ALAMANCE COMMUNITY COLLEGE

BOARD OF TRUSTEES
Regular Meeting Agenda
August 11, 2025 06:00 PM
Wallace W. Gee Building - Room G222
1247 Jimmie Kerr Road
Graham, NC

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1. **Signing Ceremony: Wingate University and Alamance Community College Transfer Agreement**

2. **Oath of Office: Swearing in of new and reappointed trustees (The Honorable Larry Brown, Jr., Alamance County District Court Judge)**

   2.a Walter Britt, appointed by the North Carolina General Assembly (Senate) for July 1, 2025, to June 30, 2029

   2.b Grant Brooks, appointed by the North Carolina General Assembly (Senate) to fill remaining term of Dr. Charles Scott (term ending June 30, 2026)

   2.c Steven Carter, reappointed by the Alamance County Board of Commissioners for July 1, 2025, to June 30, 2029

   2.d Dr. Roslyn Crisp, appointed by the North Carolina General Assembly (House of Representatives) for July 1, 2025, to June 30, 2029

   2.e Katherine Hackney, 2025-26 SGA President and Student Trustee

3. **Call to Order**

4. **Call for Conflicts of Interest**

5. **Election of Board Officers for 2025-26 term**

   5.a Nominating Committee's recommendation for Chair, Vice Chair, and Secretary

   5.b Election of Officers for 2025-26 term *

6. **Special Recognition**

   6.a Senator Anthony Foriest, Board of Trustees member 2017-2025 (Chair Emmons)

6.b Fire Chief Matt Lawrence, 2025 Distinguished Alumnus Award (Ms. Rhode)

6.c Ron King, 2025 Inspiration Award (Ms. Rhode)

6.d Student Government Association 2025–2026 Executive Board (Dr. Ingle)

- Katherine Hackney, President (Sustainable Agriculture & Agri-Business)
- Owen Myers, Vice President (RVT/Veterinary Medical Technology)
- Ryan Mervin, Secretary (Associate in Applied Science)
- Ruby Carbajal Cardoso, Public Relations Specialist (Associate in Arts/Dental Hygiene)

7. Minutes

7.a Recommendation for approval:

7.a.1 Board of Trustees regular meeting, June 9, 2025 * Page 7

7.b Board of Trustees Committee Minutes

7.b.1 Budget and Finance Committee meeting, June 6, 2025 Page 18

7.b.2 Building and Grounds Committee meeting, June 6, 2025 Page 20

7.b.3 Personnel Committee Meeting, June 4, 2025 Page 23

7.b.4 Curriculum Committee, June 5, 2025 Page 26

8. Committee Reports

8.a Personnel Committee Report

8.a.1 Employment Report for June and July 2025 Page 39

8.a.2 Demographics for students and employees Page 42

8.b Building and Grounds Committee Report

8.b.1 Recommendation for approval:

8.b.1.1 Project close-out request for 2718 Horticulture Technology Storage Building (Form NCCCS 3-1) * Page 44

8.b.1.2 Project close-out request 2836 AATC Centralized

Trustees Constitution and Bylaws *

9.b.2 Appointments and reappointments to the Board of Trustees for 2025-2029

- 9.b.2.1 Walter Britt, appointed by the North Carolina General Assembly (Senate) for July 1, 2025, to June 30, 2029

- 9.b.2.2 Grant Brooks, appointed by the North Carolina General Assembly (Senate) to fill remaining term of Dr. Charles Scott (term ending June 30, 2026)

- 9.b.2.3 Steven Carter, reappointed by the Alamance County Board of Commissioners for July 1, 2025, to June 30, 2029

- 9.b.2.4 Dr. Roslyn Crisp, appointed by the North Carolina General Assembly (House of Representatives) for July 1, 2025, to June 30, 2029

- 9.b.2.5 Katherine Hackney, 2025-26 SGA President and Student Trustee

9.b.3 Board of Trustees Planning Session scheduled for April 17, 2026 at 8:00 AM, Location, TBD

9.b.4 Meeting schedule for Fiscal Year 2025-26 — Page 153

9.b.5 Report of statements of economic interest and ethics education due dates — Page 154

9.b.6 Biennial Evaluation of Statement of Economic Interest - Dr. Kenneth Ingle, III - President, Alamance Community College — Page 155

9.b.7 Evaluation of Statement of Economic Interest – Walter A. Britt – Alamance Community College Board of Trustees — Page 157

9.b.8 Evaluation of Statement of Economic Interest – Grantlin Christopher Brooks – Alamance Community College Board of Trustees — Page 159

9.b.9 Evaluation of Statement of Economic Interest – Roslyn Moore Crisp – Alamance Community College Board of

Trustees

9.b.10 Dr. Kenneth Ingle named Chair of North Carolina Association of Community College President's (NCACCP) Technology Committee

9.c Staff Association Report (No Report)

9.d President's Report

9.d.1 Recommendation for approval

9.d.1.1 Proposed policy revisions * Page 163

9.d.1.1.1 Policy 2.3.8 - College Records

9.d.1.1.2 Policy 5.1.2 - Acceptance of Transfer Students Credit

9.d.1.1.3 Policy 5.3.6 - Student Grievance

9.d.1.1.4 Policy 5.3.7 - Students - Alcohol and Drugs on Campus

9.d.1.1.5 Policy 5.3.8 - Student Behavioral Intervention

9.d.1.1.6 Policy 5.4.2 - Student Records - FERPA

9.d.2 Workforce Development Internal Audit Plan Report for Spring 2025 * Page 184

9.d.3 Performance measures (Dr. Snyder) Page 185

10. Handouts

11. Announcements

11.a 2025 NCACCT Leadership Seminar, September 10-12, 2025, Grandover Resort, Greensboro

11.b Public Safety Training Center Ribbon Cutting will be held on September 25, 2025 at 3:30 PM. Location- 2661 Sandy Cross Rd, Burlington, NC 27217

11.c ACCT Community College National Legislative Summit, February

8-11, 2026, Washington DC

12. Adjournment

BOARD OF TRUSTEES

Regular Meeting Minutes

May 12, 2025 | 6:00 p.m.
Wallace W. Gee Building | G-222
1247 Jimmie Kerr Rd. | Graham, NC

A regular meeting of the Alamance Community College (ACC) Board of Trustees (Board) was held on May 12, 2025, in the Wallace W. Gee Building, Room G-222, on the Carrington-Scott Campus in Graham, NC.

Call to Order

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

Attendance

The following trustees were present:

- Ms. Julie Scott Emmons, Chair (Virtual)
- Mr. Ken Walker, Vice Chair (Virtual)
- Mr. James Butler
- Mr. Steven Carter
- Dr. Roslyn Crisp
- Senator Anthony Foriest
- Mr. Powell (Pete) Glidewell, III
- Mr. William Gomory
- Ms. Tammy Karnes
- Ms. Sylvia Muñoz
- BG(R) Blake Williams
- Dr. Ken Ingle, President & Secretary to the Board of Trustees

Absent:

- Ms. Azalea Hooten, Student Trustee

Guests:

- Kristy Bailey, Reporter, Alamance News
- Ms. Katherine Hackney
- Dr. Denise Morton, ABSS Chief Academic Officer

Also present for the meeting were:

- Ms. Ana Fleeman, Director of Governance and Executive Operations
- Ms. Carolyn Rhode, Vice President of Institutional Advancement
- Ms. Elizabeth Thomas, Senior Vice President of Operations
- Mr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development

- Mr. Frank Longest, Board Attorney
- Ms. Elizabeth Brehler, Interim Vice President of Student Experience
- Ms. Valerie Fearrington, Director of Human Resources
- Mr. Thomas Hartman, Associate Vice President of Admin Services and Facilities
- Mr. Matthew Banko, Associate Vice President of Administrative and Fiscal Services
- Mr. Jason Mayer, Associate Vice President Information Service/CIO
- Ms. Sonya McCook, Dean of Business Arts and Sciences
- Dr. Melanie Lewis, Dean of Health and Public Sciences

Quorum

The Board determined that a quorum was present.

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.

Introduction

Gilbert Umberger, Coordinator of Student Life and Engagement introduced Katherine Hackney as the new elected Student Government President and new Student Trustee.

Minutes

Chair Emmons called for a motion to approve the minutes of the Board of Trustees' regular meeting held on May 12, 2025. Mr. Carter moved, and Dr. Crisp seconded to approve the minutes as submitted. The minutes were unanimously approved.

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

- Building and Grounds Committee meeting, May 7, 2025
- Personnel Committee meeting, May 8, 2025
- Budget and Finance Committee, May 9, 2025

Committee Reports

Chair Emmons called for committee reports.

Report of Personnel Committee

Dr. Crisp reported that the committee met on June 4, 2025. She shared two action items and one informational item.

<u>Revision to Policy 3.1.11 - Faculty Contracts *</u>

Dr. Crisp reported that Dr. Ingle presented proposed revisions to Policy 3.1.11 - Faculty Contracts, aimed at clarifying expectations for nine-month faculty appointments. The updates specify that faculty will work half of the month in August and half in May, with exact dates determined annually. She also shared that Dr. Ingle noted that the revisions are intended to ensure faculty return in advance of the academic year to allow sufficient time for preparation. The policy changes were developed collaboratively with input from the Academic Calendar Committee, Faculty Affairs Committee, Academic Deans, department heads, lead instructors, and instructors.

Dr. Crisp moved on behalf of the personnel committee to approve the revision to Policy 3.1.11 - Faculty Contracts as presented. Motion carried by unanimous vote.

<u>Permanent Policy 3.2.19 - Parental Leave *</u>

Dr. Crisp reported that Dr. Ingle provided an update on the Paid Parental Leave Policy. The Personnel Committee had previously reviewed a temporary version in August 2023. On April 4, 2025, the State Board of Community Colleges approved the permanent policy, aligning community colleges with OSHR standards. The policy became effective May 1, 2025, and provides up to eight weeks of paid leave for eligible full-time employees following a birth, adoption, foster care placement, or pregnancy loss after the twelfth week. Part-time employees may receive prorated leave based on eligibility. She noted that Mr. Butler added that the policy also serves as a valuable tool for recruitment and retention.

Dr. Crisp moved on behalf of the personnel committee to approve the Permanent Policy 3.2.19 - Parental Leave as presented. Motion carried by unanimous vote.

<u>Employment report for May 2025</u>

Dr. Crisp shared that Ms. Fearrington provided a demographic overview of the 250 full-time employees, noting age, gender, and racial breakdowns aligned with county data. Five new employees were introduced. The report supports the College's ongoing diversity, equity, and inclusion efforts.

Report of Building and Grounds Committee

Mr. Gomory shared that the committee met on June 6, 2025. He presented five action items and two informational items.

Recommendation to rescind Public Safety Training Center Burn Building contract award to Adem Construction, LLC *

Mr. Gomory, Mr. Hartman reported that Adem Construction, originally awarded the Burn Building contract in April 2025, withdrew their bid in accordance with state bid law.

Mr. Gomory moved, on behalf of the Building and Grounds Committee, to rescind the Public Safety Training Center Burn Building contract award to Adem Construction, LLC as presented.Motion carried by unanimous vote.

Recommendation to award Public Safety Training Center Burn Building contract to Central Builders of Mebane*

Mr. Gomory reported that during the Building and Grounds Committee meeting, Mr. Hartman shared that Adem Construction, originally awarded the Burn Building contract in April 2025, withdrew their bid in accordance with state law. The next lowest bidder, Central Builders of Mebane, has agreed to honor their original base bid of $767,000. After value engineering to reduce scope, the revised contract amount is $734,000. Alternate #1 is not recommended. The overall project budget, including site work, remains $850,000.

Mr. Gomory moved on behalf of the Building and Grounds Committee to award the Public Safety Training Center Burn Building contract to Central Builders of Mebane as presented. Motion carried by unanimous vote.

Project Close-out (3-1 forms) Culinary *, Student Services *, Main Building, B-Building and Automotive Shop Building Renovation (Backfill)*

Mr. Gomory shared the project close-out forms (3-1) for the following capital projects: Culinary (Project 2400), Student Services (Project 2448), and Backfill, including the Commons and Corner Café for the Main Building, B-Building, and Automotive Shop Building Renovation (Project 2395).

Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the Project Close-out (3-1 forms) Culinary. Motion carried by unanimous vote.

Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the Student Services as presented. Motion carried by unanimous vote.

Mr. Gomory moved on behalf of the Building and Grounds Committee to approve the Main Building, B-Building and Automotive Shop Building Renovation (Backfill). Motion carried by unanimous vote.

Capital project summary report

Mr. Gomory reported that Mr. Hartman provided an update on bond and capital projects. At the Green Level site, landscaping and inspections are progressing, with water line work delayed but expected to be completed by June 23 and temporary occupancy permits by August 5. At the Burlington site, contracting for the burn building is in process, and site work bids open July 8. Capital updates included near-completion of exterior signage, preliminary design underway for the Vet Med Barn, continued progress on the third-floor Biotechnology upfit, and completion of the Facilities Master Plan revision. No new update was provided on Tech Infrastructure.

Capital project budget update for May 2025

Ms. Elizabeth Thomas presented the budget update provided in the packet.

Report of Budget and Finance Committee

Mr. Glidewell reported that the committee met on June 6, 2025. He shared there was not a quorum so all actions items will come to the Board for a vote instead of a motion from the Budget and Finance committee.

Fiscal Year 2025-26 Continuing Budget Resolution*

Mr. Glidewell asked Ms. Thomas to share the Fiscal Year 2025-26 Continuing Budget Resolution in the packet. Ms. Thomas reviewed the information provided in the packet.

Following general discussion Chair Emmons called for a motion to approve the Fiscal Year 2025-26 Continuing Budget Resolution. General Williams moved and Mr. Butler seconded to approve the Fiscal Year 2025-26 Continuing Budget Resolution as presented. The motion was carried by unanimous vote.

Outstanding Balance Resolution Request (Emergency relief COVID Balance*, Childcare Balance*)

Mr. Glidewell reported that Ms. Thomas presented a request to resolve two categories of aged student account balances. The first includes $24,162.79 in emergency relief funds disbursed during COVID-19 without full attendance verification, now impacting student re-enrollment. The second includes $52,076.18 in childcare balances, aged 5–10 years, with collection efforts unsuccessful. The College recommends clearing both to remove financial barriers and focus resources on current needs.

Following general discussion Chair Emmons called for a motion to approve the resolution request for the Emergency relief COVID balance. Mr. Carter moved and Mr. Gomory seconded to approve the resolution request for the Emergency relief COVID balance as presented . The motion was carried by unanimous vote.

Chair Emmons called for a motion to approve the resolution request for the Childcare balance as presented. Dr. Crisp moved and Senator Foriest seconded. The motion was carried by unanimous vote.

