	-5,523.54	0.00	0.00	-5,523.54	
Cosmetology	188,266.28	88,235.57	73,474.97	203,026.88	
Culinary Food Service	33,264.70	7,670.00	2,918.03	38,016.67	
Culinary Technology	-869.29	0.00	0.00	-869.29	
Dental Assistant	67,608.93	0.00	2,059.75	65,549.18	
Massage Therapy	28,913.31	14,816.52	0.00	43,729.83	
Professional Dog Grooming	0.00	0.00	0.00	0.00	
Live Projects	312,071.97	110,722.09	78,452.75	344,341.31	
Comm Svc - Graham - Self Supp	164,942.51	44,432.84	-98,226.56	307,601.91	
Continuing Educ Service Fees	44,652.25	20,636.41	11,972.03	53,316.63	
Non-FTE/ Self-Supporting	0.00	37,351.00	29,310.28	8,040.72	
Occupational Extension	246,401.55	2,509.92	1,600.00	247,311.47	
OE Self Supp	32,417.47	30,481.85	29,689.19	33,210.13	
Public Offerings	0.00	0.00	1,278.91	-1,278.91	
Special Programs	30,041.64	19,304.00	38,565.69	10,779.95	
Summer Camp	39,230.62	29,992.00	26,306.86	42,915.76	
Self-Supporting	557,686.04	184,708.02	40,496.40	701,897.66	
College Support Funds	1,835,621.22	1,445,714.26	892,683.29	2,388,652.19	
AgSouth Grant	0.00	0.00	-60.00	60.00	
Criminal Justice Fellow	0.00	0.00	1,576.00	-1,576.00	
Cyberskills Grant	704.28	0.00	0.00	704.28	
Digital Navigator Grant	13,534.91	10,000.00	14,406.92	9,127.99	
Firehouse Public Safety Grant	-1,863.59	0.00	76.69	-1,940.28	
Institutional Work Study	0.00	0.00	307.88	-307.88	
College Grants	12,375.60	10,000.00	16,307.49	6,068.11	
ACE Grant	12,550.34	135,052.69	121,783.78	25,819.25	
AEFLA Section 243	-3,523.54	0.00	867.71	-4,391.25	
AJOBS - Impact Alamance	0.00	0.00	1413.98	-1,413.98	
AJOBS-JCPC Grant	-29,414.55	80,912.96	83,073.15	-31,574.74	Due from Federal Gov't
Americorp	0.00	5,994.26	2,997.63	2,996.63	
AWESM Grant	0.00	0.00	-174.17	174.17	
BioWorks Federal Grant	-652.75	-985.65	0.00	-1,638.40	
College Work Study	84,570.73	99,273.00	89,991.75	93,851.98	

Exhibit D

Department	Beginning 7/1/25	Revenues	Expenses	Balance	Notes
SIP - PACE Program	2,581.04	192,066.44	340,389.79	-145,742.31	Due from Federal Gov't
Steps4Growth Fed Grant (ARP)	-12,217.67	72,670.27	64,993.55	-4,540.95	
TRIO Student Support Services	-19,970.10	213,636.45	233,978.57	-40,312.22	Due from Federal Gov't
Federal Grants	33,923.50	798,620.42	939,315.74	-106,771.82	
Advance NC	0.00	10,000.00	-40,000.00	50,000.00	
America 250 Grant	4,494.55	5,550.00	3,547.54	6,497.01	
C-Step Grant	-8,052.83	10,000.00	9,025.54	-7,078.37	
Governors Crime Commission	-14,732.25	13,800.00	-3,005.44	2,073.19	
NC Space Grant	0.00	0.00	4,791.29	-4,791.29	
NSF Mentor Connect	-526.10	0.00	305.39	-831.49	
Short -Term Workforce Dev Gran	0.00	0.00	0.00	0.00	
TECAT State Funds	753,627.60	5,439.98	99,134.19	659,933.39	
State Grants	734,810.97	44,789.98	73,798.51	705,802.44	
Longleaf Commitment Grant	225,482.00	59.00	0.00	225,541.00	
NC Community Colleges Boost	457,479.00	0.00	342,221.12	115,257.88	
NCCCS Grants	682,961.00	59.00	342,221.12	340,798.88	
Grants	1,464,071.07	853,469.40	1,371,642.86	945,897.61	
Overhead Receipts - DOE	151,199.32	9,355.00	10,658.75	149,895.57	
Overhead Receipts - VA	24,305.60	2,544.00	2,896.99	23,952.61	
Federal Administrative Funds	175,504.92	11,899.00	13,555.74	173,848.18	
Pell 2007 - 2008	15,812.28	0.00	0.00	15,812.28	
Pell 2024 - 2025	-49,200.60	59,581.40	10,127.66	253.14	
Pell 2025-2026	0.00	7,232,345.72	7,594,102.57	-361,756.85	Due from Federal Gov't
SEOG	21,178.18	69,147.00	79,035.53	11,289.65	
Federal Financial Aid	-12,210.14	7,361,074.12	7,683,265.76	-334,401.78	
FELS	-807.00	0.00	0.00	-807.00	
Golden Leaf Scholarships	-14,250.02	34,500.00	32,500.00	-12,250.02	Due from State
Helene relief	-926.00	0.00	269.00	-1,195.00	Reclass Expense
Less than Half Time Grants	-13,299.00	9,819.00	11,640.00	-15,120.00	Due From State
NC Guarantee	137,937.00	336,800.00	335,719.00	139,018.00	
OSBM Student Support - 50223	96,380.36	658.55	83,989.35	13,049.56	
Targeted Assistance Grant	21,931.71	1,263.00	3,877.00	19,317.71	
State Scholarships	226,967.05	383,040.55	467,994.35	142,013.25	
Financial Aid and Scholarships	390,261.83	7,756,013.67	8,164,815.85	-18,540.35	
Expended Plant Fund	101,597,427.58	0.00	0.00	101,597,427.58	
BioTech Third Floor Upfit	-48,300.00	121,556.85	370,131.52	-296,874.67	Due from SCIF
Covington Barn	-23,400.00	52,479.80	111,337.95	-82,258.15	Due from SCIF
NCDEQ EV Grant	-79,104.21	79,104.00	0.00	-0.21	
Public Safety Training Center	311,606.74	2,181,743.07	2,836,618.61	-343,268.80	
Campus Security Rekeying Project	0.00	0.00	152,741.42	-152,741.42	
Wayfinding Project	0.00	213,405.17	227,923.41	-14,518.24	Due from SCIF
Welding Ventilation	-270,000.01	280,000.00	0.00	9,999.99	
Capital Funds	101,488,230.10	2,928,288.89	3,698,752.91	100,717,766.08	
Total	107,548,385.78	14,202,815.31	15,387,041.47	106,364,159.62	



Executive Leadership Team

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

Policy and Procedure Request Form

Name:

Date: May 19, 2026

Title of Document: Update to Policy 5.3.6

Type of Request:

- ☐ New Policy
- ☐ New Procedure
- ☒ Revised Policy
- ☐ Revised Procedure

Policy Chapter:

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

Policy Title: 5.3.6 Student Grievance

Summary of Proposed Changes:

The revisions to the Student Grievance Policy clarify the grievance process and create a more student-friendly, step-by-step approach for resolving concerns fairly and consistently. The updates better define what types of issues are covered under the policy, outline timelines and responsibilities at each stage, and emphasize respectful communication and due process throughout the review process. The revisions also strengthen transparency by adding clearer guidance related to written decisions, mediation, timeline extensions, and final appeal procedures.

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

I. GRIEVANCE PROCESS OVERVIEW

~~The College is committed to maintaining a harmonious and cooperative respectful and supportive environment between and among the College and its for all students. To help resolve concerns, the College provides for the settlement of problems and differences through an a clear and orderly grievance procedure process.~~ Every student shall have the right to present ~~his or her~~ their problems concerns or grievances free from coercion, restraint, discrimination, or reprisal.

~~This policy provides for prompt and orderly consideration and determination of process ensures that student problems and grievances are reviewed promptly and fairly by College administrators, and ultimately when necessary, by the President. Authorized decision makers base their conclusions and remedies upon~~ Decisions and outcomes are based on a preponderance of the evidence, meaning the information that is more likely than not to be true. In all cases, the student filing the grievance is responsible for presenting the information supporting their complaint; this is known as. ~~In all cases, the burden of proof is on the grievant.~~

A. What is Not Covered in This Policy

A grievance is any matter of student concern or dissatisfaction within the College's control except for the following:

- Student discipline matters regarding academic dishonesty (plagiarism, cheating, etc.) and non-academic violations such as theft, drugs and alcohol, disorderly conduct, traffic violations, etc., as outlined in Policy 5.3.2 – Student Code of Conduct. Grievances against students related to alleged violations of the Student Code of Conduct are resolved through the student conduct adjudication and appeal processes as described in Procedures 5.3.2.1 and 5.3.2.2.
- Discrimination, sexual harassment, and sexual violence as defined in Policy 5.3.5 – Sexual Misconduct and Title IX Policy. Grievances against students related to alleged violations of the Sexual Misconduct and Title IX Policy are resolved through the process described within that policy.
- A grade appeal as defined in Policy 5.2.5 – Grade Appeal. Grade appeals are resolved through the process outlined in Procedure 5.2.5.1.

- Any other matter that has a specific grievance process outlined in that specific policy or procedure.
- ~~Academic matters related to courses, minor classroom behavior issues, attendance, academic regulations, or academic activities are resolved by instructors, Department Heads, and/or Deans under their authority and responsibility for instruction. Deans are the final arbiters in these matters. Referral may be made to the student conduct adjudication and appeal process if appropriate to the particular circumstances.~~
- Grievances against part-time student workers in their roles as employees are resolved through Policy 3.3.8 – Grievance Policy and Procedure (Non-Student).

B. What is Covered in this Policy

Complaints ~~and or~~ grievances ~~against a student or students in all other about~~ matters within the College's control ~~that are not excluded above~~ are addressed ~~in through~~ this policy.

II. GRIEVANCE PROCESS

1. Informal ~~Grievance Resolution~~– Step One

~~Students are encouraged to attempt to resolve concerns informally whenever possible by communicating directly with the individual(s) involved, as many concerns can be addressed quickly and effectively through open discussion. In the event the alleged concern or grievance lies with involves an instructor or staff member, the student must first go speak directly with to that instructor or staff member individual to and attempt to an informally resolve the matter resolution. The student and instructor or staff member must have an informal conference meet to discuss the situation and document the attempts taken to resolve the grievance at this level.~~

If the student is ~~unsatisfied not satisfied~~ with the ~~resolution reached at outcome of~~ the informal ~~conference discussion~~, ~~he or she they~~ may proceed to Step Two within five (5) business days after the ~~informal conference meeting~~. ~~Not Students who do not move proceeding to Step Two within the this timeframe period will result in forfeit their right to continue the grievance process, not being heard and the matter being will be considered closed.~~

If the grievance ~~concerns issues unrelated to does not involve a particular specific~~ instructor or staff member (for example, an issue ~~with related to a College policy or~~

process), the student may skip-bypass the informal process and proceed directly to Step Two.

2. Formal Grievance-Supervisor Review– Step Two

If the grievance is not resolved ~~at Step One (or, given the nature of the grievance, Step Two begins the process) through the informal process or if Step One does not apply,~~ the student may file a written grievance with the Vice President of Student Experience submit a formal grievance form (https://cm.maxient.com/reportingform.php?AlamanceCC&layout_id=7). The grievance form will be routed to the appropriate supervisor of the employee involved (or the appropriate administrator, depending on the nature of the concern). The written grievance must ~~contain~~ include, with specificity, a clear description of the issue or concern, the relevant facts supporting the grievance, any documentation supporting the grievance, and the provide documentation of any attempts made to resolve the matter informally, if applicable, to resolve the grievance at the first level.

The ~~Vice President of Student Experience (or, depending on the nature of the grievance, another appropriate Vice President)~~ supervisor or administrator shall will review the written formal grievance form and ~~refer it to the appropriate administrator, or~~ conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. ~~The Administrator or Vice President shall provide his or her~~ The supervisor will issue a written decision within ten (10) business days after receipt of the grievance.

If the student is not dissatisfied with the resolution reached by ~~the Vice President, he or she the supervisor, they~~ may proceed to Step Three within five (5) business days after receipt of receiving the ~~Vice President's~~ written determination. ~~Not proceeding Students who do not move to Step Three within the timeframe period will result in forfeit their right to continue the grievance process, not being heard and the matter being will be considered closed.~~

3. Appeal Vice President Review– Step Three

If the concern or grievance is unresolved at Step 2, the student may submit a formal grievance form. The grievance will be routed to the appropriate Vice President. The written grievance must include a clear description of the issue or concern, the relevant facts supporting the grievance, and provide all documentation from the previous steps, including emails, meeting notes, or other records of informal resolution efforts.

The appropriate Vice President shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. A written response will be provided to the student within ten (10) business days after receipt of the grievance.

If the student is not satisfied with the resolution reached by the Vice President, they may proceed to Step Four within five (5) business days after receiving the Vice President's written determination. Students who do not move to Step Four within the timeframe forfeit their right to continue the grievance process, and the matter will be considered closed.

4. Appeal-Step Four

~~If the student is not satisfied with the Vice President's determination, If the grievance remains unresolved after reviewed by the appropriate Vice President, the student may submit a final grievance appeal form to the Senior Vice President of Student Learning and Workforce Development to the President. The appeal must be in writing, must provide a written summary of the facts and must contain any other documentation pertinent to the matter include a clear description of the issue or concern, the relevant facts supporting the appeal, and provide all documentation from the previous steps, including emails, meeting notes, or other records of informal resolution efforts. The President or his or her designee Senior Vice President of Student Learning and Workforce Development may, at his or her their discretion, assemble the Grievance Committee to further investigate the matter and make a recommendation to the President Senior Vice President of Student Learning and Workforce Development. The President or designee Senior Vice President of Student Learning and Workforce Development will conduct an "on the record" a review of the record, including all documentation and decisions from the previous steps, and may conduct any further additional investigation that is if necessary to ascertain the facts needed to make a determination.~~

At the conclusion of the investigation, Senior Vice President of Student Learning and Workforce Development will issue a written decision within and not later than fifteen (15)-twenty (20) business days after receipt of receiving the student's appeal, the President or designee shall provide a written decision to the student. The President's Senior Vice President of Student Learning and Workforce Development's decision is final, except as set out in section 5 below.

5. Presidential Review (Employee Action Only)

If the grievance decision results in the recommended disciplinary action against an employee, either party to the grievance may request a final review by the President of the Senior Vice President's decision. The President will issue a written final decision within twenty (20) business days of receiving the appeal. The President's decision is final. Nothing in this policy shall be construed to limit, diminish, or otherwise affect any rights afforded to employees under any other College policy, contract, or applicable law.

After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the North Carolina Community College System using the online Student Complaint Portal hosted by the Licensure Division of the University of North Carolina System Office. The Portal can be found online at <https://studentcomplaints.northcarolina.edu>. For more information, ~~send an~~ student's may email ~~to~~ studentcomplaint@northcarolina.edu.

III. ADDITIONAL GRIEVANCE PROCESS GUIDELINES

A. Communication of Decisions

All decisions made during the grievance process will be communicated to the student in writing. Written decisions will be sent to the student's official College email address. Students are responsible for monitoring their official College email account for communications related to their grievance.

B. Definition of Business Days

For the purposes of this policy, business days are defined as days when the College is open for normal operations. Business days do not include weekends, official College holidays, or days when the College is closed.

If a deadline falls on a day when the College is closed, the deadline will be extended to the next business day.

C. Mediator

At any point during the grievance process the student may request that the College designate an impartial mediator to assist in resolving the matter.

The mediator does not make decisions, determine outcomes, or impose resolutions. If mediation does not result in a resolution, the grievance will continue through the formal

process as outlined in this policy. The use of a mediator does not replace or eliminate any step of the grievance process unless a mutually acceptable resolution is reached.

D. Extension of Timelines

The timelines outlined in this policy are intended to ensure the prompt and orderly resolution of student grievances. However, for good cause, the administrator reviewing the grievance may extend established timelines when additional time is reasonably necessary to review the matter, gather information, or accommodate scheduling conflicts.

If the timeline is extended, the student will be notified of the extension and the revised timeframe for the next step in the process.

Adopted: June 13, 2022

Revised: August 11, 2025

Revised:

(This policy replaces “Student Grievance Policy” adopted June 11, 2018; revised February 8, 2021.)



Executive Leadership Team

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

Policy and Procedure Request Form

Name: Elizabeth Brehler

Date: May 19, 2026

Title of Document: Policy 5.3.2 Student Code of Conduct

Type of Request:

- ☐ New Policy
- ☐ New Procedure
- ☒ Revised Policy
- ☐ Revised Procedure

Policy Chapter:

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

Policy Title: 5.3.2 Student Code of Conduct

Summary of Proposed Changes:

The proposed changes to the Student Code of Conduct make the policy easier to understand and more student-friendly while reinforcing expectations for respect, safety, and professionalism across campus. The revisions also clarify examples of academic and non-academic misconduct, including topics like AI use, online behavior, and classroom disruptions. Overall, the updates place a stronger focus on fairness, communication, and creating a safe, supportive learning environment.

If time sensitive, proposed effective date: [Click or tap here to enter text.](#)

The College is committed ~~makes every effort~~ to maintaining a safe, respectful and orderly educational-learning environment for all students and ~~staff employees~~. ~~Therefore, w~~When, ~~in the judgment of College officials,~~ a student's ~~conduct-behavior~~ disrupts or threatens to disrupt the College-campus community, College officials may take appropriate disciplinary action ~~will be taken to restore and~~ protect the safety, wellbeing, and the rights of others of the community.

Students are expected to conduct themselves in ~~accordance with generally a manner consistent with commonly~~ accepted standards of scholarship, respect, civility, integrity, and morality and responsible behavior. Civility includes treating others with courtesy, communicating in a respectful manner both in person and electronically, and contributing to an environment where all individuals feel safe and valued. These expectations are designed ~~The purpose of these standards is not to restrict student rights, but to protect the rights of individuals in ensure that every member of our community can pursue~~ their ~~academic pursuits~~ academic goals without interference.

~~These regulations apply~~ The Student Code of Conduct applies to and encompasses all properties and facilities owned or leased by Alamance Community College, including all ACC campuses and off-campus sites at which the College conducts classes, programs, services, or events. Certain academic and workforce programs, clinical placements, apprenticeships, or licensure-aligned pathways may require students to meet additional conduct expectations specific to their field of study tied to safety, licensure, accreditation, or professional standards. Students are responsible for reviewing and complying with any program-specific codes, policies, or professional standards. Violations of program-specific standards may result in program level consequences in addition to any action taken under the College-wide Code of Conduct.

~~Procedural fairness is basic to the proper enforcement of~~ The College is committed to providing a fair, timely, and equitable process for enforcing all College policies and rules. ~~In particular, no Before disciplinary sanctions, other than temporary removal from a class or campus, are shall be imposed, unless the student has been will be~~ informed in writing of the ~~charges against him or her and has alleged violation(s) and provided:~~ (1) provided an opportunity to ~~know understand~~ the nature and source of the evidence ~~against him or her supporting the allegation;~~ (2) an opportunity to respond and share their perspective to all alleged violation(s) and present any evidence on ~~his or her own their~~ behalf; and, (3) an opportunity to ~~file submit an petition of~~ appeal of any disciplinary action ~~taken against him or her and may use this process if they believe there has been a procedural error or have grounds for an appeal. Students are provided with the opportunity to participate in the conduct process and share their perspective. A student's failure to respond to notice or participate in the conduct process does not prevent the College~~

from proceeding. In such cases, the College may conduct a review in the student's absence and render a decision based on the information available.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Specific behaviors that violate the Student Code of Conduct, disciplinary procedures, sanctions, and appeal processes are established in the following procedures:

- Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations and/or
- Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations.
- Procedure 5.3.2.3 – Student Code of Conduct

Student organizations and their members may also be held accountable for violations of the Student Code of Conduct.

The College expects all individuals present on College property or participating in College-sponsored activities, including visitors, guests, vendors, and volunteers, to conduct themselves in a respectful and appropriate manner consistent with the standards and expectations of the College community. The College may take appropriate action when conduct disrupts College operations, threatens safety, or interferes with the educational environment.

I.—ACADEMIC-RELATED VIOLATIONS

A. Plagiarism—Students shall not plagiarize. Plagiarism is the unacknowledged use of another's work or ideas, presenting as original or new an idea derived from another source. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he or she should talk to the class instructor.

B. Cheating—Students shall not use notes or other material on an exam or class work without permission from the class instructor and shall not receive information from another student during an exam or obtain a copy of an exam or questions from an exam prior to taking the exam. Students shall not submit someone else's work as their own or have someone take their exam and submit it as their own.

C. Aiding Acts of Academic Dishonesty—Students shall not provide information to another student when they know, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

~~II. NON-ACADEMIC-RELATED VIOLATIONS~~

- ~~A. Theft and Property Damage—Students shall not steal, damage, or misuse College property or another individual's property. Students who are caught stealing or damaging said property may be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline. Misuse is defined as any use that is inconsistent with the prescribed, customary authorized or intended use. Misuse includes damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction. It also includes tampering with safety or security equipment, motor vehicles, instructional equipment or technology, or providing false alarm or communicating a threat.~~
- ~~B. Trespass to Property—Students shall not trespass. Students are trespassing if in an unauthorized area of the College campus, present on the College campus after closing hours (without permission), or remaining on the College campus after having been directed to leave by a College official.~~
- ~~C. Drugs and Alcohol—Students shall not unlawfully possess, use, be under the influence of, manufacture, dispense, sell, or distribute alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.7—Students—Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.~~
- ~~D. Lewd and Indecent Behavior—Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards, profanity, obscenity, or lack of appropriate dress for the occasion. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.~~
- ~~E. Mental/Physical Abuse—Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including oral, written, online or physical actions which harass, threaten, intimidate, coerce, bully, libel, slander, or endanger the health or safety of any such persons. Hazing is a form of mental and/or physical abuse.~~
- ~~F. Assault—Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching, or striking.~~

- ~~G. Sexual Harassment and Sexual Violence—Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Policy 5.3.5—Sexual Misconduct.~~
- ~~H. Unlawful Discrimination. Students shall not engage in unlawful discrimination. For specific information, consult Policy 5.3.4—Student Discrimination and Harassment.~~
- ~~I. Communicating Threats—Students shall not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person’s child, sibling, spouse, or dependent, or willfully threaten to damage the property of another.~~
- ~~J. Disorderly Conduct and Disruption—Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College functions and activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to enter or leave College facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College; or which infringes on the rights of others. Students shall not hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place, and manner restrictions; and shall not remain at the scene of such an assembly after being asked to leave by a representative of the College staff.~~
- ~~K. Possession of Weapons—Students shall not have a weapon of any kind, including but not limited to, a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person’s locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times. Examples of weapons include but are not limited to explosives, incendiaries, bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles, and hazardous chemical or biological agents unrelated to College instructional activities.~~
- ~~L. Tampering with Fire Alarms, Public Safety, or Notification Devices—Students shall not set off a fire alarm or use or tamper with any fire safety equipment, public notification~~

~~device, call box, camera, or speaker system except with reasonable belief in the need for such alarm or equipment.~~

~~M. Gambling—Students shall not gamble or wager for money or material on campus or at any College-affiliated activities or events. As permitted by an exception in the North Carolina General Statutes, a nonprofit organization may conduct up to two raffles per year.~~

~~N. Traffic Violations—Students shall not violate College regulations regarding the operation and parking of motor vehicles.~~

~~O. Providing False Information—Students shall not present to the College or its employees forged or false information as part of an investigation, inquiry, hearing, or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College. Students shall not present false identification with intent to deceive. ACC prohibits representing the College, its community members, or a student organization without authorization, or representing or using the identity of an individual member of the community without express authorization of the individual.~~

~~P. Disobedience/Insubordination—Students shall identify themselves and comply with instructions of College officials acting in performance of their duties. Students will adhere to the terms of any discipline action or directive associated with threat assessment.~~

~~Q. Financial Impropriety—Students shall not engage in financial impropriety such as failure to pay College levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or pass worthless checks, drafts, or orders to College officials.~~

~~R. Public Laws—Students shall follow federal, state, and local laws while on campus or at College-authorized events or activities. Violations of public law may lead to legal actions as well as College discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.~~

~~S. Failure to Report Criminal Activity—Students shall inform the College in writing within five (5) days after a conviction for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5—Student Alcohol and Drugs on Campus.~~

- ~~T. Unauthorized Access to College Records—Students may not access, view, copy, or change official College records without expressed authority to do so.~~
- ~~U. Animals on Campus—Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted, and any student with a service animal should report the use of a service animal to the College’s Accessibility Services Coordinator. For more information regarding service animals, see Policy 2.2.7—Service Animals and Other Animals on Campus.~~
- ~~V. Improper Use of the College Network/Technology—Students are prohibited from engaging in any activities prohibited under Policy 7.1—Acceptable Use of Information Systems.~~
- ~~W. Violation of Policies and Procedures—Students are expected to be familiar with the College’s policies and procedures. Students may be disciplined for failure to follow the College’s policies and procedures.~~
- ~~X. Violations of Normal Classroom Behavior—Students are expected to comply with reasonable rules issued by an instructor. Students shall not cause disruption in the classroom or be disrespectful to classmates or the instructor. To be considered a violation, the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination~~

Adopted: June 13, 2022

Revised: June 8, 2026

(This policy replaces “Student Code of Conduct, Rights, and Responsibilities Policy” revised September 10, 2007 and June 11, 2018.)



Executive Leadership Team

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

Policy and Procedure Request Form

Name: Elizabeth Brehler

Date: May 19, 2026

Title of Document: Procedure 5.3.2.3 Student Code of Conduct

Type of Request:

- ☐ New Policy
- ☒ New Procedure
- ☐ Revised Policy
- ☐ Revised Procedure

Policy Chapter:

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

Policy Title: 5.3.2 Student Code of Conduct

Summary of Proposed Changes:

The new procedure will accompany the updated Policy 5.3.2 Student Code of Conduct. The procedure outlines behaviors that violate the Student Code of Conduct and establishes practices to enforce the policy. Overall, the new procedure will place a stronger focus on fairness, communication, and creating a safe, supportive learning environment.

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

The following outlines behaviors that violate the Student Code of Conduct and may lead to disciplinary action. Attempting to engage in conduct that violates the Student Code of Conduct may be treated as a violation.

I. ACADEMIC-RELATED VIOLATIONS

Students are expected to complete and submit their own original work and use appropriate resources. Academic dishonesty is any participation in or collaboration on prohibited academic conduct. This may include active involvement (such as submitting work that includes plagiarized content) or passive involvement (such as receiving exam information in advance).

Examples of academic-related violations include, but are not limited to:

- A. Plagiarism – Students shall not plagiarize. Plagiarism is the unacknowledged use of another's work or ideas, presenting as original or new an idea derived from another source. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; c) purchasing or using a paper or presentation written or produced by another person; d) unauthorized reuse of work submitted for another course; or e) the use of artificial intelligence (AI) to create work without approval from the instructor. If a student is uncertain about what constitutes plagiarism, he or she should talk to the class instructor.
- B. Cheating – Students shall not use books, notes, electronic devices or other materials on an exam or class work without instructor permission, receive assistance from others, obtain exam questions in advance, or submit work that is not their own, including having another individual complete an exam on their behalf. Students are also expected to comply with all instructor established expectations for online or remote testing.
- C. Aiding Acts of Academic Dishonesty – Students shall not assist or enable another student in committing academic misconduct, including providing information when they know, or reasonably should know, that the student intends to use the information for cheating or other deceptive purposes.

II. NON-ACADEMIC-RELATED VIOLATIONS

Students are expected to conduct themselves in a way that supports a safe, respectful, and productive learning environment.

Examples of academic-related violations include, but are not limited to:

- A. Theft and Property Damage – Students shall not steal, damage, or misuse College property or property of others. Misuse is defined as any use that is inconsistent with the prescribed, customary authorized or intended use. Misuse includes damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction. It also includes tampering with safety or security equipment, motor vehicles, instructional equipment or technology, or providing false alarm or communicating a threat. Students who are caught stealing or damaging said property may be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
- B. Trespass to Property – Students shall not trespass. Students may not enter or stay in areas of campus where they are not authorized. This includes being in restricted areas, remaining on campus after closing hours without permission, or remaining on the College campus after being directed to leave by a College official.
- C. Drugs and Alcohol – Students shall not possess, use, be under the influence of, manufacture, distribute, or sell alcohol, illegal drugs, or unauthorized controlled or impairing substances at any College location or during any College sponsored activity. The use of medication prescribed by a licensed healthcare provider is permitted; however, students are responsible for their behavior while under the influence of any prescribed medication. For more specific information, see Policy 5.3.7 – Students – Alcohol and Drugs on Campus.

ACC is a tobacco-free campus. The use of tobacco products or e-cigarettes is not permitted on campus or at any College-affiliated activities or events.

- D. Lewd and Indecent Behavior (Decorum) – Students shall not engage in behavior that is lewd, indecent or inappropriate. This includes, but is not limited to, public physical or verbal actions, the use of obscene or profane language, the display or distribution of obscene material, or attire that is not appropriate for the setting. Conduct must be objectively severe or pervasive enough that a reasonable person would consider it inappropriate or disruption to the College community.
- E. Mental, Physical, or Verbal Abuse – Students shall not engage in behavior that harms, threatens, or endangers others on College property or at College-sponsored activities. This includes verbal, written, online or physical actions which constitute abuse, harassment, intimidation, coercion, bullying, or threats, or that otherwise compromise the health or safety of another person. Hazing is considered a form of mental, physical, and/or verbal abuse.

- F. Assault – Students shall not assault, attempt to assault, or threaten to assault another person. Assault includes, but is not limited to, actions such as physical contact, unlawful physical touching, striking, or any demonstration of force.
- G. Sexual Harassment and Sexual Violence – Students shall not engage in sexual harassment and/or sexual violence. For definitions, reporting options, and additional information, consult Policy 5.3.5 – Sexual Misconduct and Title IX.
- H. Unlawful Discrimination. Students shall not engage in unlawful discrimination. For definitions, reporting options, and additional information, see Policy 5.3.4 – Students – Discrimination and Harassment.
- I. Communicating Threats – Students shall not threaten to physically injure another person or to damage property. This includes verbal, written, online, or third-party communications, and threats directed toward an individual or their family members.
- J. Retaliation – Students may not retaliate against any individual who reports a concern, files a complaint, or participates in a College investigation or conduct process. Retaliation includes any adverse action, intimidation, or threat taken against an individual for their involvement in a report or process.
- K. Disorderly Conduct and Disruption – Students shall not disrupt or interfere with teaching, learning, research, administration, disciplinary proceedings, or other College operations or authorized activities, whether on or off campus. This includes obstructing or disrupting College functions; unauthorized use or occupation of College property; participating in assemblies, demonstrations, or other gatherings that threaten safety of others or disrupt College operations, holding rallies, demonstrations, or any other forms of public gatherings without required prior approval or refusing to comply with directions from College officials.
- L. Possession of Weapons – Students shall not possess weapons on campus or at College-affiliated activities or events. Weapons include, but are not limited to, firearms, knives, stun guns, explosives, incendiary devices, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles, and hazardous chemical or biological agents not related to instructional use. An exception, as permitted by North Carolina Law (N.C.G.S. § 14-269.4), allows handguns under the following circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the

- handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.
- M. Tampering with Fire Alarms, Public Safety, or Notification Devices – Students shall not activate a fire alarm or misuse, disable, or tamper with fire safety equipment, public notification systems, call boxes, cameras, or speaker systems, except when there is a reasonable belief of a legitimate emergency or authorized use. When a fire alarm is activated, whether due to an emergency, drill, or false alarm, students must immediately exit the building using the nearest accessible exit. Students must remain outside until they are authorized to reenter.
- N. Gambling – Students shall not gamble or wager for money or other items for value on campus or at any College-affiliated activities or events. As permitted by the North Carolina General Statutes, nonprofit organizations may conduct up to two raffles per year.
- O. Traffic Violations – Students shall not violate College regulations related to the operation or parking of motor vehicles, including failure to follow posted signage, speed limits, or designed parking areas. All vehicles must be operated safely and with regard to others at all times.
- P. Providing False Information – Students shall not provide false, forged, or misleading information to the College or its employees, including during investigations, inquiries, hearings, or other College-related matters. Students may not knowingly withhold information which may affect their enrollment or their status with the College. Students may not interfere with or disrupt the conduct process, including attempting to influence or intimidate participants, interfering with an investigation, or failing to comply with directives related to a conduct matter. Students shall not use false identification, misrepresent themselves or others, or represent the College, a student organization, or another individual without authorization.
- Q. Disobedience/Insubordination – Students shall identify themselves and comply with instructions from College officials acting in the performance of their duties. Insubordination includes verbal abuse of a faculty or staff member, as well as resisting, delaying, obstructing, or failing to follow directions from a College official. Students must also adhere to the terms of any discipline action or directive associated with threat assessment.