Financial Report for May 2025

Mr. Glidewell asked Ms. Thomas to present the May 2025 financial report. She shared that with 91.67% of the fiscal year complete, the College had expended 83% of the state budget and 94% of the county budget, as reflected in the materials provided.

FY23 Yellow book audit of Office of State Budget & Management Grant 50221 Alamance Community College Lab Equipment (Galey SCIF Grant)

Ms. Thomas reported on an audit finding concerning the College's Direct State Capital Infrastructure Funds (SCIF) for the fiscal year ending June 30, 2023. The audit report, originally due by March 31, 2024, was submitted late on April 10, 2025, resulting in a significant deficiency (Finding 2023-001). The delay hindered timely access to essential audit information for oversight entities such as the N.C. Office of State Budget and Management. The cause of the delay was a misunderstanding of the reporting requirements. This was not a repeat finding. It was recommended that the College conduct a program-specific audit of SCIF funds in years when the institution's financial statements are not independently audited.

Report of the Curriculum Committee

Senator Foriest shared that the committee met on June 5, 2025. He presented two action items and one informational item.

Curriculum program changes *

Senator Foriest shared the information provided in the packet regarding the curriculum program changes. He shared the changes regarding the following:

1. REVISE Automotive Hybrid Alternative Transportation Certificate (C60160H)
2. REVISE Automotive Basic Certificate (C60160K)
3. REVISE Automotive AAS (A60160)
4. REVISE Automotive Diploma (D60160)
5. REVISE Welding AAS (A60160)
6. REVISE Welding Diploma (D50420)
7. REVISE Basic Welding Certificate (C50420B)
8. INACTIVATE Welding Insert Gas (C50420A)
9. NEW Welding Certificates
    a. Intermediate Welding Certificate (C50420A)
    b. Welding SMAW Pipe Certificate (C504205)

    c. Welding Fabrication and Manufacturing Certificate (C50420F)
    d. Welding STICK Certificate (C50420C)
    e. Welding Inert Gas TIG Certificate (C50420T)
    f. Welding Inert Gas MIG Certificate (C50420M)
10. NEW Artificial Intelligence Certificate & Associated CCP Pathway (C25710)
11. REVISE Medical Office Administration AAS (A25310)
12. REVISE Healthcare Management Technology AAS (A25200)
13. REVISE CCP Pathway - Healthcare Clerical Certificate(C25310H); Medical Coding, Billing & Insurance (C25310AP)

Following general discussion, Senator Foriest moved on behalf of the Curriculum Committee to approve the Curriculum Program Changes as presented. Motion carried by unanimous vote.

<u>Dental Hygiene program approval *</u>
Senator Foriest shared that the Curriculum Faculty, Department Heads, and Deans recommended the new program, which was vetted and approved by the Curriculum & Instruction Committee. The 71-credit-hour program includes newly developed dental hygiene courses and leverages existing general education and work-based learning offerings. Designed to improve student outcomes and meet workforce demands, the program addresses the critical shortage of dental hygienists locally and statewide - highlighted by over 50 open positions in Alamance County and shortages in 97 North Carolina counties. The program aligns with ACC's mission to support student transitions to the workforce and four-year institutions. Implementation is planned for Fall 2027.

Following general discussion, Senator Foriest moved on behalf of the curriculum committee to approve the Dental Hygiene program as presented. The motion was carried by unanimous vote.

<u>Curriculum Program Reviews for academic year 2023-24</u>
Senator Foriest highlighted growth, student success, and innovation across all instructional divisions. Applied Engineering, Agriculture, and Skilled Trades saw increased enrollment and strong outcomes in Welding, Automotive, Culinary, and Agriculture. CCP partnerships are expanding in areas like Graphic Design and Animal Care. Business, Arts and Sciences reported growth in University Transfer, IT, and Early Childhood Education, with curriculum updates in AI and apprenticeships. In Health and Public Services, Biotechnology exceeded enrollment goals, Forensic Science doubled FTEs, and ADN, EMS, and MLT showed high pass and placement rates. Programs are enhancing labs, advising, and student support.

Other Reports

SGA Report
No report was presented.

Chair's Report
Chair Emmons shared one action item and four informational items.

<u>Appointment of Nominating Committee to recommend a slate of officers for 2025-26.*</u>
Chair Emmons informed the Board that it is time to appoint a Nominating Committee. The committee will meet prior to the August regular meeting to recommend a slate of officers for 2025–2026. In alignment with the proposed changes to the Board of Trustees Bylaws, Chair Emmons announced the intent to appoint the chairs of the Budget & Finance, Building & Grounds, Curriculum, and Personnel Committees to serve on the Nominating Committee. A fifth at large member, nominated by the Chair and approved by the Board, will also serve. Chair Emmons nominated Steve Carter as the at large member

Chair Emmons called for a motion to approve the appointment of Steve Carter as the at-large member to serve on the nominating committee. General Williams moved and Mr. Butler seconded to approve the appointment of Steve Carter as the at-large member to serve on the nominating committee as presented. The motion was carried unanimously.

<u>Appointments/reappointments to the Board of Trustees</u>
Mr. Steve Carter- Reappointment by the Alamance County Board of Commissioners- July 1, 2025, through June 30, 2029

<u>Second review of proposed revisions to the Board of Trustees Constitution and Bylaws as information</u>
Chair Emmons encouraged the Board members to continue reviewing proposed changes to the by-laws and constitution. She also directed members to share with Ana any recommendations to be further considered.

<u>Report of ethics education due dates</u>
Chair Emmons presented the Report of Ethics Education.

<u>President's reelection with a contract term through June 30, 2028, approved by the State Board of Community Colleges</u>
Chair Emmons presented the documentation provided by the State Board of Community Colleges showing approval of Dr. Ingle's reelection.

Staff Association Committee Report

Ms. Brehler announced the new Executive Board for the Staff Association is as follows:
Ms. Sarah Barham, Web Designer
Ms. Sara Thynne, Director of the Learning Resource Center
Ms. Dawn Martin, Staff Advisor

President's Report

Dr. Ingle presented the President's Report. He shared there would be two action items and three informational items

<u>Policy Revisions - title updates and minor revisions</u>

Dr. Ingle asked everyone to please review the policies included in the packet. He shared that the revisions are title updates and other minor changes

i. Policy 1.4 Conflict of Interest **p 206**
ii. Policy 2.1.9 Communicable Diseases **p 209**
iii. Policy 2.3.11 Use of human subjects in research **p 213**
iv. Policy 3.2.6 NCCCS Annual Leave **p 214**
v. Policy 3.4.3 Academic Freedom **p 218**
vi. Policy 4.2.6 Classroom Management **p 219**
vii. Policy 4.2.8 Substantive Change Compliance **p 222**
viii. Policy 5.2.2 Withdraw from classes **p 226**
ix. Policy 5.2.5 Grade Appeal **p 229**
x. Policy 5.2.7 Curriculum Prerequisites **p 230**
xi. Policy 5.2.8 Repeating Courses and Course Substitutes **p 231**
xii. Policy 5.2.9 Academic Forgiveness **p 233**
xiii. Policy 5.3.3 Threat Assessment **p 234**
xiv. Policy 5.3.5 Sexual Misconduct and Title IX (2020 Final Rule Revision) **p 237**
xv. Policy 6.2.12 Sound Fiscal Management Practices **p 250**
xvi. Policy 6.3.10 Identity Theft **p 252**
xvii. Policy 7.1.1 Acceptable Use of Information Systems **p 255**
xviii. Policy 1.8 Duties and Expectations of Board Members **p 262**
xix. Policy 4.1.3 Instructional Curriculum Development **p 264**
xx. Policy 6.2.8 Disbursement of Funds **p 265**
xxi. Policy 5.3.1 Overview of Student Rights **p 266**

Chair Emmons called for a motion to approve the policies listed above. Dr. Crisp moved and Mr. Carter Seconded. Motion passed with unanimous vote

<u>Policy 2.1.13 Anti-Hazing</u>

Dr. Ingle shared the recommended adoption of Policy 2.1.13 – Anti-Hazing, aligning with federal and state mandates and reinforcing the College's commitment to student safety and accountability. In response to the Stop Campus Hazing Act and proposed North Carolina legislation, the policy clearly defines hazing, applies to all student organizations, outlines formal reporting and investigation procedures, and establishes prevention education. Dr. Ingle emphasized that adopting the policy ensures legal compliance and supports a safe, inclusive campus environment. Approval by the Board of Trustees was requested. Chair Emmons called for a motion to approve Policy 2.1.13 Anti-Hazing. Senator Foriest moved and Mr. Carter Seconded. Motion passed with unanimous vote

<u>Career and College Promise Memorandum of Understanding (MOU)Between Alamance Community College & Alamance-Burlington School System 2025-26</u>
Dr. Ingle shared the MOU included in the packet

<u>Federal Pell changes</u>
Dr. Ingle shared that proposed federal changes to the Pell Grant program could significantly impact North Carolina community college students. Key changes include raising the full-time threshold from 12 to 15 credit hours and eliminating Pell eligibility for students enrolled in fewer than 7.5 hours, resulting in an estimated $50 million loss in aid for Fall 2024. While the proposal includes positive developments like Workforce Pell expansion, concerns remain about part-time student access. The System Office continues to advocate at the federal level and is preparing guidance should these changes be enacted.

<u>Dr. Algie Gatewood - Thank you message</u>
Dr. Ingle shared a message of thanks from Dr. Algie Gatewood. He shared with the Board of Trustees a message he received from Dr. Gatewood that expressed deep gratitude for the extraordinary honor of naming the Student Commons the Dr. Algie Gatewood Atrium. He shared that standing in the space on May 12, surrounded by students, colleagues, and friends, was both humbling and profoundly meaningful. Dr. Gatewood called it one of the greatest honors of his professional life and thanked the College for its trust, support, and for including him in ACC's legacy.

Announcements
Chair Emmons shared the following announcements.

- ACC Commencement, June 13, 2025, Elon University, 7:00 p.m.
- Celebration of Excellence, May 15, 2025, Alamance Country Club
- Public Safety Training Center Ribbon Cutting Ceremony is July 24, 2025, 3:30 pm
- 2025 NCACCT Leadership Seminar, September 10-12, The Grandover, Greensboro

Handouts
N/A

Adjournment

Having no further business to discuss, Chair Emmons called for a motion to adjourn the meeting. A motion was made by Mr. Gomory and seconded by Mr. Glidewell. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

____

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

Board of Trustees
Budget and Finance Committee
June 6, 2025 | 9:30 a.m.
Minutes

IMPORTANT: This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President G209, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.

INSTRUCTIONS: To participate in the Zoom videoconference:
- Click on the following URL and follow the prompts: https://alamancecc-edu.zoom.us/j/99780231533?pwd=L2ZieGthQ2xZYzJsSXkyaGpjS3lsZz09
- If you choose not to use Zoom's computer audio, you may call in by phone **305.224.1968** or **309.205.3325** and enter the **Meeting ID**: 997 8023 1533 and **Passcode**: 016935

I. Call to Order

Mr. Glidewell called the meeting to order at 9:35 a.m. It was determined that a quorum was not present; therefore, no action would be taken on action items. The committee proceeded with discussion of all agenda items for informational purposes only.

Trustees Present:
Mr. Powell Glidewell, Chair
Ms. Tammy Karnes
Dr. Kenneth Ingle, Secretary to the Board of Trustees

Absent:
Mr. Ken Walker
Mr. Steve Carter

Also present for the meeting were:
Ms. Elizabeth Thomas, Senior Vice President of Operations
Ms. Ana Fleeman, Director of Governance and Executive Operations

II. Call for Conflicts of Interest

Mr. Glidewell 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 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

III. Action Items

A. Fiscal Year 2025-26 Continuing Budget Resolution*
   Ms. Thomas shared the Continuing Budget Resolution and reviewed the figures presented in the report.
B. Outstanding Balance Resolution Request*
   1. Emergency relief COVID balance
   2. Childcare balance

   Ms. Thomas presented a request for the resolution of two categories of aged student account balances. The first includes $24,162.79 in outstanding emergency relief funds disbursed during the COVID-19 pandemic. Due to the urgency of the situation at the time, some funds were issued without complete attendance verification, and these unresolved balances are now hindering student re-enrollment. The second request involves $52,076.18 in childcare service balances dating back 5–10 years, listed under minors' names, with multiple unsuccessful collection attempts. In both cases, the College recommends clearing the balances to remove financial barriers for students and to redirect resources to more current priorities.

IV. Informational Items

A. Financial Report for May 2025

   Ms. Thomas presented the information on the May 2025 financial report shared in the packet. With 91.67 percent of the fiscal year complete, 83 percent of the total state budget and 94 percent of the total county budget had been expended.

B. FY23 Yellow book audit of Office of State Budget & Management Grant 50221 Alamance Community College Lab Equipment (Galey SCIF Grant)

   Ms. Thomas reviewed a financial finding from the audit of Alamance Community College's Direct State Capital Infrastructure Funds for the year ending June 30, 2023. The audit report, due March 31, 2024, was submitted late on April 10, 2025, resulting in a significant deficiency finding (2023-001). This delay limited timely access to critical audit information for oversight agencies such as the N.C. Office of State Budget and Management. The delay was due to a misunderstanding of reporting requirements. This was not a repeat finding. It was recommended that the College conduct a program-specific audit of SCIF funds in years when the College's financial statements are not independently audited.

V. Other Business

Next meeting of the Budget and Finance Committee will be held on August 8, 2025 at 9:30am.

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 10:16 a.m.

Board of Trustees
Building and Grounds Committee
June 6, 2025 | 9:00 a.m.
Videoconference
Minutes

IMPORTANT: This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.

INSTRUCTIONS: To participate in the Zoom videoconference:
- Click on the following URL and follow the prompts: https://alamancecc-edu.zoom.us/j/94618500774?pwd=bk1EN1FOSzFBY3lPcmhpZW05YnlzZz09
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID**: 946 1850 0774 and **Passcode**: 063146

I. Call to Order

Mr. Gomory called the meeting to order at 10:30 am.

Attendance
Trustees Present:
Mr. Bill Gomory, Chair
Mr. Pete Glidewell
Dr. Kenneth Ingle, Secretary to the Board of Trustees
Absent:
Mr. Steve Carter
Also present for the meeting were:
Mr. Thomas Hartman, Associate Vice President of Facilities & Administrative Services
Ms. Elizabeth Thomas, Senior Vice President of Operations
Ms. Ana Fleeman, Director of Governance and Executive Operations

II. Call for Conflicts of Interest

Mr. Gomory called for conflicts of interest 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 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

III. Action Items

A. Recommendation to rescind Public Safety Training Center Burn Building contract award to Adem Construction, LLC*

Mr. Hartman reported that Adem Construction, originally awarded the Burn Building contract in April 2025, withdrew their bid per state law.