- R. Financial Impropriety – Students shall not engage in financial misconduct, including failure to pay College-issued fines, failure to repay College-funded loans, misuse or mismanagement of club or student organization funds, or issuing payments that cannot be processed. Students participating in clinical, internship, or work-based learning experiences must follow all program and site-specific expectations, including policies related to compensation, documentation of hours, and professional conduct.
- S. Public Laws – Students shall follow all federal, state, and local laws while on campus or participating in College-authorized events or activities. Violations of public law may result in legal action as well as College disciplinary action. Off campus conduct may also be subject to College disciplinary action if poses a threat to the safety, security, or orderly operation of the College.
- T. Failure to Report Criminal Activity – Students shall notify the College in writing within five (5) days after a conviction for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5 – Student Alcohol and Drugs on Campus.
- U. Unauthorized Access to College Records – Students may not access, view, copy, or modify official College records without authorization.
- V. Animals on Campus – Students may not have an animal of any kind on campus, including leaving animals in vehicles. Service animals are permitted. Students with service animals are encouraged to notify the College’s Accessibility Services Coordinator. For more information regarding service animals, see Policy 2.2.7 – Service Animals and Other Animals on Campus.
- W. Improper Use of the College Network/Technology – Students are prohibited from engaging in any activities prohibited under Policy 7.1 – Acceptable Use of Information Systems.
- X. Violation of Policies and Procedures – Students are expected to be familiar and comply with the College’s policies and procedures. Failure to do so may result in disciplinary action.
- Y. Violations of Normal Classroom Behavior – Students are expected to comply with reasonable rules established by the instructor and contribute to a respectful learning environment. Students shall not engage in behavior that disrupts class or is disrespectful to others. Behavior will be considered a violation if it is objectively

severe or pervasive enough that a reasonable person would find it disruptive or disrespectful and not based on the content or viewpoint.

Adopted: May 19, 2026



Curriculum & Student Engagement Committee

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

www.alamancecc.edu

Curriculum & Student Engagement

Sponsor: Justin Snyder

Date: May 31, 2026

Title of Document: Enrollment and FTE Update - Final Spring and Projected Summer

Summary:

This report provides the final FTE and enrollment figures for Curriculum and Continuing Education for the Spring 2026 semester, along with projected Curriculum FTE and enrollment for the Summer 2026 semester.

Spring 2026 figures are reported pre-ICR (Institutional Class Reporting).



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

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Final Spring 2026 FTE & Enrollment - Continuing Education & Curriculum
***Pre-ICR**

	Spring 2025	% Change	Spring 2026
Curriculum			
Number of Course Sections	838	12%	935
Unduplicated Headcount	4,490	9%	4,906
Final FTE	1,663	15%	1,911
Continuing Education			
Number of Course Sections	974	-24%	736
Unduplicated Headcount	4,311	-1%	4,267
Final FTE	391	3%	401
Overall Totals			
Number of Course Sections	1,812	-8%	1,671
Unduplicated Headcount	8,801	4%	9,173
Final FTE	2,054	12%	2,312

Summer 2026 Estimated FTE & Enrollment - Curriculum

	End of Summer 2025	% Change	Estimate for Summer 2026
Curriculum Estimated Headcount	2,347	20%	2,752
Curriculum Estimated FTE	545	14%	621

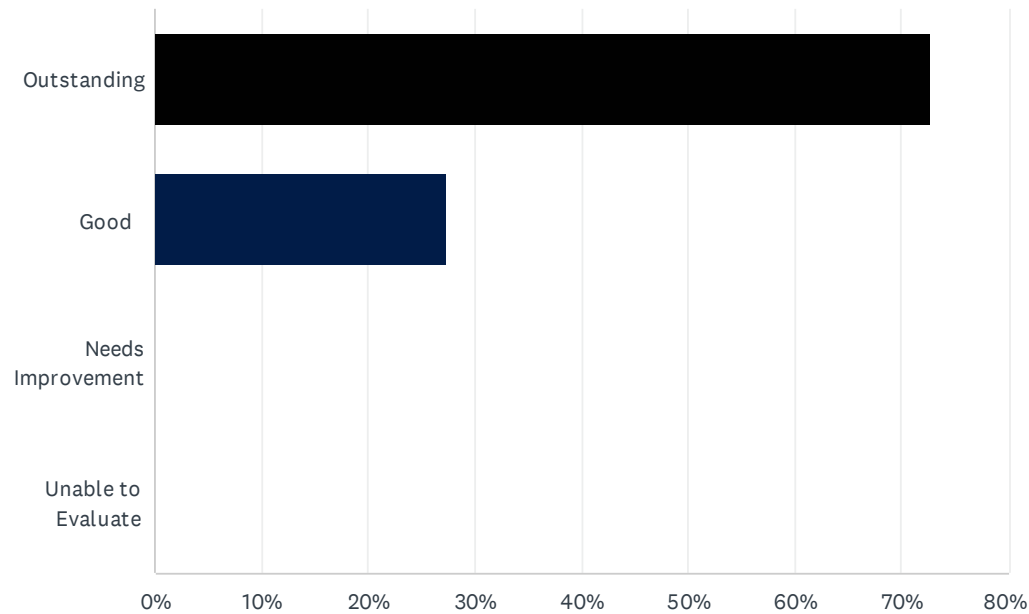


Alamance Community College Board of Trustees SEI Filing & Ethics Education

Report of SEI Filing & Ethics Education						
Full Name	Appointment Start Date	Appointment End Date	Last SEI Received Date	Last Education Received Date	Next Education Due Date	
Steven Carter	07/01/2021	06/30/2029	01/30/2026	09/13/2024	09/13/2026	
Sylvia Munoz	07/20/2022	06/30/2026	04/09/2026	07/25/2024	07/25/2026	
James Butler	07/01/2024	06/30/2028	03/06/2026	08/26/2024	08/26/2026	
Kenneth Walker	07/03/2023	06/30/2027	04/01/2026	03/31/2025	03/31/2027	
Grantlin Brooks	07/01/2025	06/30/2026	04/06/2026	12/26/2025	12/26/2027	
Roslyn Crisp	07/01/2025	06/30/2029	02/01/2026	02/06/2025	02/06/2027	
Blake Williams	07/01/2015	06/30/2027	01/28/2026	09/12/2025	09/12/2027	
William Gomory	07/01/2012	06/30/2028	01/15/2026	02/11/2026	02/11/2028	
Powell Glidewell	8/29/2019	6/30/2027	03/02/2026	08/15/2024	08/15/2026	
Ana Fleeman(EL)				07/24/2024	07/24/2026	
Julie Emmons	07/01/2024	06/30/2028	03/02/2026	08/22/2024	08/22/2026	
Tammy Karnes	01/27/2025	06/30/2026	03/02/2026	05/20/2025	05/20/2027	
Walter Britt	07/01/2025	06/30/2029	03/02/2026	09/12/2025	09/12/2027	

Q1 The Board operates as a unit.

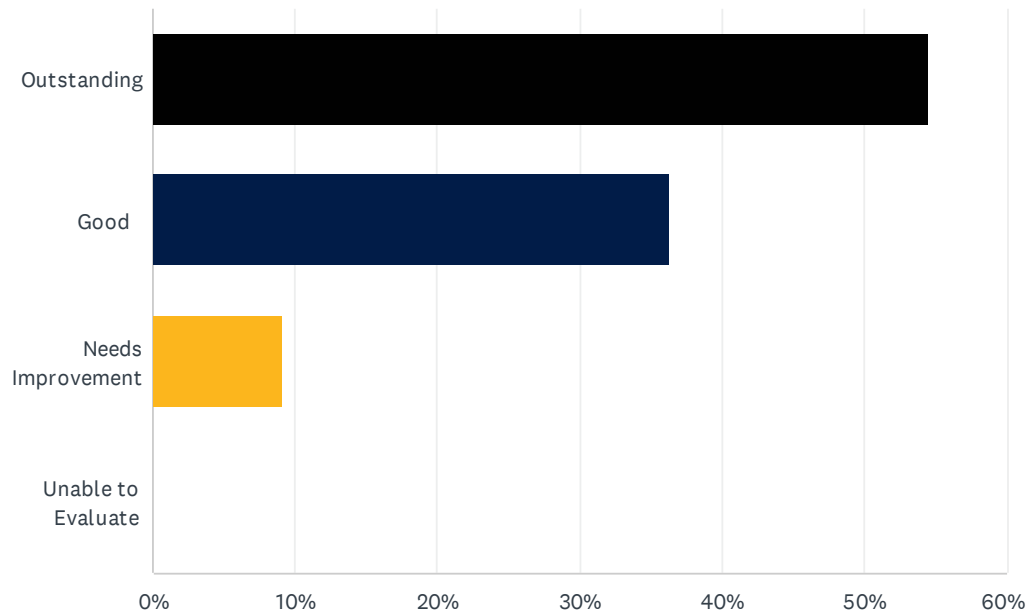
Answered: 11 Skipped: 0



ANSWER CHOICES		RESPONSES	
Outstanding		72.73%	8
Good		27.27%	3
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11

Q2 Board members make decisions after thorough discussion and exploration of many perspectives.

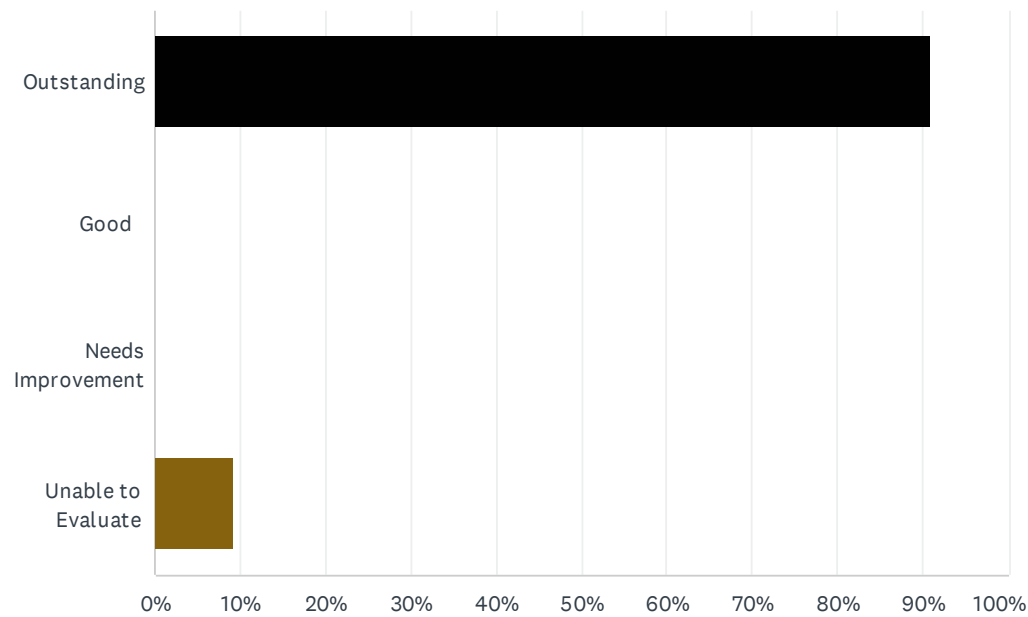
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	54.55%	6
Good	36.36%	4
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q3 Board members are free of any contractual, employment, personal, or familial financial interest in the institution.

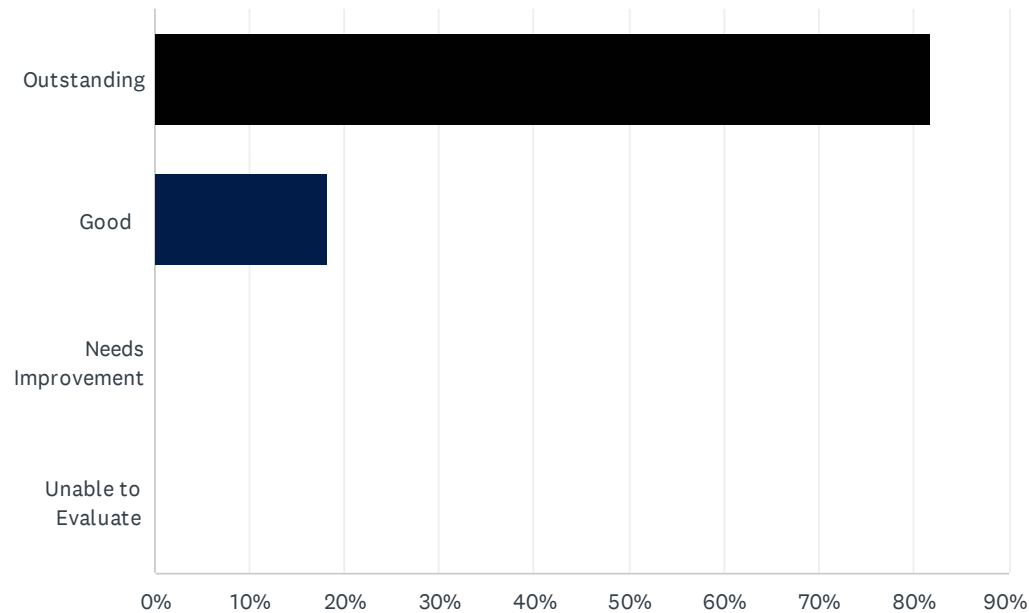
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	90.91%	10
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	9.09%	1
TOTAL		11

Q4 The Board is educated and addresses potential conflicts of interest for its members.

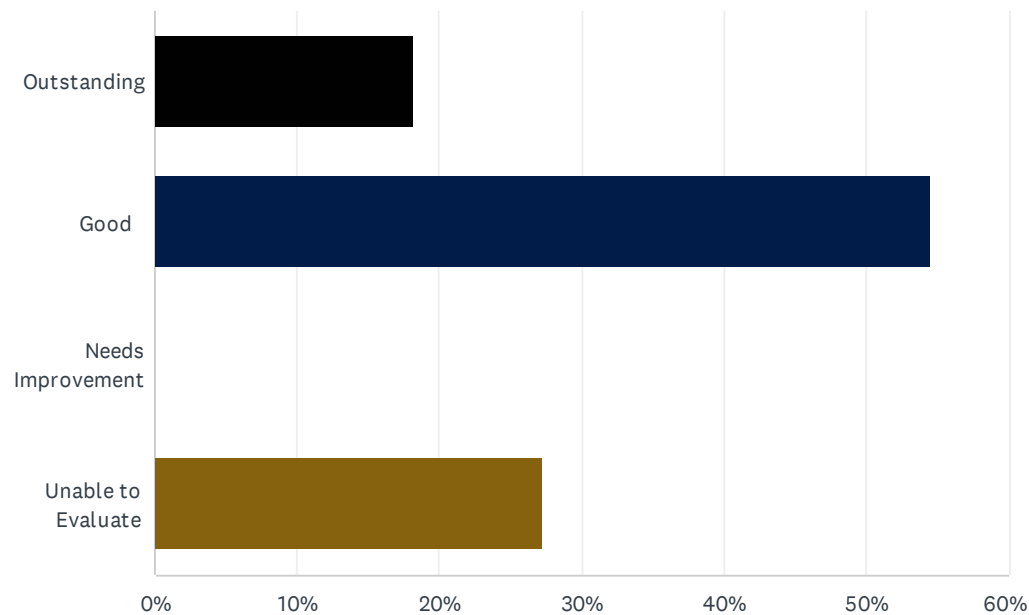
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	81.82%	9
Good	18.18%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q5 The Board has appropriate and fair processes for the dismissal of a board member.

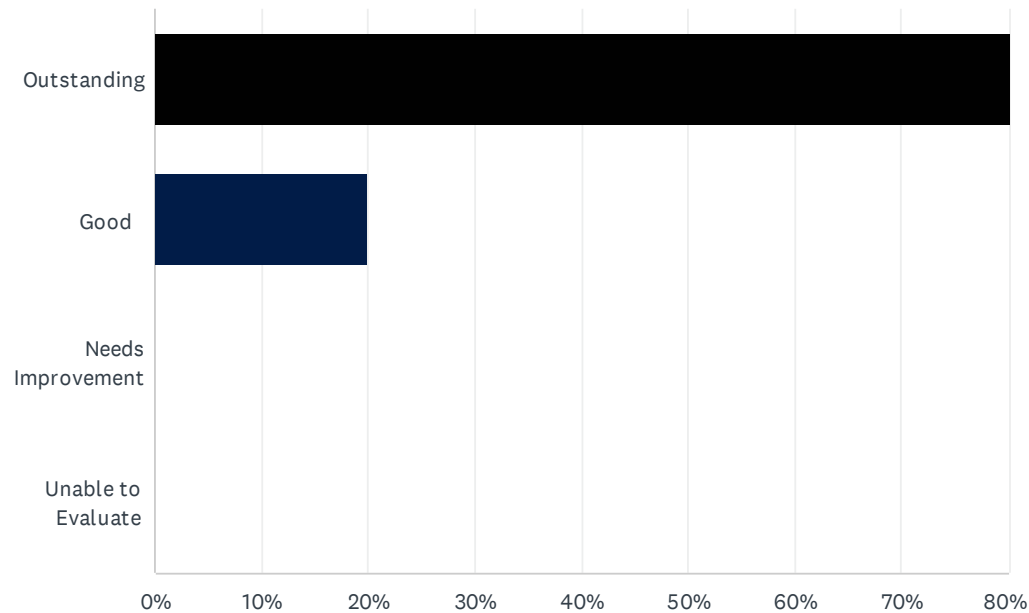
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	18.18%	2
Good	54.55%	6
Needs Improvement	0.00%	0
Unable to Evaluate	27.27%	3
TOTAL		11

Q6 Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.