Mr. Gomory called a motion to rescind Public Safety Training Center Burn Building contract award to Adem Construction, LLC. Mr. Glidewell moved and Mr. Gomory seconded to approve and recommend to the board as presented. The motion passed unanimously.

B. Recommendation to award Public Safety Training Center Burn Building contract to Central Builders of Mebane*

Mr. Hartman reiterated that Adem Construction, originally awarded the Burn Building contract in April 2025, withdrew their bid per state law. The next lowest bidder, Central Builders of Mebane, agreed to honor their original base bid of $767,000. After value engineering to reduce scope, the revised contract amount is $734,000. Alternate #1 is not recommended. The total project budget, including site work, remains $850,000.

Mr. Gomory called a motion to award the Public Safety Training Center Burn Building contract to Central Builders of Mebane. Mr. Glidewell moved and Mr. Gomory seconded to approve and recommend to the board to award the Public Safety Training Center Burn Building contract to Central Builders of Mebane as presented. The motion passed unanimously.

C. Project Close-out (3-1 forms)
    a. Culinary*
    b. Student Services*
    c. Backfill (commons, corner cafe, etc)*

Ms. Thomas reported the submission of project close-out forms (3-1) for the following capital projects: Culinary (Project 2400), Student Services (Project 2448), and Backfill, including the Commons and Corner Café for the Main Building, B-Building and Automotive Shop Building Renovation (Project 2395).

Mr. Gomory called a motion to project close-out forms (3-1) for the following capital projects: Culinary (Project 2400), Student Services (Project 2448), and Backfill, including the Commons and Corner Café for the Main Building, B-Building and Automotive Shop Building Renovation (Project 2395). Mr. Glidewell moved and Mr. Gomory seconded to approve and recommend to the board the 3-1 forms for the project close outs as presented. The motion passed unanimously.

IV. Informational Items

A. Capital project summary report

Mr. Hartman provided an update on bond and capital projects. At the Green Level Public Safety Training Center, landscaping and inspections are nearing completion. A utility survey error delayed the water line connection, now expected by June 23, 2025, with temporary occupancy permits anticipated by August 5. At the Burlington site, contracting for the burn building is underway, and bids for site work open July 8. For capital projects, exterior signage installation is nearly complete, with a final punch list due after June 12. The Veterinary Medical Technology Barn project has entered preliminary design with Hobbs Architects. The third floor Biotechnology Center of Excellence upfit is advancing, with design estimates under budget and construction expected to begin January 2026. There is no new update on the Tech Infrastructure Replacement Project. The Facilities Master Plan revision is complete and will be reviewed by the Executive Leadership Team.

B. Capital project budget update for May 2025

Ms. Thomas presented the highlighted numbers in the packet

V. Other Business

The next meeting of the Building and Grounds Committee will be August 6, 2025, at 9:00 am

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 11:03 a.m.

Board of Trustees
Personnel Committee
June 4, 2025 | 1:00 p.m.
Videoconference
Minutes

IMPORTANT: This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President G-209, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts: https://alamancecc-edu.zoom.us/j/93894606215?pwd=WdBN3Hr4s3I0KNDOybPW1jGz6mcPc6.1
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID**: 938 9460 6215 and **Passcode**: 846911

I. Call to Order

Dr. Crisp called the meeting to order at 1:01pm

Attendance

Trustees Present:

Dr. Roslyn Crisp, Chair
BG (R) Blake Williams
Mr. Jim Butler
Dr. Kenneth Ingle, Secretary to the Board of Trustees

Also present for the meeting were:

Ms. Ana Fleeman, Executive Assistant & Board Liaison
Ms. Stephanie Waters, Finance Coordinator
Ms. Elizabeth Thomas, Senior Vice President of Operations
Mr. Justin Snyder, Senior Vice President of Student Learning and Workforce Development
Ms. Valerie Fearrington, Director of Human Resources

II. Call for Conflicts of Interest

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

In accordance with North Carolina General Statute 138A, the State Government Ethics Act, it is the duty of every Alamance Community College Board of Trustees member to avoid both conflicts of interest and appearances of conflict. If any 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

III. Action Items

A. Revision to Policy 3.1.11 - Faculty Contracts *

Dr. Ingle presented revisions to Policy 3.1.11 – Faculty Contracts, noting that the changes clarify expectations for nine-month faculty appointments. Under the revised policy, nine-month faculty will work half of the month in August and half in May, with specific start and end dates varying each academic year.

Dr. Ingle explained that the purpose of these changes is to ensure faculty return before the academic year begins, providing adequate time for preparation. He also shared that the revisions were developed with input from the Academic Calendar Committee, Faculty Affairs Committee, and Academic Deans, with contributions from department heads, lead instructors, and instructors.

After general discussion Dr. Crisp called for a motion to recommend the revision to Policy 3.1.11 - Faculty Contracts. General Willimas moved and Mr. Butler seconded to approve the recommendation of the revision to Policy 3.1.11 - Faculty Contracts as present to the Board of Trustees. The motion passed by unanimous vote.

B. Permanent Policy 3.2.19 - Parental Leave *

Dr. Ingle shared an update regarding the Paid Parental Leave Policy. He explained that the Personnel Committee initially reviewed a temporary version of the policy in August 2023, following early guidance from the State Board of Community Colleges. On April 4, 2025, the State Board formally approved a permanent Paid Parental Leave policy, 1C SBCCC 200.100, bringing the community college system into alignment with the Office of State Human Resources (OSHR) standards. The policy took effect on May 1, 2025.

Dr. Ingle emphasized that this policy reflects a strong commitment to supporting employees during significant life events, such as the birth or adoption of a child, foster care placement, or pregnancy loss occurring after the twelfth week. Eligible full-time employees may receive up to eight weeks of fully paid leave, while part-time employees may qualify for a prorated amount, depending on eligibility. To qualify, employees must have worked at least 1,040 hours in a qualifying position over the previous 12 months.

Mr. Butler noted that this policy also serves as a valuable retention tool. He commented that offering this benefit not only helps attract employees but also plays an important role in retaining current employees. Following general discussion, Dr. Crisp called for a motion to approve the recommendation to adopt the permanent parental leave policy. Mr. Butler moved and General Williams seconded to approve the parental leave policy as presented. The motion passed by unanimous vote.

IV. Informational Items

A. Employment report for May 2025

Ms. Fearrington provided a summary of the full-time workforce as of May 2025, highlighting demographic data by occupational category. Of 250 employees, 66 are under age 40, and 184 are age 40 or older. The workforce is 62% female and 38% male. Racial and ethnic breakdowns were compared to county demographics. Five new full-time employees were introduced. This data supports ongoing efforts to align with diversity and equity goals.

V. Other Business

VI. Adjournment

Having no further business to discuss, the meeting adjourned at 1:17 p.m

Board of Trustees
Curriculum Committee
June 5, 2025 | 5:00 p.m.
Videoconference
Minutes

IMPORTANT: This meeting will be conducted via videoconference. The videoconference will originate from Alamance Community College, Office of the President, Wallace W. Gee Building, 1247 Jimmie Kerr Road, Graham, NC.

INSTRUCTIONS: To participate in the Zoom videoconference:

- Click on the following URL and follow the prompts: https://alamancecc-edu.zoom.us/j/99432017779?pwd=VkxqMTlPNGM0SEh1U01NWCtTRkw2QT09
- If you choose not to use Zoom's computer audio, you may call in by phone **301.715.8592** or **305.224.1968** and enter the **Meeting ID**: 994 3201 7779 and **Passcode**: 750322

I. Call to Order

Senator Foriest called the meeting to order at 5:01 pm.

Attendance
Trustees Present:
Sen. Anthony Foriest, Chair
Ms. Sylvia Munoz
BG (R) Blake Williams
Dr. Ken Ingle, Secretary to the Board of Trustees
Also present for the meeting were:
Mr. Justin Snyder, Senior Vice President of Student Learning & Workforce Development
Ms. Ana Fleeman, Director of Governance and Executive Operations

II. Call for Conflicts of Interest

Senator Foriest 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

III. Action Items

A. Curriculum Program Changes * **pp 1-9**

1. REVISE Automotive Hybrid Alternative Transportation Certificate (C60160H)
2. REVISE Automotive Basic Certificate (C60160K)
3. REVISE Automotive AAS (A60160)
4. REVISE Automotive Diploma (D60160)
5. REVISE Welding AAS (A60160)
6. REVISE Welding Diploma (D50420)
7. REVISE Basic Welding Certificate (C50420B)
8. INACTIVATE Welding Insert Gas (C50420A)
9. NEW Welding Certificates
    a. Intermediate Welding Certificate (C50420A)
    b. Welding SMAW Pipe Certificate (C504205)
    c. Welding Fabrication and Manufacturing Certificate (C50420F)
    d. Welding STICK Certificate (C50420C)
    e. Welding Inert Gas TIG Certificate (C50420T)
    f. Welding Inert Gas MIG Certificate (C50420M)
10. NEW Artificial Intelligence Certificate & Associated CCP Pathway (C25710)
11. REVISE Medical Office Administration AAS (A25310)
12. REVISE Healthcare Management Technology AAS (A25200)
13. REVISE CCP Pathway - Healthcare Clerical Certificate(C25310H); Medical Coding, Billing & Insurance (C25310AP)

Following discussion, Senator Foriest called for a motion. General Williams moved and Ms. Muñoz seconded that the Committee recommend Board approval of the proposed revisions, additions, and deletions to the programs of study as presented and referenced in the attached table.

B. Dental Hygiene program approval *
Mr. Snyder reported that the Curriculum Faculty, Department Heads, and Deans recommended the implementation of a new Associate in Applied Science (AAS) program in Dental Hygiene. The proposed program was vetted and approved by the College's Curriculum & Instruction Committee.

The program is designed to increase student success and completion rates, produce work-ready graduates, and respond to the growing local and state demand for dental hygienists. The Dental Hygiene AAS program will consist of 71 credit hours, including new course offerings specific to the discipline. All general education and work-based learning courses required for the degree are already available at ACC.

Newly developed courses for ACC include:

- General Microbiology
- Orofacial Anatomy
- Dental Hygiene Pre-Clinic Lecture and Lab
- Nutrition and Dental Health
- Periodontology
- Dental Office Emergencies
- Dental Hygiene Theory and Clinic (I–IV)
- General & Oral Pathology
- Dental Pharmacology
- Materials & Procedures
- Community Dental Health
- Professional Development

Mr. Snyder noted that the program aligns with ACC's mission to enhance programming that supports student transitions into the workforce and four-year institutions. He also highlighted the regional and national workforce shortage of dental hygienists, which has intensified since the COVID-19 pandemic. Currently, 97 North Carolina counties are designated as Dental Health Professional Shortage Areas. Locally, over 50 dental hygienist positions are open in Alamance County alone, emphasizing the urgent need for qualified professionals. The proposed program is scheduled for implementation in Fall 2027.

Following general discussion Senator Foriest called for a motion to recommend the approval of the Dental Hygiene program. General Williams moved and Ms. Munoz seconded to approve and recommend the Dental Hygiene program as present to the Board of Trustees. The motion passed unanimously.

IV. Informational Items

A. Curriculum Program Reviews for academic year 2023-24

Mr. Snyder presented highlights from the Academic Program Review, noting growth, student success, and innovation across three instructional divisions. In Applied Engineering, Agriculture, and Skilled Trades, Welding, Automotive, and Industrial Systems Technology all experienced enrollment increases, with strong retention and high success rates in programs like Culinary Arts and Agriculture. High school and CCP partnerships are expanding, especially in Graphic Design, Horticulture, and Animal Care. Programs are updating curricula, adding certifications, and enhancing labs to align with industry needs. In Business, Arts and Sciences, University Transfer and Information Technology programs showed steady growth, with rising graduation rates and strong performance in Early Childhood Education. Curriculum enhancements include new IT concentrations, AI coursework, and apprenticeship models. Recruitment and advising improvements are helping retain students. In Health and Public Services, Biotechnology surpassed enrollment targets, Forensic Science more than doubled its FTE, and programs like ADN, EMS, and MLT reported exceptional pass and job placement rates. Several programs are expanding CCP pipelines, modernizing curriculum delivery, and upgrading facilities. Focused efforts in faculty hiring, alumni tracking, and student support are further strengthening engagement and outcomes across all divisions.

V. Other Business

VI. Adjournment

Having no further business to discuss the meeting was adjourned at 5:50 pm.

ALAMANCE COMMUNITY COLLEGE

Curriculum and Instruction Committee Approved Changes

APPLIED ENGINEERING, AGRICULTURE & SKILLED TRADES DIVISION	
PROPOSED CHANGE	**EXPLANATION**
AUTOMOTIVE	
1. **Automotive Hybrid Alternative Transportation Certificate (C60160H)** • **Remove ATT 125** (2-4-6) Hybrid-Electric Trans (course will no longer be offered). **Fall 2025 Implementation Date** 2. **Automotive Basic Certificate (C60160K)** • **Update** the Automotive Basic Certificate layout to match the CCP pathway. **1st Fall Semester** **TRN 110** Intro to Transport Tech (1-2-2) **TRN 111** - Chassis Maint/Light Repair (2-6-4) **(NEW COURSE)** **TRN 112** Powertrain Maint/Light Repair (2-6-4) **(NEW COURSE)** **TRN 120** Basic Transp Electricity (4-3-5) **AUT 113** Automotive Servicing I (0-6-2) ***Total Credit Hours: 18*** **Fall 2025 Implementation Date** 3. **Automotive AAS (A60160)** • **REMOVE** the following courses: **ENG 110** English Composition (3-0-3) **WBL 110** World of Work (1-0-1) **WBL 111** Work-Based Learning I (0-10-1) • **ADD** the following courses: **ENG 111** Writing Inquiry (3-0-3) **TRN 111** - Chassis Maint/Light Repair (2-6-4) **(NEW COURSE)** **TRN 112** Powertrain Maint/Light Repair (2-6-4) **(NEW COURSE)** • **REMOVE** option for students to take **HUM 115 Creative Thinking "OR" ENG 125 Creative Writing I** • **REPLACE** with **HUM 115** Creative	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • The automotive program associate degree will move from 6 semesters to 5 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner. • The automotive program diploma will move from 4 semesters to 3 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner. • Aligned the CCP pathway with the Automotive Basic Certificate. This should lead to more CCP student success. • New courses proposed will allow ACC to complete National Institute for Automotive Service Excellence (ASE) accreditation, ensuring students meet the standards set for industry certification and providing alignment with accredited High school programs.

Thinking (3-0-3) as required course.

- **<u>REMOVE</u>** option for students to take **ENG 115 Oral Communication "OR" Communication Elective.**
- **<u>REPLACE</u>** with **ENG 115** Oral Communication (3-0-3) as required course.

- **<u>UPDATE TO NEW LAYOUT</u>** to change the Automotive AAS from 6 semesters to 5 semesters.

  <u>1st Fall Semester</u>
  MAT 110 Math Measurement & Literacy (2-2-3)
  AUT 141 Suspension & Steering Sys (2-3-3)
  AUT 151 Brake Systems (2-3-3)
  TRN 110 Intro to Transport Tech (1-2-2)
  TRN 120 Basic Transp Electricity (4-3-5)

  <u>2nd Spring Semester</u>
  ENG 111 Writing Inquiry (3-0-3)
  AUT 113 Automotive Servicing I (0-6-2)
  AUT 116 Engine Repair (2-3-3)
  AUT 163 Adv Auto Electricity (2-3-3)
  AUT 181 Engine Performance I (2-3-3)
  TRN 130 Intro to Sustainable Transp (2-2-3)

  <u>3rd Summer Semester</u>
  ENG 115 Oral Communication (3-0-3)
  ATT 115 Green Trans Safety & Service (1-2-2)
  AUT 183 Engine Performance 2 (2-6-4)

  <u>4th Fall Semester</u>
  ATT 140 Emerging Transp Tech (2-3-3)
  TRN 111 - Chassis Maint/Light Repair (2-6-4) **(NEW COURSE)**
  AUT 231 Man Trans/Axles/Drtrains (2-3-3)
  HUM 115 Creative Thinking (3-0-3)

  <u>5th Spring Semester</u>
  AUT 213 Automotive Servicing 2 (1-3-2)
  AUT 221 Auto Transm/Transaxles (2-3-3)
  TRN 112 Powertrain Maint/Light Repair (2-6-4) **(NEW COURSE)**
  TRN 140 Transp Climate Control (1-2-2)
  TRN 140A Transp Climate Control (1-2-2
  SOC 210 Introduction to Sociology (3-0-3)
  "**or" PSY 150** General Psychology (3-0-3)

  <u>Total Credit Hours: 71</u>

- **TRN 111** - Chassis Maint/Light Repair **(NEW COURSE)**

- This course covers maintenance and light repair of transportation suspension, steering, and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

AUTO FALL 2025 NEW LAYOUT.xlsx

Fall 2025 Implementation Date **4. Automotive Diploma (D60160)** • **REMOVE** the following courses: **AUT 213** Automotive Servicing 2 (1-3-4) **AUT 231** Man Trans/Axles/Drtrains (2-3-3) **WBL 111** Work-Based Learning I (0-10-1) • **ADD** the following courses: **ENG 111** Writing Inquiry (3-0-3) **TRN 130** Intro to Sustainable Transp (2-2-3) **ATT 115** Green Trans Safety & Service (1-2-2) • **UPDATE TO NEW LAYOUT:** to change the Automotive Diploma from 4 semesters to 3 semesters. **1st Fall Semester** **MAT 110** Math Measurement & Literacy (2-2-3) **AUT 141** Suspension & Steering Sys (2-3-3) **AUT 151** Brake Systems (2-3-3) **TRN 110** Intro to Transport Tech (1-2-2) **TRN 120** Basic Transp Electricity (4-3-5) **2nd Spring Semester** **ENG 111** Writing Inquiry (3-0-3) **AUT 113** Automotive Servicing I (0-6-2) **AUT 116** Engine Repair (2-3-3) **AUT 163** Adv Auto Electricity (2-3-3) **AUT 181** Engine Performance I (2-3-3) **TRN 130** Intro to Sustainable Transp (2-2-3) **3rd Summer Semester** **ENG 115** Oral Communication (3-0-3) **ATT 115** Green Trans Safety & Service (1-2-2) **AUT 183** Engine Performance 2 (2-6-4) ***Total Credit Hours: 42*** **Fall 2025 Implementation Date**	
PROPOSED CHANGE	**EXPLANATION**
WELDING	

5. Welding AAS (A60160) • **REMOVE** the following courses: **WLD 212** Insert Gas Welding (1-3-2) **WLD 112** Basic Welding Processes (1-3-2) **ALL WBL** except WBL 110 • **ADD** the following courses: **WLD 251** Fabrication II (1-6-3) **WLD 261** Certification Practices (1-3-2) **WLD 122** GMAW MIG Plate/Pipe (1-6-3) **(NEW COURSE)** This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry. **WLD 231** GTAW TIG Pipe (1-6-3) **(NEW COURSE)** This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions. • **UPDATE TO NEW LAYOUT** to change the Welding AAS from 6 semesters to 5 semesters. **1st Fall Semester** **WLD 110** Cutting Processes (1-3-2) **WLD 115** SMAW (Stick) Plate (2-9-5) **WLD 141** Symbols & Specifications (2-2-3) **WLD 143** Welding Metallurgy (1-2-2) **ENG 111** Writing Inquiry (3-0-3) **2nd Spring Semester** **WLD 131** GTAW (TIG) Plate (2-6-4) **WLD 121** GMAW (MIG) FCAW/Plate (2-6-4) **MEC 111** Machine Processes I (1-4-3) **MAT 110** Math Measurement & Literacy (2-2-3)	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • The welding program will move from 6 semesters to 5 semesters. This allows a student to complete their AAS degree faster and move into the workforce sooner. • Aligned the CCP pathway with the Basic Welding Certificate. This should lead to more CCP student success. • We also incorporated several new certificates, which will meet the needs of the local industry. WELDING 2025 FALL NEW LAYOUT.xlsx

<u>**3rd Summer Semester**</u> **WLD 151** Fabrication I (2-6-4) **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) <u>**4th Fall Semester**</u> **WLD 116** SMAW (Stick) Plate/Pipe (1-9-4) **WLD 122** GMAW MIG Plate/Pipe (1-6-3) **(NEW COURSE)** **PCJ 262** Hand Wrought Metals (1-3-2) **Humanities/Fine Arts Elective** (3-0-3) **Social/Behavioral Science Elective** (3-0-3) <u>**5th Spring Semester**</u> **WLD 215** SMAW (Stick) Pipe (1-9-4) **WLD 251** Fabrication II (1-6-3) **WLD 261** Certification Practices (1-3-2) **WLD 231** GTAW TIG Pipe (1-6-3) **(NEW COURSE)** **Communication Elective** (3-0-3) **WBL 110** World of Work (1-0-1) <u>***Total Credit Hours: 67***</u> **Fall 2025 Implementation Date** **6. Welding Diploma (D50420)** • <u>**REMOVE**</u> the following courses: **WLD 112** Basic Welding Processes (1-3-2) **WLD 212** Insert Gas Welding (1-3-2) **PCJ 262** Hand Wrought Metals (1-3-2) **WLD 116** SMAW (Stick) Plate/Pipe (1-9-4) **WLD 215** SMAW (Stick) Pipe (1-9-4) • <u>**ADD**</u> the following courses: **WLD 143** Welding Metallurgy (1-2-2) **MEC 111** Machine Processes I (1-4-3) **WLD 151** Fabrication I (2-6-4) **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) **Change Gen ed communication elective to English elective (ENG 111)** • **NEW LAYOUT** <u>**1st Fall Semester**</u> **WLD 110** Cutting Processes (1-3-2) **WLD 115** SMAW (Stick) Plate (2-9-5) **WLD 141** Symbols & Specifications (2-2-3) **WLD 143** Welding Metallurgy (1-2-2) **ENG 111** Writing Inquiry (3-0-3) <u>**2nd Spring Semester**</u> **WLD 131** GTAW (TIG) Plate (2-6-4)	

WLD 121 GMAW (MIG) FCAW/Plate (2-6-4) **MEC 111** Machine Processes I (1-4-3) **MAT 110** Math Measurement & Literacy (2-2-3) **3rd Summer Semester** **WLD 151** Fabrication I (2-6-4) **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) ***Total Credit Hours: 36*** **Fall 2025 Implementation Date** **7. Basic Welding Certificate (C50420B)** • **REMOVE** the following courses: **WLD 112** Basic Welding Processes (1-3-2) **WLD 212** Insert Gas Welding (1-3-2) • **ADD** the following courses: **ENG 111** Writing Inquiry (3-0-3) **WLD 141** Symbols & Specifications (2-2-3) **8. Welding Insert Gas (C50420A)** • Make Inactive **9. NEW WELDING CERTIFICATES** **NEW Intermediate Welding Certificate (C50420A)** • **WLD 115** SMAW (Stick) Plate (2-9-5) • **WLD 116** SMAW (stick) Plate/Pipe (1-9-4) • **WLD 131** GTAW (TIG) Plate (2-6-4) • **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) **NEW Welding SMAW Pipe Certificate (C50420S)** • **WLD 110** Cutting Processes (1-3-2) • **WLD 115** SMAW (Stick) Plate (2-9-5) • **WLD 141** Symbols & Specifications (2-2-3) • **WLD 116** SMAW (stick) Plate/Pipe (1-9-4) • **WLD 215** SMAW (stick) Pipe (1-9-4) **NEW Welding Fabrication and Manufacturing Certificate (C50420F)** • **WLD 110** Cutting Processes (1-3-2) • **WLD 115** SMAW (Stick) Plate (2-9-5) • **WLD 116** SMAW (stick) Plate/Pipe (1-9-4) • **WLD 122** GMAW (MIG) Plate/Pipe (1-6-3) **NEW Course** • **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) **NEW Welding STICK Certificate (C50420C)** • **WLD 115** SMAW (Stick) Plate (2-9-5) • **WLD 116** SMAW (stick) Plate/Pipe (1-9-4) • **WLD 215** SMAW (stick) Pipe (1-9-4)	

NEW **Welding Inert Gas TIG Certificate (C50420T)** • **WLD 110** Cutting Processes (1-3-2) • **WLD 131** GTAW (TIG) Plate (2-6-4) • **WLD 141** Symbols & Specifications (2-2-3) • **WLD 132** GTAW (TIG) Plate/Pipe (1-6-3) **NEW Welding Inert Gas MIG Certificate (C50420M)** • **WLD 110** Cutting Processes (1-3-2) • **WLD 121** GMAW (MIG) FCAW/Plate (2-6-4) • **WLD 141** Symbols & Specifications (2-2-3) • **WLD 122** GMAW (MIG) Plate/Pipe (1-6-3) **NEW Course** **Fall 2025 Implementation Date**	
BUSINESS, ARTS AND SCIENCES DIVISION	
PROPOSED CHANGE	**EXPLANATION**
ARTIFICIAL INTELLIGENCE	
10. **NEW Artificial Intelligence Certificate & Associated CCP Pathway (C25710)** <u>**Spring 1st Semester**</u> **MAT 152** Statistical Methods I (3-2-4) **CIS 115** Intro to Pgm & Logic (2-3-3) <u>**Summer 2nd Semester**</u> **CSC 113** Artificial Intel. Foundation (2-2-3) <u>**Fall 3rd Semester**</u> **CSC 121** Python Programming (2-3-3) <u>***Total Credit Hours: 13***</u> **Fall 2025 Implementation Date**	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • There are a number of individuals in the workforce who desire to acquire skills in AI without committing to a 2-year degree program. This certificate will provide baseline knowledge. • As a CCP Pathway, this set of courses provides a solid foundation for those seeking to advance their skills. W Curriculum Change Proposal Form...
HEALTH AND PUBLIC SERVICES DIVISION	
PROPOSED CHANGE	**EXPLANATION**
MEDICAL OFFICE ADMINISTRATION	

11. Medical Office Administration AAS (A25310) • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses. **Fall 2025 Implementation date**	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option. • MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.
PROPOSED CHANGE	**EXPLANATION**
HEALTHCARE MANAGEMENT TECHNOLOGY	
12. Healthcare Management Technology AAS (A25200) • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses. **Fall 2025 Implementation date**	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option. • MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.
13. CCP Pathway - Healthcare Clerical Certificate (C25310H); Medical Coding, Billing & Insurance (C25310AP) • **REMOVE** option for students to take **OST 141/142 "OR" MED 121/122.** • **REPLACE** with **MED 121/122** (3-0-3) as the required courses.	*Enhance resources and programming to help students transition successfully from ACC to the workplace and four-year institutions.* • Several Programs have the

Fall 2025 Implementation date	option to use this set of courses. To ensure consistency and reduce confusion, we propose offering only one option. ● MED-121 and MED-122 meets the accreditation standards for the Medical Assisting program.

25-Jun

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/Alaska Native (Total)	Asian (Total)	Hawaiian/Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	28	25	3	8	20	6	0	0	0	0	22
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	9	5	4	6	3	4	0	0	0	0	4
04 (Com Serv/Legal/Arts/Media)	15	8	7	6	9	6	0	0	0	0	8
05 (Postsecondary Teachers)	106	80	26	48	58	7	2	1	0	2	90
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	42	29	13	17	25	11	0	0	0	3	27
11 (Health Practitioners/Tech)	1	1	0	0	1	0	0	0	0	0	1
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	44	29	15	6	38	3	1	1	0	7	28
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
Total	**255**	**185**	**70**	**94**	**161**	**40**	**3**	**2**	**0**	**12**	**186**

New Full Time Employees:

Stella McLean	Curriculum Coordinator
Deanna Sakin	Senior Administrative Assistant - Dean's Office
Abigail Peralta Flores	Senior Administrative Assistant - Student Services

25-Jul

Occupation	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/Alaska Native (Total)	Asian (Total)	Hawaiian/Pacific Islander (Total)	Hispanic (Total)	White (Total)
01 (Management Occupations)	29	25	4	8	21	6	0	0	0	0	23
02 (Business/Finance Opers)	6	5	1	0	6	3	0	0	0	0	3
03 (Comp/Eng/Science)	8	5	3	6	2	4	0	0	0	0	3
04 (Com Serv/Legal/Arts/Media)	14	7	7	6	8	6	0	0	0	0	7
05 (Postsecondary Teachers)	112	83	29	50	62	7	2	0	0	3	96
08 (Librarians)	1	1	0	0	1	0	0	0	0	0	1
10 (Academic Affairs)	43	29	14	18	25	11	0	0	0	3	28
11 (Health Practitioners/Tech)	1	1	0	0	1	0	0	0	0	0	1
12 (Service Occupations)	2	2	0	2	0	0	0	0	0	0	2
14 (Office & Admin Support)	44	29	15	6	38	4	1	1	0	7	27
15 (Natural Res/Constr/Maint)	1	0	1	1	0	0	0	0	0	0	0
Total	**261**	**187**	**74**	**97**	**164**	**41**	**3**	**1**	**0**	**13**	**191**

New Full-Time Employees:

Dr. Mary Ann McBride	Veterinary Medical Technology Instructor (Doctor of Veterinary Medicine
Fabrizio Vallejos	CRM and Communications Manager
Nicholas Boudreau	Project Manager
Matthew Eckhoff	NC Boost Program Director
Lena Angelichio-Miller	NC Boost Academic Advisor
Danielle Woodall	Community Resource Coordinator/Counselor
Robbie Everett	Fixed Asset Coordinator
Bobbie Smith	Accounting Instructor
Sarah Barham	Marketing Director
Coretta Allen	Executive Administrative Assistant - Foundation Office

25-Jun

SOC Code Desc	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/ Alaska Native (Total)	Asian (Total)	Hawaiian/ Pacific Islander (Total)	Hispanic (Total)	White (Total)
Administrative Services Managers	1	1	0	1	0	0	0	0	0	0	1
Agricultural Sciences Teachers, Postsecondary	2	1	1	2	0	0	0	0	0	0	2
Agricultural Workers, All Other	1	0	1	1	0	0	0	0	0	0	0
Art, Drama, and Music Teachers, Postsecondary	7	4	3	5	2	0	0	0	0	0	7
Audio-Visual and Multimedia Collections Specialists	2	2	0	2	0	0	0	0	0	0	2
Biological Science Teachers, Postsecondary	2	2	0	1	1	0	0	0	0	0	2
Biological Scientists, All Other	2	1	1	0	2	1	0	0	0	0	0
Bookkeeping, Accounting, and Auditing Clerks	5	5	0	0	5	1	0	0	0	0	4
Business Teachers, Postsecondary	5	5	0	2	3	2	0	0	0	0	3
Chemistry Teachers, Postsecondary	5	5	0	3	2	0	0	0	0	0	5
Chief Executives	1	1	0	1	0	0	0	0	0	0	1
Computer and Information Systems Managers	1	1	0	1	0	0	0	0	0	0	1
Computer Science Teachers, Postsecondary	4	4	0	2	2	0	0	0	0	0	4
Computer User Support Specialists	2	1	1	2	0	2	0	0	0	0	0
Criminal Justice and Law Enforcement Teachers, Postsecondary	1	1	0	1	0	0	0	0	0	0	1
Education Administrators, Postsecondary	18	17	1	4	14	5	0	0	0	0	13
Education, Training, and Library Workers, All Other	8	6	2	2	6	3	0	0	0	0	5
Educational, Guidance, School, and Vocational Counselors	13	7	6	5	8	6	0	0	0	0	6
Engineering Teachers, Postsecondary	1	1	0	1	0	0	0	0	0	0	1
English Language and Literature Teachers, Postsecondary	12	8	4	5	7	1	0	0	0	0	11
Executive Secretaries and Executive Administrative Assistants	6	4	2	1	5	0	0	0	0	1	4
Financial Analysts	1	1	0	0	1	0	0	0	0	0	1
Financial Managers	4	3	1	1	3	0	0	0	0	0	4
First-Line Supervisors of Office and Administrative Support Workers	2	2	0	1	1	0	0	0	0	0	2
First-Line Supervisors of Protective Service Workers, All Other	1	1	0	1	0	0	0	0	0	0	1
Foreign Language and Literature Teachers, Postsecondary	1	1	0	0	1	0	0	0	0	1	0
Graphic Designers	1	0	1	0	1	0	0	0	0	0	1
Health Specialties Teachers, Postsecondary	13	9	4	1	12	2	0	1	0	0	10
History Teachers, Postsecondary	2	1	1	1	1	0	1	0	0	0	1
Human Resources Managers	1	1	0	0	1	1	0	0	0	0	0
Human Resources Specialists	3	3	0	0	3	2	0	0	0	0	1
Information and Record Clerks, All Other	4	2	2	1	3	0	0	1	0	1	2
Instructional Coordinators	32	21	11	13	19	8	0	0	0	3	20
Librarians	1	1	0	0	1	0	0	0	0	0	1
Mathematical Science Teachers, Postsecondary	9	8	1	4	5	0	0	0	0	0	9
Meeting, Convention, and Event Planners	1	0	1	0	1	0	0	0	0	0	1
Network and Computer Systems Administrators	4	3	1	4	0	1	0	0	0	0	3
Nursing Instructors and Teachers, Postsecondary	10	8	2	2	8	0	1	0	0	1	7
Office and Administrative Support Workers, All Other	1	0	1	0	1	0	0	0	0	0	1
Office Clerks, General	7	5	2	0	7	1	1	0	0	0	3
Payroll and Timekeeping Clerks	1	1	0	0	1	0	0	0	0	0	1
Political Science Teachers, Postsecondary	1	1	0	0	1	0	0	0	0	0	1
Postsecondary Teachers, All Other	2	2	0	0	2	1	0	0	0	0	1
Psychology Teachers, Postsecondary	3	2	1	0	3	0	0	0	0	0	3
Public Relations and Fundraising Managers	2	1	1	0	2	0	0	0	0	0	2
Public Relations Specialists	1	1	0	1	0	0	0	0	0	0	1
Secretaries and Administrative Assistants, Except Legal, Medical, and Exe	17	9	8	2	15	1	0	0	0	5	10
Security Guards	1	1	0	1	0	0	0	0	0	0	1
Shipping, Receiving, and Traffic Clerks	1	1	0	1	0	0	0	0	0	0	1
Sociology Teachers, Postsecondary	1	1	0	1	0	0	0	0	0	0	1
Training and Development Specialists	1	1	0	0	1	1	0	0	0	0	0
Veterinarians	1	1	0	0	1	0	0	0	0	0	1
Vocational Education Teachers, Postsecondary	25	16	9	17	8	1	0	0	0	0	21
Web Developers	1	0	1	0	1	0	0	0	0	0	1
Total	**255**	**185**	**70**	**94**	**161**	**40**	**3**	**2**	**0**	**12**	**186**

25-Jul

SOC Code Desc	Count	Age 40+ (Total)	Under Age 40 (Total)	Males (Total)	Females (Total)	African-American (Total)	American Indian/Alaska Native (Total)	Asian (Total)	Hawaiian /Pacific Islander (Total)	Hispanic (Total)	White (Total)
Administrative Services Managers	1	1	0	1	0	0	0	0	0	0	1
Agricultural Sciences Teachers, Postsecondary	3	1	2	2	1	0	0	0	0	0	3
Agricultural Workers, All Other	1	0	1	1	0	0	0	0	0	0	0
Art, Drama, and Music Teachers, Postsecondary	8	5	3	6	2	0	0	0	0	0	8
Audio-Visual and Multimedia Collections Specialists	2	2	0	2	0	0	0	0	0	0	2
Biological Science Teachers, Postsecondary	2	2	0	1	1	0	0	0	0	0	2
Biological Scientists, All Other	2	1	1	0	2	1	0	0	0	0	0
Bookkeeping, Accounting, and Auditing Clerks	5	5	0	0	5	1	0	0	0	0	4
Business Teachers, Postsecondary	5	5	0	2	3	2	0	0	0	0	3
Chemistry Teachers, Postsecondary	5	5	0	3	2	0	0	0	0	0	5
Chief Executives	1	1	0	1	0	0	0	0	0	0	1
Computer and Information Systems Managers	1	1	0	1	0	0	0	0	0	0	1
Computer Science Teachers, Postsecondary	4	4	0	2	2	0	0	0	0	0	4
Computer User Support Specialists	2	1	1	2	0	2	0	0	0	0	0
Criminal Justice and Law Enforcement Teachers, Postsecondary	1	1	0	1	0	0	0	0	0	0	1
Education Administrators, Postsecondary	18	17	1	4	14	5	0	0	0	0	13
Education, Training, and Library Workers, All Other	8	6	2	2	6	3	0	0	0	0	5
Educational, Guidance, School, and Vocational Counselors	13	7	6	6	7	6	0	0	0	0	6
Engineering Teachers, Postsecondary	2	2	0	2	0	0	0	0	0	0	2
English Language and Literature Teachers, Postsecondary	13	8	5	5	8	1	0	0	0	0	12
Executive Secretaries and Executive Administrative Assistants	6	4	2	1	5	1	0	0	0	1	3
Financial Analysts	1	1	0	0	1	0	0	0	0	0	1
Financial Managers	4	3	1	1	3	0	0	0	0	0	4
First-Line Supervisors of Office and Administrative Support Workers	2	2	0	1	1	0	0	0	0	0	2
First-Line Supervisors of Protective Service Workers, All Other	1	1	0	1	0	0	0	0	0	0	1
Foreign Language and Literature Teachers, Postsecondary	1	1	0	0	1	0	0	0	0	1	0
Graphic Designers	1	0	1	0	1	0	0	0	0	0	1
Health Specialties Teachers, Postsecondary	13	10	3	0	13	2	0	0	0	0	11
History Teachers, Postsecondary	3	1	2	2	1	0	1	0	0	0	2
Human Resources Managers	1	1	0	0	1	1	0	0	0	0	0
Human Resources Specialists	3	3	0	0	3	2	0	0	0	0	1
Information and Record Clerks, All Other	4	2	2	1	3	0	0	1	0	1	2
Instructional Coordinators	33	21	12	14	19	8	0	0	0	3	21
Librarians	1	1	0	0	1	0	0	0	0	0	1
Mathematical Science Teachers, Postsecondary	9	8	1	4	5	0	0	0	0	0	9
Meeting, Convention, and Event Planners	1	0	1	0	1	0	0	0	0	0	1
Network and Computer Systems Administrators	4	3	1	4	0	1	0	0	0	0	3
Nursing Instructors and Teachers, Postsecondary	10	8	2	2	8	0	1	0	0	1	7
Office and Administrative Support Workers, All Other	1	0	1	0	1	0	0	0	0	0	1
Office Clerks, General	7	5	2	0	7	1	1	0	0	0	3
Payroll and Timekeeping Clerks	1	1	0	0	1	0	0	0	0	0	1
Political Science Teachers, Postsecondary	1	1	0	0	1	0	0	0	0	0	1
Postsecondary Teachers, All Other	2	2	0	0	2	1	0	0	0	0	1
Psychology Teachers, Postsecondary	4	2	2	0	4	0	0	0	0	1	3
Public Relations and Fundraising Managers	3	1	2	0	3	0	0	0	0	0	3
Secretaries and Administrative Assistants, Except Legal, Medical, and E:	17	9	8	2	15	1	0	0	0	5	10
Security Guards	1	1	0	1	0	0	0	0	0	0	1
Shipping, Receiving, and Traffic Clerks	1	1	0	1	0	0	0	0	0	0	1
Sociology Teachers, Postsecondary	1	1	0	1	0	0	0	0	0	0	1
Training and Development Specialists	1	1	0	0	1	1	0	0	0	0	0
Veterinarians	1	1	0	0	1	0	0	0	0	0	1
Vocational Education Teachers, Postsecondary	25	16	9	17	8	1	0	0	0	0	21
Total	**261**	**187**	**74**	**97**	**164**	**41**	**3**	**1**	**0**	**13**	**191**

Curriculum	2024FA		2025SP		2025SU	
	Headcount:	**4826**	**Headcount:**	**4485**	**Headcount:**	**2350**
Male	38%	1852	38%	1720	33%	778
Female	62%	2974	62%	2765	67%	1572
CCP Student	35%	1667	39%	1749	23%	535
Non-CCP Student	65%	3159	61%	2736	77%	1815
Under 18	34%	1654	31%	1399	17%	405
18-24	43%	2076	47%	2090	53%	1253
25-44	19%	899	18%	822	25%	593
45-64	4%	187	4%	165	4%	97
65 and over	< 1%	10	< 1%	9	< 1%	2
American Indian or Alaska Native	< 1%	16	< 1%	16	< 1%	12
Asian	3%	124	3%	119	1%	57
Black or African American	19%	896	18%	822	19%	441
Hispanic or Latino	21%	1030	22%	987	23%	536
White	50%	2414	50%	2232	48%	1138
Two or More Races	3%	123	3%	117	3%	59
Other or Unknown	5%	223	4%	192	5%	107

Workforce Development	2024FA		2025SP		2025SU	
	Headcount:	**3700**	**Headcount:**	**4299**	**Headcount:**	**3050**
Male	56%	2060	54%	2329	52%	1611
Female	43%	1603	45%	1917	46%	1363
Unknown	1%	37	1%	53	2%	76
Under 18	1%	40	1%	51	9%	269
18-24	19%	690	17%	739	19%	561
25-44	47%	1745	47%	2018	44%	1367
45-64	26%	980	29%	1232	23%	714
65 and over	7%	245	6%	259	5%	139
American Indian or Alaska Native	< 1%	16	< 1%	27	< 1%	16
Asian	2%	67	2%	85	3%	77
Black or African American	15%	541	14%	587	12%	392
Hispanic or Latino	19%	690	19%	833	19%	590
White	56%	2087	55%	2363	54%	1654
Two or More Races	< 1%	20	< 1%	19	< 1%	16
Other or Unknown	8%	279	9%	385	10%	305

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

Final Project Closeout

AMENDED #1

Is this the Final 3-1 Project Closeout? Yes

College Alamance Community College

Project Name Horticulture Technology Storage Building **NCCCS Project No.** 2718

Campus 1001 Alamance CC - Main Campus **County** Alamance

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

The purpose of this 3-1 is to close out the project. Expenditures came in $4 under budget.

- ■ **Project to be constructed/renovated on college owned property**
- ■ **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name: Matthew Banko

Signature:

Contact Number: 336-506-4414

Date: 7/2/2025

CPC Signature:

Alamance Community College

2718

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

	Prior Budget	Changes/ Amended	Current Budget

	Prior Funds	Changes	Current Funds
1. Site Grading and Improvements (not in III B)			
2. Demolition (not in III B)			
Subtotal "A"	0.00	0.00	0.00
B. CONSTRUCTION			
1. Design Fee			
2. Construction..	150,000.00	3,796.00	153,796.00
3. Construction Contingency	3,800.00	(3,800.00)	
4. Other Contracts			
5. Other Fees			
Subtotal "B"	153,800.00	(4.00)	153,796.00
C. Other Costs			
1. Initial Equipment...			
2. Work Performed by Owner			
Subtotal "C"	0.00	0.00	0.00
TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	**$153,800.00**	**($4.00)**	**$153,796.00**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS	**Prior Funds**	**Changes**	**Current Funds**
1. County Appropriated			
2. County Bonds			
3. 0			
4.			
5.			
Subtotal "A"	**0.00**	**0.00**	**0.00**
B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)			
1.			
2.			
3.			
Subtotal "B"	**0.00**	**0.00**	**0.00**
C. STATE FUNDS (Reimbursed by the System Office)			
1. Budget Code 42120 New SCIF $400M	153,800.00	(4.00)	153,796.00
2. Budget Code			
3. Budget Code			
4. Budget Code			
Subtotal "C"	**153,800.00**	**(4.00)**	**153,796.00**
Total Sources of Funds Available (IV A, B, C)	**153,800.00**	**(4.00)**	**153,796.00**
D. UNIDENTIFIED FUNDS			
1. Unidentified Funds (Do not include on the NCCCS 2-16)			
Subtotal "D"	**0.00**	**0.00**	**0.00**
Total Sources of Funds Including Unidentifi	**$153,800.00**	**($4.00)**	**$153,796.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of **$153,796.00** State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated ______________ .