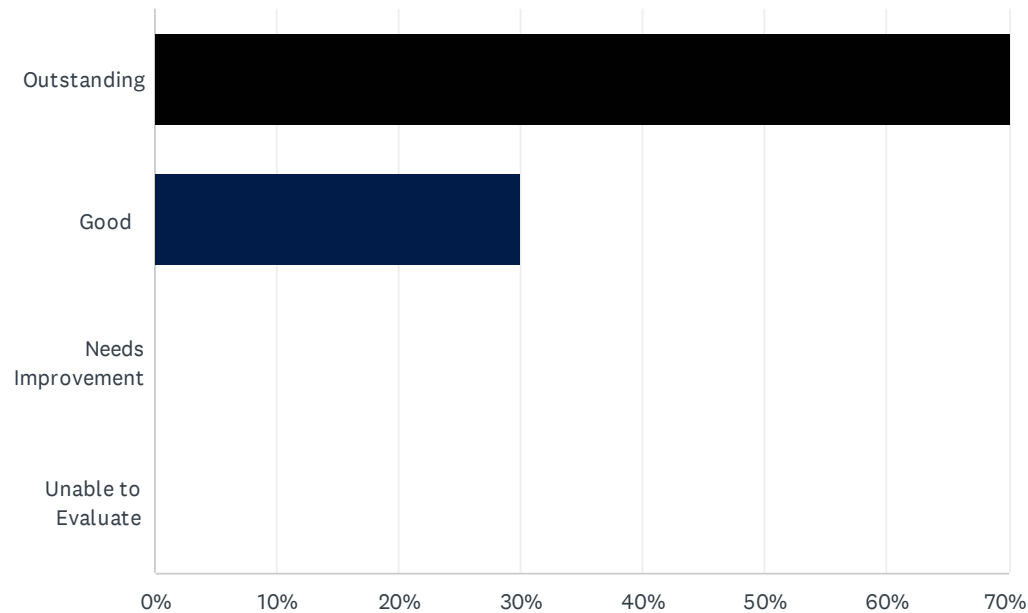
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	80.00%	8
Good	20.00%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q7 Meeting agenda items contain sufficient background information and recommendations for the Board.

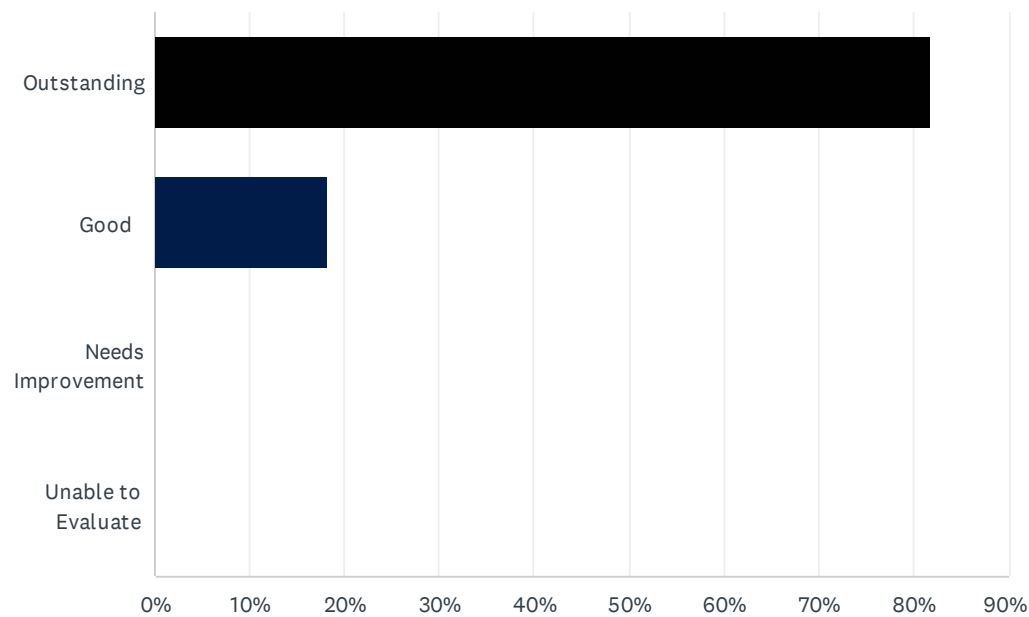
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	30.00%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q8 Board committees effectively assist the Board to do its work.

Answered: 11 Skipped: 0



ANSWER CHOICES		RESPONSES	
Outstanding		81.82%	9
Good		18.18%	2
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11

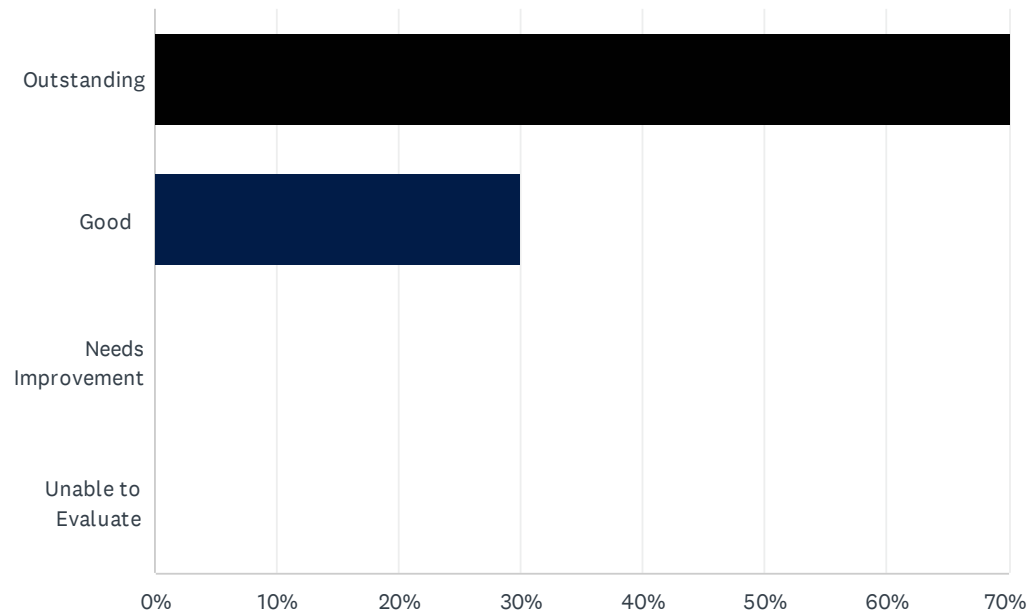
Q9 Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	Overall, the Board functions very well.	5/28/2026 7:32 PM
2	Our committee work is particularly strong, supported by mutual trust within the Board. Meetings are streamlined and meaningful.	5/28/2026 3:22 PM
3	none	5/26/2026 9:44 PM

Q10 The Board focuses on policy rather than administration.

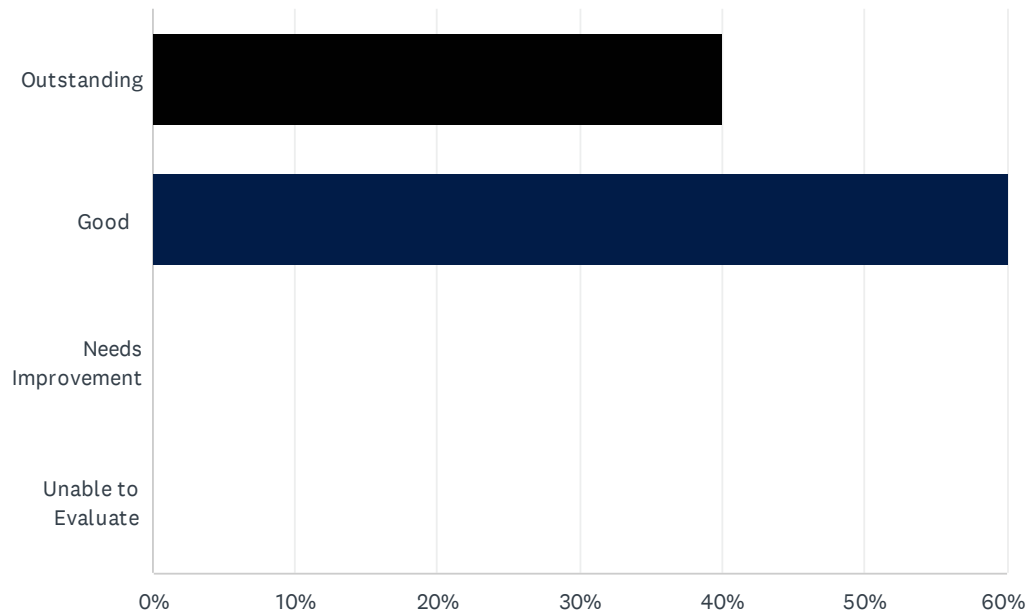
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	30.00%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q11 The Board is appropriately involved in defining the vision, mission and goals.

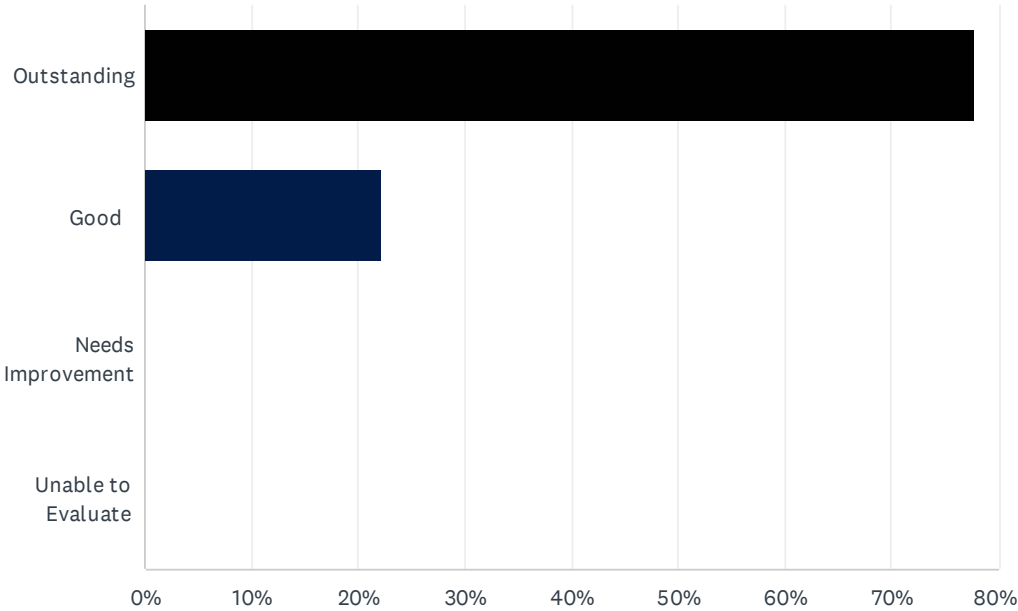
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	40.00%	4
Good	60.00%	6
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q12 The Board bases its decisions in terms of what is best for students and the community.

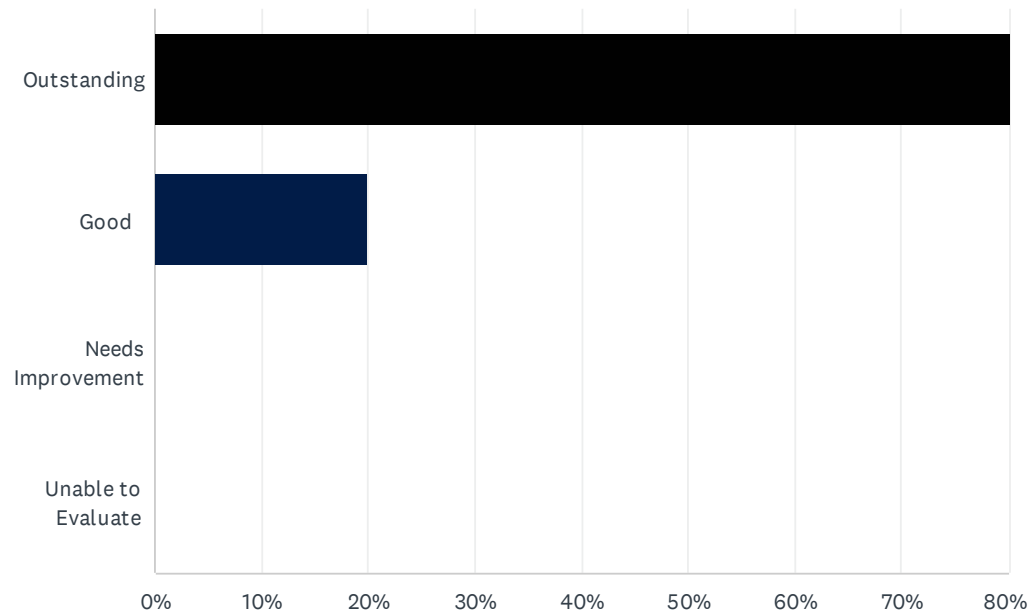
Answered: 9 Skipped: 2



ANSWER CHOICES	RESPONSES	
Outstanding	77.78%	7
Good	22.22%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		9

Q13 The Board maintains a future-oriented, visionary focus in Board discussions.

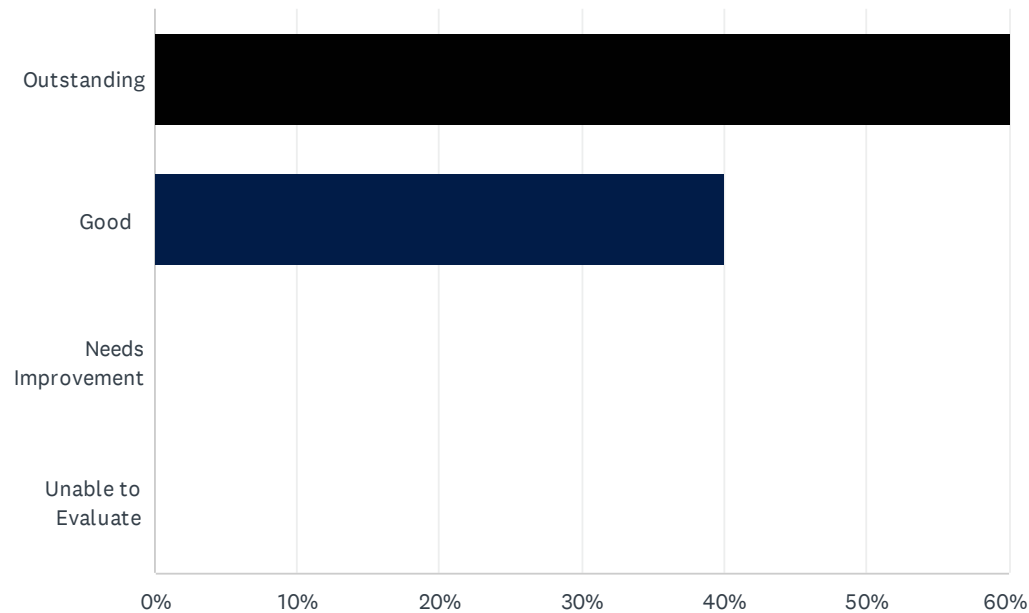
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	80.00%	8
Good	20.00%	2
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q14 The Board is familiar with the general strategic and master plans of the institution.