- As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

____
Chairman - Board of Trustees

____
Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2718
from Alamance Community College and if shown, county funds in the

amount of $0 are available for the planning and construction of this project.

Signature ______________________
Title ______________________
Date ______________________

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

Certification 2.

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

Signature ______________________
Title ______________________
Date ______________________

==

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

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

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

____

____

This, the _____________ day of ___________________ 20___

____
Signature

Alamance Community College

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

Date: ______________________ **Project Name:** Horticulture Technology Storage Building

College: Alamance Community College **Project Completion Date:** ______________________

Contact Name: ______________________

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping &						
Facility Operator)						
additional annual cost	$0	$0	$0	$0	$0	$0
Plant Maintenance						
additional annual cost	$0	$0	$0	$0	$0	$0
Other Operating Cost						
additional annual cost	$0	$0	$0	$0	$0	$0
Electric	$0	$0	$0	$0	$0	$0
Fuel (Gas, Oil)	$0	$0	$0	$0	$0	$0
Water	$0	$0	$0	$0	$0	$0
Telecommunications	$0	$0	$0	$0	$0	$0
	Total Average Annual Cost (used in Section VI of the 3-1)					$0

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

____

County Manager/Finance Officer

3-1 Attachment

Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

Final Project Closeout

AMENDED #2

Is this the Final 3-1 Project Closeout? Yes

College Alamance Community College

Project Name AATC CENTRALIZED WELDING EXHAUST SYSTEM PROJECT

NCCCS Project No. 2836

Campus 1001 Alamance CC - Main Campus

County Alamance

I. TYPE OF PROJECT:

Infrastructure Repair

II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

CLOSE OUT; ALL OBLIGATIONS HAVE BEEN SATISFIED.

- **Project to be constructed/renovated on college owned property**
- **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name: Matthew Banko

Signature:

Contact Number: 336-506-4414

Date: 7/2/2025

CPC Signature:

III. ESTMATED COST OF PROJECT:

	Prior Budget	Changes/ Amended	Current Budget
A. PRE-CONSTRUCTION COSTS			
1. Site Grading and Improvements (not in III B)			
2. Demolition (not in III B)			
Subtotal "A"	**0.00**	**0.00**	**0.00**
B. CONSTRUCTION			
1. Design Fee			
2. Construction..	438,276.00	0.01	438,276.01
3. Construction Contingency	10,000.00	(10,000.00)	
4. Other Contracts			
5. Other Fees			
Subtotal "B"	**448,276.00**	**(9,999.99)**	**438,276.01**
C. Other Costs			
1. Initial Equipment...			
2. Work Performed by Owner			
Subtotal "C"	**0.00**	**0.00**	**0.00**
TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)	**$448,276.00**	**($9,999.99)**	**$438,276.01**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

	Prior Funds	Changes	Current Funds
A. NON-STATE FUNDS			
1. County Appropriated			
2. County Bonds			
3. Other — CANNON GRANT	280,000.00	(9,999.99)	270,000.01
4.			
5.			
Subtotal "A"	**280,000.00**	**(9,999.99)**	**270,000.01**
B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)			
1.			
2.			
3.			
Subtotal "B" *Must be used on same OSBM SCIF Project	**0.00**	**0.00**	**0.00**
C. STATE FUNDS (Reimbursed by the System Office)			
1. Budget Code 42120 New SCIF $400M	168,276.00		168,276.00
2. Budget Code			
3. Budget Code			
4. Budget Code			
Subtotal "C"	**168,276.00**	**0.00**	**168,276.00**
Total Sources of Funds Available (IV A, B, C)	**448,276.00**	**(9,999.99)**	**438,276.01**
D. UNIDENTIFIED FUNDS			
1. Unidentified Funds (Do not include on the NCCCS 2-16)			
Subtotal "D"	**0.00**	**0.00**	**0.00**
Total Sources of Funds Including Unidentified	**$448,276.00**	**($9,999.99)**	**$438,276.01**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of **$168,276.00** State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated ______________________ .

■ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

■ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefor will not be reimbursed.

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

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

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

____
Chairman - Board of Trustees

____
Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUND

Certification 1.

I certify that I have examined this application for the project no: 2836 from Alamance Community College and if shown, county funds in the amount of $0 are available for the planning and construction of this project.

Signature ______________________

Title ______________________

Date ______________________

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

Certification 2.

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

Signature ______________________

Title ______________________

Date ______________________

==:

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

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

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

____

____

This, the _____________ day of ___________________ 20___

____
Signature

VIII. CERTIFICATION OF LOCAL BUDGET SUPPOF
ESTIMATED OPERATING/UTILITY ANNUAL COS
FOR CAPITAL IMPROVEMENT PROJECT

Date: ____________________ **Project Name:** AATC CENTRALIZED WELDING EXHAUST SYSTEM I

College: Alamance Community College **Project Completion Date:** ____________________

Contact Name: ____________________

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY26	FY 27	FY 28	FY 29	FY30	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	$0	$0	$0	$0	$0	$0
Plant Maintenance						
additional annual cost	$0	$0	$0	$0	$0	$0
Other Operating Cost						
additional annual cost	$0	$0	$0	$0	$0	$0
Electric	$0	$0	$0	$0	$0	$0
Fuel (Gas, Oil)	$0	$0	$0	$0	$0	$0
Water	$0	$0	$0	$0	$0	$0
Telecommunications	$0	$0	$0	$0	$0	$0
	Total Average Annual Cost (used in Section VI of the 3-)					$0

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

____
County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

ALAMANCE COMMUNITY COLLEGE

Buildings & Grounds Committee
August 8, 2025
Action Item:

Public Safety Training Center
Burn Building
Site work Contract Award

Executive Summary

On July 8, 2025, two (2) bids were received for the Public Safety Training Center Burn Building – Site work package. Per NC General Statute, when less than three bids are received, the project must be rebid. The project was posted publicly again and on July 23, 2025, one (1) bid was received and opened.

The bid received is listed below:

Contractor	**Base Bid**
Central Builders Inc. of Mebane	$175,000

The College recommends awarding the contract to Central Builders Inc. of Mebane, the lowest, most responsive, responsible bidder.

The overall budget for the project for the structure and the site work is $850,000. The total of bids for the burn tower and the burn tower sitework is $909,000. Non-committed project contingency will be used to fund the difference between budget and actual.

Board Action Required

College Administration recommends approval of a contract with Central Builders Inc. of Mebane in the amount of $175,000 for the base bid for the burn tower site work to be funded out of County bonds

July 23, 2025

Re: ACC PSTC Site Work
Recommendation to Proceed with Award of Contract
SCO ID# 19-21198-01D
Moseley #650379

Tom Hartman
Associate Vice President
Administrative Services and Facilities
Alamance Community College
1247 Jimmie Kerr Rd., Graham, NC
336-506-4201

Dear Mr. Hartman,

Enclosed is the Tabulation of Bids for the PSTC Site Work Project, including the single bid received from Central Builders, Inc. This was a second bid attempt after receiving less than 3 bids at the July 8th bid opening.

Following the receipt of bids, we reviewed the bid submission and find it to be compliant including a signed/sealed bid form, bid security in the required amount and inclusion of Affidavit A showing good faith effort to include minority business.

We have reviewed the license number for this contractor and find it to be in good standing and do not see any reason why the college should not award a contract for this work.

Sincerely,

Suzanne J.A. McDade

Suzanne McDade, AIA
Vice President

SUZANNE LYNN ANDERSON MCDADE
REGISTERED ARCHITECT
11729
NORTH CAROLINA
CHARLOTTE, NC

Moseley

704-540-3755
MoseleyDesigns.com

6210 Ardrey Kell Road
Suite 425
Charlotte, NC 28277

Moseley

TABULATION OF BIDS

Project: ACC PSTC Burn Building Site Work (Re-Bid)	Bids Receipt Date/Time: Up Until 7/23/2025 3:00pm Bids Opening Date/Time: Immediately After

	Contractor Name	Original Signed Bid	Bid Bond	Minority Business Participation Affidavit	Base Bid	Unit Price
1	Central Builders, Inc. of Mebane	YES	YES	YES	$175,000.00	$75.00 /CU YD
2		Y or N	Y or N	Y or N		/CU YD
3		Y or N	Y or N	Y or N		/CU YD
4		Y or N	Y or N	Y or N		/CU YD
5		Y or N	Y or N	Y or N		/CU YD
6		Y or N	Y or N	Y or N		/CU YD
7		Y or N	Y or N	Y or N		/CU YD
8		Y or N	Y or N	Y or N		/CU YD
9		Y or N	Y or N	Y or N		/CU YD
10		Y or N	Y or N	Y or N		/CU YD

Signed: Suzanne L.A. McDade

Suzanne McDade, AIA
Vice President

ALAMANCE COMMUNITY COLLEGE

Buildings & Grounds Committee
August 8, 2025
Informational Item: Roofing Preventative Maintenance Plan

Executive Summary

BIRS Roofing out of Greensboro again assisted college maintenance staff in completing an annual inspection of all roofing systems. The five-year plan was approved by the Board of Trustees in August 2024 and has been developed identifying minor and major repair and maintenance issues. Year two of that plan is highlighted below.

BUILDING	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
MAIN	$ 1,000.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 2,000.00
A	$ 1,400.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
B	$ 1,500.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
G	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,500.00	$ 1,500.00
AG	$ 300.00	$ 500.00	$ 700.00	$ 1,000.00	$ 1,000.00
GROUNDS	$ 500.00	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
MAINT	$ 500.00	$ 1,000.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
LIT	$ 500.00	$ 500.00	$ 500.00	$ 600.00	$ 600.00
AATC	$ 800.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
POWELL	$ 500.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00
DC	$ 500.00	$ 2,000.00	$ 2,000.00	$ 2,000.00	$ 2,000.00
BCOE	$ -	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
STUDENT SERVICES	$ 500.00	$ 700.00	$ 700.00	$ 1,000.00	$ 1,000.00
PSTC - CLASSROOM BLDG	N/A	N/A	$ 500.00	$ 1,000.00	$ 1,000.00
PSTC - FIRING RANGE	N/A	N/A	$ 500.00	$ 1,000.00	$ 1,000.00
FARM MODULAR CLASSROOM	N/A	$ 300.00	$ 300.00	$ 500.00	$ 500.00
FARM BARN	N/A	N/A	$ 500.00	$ 500.00	$ 1,000.00
HORT SHED	$ 500.00	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
VIEWING PLATFORM	$ 200.00	$ 500.00	$ 500.00	$ 1,000.00	$ 1,000.00
SHEDS	$ 300.00	$ 1,000.00	$ 800.00	$ 1,400.00	$ 1,400.00
	$ 10,000.00	$ 17,000.00	$ 19,000.00	$ 24,000.00	$ 25,000.00

JULY 2025 SUMMARY
BOND AND CAPITAL IMPROVEMENT PROJECTS

BOND PROJECTS	**STATUS SUMMARY**
Public Safety Training Center	
Green Level Site:	Final work on the administration/classroom building continues. In the last 30 days, permanent seeding and final plantings have continued. The construction trailer has now been removed and that area is now being graded and seeded. Action Target was on site to complete their work in the Firing Range and to provide owner training. The Classroom/Administration Building is substantially complete with final inspections all underway. On July 28th we finally received notification that the NCDEQ permit had been approved for the waterline extension. Samet is now coordinating with the subcontractor to mobilize and begin their work. The current schedule shows this work to be complete, the testing and chlorination of the line, large water tank used for life safety filled and fire suppression/sprinkler systems tested and inspected by early September. Furniture is scheduled for delivery and installation the week of September 15th.
Burlington Site:	The site work bid package was advertised on 6/10/25 and again on 7/16/25 with bid openings held on 7/8/25 and 7/23/25 respectively. A contract recommendation to award Central Builders of Mebane will be brought to the Board at the August meeting.

CAPITAL PROJECTS	STATUS SUMMARY
Campus Exterior Wayfinding Project	The project is complete. We are finalizing a few items on the punch list before making final payment.
Veterinary Medical Technology Barn Project	The stakeholder committee and designer met on 6/23/25 to begin discussions to refine the initial design provided by the previous architect and confirm all necessary scope in the project. Another meeting was held with ACC Facilities, the stakeholder chair and the engineering team on 8/1/25 to confirm HVAC standards and needs for the space. Hobbs is scheduled to have the "pre-design programming" portion of their work complete by 8/15/25.
Third Floor Biotechnology COE Upfit Project	The Design Development drawings have been approved by State Construction and the designer is now finalizing construction drawings that will be used for bidding. We expect construction drawings to be submitted to State Construction mid-August with approvals to bid coming sometime in December/January. The Stakeholder Committee met on July 15th to review the status of the drawings and to receive an initial review of furniture options. We are still on track to bid the project in December/January and begin construction at the start of 2026.
Tech Infrastructure Replacement Project	We have successfully replaced the fiber connections serving the Powell and AATC buildings. This upgrade is a critical step in preparing AATC to function as the secondary demarcation point for Carrington-Scott campus. As part of the broader infrastructure improvements, we have finalized the contracts to start construction of a diverse and redundant data circuit to be installed by Spectrum in the AATC, enhancing connectivity and resilience for campus. Additionally, our network team has upgraded the college's WAN switch to a modern equivalent. This advancement enables the transition to our next-generation network firewalls, which were procured as part of this initiative. Due to the complexity of the firewall configuration at the Carrington-Scott campus, the network team will first bring the firewalls online at the Dillingham campus, the farm, AWS, and the PSTC. This phase is on schedule to be completed by the end of September. Completion of the Carrington-Scott firewall is scheduled for the end of October.
Facilities Master Plan Revision	The master plan has been completed by the design team. College leadership is currently reviewing and will share additional information at a future meeting.