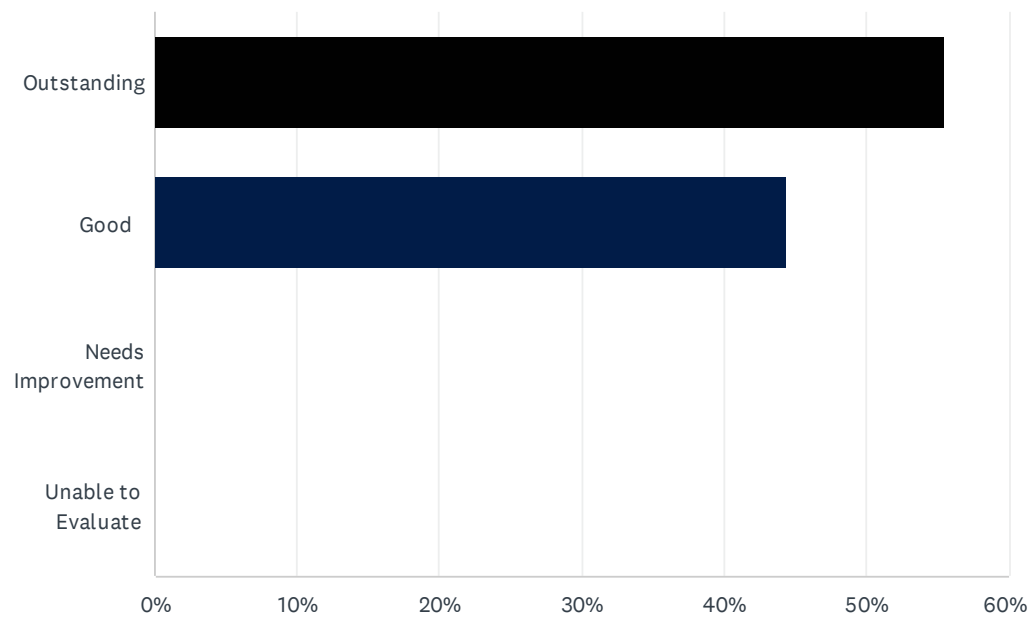
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	60.00%	6
Good	40.00%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q15 The Board periodically reviews and evaluates its policies.

Answered: 9 Skipped: 2



ANSWER CHOICES		RESPONSES	
Outstanding		55.56%	5
Good		44.44%	4
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			9

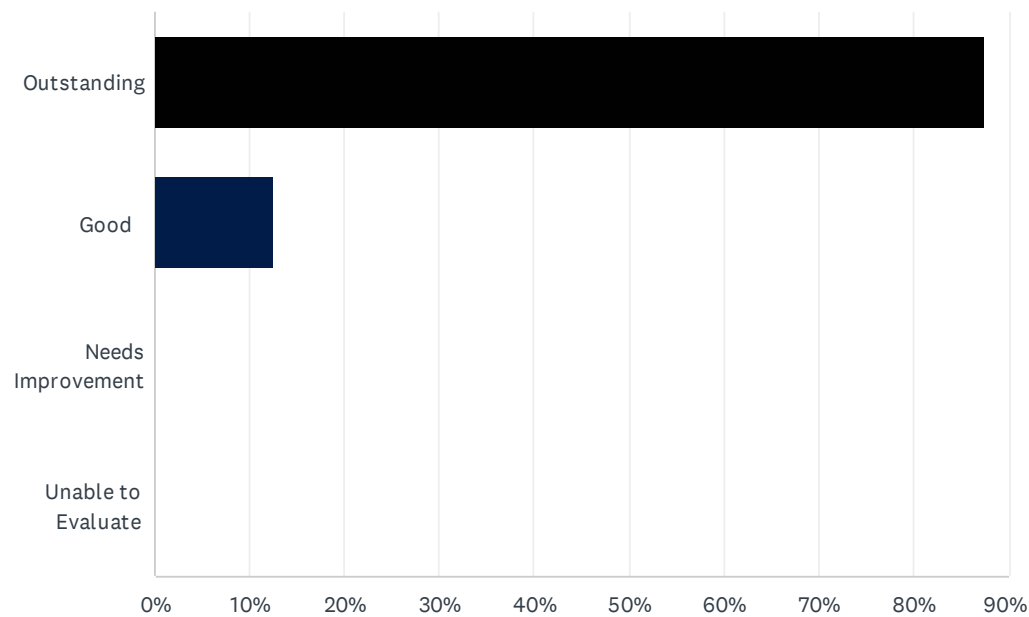
Q16 Comments

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	Glad we did the Board by-law and policy reviews.	5/28/2026 3:22 PM
2	we do a good job here a needed	5/26/2026 9:48 PM

Q17 The Board effectively represents the interests of the community.

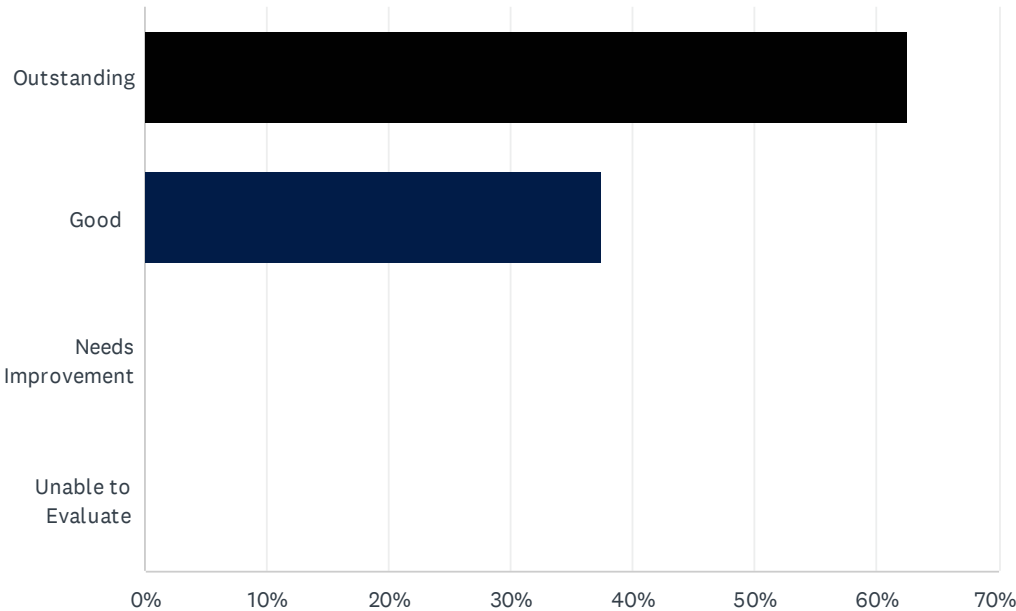
Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	87.50%	7
Good	12.50%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		8

Q18 The Board is knowledgeable about community and regional needs and expectations.

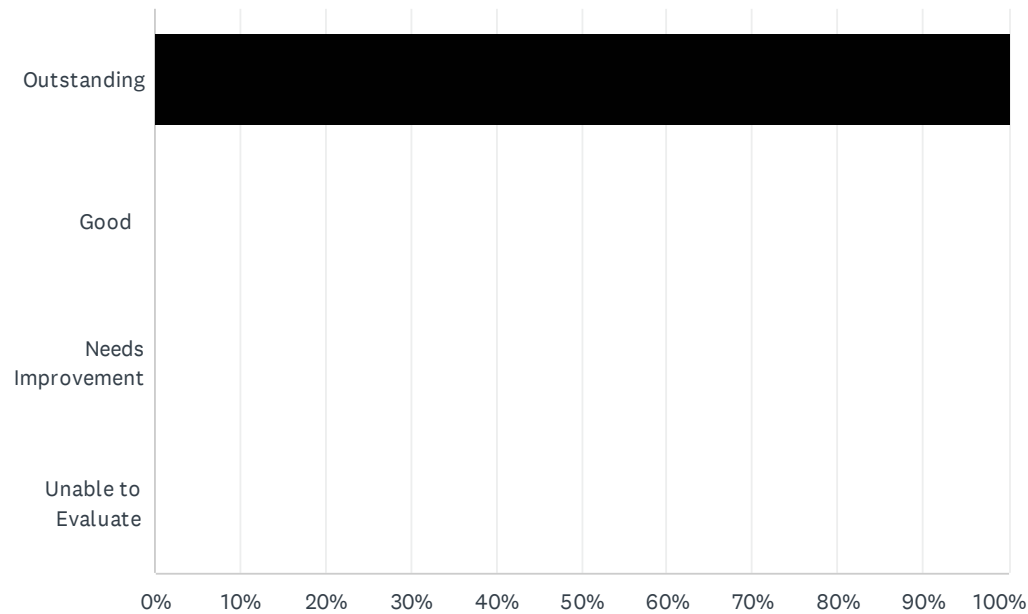
Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	62.50%	5
Good	37.50%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		8

Q19 Board members maintain good relationships with community leaders.

Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	100.00%	8
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		8

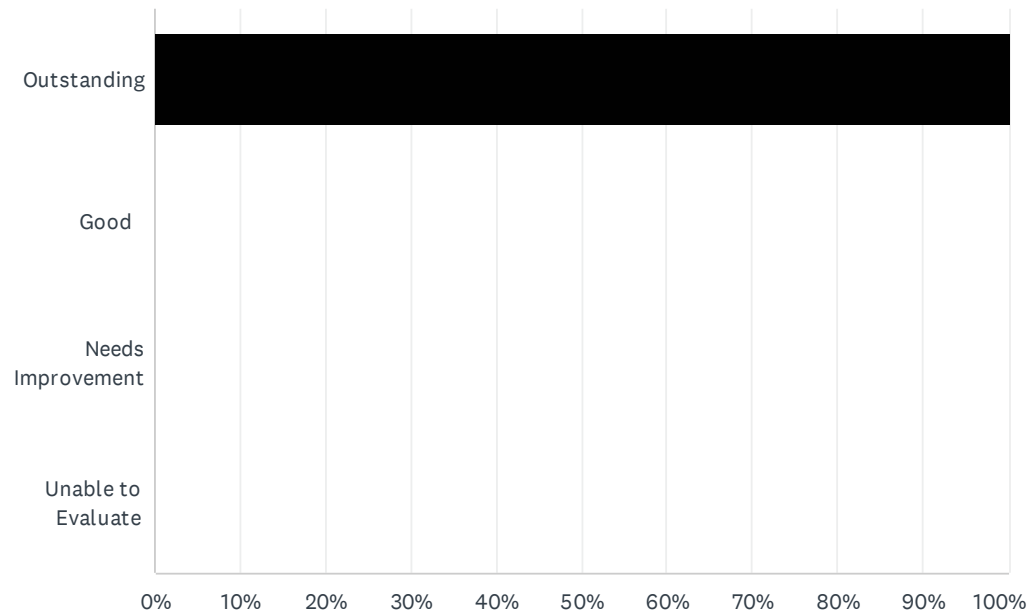
Q20 Comments

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	Broad presence in Alamance is a plus!	5/28/2026 3:23 PM
2	we are very connected with our state and county legislatures and commissioners.	5/26/2026 9:52 PM

Q21 A climate of mutual trust and respect exists between the Board and President.

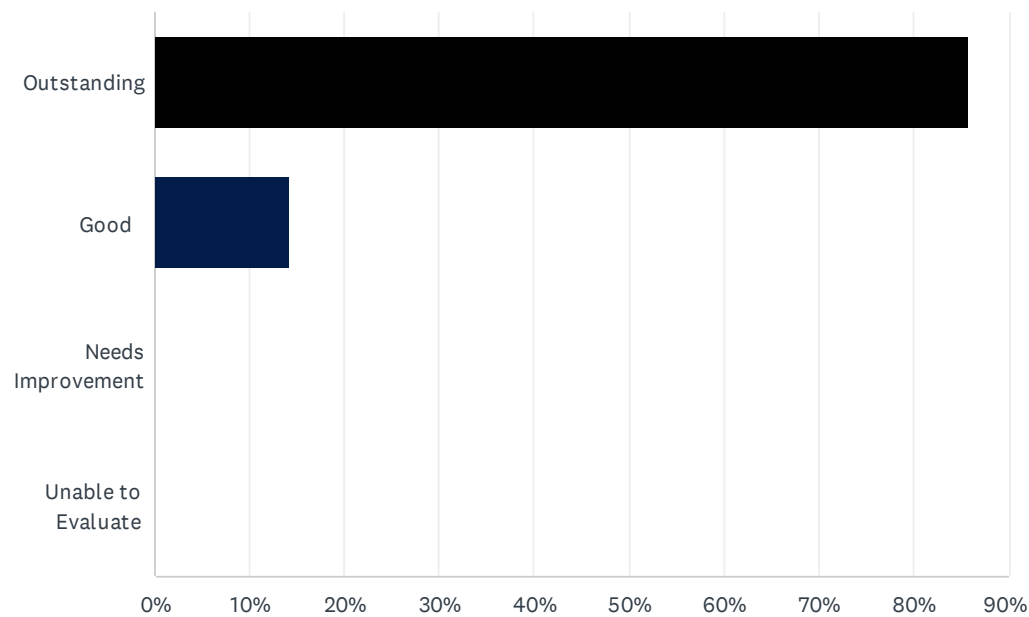
Answered: 6 Skipped: 5



ANSWER CHOICES	RESPONSES	
Outstanding	100.00%	6
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		6

Q22 The Board sets clear expectations for the President.

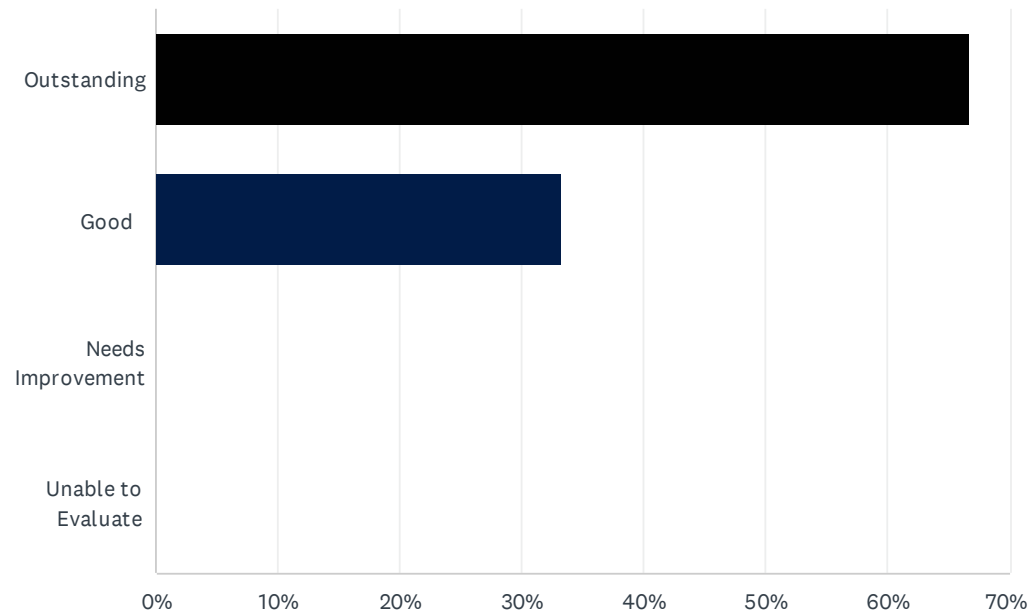
Answered: 7 Skipped: 4



ANSWER CHOICES	RESPONSES	
Outstanding	85.71%	6
Good	14.29%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		7

Q23 The Board effectively evaluates the President.

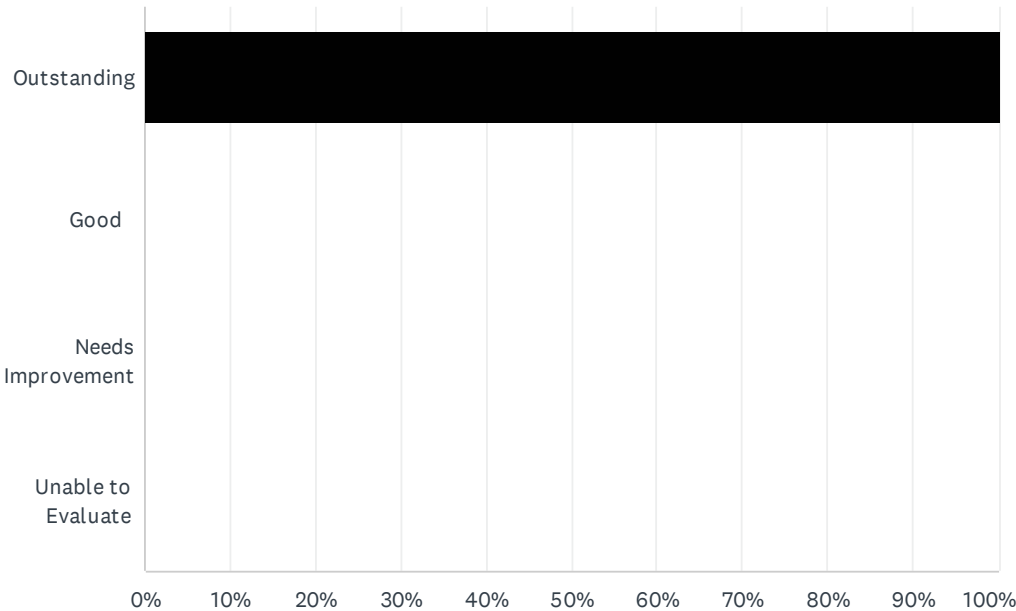
Answered: 6 Skipped: 5



ANSWER CHOICES		RESPONSES	
Outstanding		66.67%	4
Good		33.33%	2
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			6

Q24 The Board clearly delegates the administration of the college to the President.