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

NONE

	Buildings and Grounds Committee Meeting				
	Capital Project Budget Plan For Fiscal Year 2025				
	As of June 30, 2025				
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	Fire Hydrant Repair	14,000	13,694	306	
b.	savings (i.e. unspent allocation) from various projects	45,711	37,779	7,932	
		59,711	51,473	8,238	
2	County Capital--FY 2025 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: painting, plumb	86,224	59,459	26,765	Monthly Aramark painting allotment $2643
b.	Roofing Preventative Maintenance Year 5	10,000		10,000	Approv'd Aug 2024
c.	Eastbound Interchange Exit 150 Beautification Project	3,293		3,293	Appr'vd Mar 2024 Phase I only (Phase II may cost another $24,000)
d.	Gee Building Controls Replacement Project	58,000	57,306	694	Approv'd May 2024
e.	B Bldg envelope sealant repair	42,200	42,200	-	Approv'd May 2024
f.	Battery Replacement - Solar Greenhouse	30,744	31,349	(605)	Approv'd May 2024
g.	Culinary Replacement HVAC	45,796	45,712	84	Approv'd Sept 2024
h.	DDC Controls AHU Culinary Kitchen	10,478	9,815	663	Approv'd Sept 2024
i.	Facilities Master Plan	35,000	33,300	1,700	Approv'd Oct 2024
j.	Cashier Office Door	10,303	10,303	0	
k.	DC Kitchenette Remodel	32,304	32,304	-	
l.	Pressure Washing	17,000	16,726	274	
m.	Dental Equipment Support Wall	15,000	14,589	411	
n.	Shaft and Bearing Repair	25,000	24,775	225	
o.	RTU 5 Drive Replacement	14,000	13,552	448	
p.	savings (i.e. unspent allocation) from various projects	100,658	-	100,658	
		536,000	391,389	144,612	
3	GLS	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,043	19,460,043	-	$16,510,212 County Bonds $2,942,881 SCIF (*FY22*)+$206,949 FF&E
b.	Student Services Center	6,703,500	6,703,500	-	$6,703,500 County Bonds
c.	Public Safety Training Center	24,607,664	20,580,218	4,027,446	$13,350,218 County Bonds; $5,306,946 ($2,000,000 + $3,306,946+450,500) County Capital Reserves and $5,500,000 OSBM SCIF
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	5,088,981	-	$3,036,070 County Bonds; $652,911 ($500,000 + $152,911) County Capital Reserves; and $1,400,000 SCIF FY22
		55,860,188	51,832,742	4,027,446	$39.6M County bonds, $5.9M Cty Reserves $2.942 SCIF, $5.5M State
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	HVAC Replacement - IT Server Room	203,430	178,000	25,430	Appr'vd Oct 22; Cannon Grant of $187,000 awarded Jan 2023
b.	Covington Educaton Center: Utility Upgrades	380,550	376,706	3,844	Appr'vd $380,550 with $347,354 via Grant: NC Tobacco Trust Fund Commission and $33,196 of SCIF $1.25M project
c.	Horticulture Technology Storage Building Project	153,800	145,522	8,278	State: (SCIF FY22) Appr'vd Oct 22
d.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
e.	Veterinary Medical Technician Instructional Barn	1,250,000	23,400	1,226,600	Appr'vd Mar 2024 ($1M Golden LEAF & $250k SCIF)
f.	AATC Centralized Welding System Project	448,276	438,276	10,000	Appr'vd Mar 2024 ($280,000 Cannon Grant & $168,276 SCIF)
g.	Technology Infrastructure Project	1,500,000	808,650	691,350	Appr'vd May 2024 NCCCS SCIF
h.	NCDEQ EV Grant	79,104	79,104	(0)	Appr'vd June 2024
i	BioTech Center Third Floor Uplift	2,542,000	48,300	2,493,700	Appr'vd August 2024 NCCCS SCIF
j	Savings (i.e. Unspent Allocation) from Various Projects	1,622,028	-	1,622,028	State: (SCIF FY22 & FY23 & FY24 & FY25 allocation)
		8,481,788	2,097,959	6,383,829	
	TOTAL CAPITAL PROJECTS	63,169,290	#REF!		
	Funds Available for Future Projects	1,768,397			

	Buildings and Grounds Committee Meeting				
	Capital Project Budget Plan For Fiscal Year 2026				
	As of July 31, 2025				
1	County Capital--Carry-forward Unspent Fund Balance	Budget	Actual	Remainder	
a.	savings (i.e. unspent allocation) from various projects	152,850		152,850	
		152,850	-	152,850	
2	County Capital--FY 2025 Allocation	Budget	Actual	Remainder	
a.	Various Campus Renovations & Repairs: painting, plumb	30,000		30,000	
b.	Roofing Preventative Maintenance Year 5	17,000		17,000	Approved BOT Capital
c.	Eastbound Interchange Exit 150 Beautification Project	1,700	1,700	-	Approv'd Oct 2024
d.	Building Pressure Washing	12,400	16,650	(4,250)	Continued from 2025
e.	DC Kitchenette Remodel	2,393	2,393	-	
f.	B Bldg Soffit Sealing Repair	14,000		14,000	Continued from 2025
g.	Foundation Carpet	6,644		6,644	In progress
h.				-	
i.	savings (i.e. unspent allocation) from various projects	451,863		451,863	
		536,000	20,743	515,257	
3	GLS	Budget	Total Expended	Remainder	
a.	Biotechnology Center of Excellence and Parking	19,460,043	19,460,043	-	$16,510,212 County Bonds $2,942,881 SCIF (*FY22*)+$206,949 FF&E
b.	Student Services Center	6,703,500	6,703,500	-	$6,703,500 County Bonds
c.	Public Safety Training Center	24,607,664	20,905,642	3,702,022	$13,350,218 County Bonds; $5,306,946 ($2,000,000 + $3,306,946+450,500) County Capital Reserves and $5,500,000 OSBM SCIF
d.	Main, Powell, & Gee Buildings-Classrooms, Labs, Offices, Library/Nursing/Childcare Updates	5,088,981	5,088,981	-	$3,036,070 County Bonds; $652,911 ($500,000 + $152,911) County Capital Reserves; and $1,400,000 SCIF FY22
		55,860,188	52,158,166	3,702,022	$39.6M County bonds, $5.9M Cty Reserves $2.942 SCIF, $5.5M State
4	Non-County Projects (federal, state, local grants)	Budget	Total Expended	Remainder	
a.	HVAC Replacement - IT Server Room	203,430	178,000	25,430	Appr'vd Oct 22; Cannon Grant of $187,000 awarded Jan 2023
b.	Covington Educaton Center: Utility Upgrades	380,550	376,706	3,844	Appr'vd $380,550 with $347,354 via Grant: NC Tobacco Trust Fund Commission and $33,196 of SCIF $1.25M project
c.	Horticulture Technology Storage Building Project	153,800	145,522	8,278	State: (SCIF FY22) Appr'vd Oct 22
d.	Campus Exterior Wayfinding Project	302,600		302,600	Appr'vd Feb 24 (SCIF)
e.	Veterinary Medical Technician Instructional Barn	1,250,000	23,400	1,226,600	Appr'vd Mar 2024 ($1M Golden LEAF & $250k SCIF)
f.	AATC Centralized Welding System Project	448,276	438,276	10,000	Appr'vd Mar 2024 ($280,000 Cannon Grant & $168,276 SCIF)
g.	Technology Infrastructure Project	1,500,000	808,650	691,350	Appr'vd May 2024 NCCCS SCIF
h.	NCDEQ EV Grant	79,104	79,104	(0)	Appr'vd June 2024
i	BioTech Center Third Floor Uplift	2,542,000	59,076	2,482,924	Appr'vd August 2024 NCCCS SCIF
j	Savings (i.e. Unspent Allocation) from Various Projects	1,622,028	-	1,622,028	State: (SCIF FY22 & FY23 & FY24 & FY25 allocation)
		8,481,788	2,108,735	6,373,053	
	TOTAL CAPITAL PROJECTS	62,956,935	#REF!		
	Funds Available for Future Projects	2,073,891			

Capital Improvement Project Contracts/Amendments Signed by President

Date	Project	Vendor	Description	Amount
10/6/2021	Public Safety Training Center Project	Moseley Architects	Design services	$ 586,716
11/4/2021	Public Safety Training Center Project	Samet Corporation	Pre-Construction Services Agreement	$ 135,668
1/11/2022	Main, Powell & Gee Buildings - Classroom, Offices, Library Renovation and Childcare Updates Project	Moseley Architects	Design services	$ 222,475
7/12/2022	Public Safety Training Center Project	ESP Associates, Inc.	Geotechnical services for soil conditions	$ 29,500
7/12/2022	Public Safety Training Center Project	Withers Ravenel	Additional surveying services	$ 5,000
11/18/2022	Wayfinding Masterplanning Project	APCO Signs	Master planning and design of new interior and exterior signage and wayfinding	$ 20,710
1/13/2023	Public Safety Training Center Project	Timmons Group	Environmental permits - Riparian Buffer Permit processing	$ 6,000
2/3/2023	Public Safety Training Center Project	Timmons Group	Wetland/ Stream delineation and confirmation	$ 6,800
4/17/2023	Public Safety Training Center Project	Withers Ravenel	Additional topographic and wetland surveying services for permanent fencing	$ 7,000
5/31/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Hazordous Materials Surevy - Main Building	$ 2,800
6/1/2023	Main, Powell, Gee - Nursing Expansion/Library Project	Associated Fire Protection, Inc	Fire flow testing	$ 2,400
6/27/2023	Main, Powell, Gee - Nursing Expansion/Library Project	ECS Southeast , LLP	Asbestos plans and specifications, air monitoring, final reports	$ 21,625
7/25/2023	Public Safety Training Center Project	Moseley Architects	Design services amendment - commissioning services	$ 22,340
9/15/2023	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	General contractor for construction project	$ 3,408,900
10/23/2023	Public Safety Training Center Project	Samet Corporation	Initial GMP Contract	$ 12,966,867
1/30/2024	Public Safety Training Center Project	Samet Corporation	Amended GMP contract to include (1) bid day reconciliation, (2) Firing Range (alt #1) and (3) Driving Pad Extension (alt #2)	$ 6,986,801
2/22/2024	Public Safety Training Center Project	ESP Associates, Inc	Special inspections and construction materials testing contract	$ 96,634
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Academic Support Center - Main Building (State Contract)	$ 103,878
4/25/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Nursing expansion - Powell Building (State Contract)	$ 200,259
5/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Library - Gee Building (State Contract)	$ 475,192

5/14/2024	Public Safety Training Center Project	Moseley Architects	Design services amendment - additional services for redesign, bidding, construction administration and closeout for Class A Burn Building in Burlington, NC	$ 62,875
6/10/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Alfred Williams & Company	Furniture for Main Building Classrooms, Labs, Offices (State Contract)	$ 714,892
6/7/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Teklinx, Inc	AV equipment for classrooms and labs in Main, Powell and Gee Buildings	$ 103,715
10/1/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Moseley Architects	Design amendment #1 for additional design required for fire alarm devices, emergency lighting and exit lighting in areas outside of original scope (required by State Construction).	$ 8,130
12/19/2024	Public Safety Training Center Project	Alfred Williams & Company	Furniture for PSTC classroom building and firing range (State Contract)	$ 362,821
12/20/2024	Veterinary Medical Tech Inst Barn Project	Studio 310	Design services contract (programming only)	$ 23,400
3/5/2025	BCOE - Third Floor Upfit Project	Thoughtcraft Architects, PLLC	Design services contract	$ 220,900
4/29/2025	Public Safety Training Center Project	Moseley Architects	Design Amendment for providing construction administration services for water and sewer utilities (Timmons civil)	$ 19,800
6/27/2025	Veterinary Medical Tech Inst Barn Project	Hobbs Architects	Design services contract (programming only)	$ 20,000
6/30/2025	BCOE - Third Floor Upfit Project	Thoughtcraft Architects, PLLC	Design amendment #1 for additional services in connection with providing design and construction administration services for improvements to existing HVAC system and associated electrical work.	$ 10,600
7/15/2025	Public Safety Training Center Project	Moseley Architects	Design amendment #5 for additional potable waterline design and waterline permitting modifications.	$ 14,300

Capital Improvement Project Change Orders Signed by President

Date	Project	Vendor	Description	Amount
5/9/2024	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional demolition and asbetos abatement at Main Building work areas A, B, C, D, E, F.	$ 54,353.26
3/17/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Delete Area A scope of work (Childcare) in it's entirety, additional floor covering in Area B classrooms after abatement not shown on original ECS reports, additional floor covering in area E classrooms 326 and 331 after abatement not shown on original ECS reports.	$ (163,940.90)
3/20/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Additional electrical work related to existing field conditions, relocate electrical and data related to updated furniture and equipment layouts.	$ 71,338.54
3/28/2025	Main, Powell and Gee Buildings: Classroom, Lab, Offices, Library Renovations/Nursing Expansion/Childcare Updates Project	Central Builders of Mebane	Changes to flooring (medical grade), additional accent wall painting, remove existing gas pipes in Powell, add counter tops for SIM lab, credit for existing walls to remain, add IT data closet/IDF, credit for door re-keying, credit for moisture vapor treatment not used.	$ 87,692.74
7/3/2024	Public Safety Training Center	Samet Corporation	Provide electrical & mechanical changes resulting from County review comments for permit approval. Provide erosion control resulting from DEQ & DOT permit review comments. Provide civil utilities changes resulting from Duke Energy existing overhead power poles. Provide electrical power for grinder pump that is part of County water & sewer project.	$ 10,982.00
2/4/2025	Public Safety Training Center	Samet Corporation	Provide window shades in lieu of horizontals blinds, provide and install site lighting and controls for driving pad, credit for roof coping substitution. Provide Elevate roof coping with MRS rapid Lock Fascia.	$ 73,106.90
2/12/2025	Public Safety Training Center	Samet Corporation	Provide power and lighting for Training Tower, upgrade to traditional intercom system at Firing Range in lieu of contract headset intercom system, credit to reconfigure and relocate firing range safety ceiling three (3) feet behind firing line to allow overhead mechanical & electrical clearance and access, provide electrical power data changes	$ 34,562.38

2/25/2025	Public Safety Training Center	Samet Corporation	Provide asphalt paving in lieu of gravel at Firing Range and Pavilion parking areas	$ 94,460.00
3/28/2025	Public Safety Training Center	Samet Corporation	Outside Utilities-water & sewer project; includes all cost associated with the installation of underground water & sewer lines & pump station	$ 450,000.00
7/28/2025	Public Safety Training Center	Samet Corporation	Hardware Changes: 6 Pin Locks & Add Thumb Turns, add Quazite Boxes for Building Communications and additional 996' of 6' vinyl coated chain link fencing to tie into existing fencing plan east and plan south	$ 50,586.00

~~Alamance Community College (ACC) seeks to recognize the efforts and contributions of individuals, families, organizations, foundations, or corporations by the naming of buildings, portions of buildings, rooms, and other spaces and features on campus. This policy establishes a uniform and consistent procedure to gain approval and to record these namings.~~Alamance Community College (ACC) trustees and president, as well as the directors of the Alamance Community College Foundation (Foundation) seek private funds to enhance the College's ability to meet the higher education needs of its community. To that end, the College seeks to provide appropriate recognition to donors for their generosity. This policy seeks to establish procedures for the naming of buildings, portions of buildings, rooms, and other spaces and features on campus as a form of donor recognition.