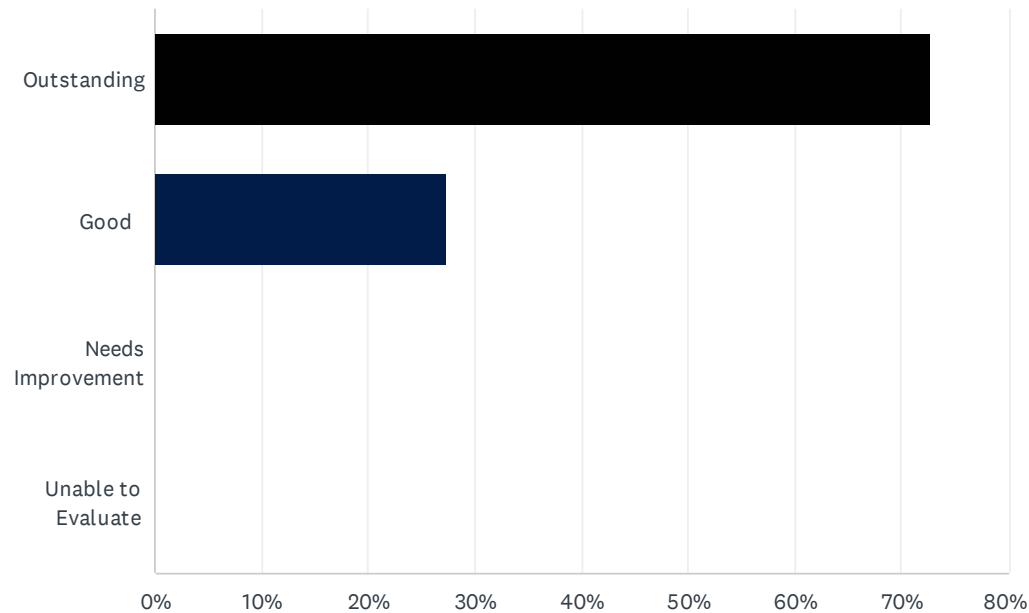
Answered: 9 Skipped: 2



ANSWER CHOICES	RESPONSES	
Outstanding	100.00%	9
Good	0.00%	0
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		9

Q25 The Board and President work cooperatively to maintain a broad perspective.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

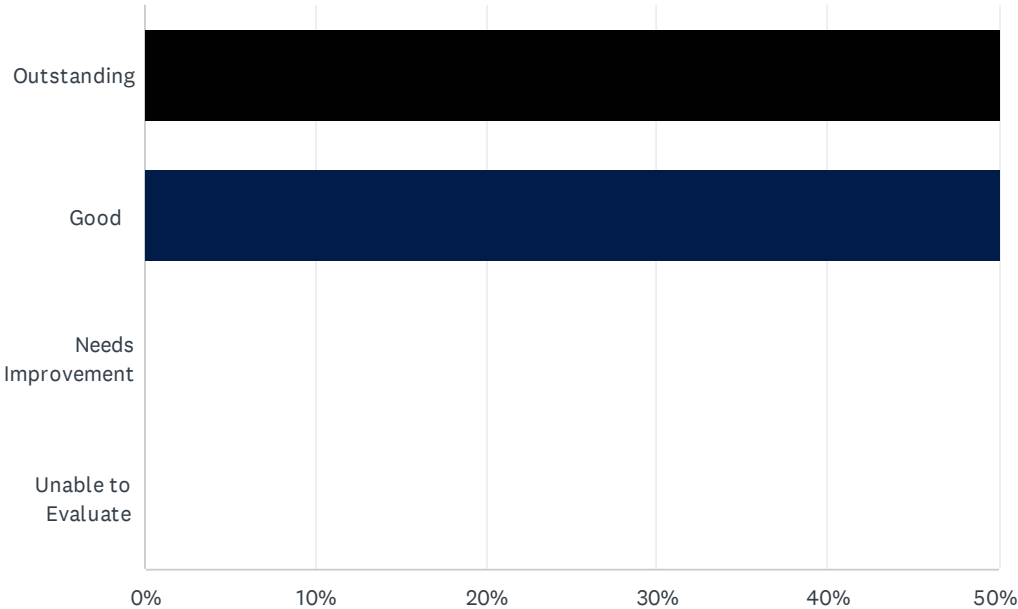
Q26 Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	The relationship between the Board and the President couldn't be better.	5/28/2026 7:34 PM
2	Excellent President/Board communication has been very helpful	5/28/2026 3:24 PM
3	great job here	5/26/2026 9:53 PM

Q27 The Board is knowledgeable about the educational programs and services of the college.

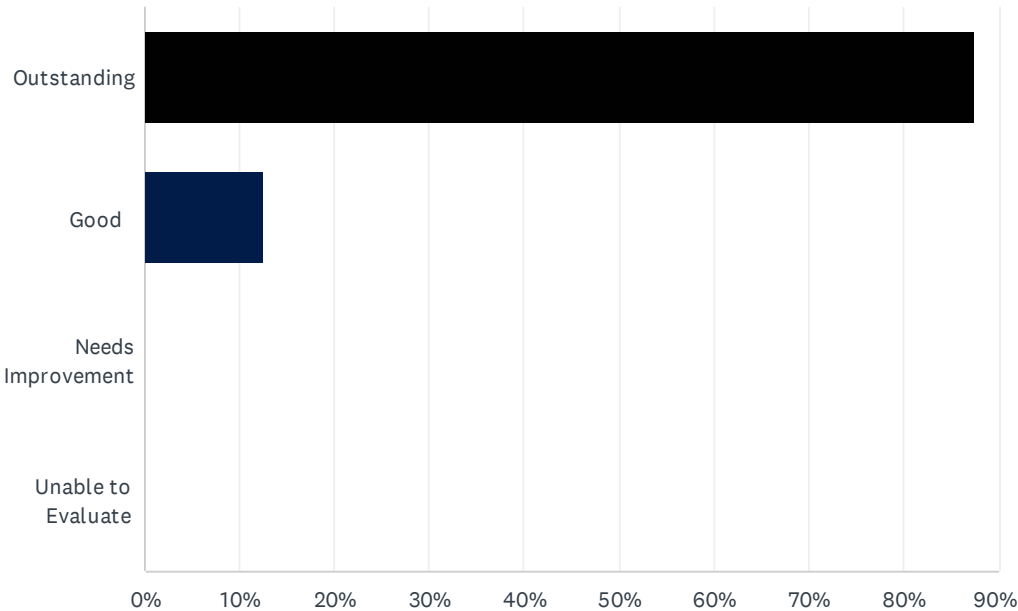
Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	4
Good	50.00%	4
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		8

Q28 The Board understands the fiscal condition of the organization and the budget, including institutional funds.

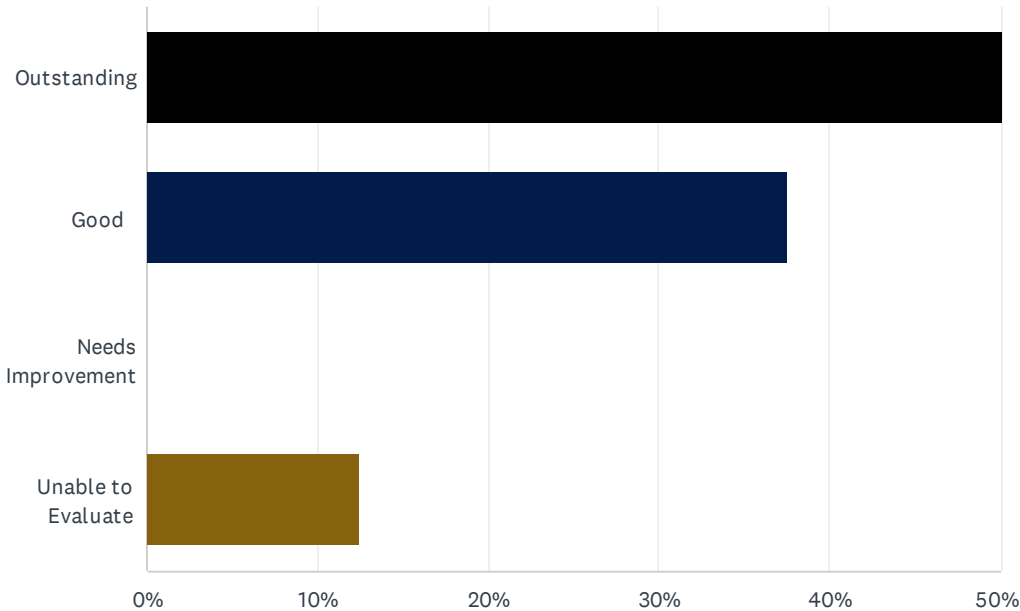
Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	87.50%	7
Good	12.50%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		8

Q29 The Board has policies that require fair employee due process and grievance procedures.

Answered: 8 Skipped: 3



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	4
Good	37.50%	3
Needs Improvement	0.00%	0
Unable to Evaluate	12.50%	1
TOTAL		8

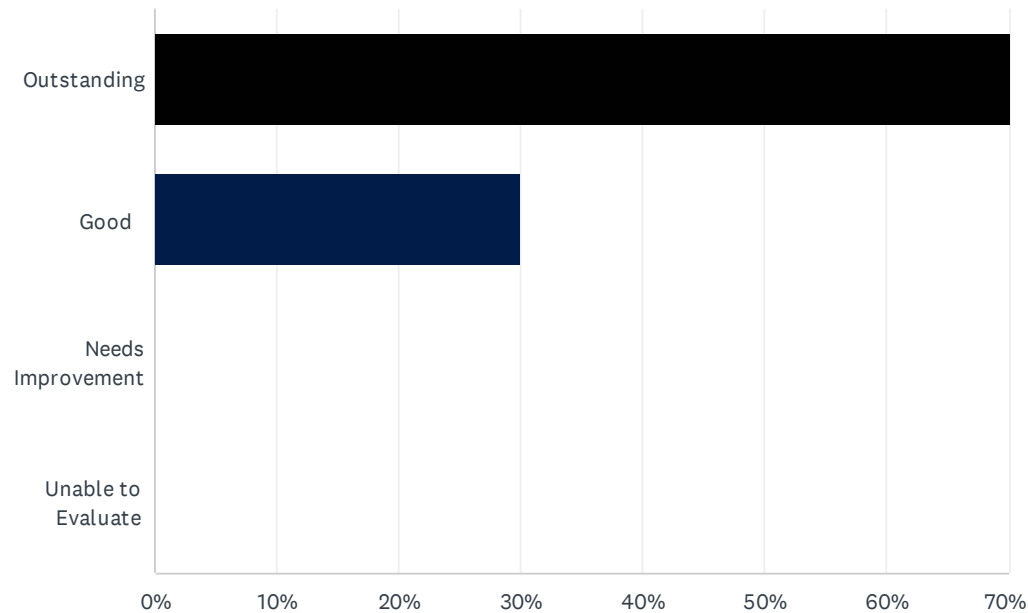
Q30 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	great job here	5/26/2026 9:56 PM

Q31 The Board monitors the effectiveness of the college in fulfilling the mission.

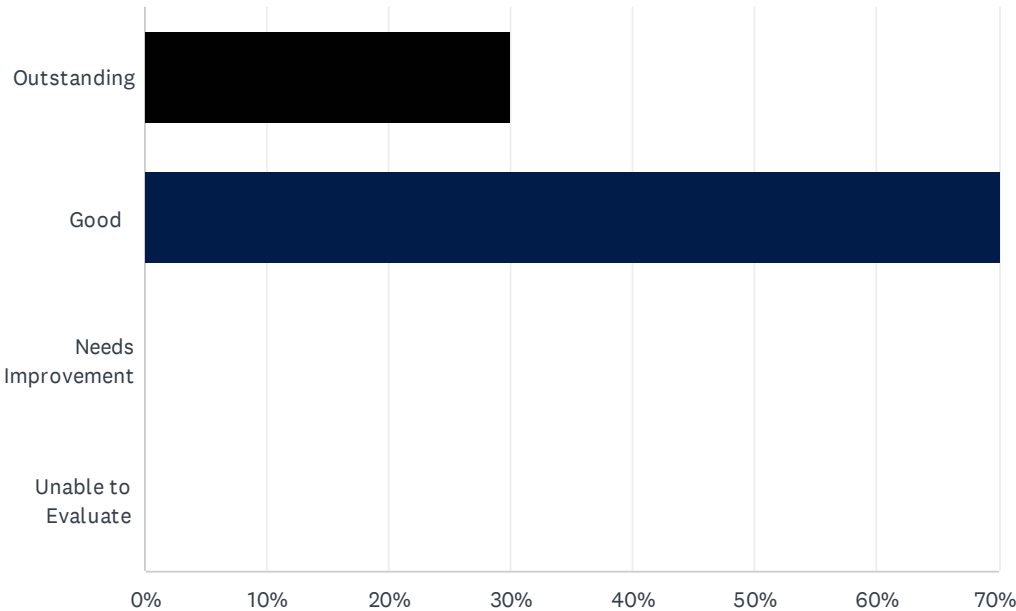
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	30.00%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q32 The Board adequately monitors the impact the college has on the community.

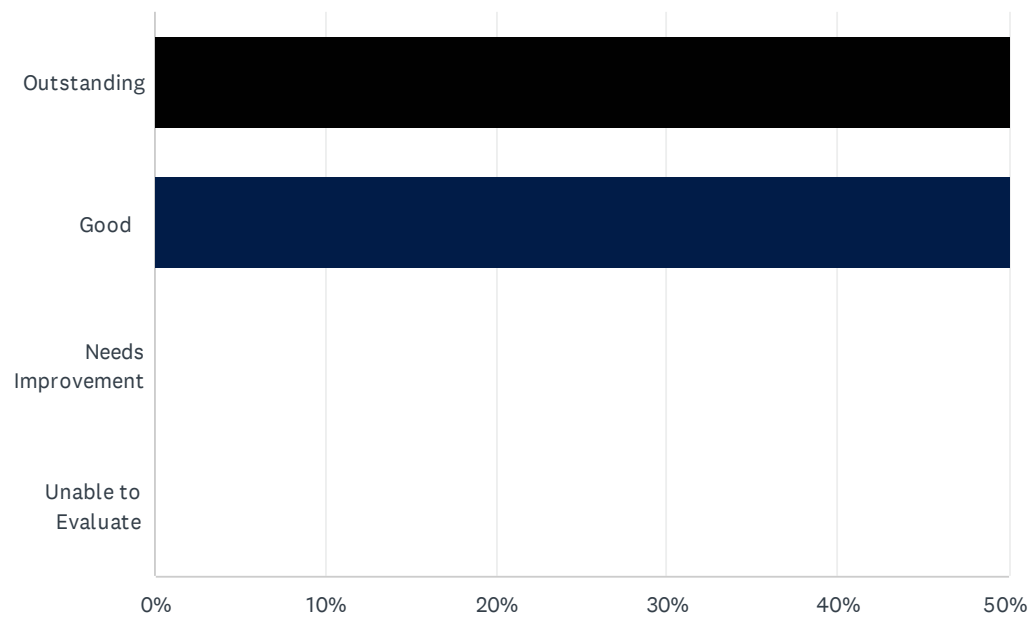
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	30.00%	3
Good	70.00%	7
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q33 The Board understands the financial audit and its recommendations.

Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	50.00%	5
Good	50.00%	5
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

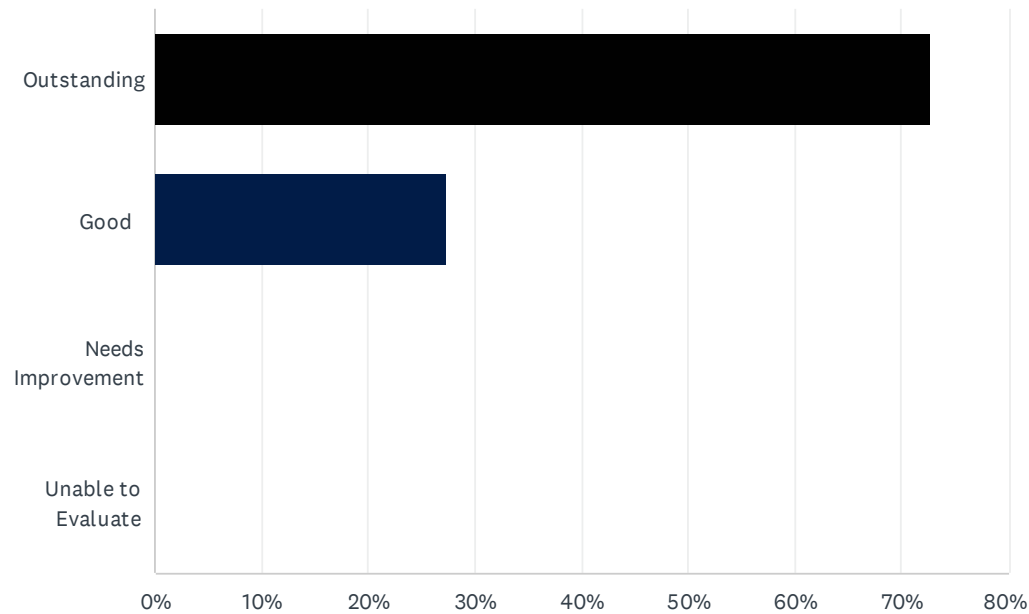
Q34 Comments

Answered: 1 Skipped: 10

#	RESPONSES	DATE
1	I don't think we do this all that much.	5/26/2026 9:58 PM

Q35 The Board has a clear description of Board roles and responsibilities.

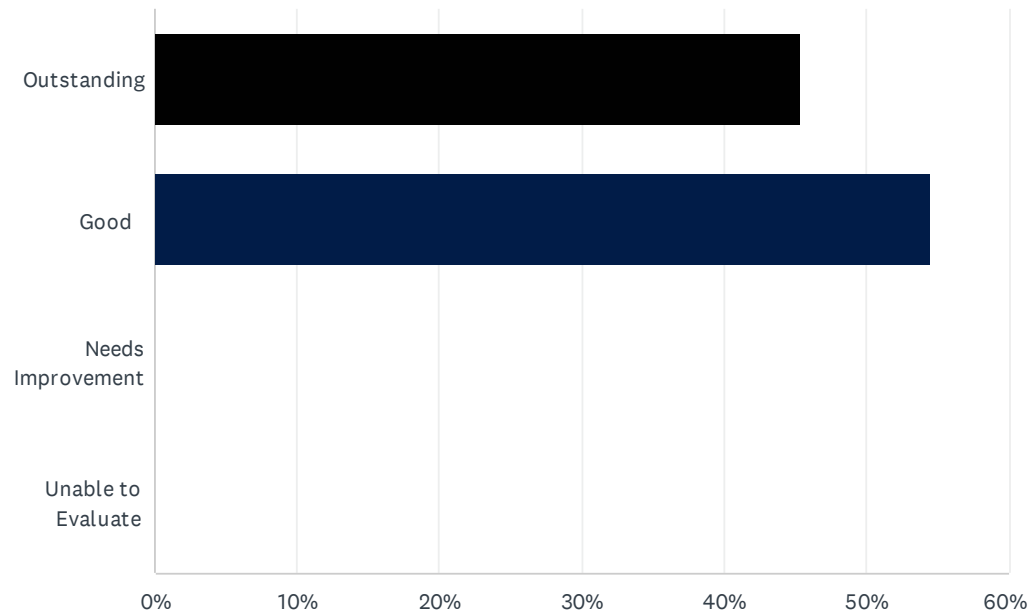
Answered: 11 Skipped: 0



ANSWER CHOICES		RESPONSES	
Outstanding		72.73%	8
Good		27.27%	3
Needs Improvement		0.00%	0
Unable to Evaluate		0.00%	0
TOTAL			11

Q36 Board members are prepared for Board meetings.

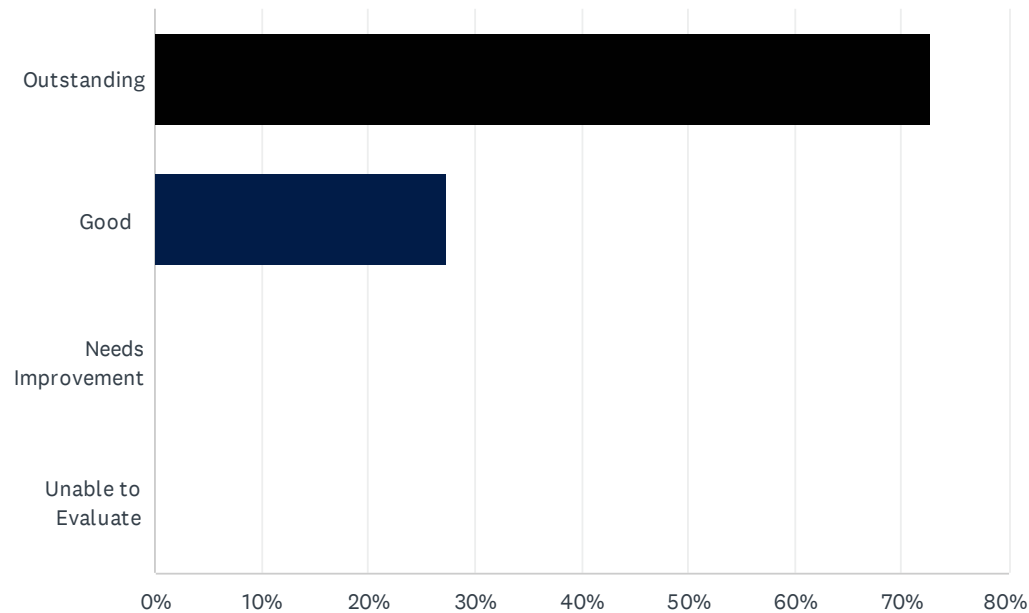
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	45.45%	5
Good	54.55%	6
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q37 Once a decision is made, Board members cease debate and uphold the decision of the Board.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	72.73%	8
Good	27.27%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

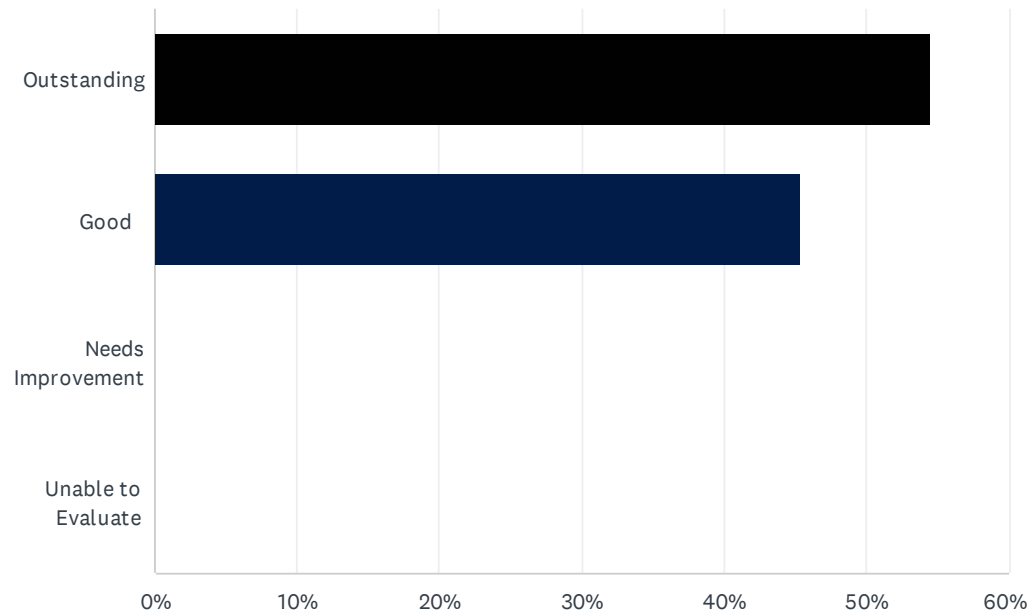
Q38 Comments

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	I think an annual review of Board roles, perhaps within the strategic planning session, would be helpful.	5/28/2026 3:26 PM
2	none	5/26/2026 10:00 PM

Q39 Board members are knowledgeable about the college's history, mission, vision, and values.

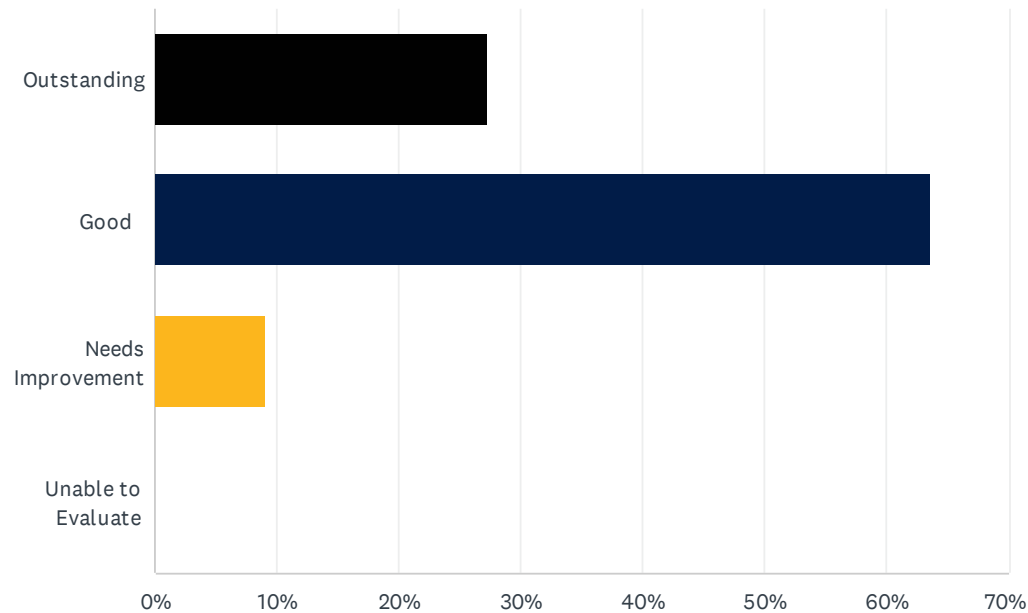
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	54.55%	6
Good	45.45%	5
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q40 The Board helps educate the local community about community college needs and issues.

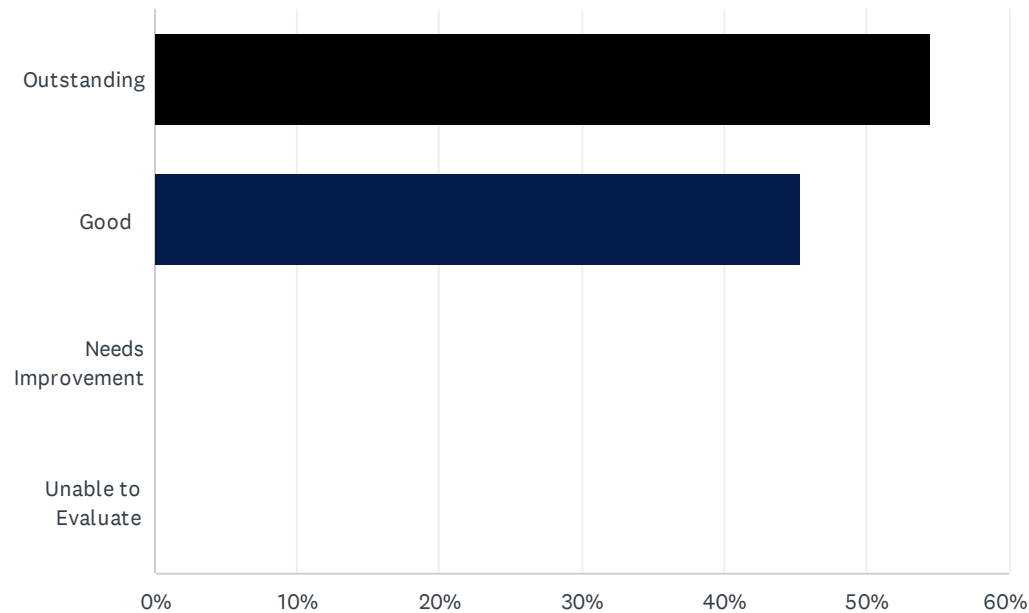
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	27.27%	3
Good	63.64%	7
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

Q41 The Board protects the college from undue influence by external persons or bodies.

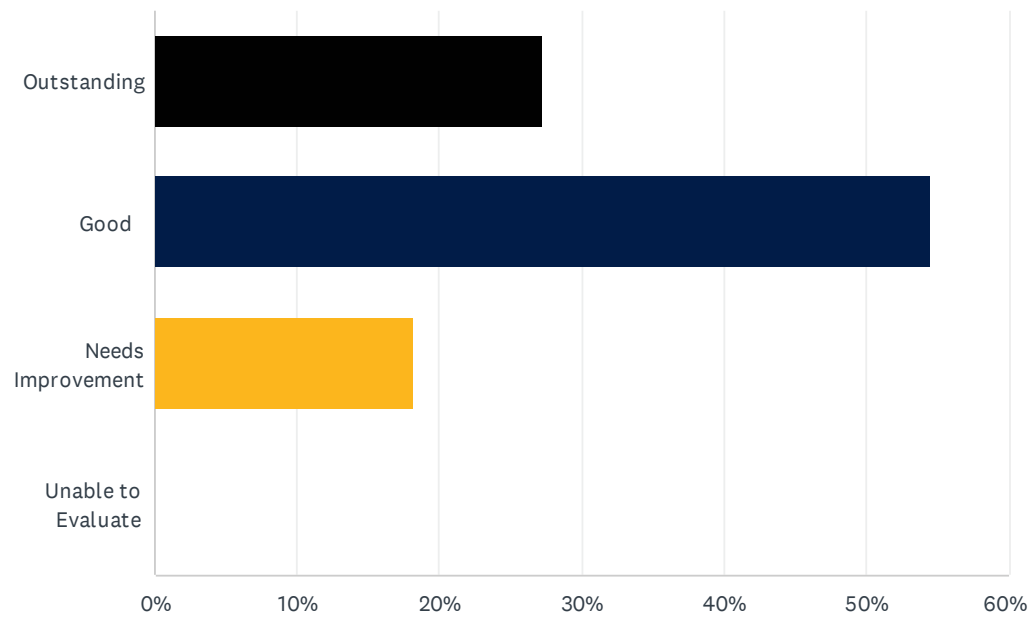
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	54.55%	6
Good	45.45%	5
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		11

Q42 The Board actively supports the college's foundation and fundraising efforts.

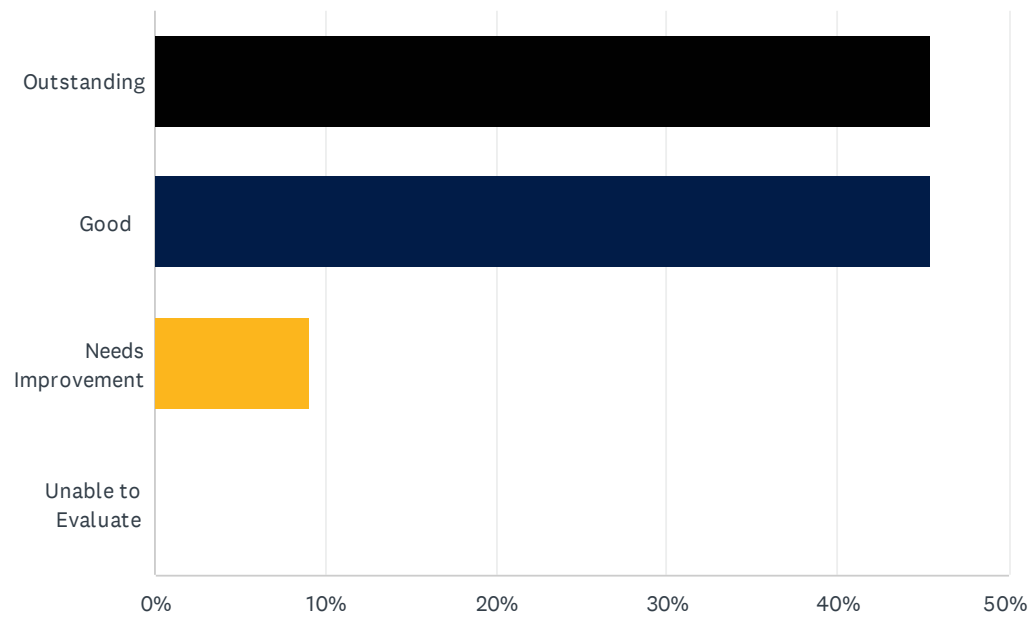
Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	27.27%	3
Good	54.55%	6
Needs Improvement	18.18%	2
Unable to Evaluate	0.00%	0
TOTAL		11

Q43 The Board supports the state and national community college trustee associations.

Answered: 11 Skipped: 0



ANSWER CHOICES	RESPONSES	
Outstanding	45.45%	5
Good	45.45%	5
Needs Improvement	9.09%	1
Unable to Evaluate	0.00%	0
TOTAL		11

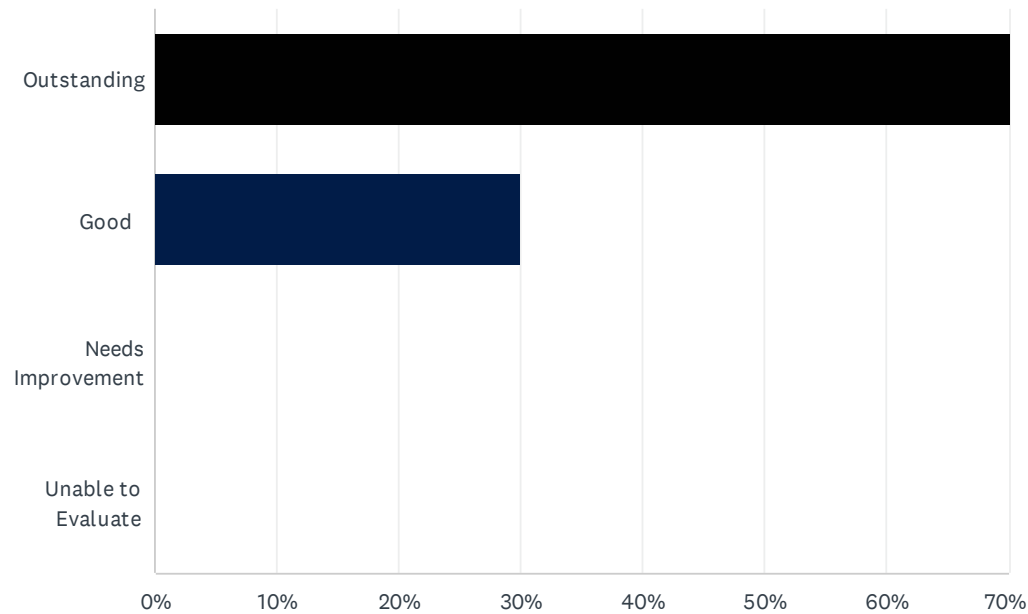
Q44 Comments

Answered: 3 Skipped: 8

#	RESPONSES	DATE
1	The Board needs to take a more active role in the fundraising of the Foundation.	5/28/2026 7:36 PM
2	Looking forward to further collaboration with the foundation.	5/28/2026 3:26 PM
3	we do a great job addressing these tasks.	5/26/2026 10:02 PM

Q45 New members receive an orientation to the Board and the institution.

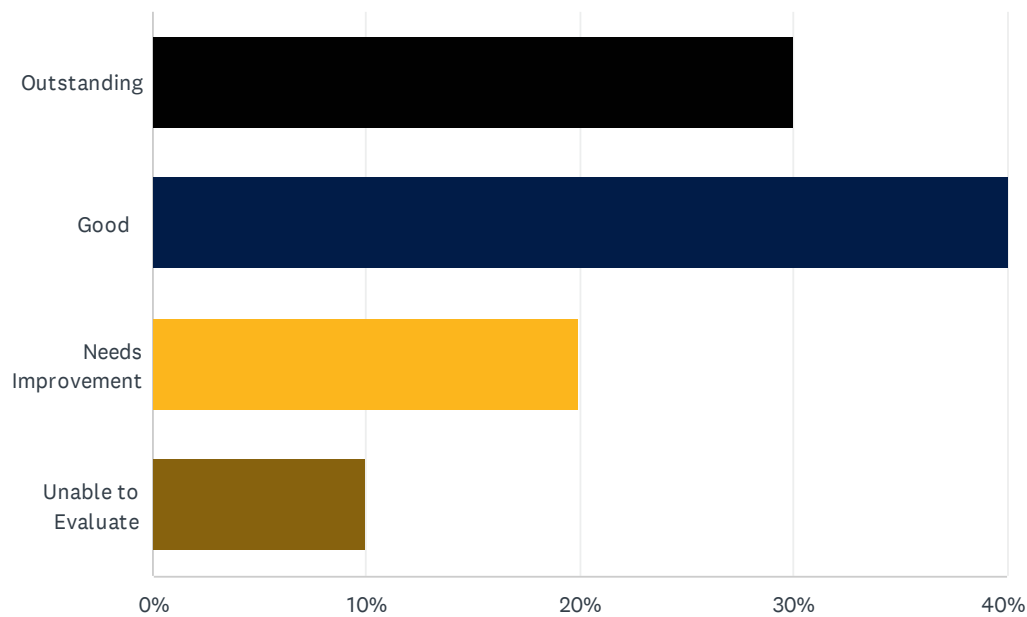
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	70.00%	7
Good	30.00%	3
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q46 The Board has an ongoing program of Board development.

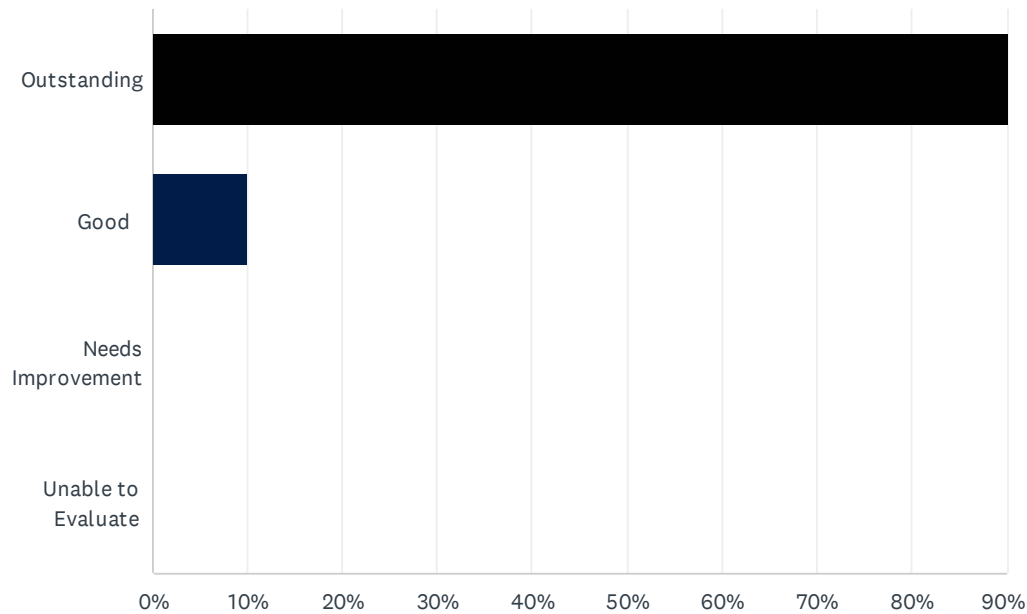
Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	30.00%	3
Good	40.00%	4
Needs Improvement	20.00%	2
Unable to Evaluate	10.00%	1
TOTAL		10

Q47 The Board periodically evaluates itself.

Answered: 10 Skipped: 1



ANSWER CHOICES	RESPONSES	
Outstanding	90.00%	9
Good	10.00%	1
Needs Improvement	0.00%	0
Unable to Evaluate	0.00%	0
TOTAL		10

Q48 Comments

Answered: 2 Skipped: 9

#	RESPONSES	DATE
1	We don't have Board development outside of the NCACCT events, but with such good participation in those, I think we are fine	5/28/2026 3:27 PM
2	We do this well. Thanks board.	5/26/2026 10:04 PM

Q49 What are the major accomplishments of the Board in the past year?

Answered: 10 Skipped: 1

#	RESPONSES	DATE
1	Opening of the Public Training Safety Center. Lobbying for the interests of the College with Local, State, and Federal policy makers.	5/28/2026 7:39 PM
2	Outstanding advocacy in both Raleigh and DC, retaining Dr. Ingle, and seeing the PSTS over the finish line.	5/28/2026 3:31 PM
3	Settling in after change in College leadership.	5/28/2026 3:20 PM
4	The board is very supportive of innovation which translates into growth of the college	5/27/2026 8:48 AM
5	We work closely with the community as a whole both county and state level and support NCAAT activity as well.	5/26/2026 10:14 PM
6	Supporting President	5/24/2026 4:32 PM
7	Setting measurable objectives for the President, and evaluating how well the college is performing.	5/18/2026 5:23 PM
8	We have continued to focus on expanding the course offerings to meet the needs of our rapidly growing community and enrollment.	5/17/2026 12:11 PM
9	Opening new Public Safety training facility, Expanding the Biotech building	5/14/2026 10:43 AM
10	Legislative advocacy	5/14/2026 12:20 AM

Q50 What are areas in which the Board could improve?

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	Increased participation in the fundraising activities of the Foundation.	5/28/2026 7:39 PM
2	Making sure Board members know about development opportunities, both for Board development and how they can be more involved in fundraising for the school.	5/28/2026 3:31 PM
3	Supporting local fundraising for the college.	5/28/2026 3:20 PM
4	Educating the entire community on all of the offerings of the college. There is something at ACC for everything especially and including the courses offered through con ed. Wouldn't it be great if every citizen took at least one class?	5/27/2026 8:48 AM
5	none	5/26/2026 10:14 PM
6	Learning more about how external political issues may impact the future of the college.	5/24/2026 4:32 PM
7	Perhaps a better knowledge of curriculum, certifications, workforce development, and the scope, size, and potential gaps each one has	5/18/2026 5:23 PM
8	I believe our board works as a cohesive unit, focused on the college, it's needs and is future focused.	5/17/2026 12:11 PM
9	More interaction and connectivity to the Foundation Board	5/14/2026 10:43 AM

Q51 As a trustee, I am most pleased about:

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	The way the Board functions. Decision making and committee work.	5/28/2026 7:39 PM
2	The Public Safety Training Center	5/28/2026 3:31 PM
3	Student growth and achievement.	5/28/2026 3:20 PM
4	The new programs and increased student enrollment.	5/27/2026 8:48 AM
5	Board participation is fairly good.	5/26/2026 10:14 PM
6	The president's leadership in realigning staff, their role clarity, and the overall basis for how the college needs to change to continue to provide what our community needs.	5/18/2026 5:23 PM
7	How well our diverse board focuses on the needs of the school.	5/17/2026 12:11 PM
8	The evolving transformation of the administrative staff and the growing cohesiveness of administration, educators and students	5/14/2026 10:43 AM
9	The effectiveness and leadership of the president.	5/14/2026 12:20 AM

Q52 As a trustee, I have concerns about:

Answered: 9 Skipped: 2

#	RESPONSES	DATE
1	I have no major concerns.	5/28/2026 7:39 PM
2	How we are going to continue growing without the county fund support we need.	5/28/2026 3:31 PM
3	Funding.	5/28/2026 3:20 PM
4	Inclusivity	5/27/2026 8:48 AM
5	No major concerns from me, .	5/26/2026 10:14 PM
6	How we adequately plan for growth in enrollment as we move forward.	5/18/2026 5:23 PM
7	The need for more space that will becoming.	5/17/2026 12:11 PM
8	the selection process for new board members, worry about the political influence in choosing qualified candidates for board seats.	5/14/2026 10:43 AM
9	Not being asked to contribute to endowment	5/14/2026 12:20 AM

Q53 As a trustee, I would like to see the following changes in how the Board operates:

Answered: 7 Skipped: 4

#	RESPONSES	DATE
1	I think the Board operates in an effective manner.	5/28/2026 7:39 PM
2	Periodic review of Board roles and by-laws	5/28/2026 3:31 PM
3	Looking more into the future.	5/28/2026 3:20 PM
4	We get presentations periodically but even if it means a separate meeting quarterly or biannually with updates on everything that is going on. Maybe something like a table fair featuring all of the programs and departments.	5/27/2026 8:48 AM
5	Nothing major changes from me.	5/26/2026 10:14 PM
6	As the college grows, I feel a re-orientation with perhaps and comparison/contrast to how we are now operating and how new changes compared to older philosophies. Maybe in small groups.	5/18/2026 5:23 PM
7	None	5/17/2026 12:11 PM

Q54 Additional Comments:

Answered: 4 Skipped: 7

#	RESPONSES	DATE
1	It's an honor to serve on this Board and I think we are more unified than ever. Hearts of public service are evident and I'm excited about the future of the college.	5/28/2026 3:31 PM
2	I am so happy to be a part of this board. I feel like there is more that I can do. I just don't know what.	5/27/2026 8:48 AM
3	None	5/26/2026 10:14 PM
4	Very pleased with the direction and positive evolution we are experiencing.	5/18/2026 5:23 PM

Revision: Policy 1.5 Adopting Policies and Procedures

Date: June 8, 2026

Summary: The proposed revision to *Policy 1.5 Adopting Policies and Procedures* grants the College President or their designee the authority to make minor, non-substantive administrative updates to College policies without prior Board approval. These pre-authorized changes include editorial, grammatical, formatting, organizational, citation, legal reference, and numbering adjustments. This revision improves administrative efficiency by allowing the College to maintain accurate and up-to-date policies without compromising Board oversight. To preserve proper governance and transparency, all administrative modifications must be reported to the Board of Trustees biannually, while any substantive policy changes still strictly require formal Board review and approval.

Action: The administration requests Board of Trustees approval of the revision to *Policy 1.5 Adopting Policies and Revisions*, as submitted.

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

I. ADOPTING AND AMENDING POLICIES

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

- A. Either when directed by the Board or when necessitated by changes to federal and/or state laws and regulations or when otherwise determined necessary due to operational and/or management issues, the President or President's designee shall draft and propose new policies and/or provide amendments to current policies.
- B. The President shall present the proposed policy to the Board at a regularly scheduled or special Board meeting for consideration and action.
- C. During the policy development process, the President shall consider, and when necessary solicit, the views and considerations of faculty, staff, and students.
- D. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration and an additional reading is warranted and necessary.
- E. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting with the Board's action being recorded in the Board's minutes.
- F. The President or President's designee may make minor editorial, grammatical, formatting, organizational, citation, legal reference, numbering, and other non-substantive administrative revisions to Board policies without prior Board approval, provided such revisions do not materially alter the intent, meaning, scope, or application of the policy as adopted by the Board of Trustees. All such administrative revisions shall be reported to the Board of Trustees on a biannual-monthly basis. Any substantive policy changes shall continue to require formal Board review and approval in accordance with this policy.

II. ADOPTING ADMINISTRATIVE PROCEDURES

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

Adopted: June 13, 2022

Revised: February 12, 2026; [June 8, 2026](#)

Legal Reference: N.C.G.S. § 115D-20

NCEDGE Customized Training Program

FY 2020-21 through FY 2025-26(*preliminary data)

KEY HIGHLIGHTS

Remarkable growth in the number of trainees and expenditures
Robust utilization of NCEDGE funding
Ongoing expansion of partnerships with employers

Metric	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	FY25-26*
Projects	5	4	6	5	8	12
Trainees	249	178	309	319	827	449
Expenditures	\$61,838	\$25,577	\$107,572	\$71,904	\$174,964	\$133,888
Cost per Trainee	\$248.35	\$143.69	\$348.14	\$225.40	\$211.56	\$298.19

NCEDGE Project Partners	Start Date	End Date	Project Status
Sandvik #3	4/9/2026	4/9/2029	Open Project
Apex Mills	1/20/2026	1/19/2029	Open Project
Carolina Biological Supply #6	10/13/2025	10/13/2028	Open Project
Zimmerman Dynayarn	10/10/2025	10/7/2028	Open Project
Chick-Fil-A Supply	8/8/2025	8/8/2028	Open Project
Alamance Foods	9/1/2024	8/31/2027	Open Project
RegO Products #4	8/7/2025	1/29/2027	Open Project
Dexco	11/18/2024	11/17/2026	Open Project
Sandvik #2	12/1/2022	12/1/2025	Completed Project
BD Diagnostics #2	10/17/2022	10/16/2025	Completed Project
Lotus Bakeries	9/26/2022	9/25/2025	Completed Project
Carolina Biological Supply #5	8/22/2022	8/22/2025	Completed Project

EMPLOYER ENGAGEMENT BEYOND NCEDGE

ACC supports employers through multiple workforce development pathways, allowing companies to engage at the level that best meets their needs.

This Year's Training Trends

- **Leadership Development:** Supervisor effectiveness, communication, and employee engagement
- **Safety & Compliance:** Workplace safety, risk reduction, and regulatory requirements
- **Technical & Digital Skills:** Technology adoption, productivity, and job-specific skills
- **Continuous Improvement:** Efficiency, quality, and process optimization

Short Term Training

Customized training delivered for individual employers based on specific workforce needs.

This Year's Clients

ABB, AKG, Andersen Sterilizers, Aramark, Atlas, CAMBRO, ETI, Indulor, Jabil, USA Dutch, CKS Packaging, and others.

Open Enrollment Training

Professional development opportunities available to employees from a variety of organizations.

Engaged employers this year include: Glen Raven, Honda Aero, Carolina Hosiery Mills, LabCorp, Karl Mayer, Highline Warren, CT Nassau, Lotus Bakeries, TRC Agency, Elevate Textiles, Rack It Back Armory, Forma Fab, Milan Acoustics, and others.

Why It Matters

- ✓ Builds relationships with employers before training needs arise
- ✓ Creates pathways to customized training and NCEDGE projects
- ✓ Supports workforce development for businesses of all sizes
- ✓ Strengthens the regional talent pipeline