This policy exists to assure an appropriate reflection of the history of the College as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of the College~~.~~, while also aligning with the institution's financial goals.

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

I. PURPOSE

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

II. RESPONSIBILITY FOR RAISING FUNDS

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

III. NAMING TRIBUTES

~~Two~~ The primary circumstance that ~~circumstances~~ may give rise to a naming tribute is the provision of a monetary gift appropriate to the facility or physical aspect being named (See Giving Levels section).~~:~~ The Board of Trustees also has the sole discretion to recognize extraordinary leadership and service to the College with an honorific naming opportunity.

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

2. ~~Provision of a monetary gift appropriate to the facility or physical aspect being named. (See Giving Levels section.)~~

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IV. DONOR RIGHTS AND RESPONSIBILITIES

Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations, or corporations. The naming recognition will reflect the monetary gift appropriated to the facility or physical aspect being named.

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

V. GIVING LEVEL GUIDELINES

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

B. Buildings

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

1. <u>New buildings constructed with private funds</u>: A minimum of 50% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.

2. <u>New buildings constructed with public funds</u>: A minimum of 10% or more of the cost of construction is required to name a new building. Cost of construction includes, but is not limited to design, land acquisition, construction, and contingency expenses.

3. <u>Existing buildings</u>: Existing unnamed buildings may be named for donors in cases where substantial gifts are made by donors to programs conducted within those buildings or other appropriate purpose. The minimum amount is $1 million.

4. Major renovations: In cases of major renovations which extend throughout an existing building, the building can be named for the donor provided that the donor's gift covers at least one-half (1/2) of the total cost of the major renovation (including design, construction, and contingency costs). It is not possible to outline specifically what constitute a major renovation, but this is a matter which shall be resolved in each individual case.

C. Spaces Within and Outside Buildings

It is not possible to create a policy that covers the myriad opportunities for naming on a college campus, including, but not limited to, halls, auditoriums, centers, student spaces, lobbies, suites, libraries, breakrooms, labs, classrooms, conference rooms, exterior features such as gardens or fountains, courtyards, plazas, specialized teaching facilities such as a greenhouse or equipment room, or parking facility.

In preparation for a specific fundraising initiative or in response to a donation offer with an unsolicited naming request, the ACC President, or a committee appointed by the ACC President, will make a recommendation as to appropriate naming levels based on past precedents at ACC, comparables from other community colleges and educational institutions, institutional needs, and market conditions. The recommended naming levels for a specific facility will be brought to the Budget and Finance Committee of the ACC Board of Trustees and the ACC Foundation Executive Committee for approval.

D. When a College Building or other space has been named, it is the intent to continue to use the name so long as the facility remains in use and serves its original function, or as otherwise may be provided for in the written agreement between the parties and as subject to North Carolina statutes that exist now or may exist in the future. For example, the College has the right to propose a duration of a certain number of years for a particular naming opportunity, but that will be specified in the proposal to the donor by way of a memorandum of understanding that will be prepared by the Foundation Office and signed by the donor.

E. The guidelines will be reviewed periodically by the Budget and Finance Committee of the ACC Board of Trustees, the ACC Foundation Executive Committee and the ACC President and/or designee. The donor and the ACC President or designee will jointly decide how funds donated are directed, invested, and spent, with the donor having ultimate authority if the gift is within the mission of ACC and the ACC Foundation as established by the ACC Board of Trustees and the ACC Foundation Board of Directors.

VI. OTHER PROVISIONS

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

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

C. Commitments made prior to adoption of this policy shall be honored.

VII. FINAL AUTHORITY

The final authority for any naming, memorial or tribute rests with the College's Board of Trustees as recommended by the college President. The guidelines set forth in this policy are not to be deemed all-inclusive. Additionally, the College's Board of Trustees reserve the right to withdraw the privilege of name association with the College.

Adopted: April 14, 2014; rev. March 27, 2020; June 8, 2020; June 10, 2024; August 11, 2025

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

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RESOLUTION FOR APPROVAL OF
TRAVEL AUTHORIZATION FOR THE
PRESIDENT OF ALAMANCE COMMUNITY COLLEGE
FOR THE FISCAL YEAR EFFECTIVE
JULY 1, 2025, THROUGH JUNE 30, 2026

The following Resolutions were adopted and actions taken at the Board of Trustees' Meeting on August 11, 2025;

Upon a motion, and being duly seconded, the Board of Trustees of Alamance Community College ("ACC") at the above meeting took the following action and authorized its Chairperson to evidence the approval of the Board to the following Resolutions:

BE IT RESOLVED, that Dr. Kenneth G. Ingle III, as President of Alamance Community College, is authorized by the Board of Trustees to travel on business regarding or relating to ACC and the ACC Board does hereby approve a blanket travel authorization for its President to conduct business travel for the purposes and for the benefit of Alamance Community College for the period of time commencing July 1, 2025, through June 30, 2026.

BE IT FURTHER RESOLVED, that the Board of Trustees of Alamance Community College pursuant to Section 5, II of the North Carolina Community College System and Accounting Procedures Manual does hereby stipulate and pre-authorizes travel conducted by its President provided that the Senior Vice President of Operations/CFO will sign off on and confirm the President's travel reimbursement requests subject to all policies, procedures, regulations and limitations applicable to travel by the employees of Alamance Community College on behalf of the College relating to business or meetings connected thereto.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Trustees is hereby authorized to execute a copy of the foregoing Resolutions on behalf of the Board of Trustees and place said resolutions of record on behalf of the Board to be effective on the above date and relating back and to be effective as of July 1, 2025.

____
Board of Trustees Chair
Alamance Community College

Date: August 11, 2025

Budget and Financial Information

For the
Month Ending
Jun-25

Alamance Community College -- Budget and Financial Information
For the Month Ending June 30, 2025
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending June 30, 2025. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

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

Report highlights include:

- The college budget is strong with enrollment growth funds and a county budget increase. Additonal fees also support the college should any unexpected expenses occur.
- Exhibit A--State Accounting Fund: Many state funds remaining are for grants being funded in fiscal year 25-26. Additional funds include equipment funds to support our vet tech, AI, and dental programs.
- Exhibit B—County Accounting Fund: The county expended 99% of it general expense budget and 96% of its capital funds. Those will carryover to support capital projects in 25-26.
- Exhibit C—(NEW) Institutional Accounting Fund: Institutional funds are strong with $3.9 million in unrestricted and proprietary funds. Increased enrollment increased student aid totals by $3.2 million.
- Exhibit D—Institutional Accounting Fund: Negative accounts are reimbursement related.
- 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 Instititutional funds with unplanned negative balances to report.

May-25

Current Expense (State)	Amended Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Institutional Support					
Executive Management......................................	1,559,063	1,559,062	1	100%	1,482,404
Financial Services..	1,734,000	1,733,999	1	100%	1,552,402
General Administration.......................................	1,990,664	1,990,664	-	100%	1,886,914
Information Systems...	1,625,365	1,625,365	-	100%	1,470,559
Total Institutional Support..............................	6,909,092	6,909,090	2	100%	6,392,279
Curriculum Instruction					
FY20-21 State Stabilization Funds.....................	-	-	-	*	640,956
Associate Degree, Diploma & Certificate...........	15,358,661	14,954,693	403,968	97%	13,559,800
Total Curriculum Instruction...........................	15,358,661	14,954,693	403,968	97%	14,200,756
Continuing Education					
Occupational Education Instruction....................	2,028,721	1,793,474	235,247	88%	1,543,561
Occupational Education Support........................	1,093,813	1,073,985	19,828	98%	611,132
Basic Skills (HSE, ESL, etc.)...............................	1,586,671	1,531,367	55,304	97%	1,377,986
Small Business Center (SBC).............................	180,747	180,747	-	100%	167,222
Customized, Business, & Industry Training........	236,963	234,544	2,419	99%	131,354
Expansion Apprenticeship Program..................	244,832	59,960	184,872	24%	123,776
Literacy Special Programs.................................	148,491	134,470	14,021	91%	57,868
BioBetter Grant Programs..................................	929,486	502,785	426,701	54%	233,580
Total Continuing Education.............................	6,449,724	5,511,332	938,392	85%	4,246,480
Academic Support					
Library/Learning Center.....................................	558,350	558,349	1	100%	549,501
Curriculum Instruction..	1,325,401	1,325,333	68	100%	1,284,585
Continuing Education...	1,058,441	1,058,441	0	100%	1,475,601
Total Academic Support.................................	2,942,192	2,942,123	69	100%	3,309,687
Student Support					
Student Services..	2,723,855	2,723,854	1	100%	2,355,054
IDD Training (Int & Devt Disabilities)..................	194,000	194,000	-	100%	194,000
Childcare..	55,898	54,036	1,862	97%	47,331
Scholarships & Awards to Students....................	52,660	42,022	10,638	80%	131,780
Total Student Support.....................................	3,026,413	3,013,912	12,501	100%	2,728,165
Subtotal Current Expense (State).....................	34,686,082	33,331,150	1,354,932	*96%*	30,877,367
Capital Outlay (State)					
Equipment...	2,962,784	1,682,586	1,280,198	57%	386,548
BioBetter Grant Equipment.................................	838,280	665,996	172,284	79%	-
Books..	48,180	47,315	865	98%	41,181
Subtotal Capital Outlay (State)..........................	3,849,244	2,395,897	1,453,347	62%	427,729
Total Expenditures (State).................................	38,535,326	35,727,046	2,808,280	93%	31,305,096

Alamance Community College -- Budget and Financial Information
For the Month Ending June 30, 2025
County Accounting Fund Year-to-Date Budget Report (With Prior Year Expenditures)

Exhibit B

Current Expense (County)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
College Support Services	676,457	620,105	56,352	92%	577,070
Total College Support Services......................	676,457	620,105	56,352	92%	577,070
Plant Operation and Maintenance					
Plant Operations...	3,383,908	3,383,271	637	100%	2,987,452
Plant Maintenance..	817,457	816,086	1,371	100%	621,680
Total Plant Operation and Maintenance.........	4,201,365	4,199,357	2,008	100%	3,609,132
Operating Transfers					
To Unexpended Plant Fund..............................	-	-	-	*	-
Subtotal Current Expense (County).................	4,877,822	4,819,462	58,360	*99%*	4,186,202
Capital Outlay (County)					
Maintenance Projects, Carryforward..................	59,711	51,472	8,239	86%	47,810
Maintenance Projects, Current...........................	536,000	391,389	144,611	73%	447,159
Subtotal Capital Outlay (County)......................	595,711	442,861	152,850	74%	494,969
Total Expenditures (County).............................	5,473,533	5,262,323	211,210	96%	4,681,171

Current Expense (Institutional)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Current Unrestricted					
Institutional Support..	76,000	186,678	(110,678)	246%	145,030
Curriculum Instruction.....................................	-	77,984	77,984	*	3,416
Continuing Education.......................................	122,000	19,000	103,000	16%	74,815
Academic Support...	-	2,246	(2,246)	*	(3,286)
Student Support...	-	-	-	*	5,182
Total Current Unrestricted............................	198,000	285,908	68,060	144%	225,157
Current Restricted					
Institutional Support..	1,011,227	273,252	737,975	27%	265,649
Curriculum Instruction.....................................	373,913	418,806	(44,893)	112%	560,887
Continuing Education.......................................	22,183	87,096	(64,913)	393%	25,570
Student Support...	261,888	282,062	(20,174)	108%	280,059
CARES (Student, Institutional, SIP)..................	8,402	-	8,402	0%	8,651
Student Aid..	6,516,655	9,810,963	(3,294,308)	151%	7,624,932
Total Current Restricted...............................	8,194,268	10,872,180	(2,677,912)	133%	8,765,749
Proprietary					
Institutional Support..	50,000	38,958	11,042	78%	26,087
April 2025...	100,000	34,848	65,152	35%	95,801
Student Support...	85,000	281,512	(196,512)	331%	81,641
Bookstore..	100,000	103,180	(3,180)	103%	15,575
Vending..	125,000	13,888	111,112	11%	6,366
Total Proprietary...	460,000	472,386	(12,386)	103%	225,469
Subtotal Current Expense (Institutional).........	8,852,268	11,630,473	(2,622,237)	131%	9,216,374

Capital Projects (Institutional)	Current Year Project Budget	Current Yr Exp	Remainder
B&G - Public Safety Training Center	15,931,269	15,067,897	863,372
B&G - Main/Powell (Nursing Expansion)	2,908,023	2,908,023	-
B&G - Tobacco Trust at "The Farm"	132,434	-	132,434
B&G - HVAC IT Server Room Project......................	203,430	178,000	25,430
B&G - HVAC Ventilation Project.............................	448,276	438,276	10,000
B&G - Exterior Signage -- Wayfinding Project.........	302,600	-	302,600
B&G - Instructional Barn..	1,250,000	23,400	1,226,600
B&G - Technology Infrastructure Project………......	1,500,000	808,650	691,350
B&G - OSBM SCIF (BCoE)	2,542,000	48,300	2,493,700
B&G - NCDEQ EV Grant	79,104	79,104	(0)
Subtotal Capital Outlay (Institutional).............	25,297,136	19,551,650	5,745,486
Total Expenditures (Institutional).....................	34,149,404	31,182,123	2,967,281

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Unrestricted Programs (Institutional)					
Financial Services	56,000	325,484	87,281	(81,635)	331,130
General Administration	20,000	167,149	132,875	(44,334)	255,689
Curriculum Instruction	-	21,924	130,669	(77,984)	74,609
Occupational Ext. Instruction	25,000	73,349	55,096	(19,000)	109,444
Thigpen Trust	-	108,165	23,385	(88,061)	43,488
Community Service	97,000	150,670	105,691	27,352	283,713
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	3,286	35	(2,246)	1,076
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional)	198,000	850,026	535,030	(285,908)	1,099,149
			-	-	
Restricted Programs (Institutional)					
Financial Aid					
College Work Study	100,000	42,040	191,286	(160,706)	72,619
SEOG	112,000	21,857	65,026	(65,705)	21,178
Pell Grants	5,800,000	(63,021)	8,781,103	(8,762,938)	(44,856)
SIG	-	-	-	-	-
Community College State Grant	132,117	3,009	489,720	(488,973)	3,756
Targeted Assistance Grant	-	12,005	9,927	-	21,932
Golden LEAF Scholarships	-	(17,337)	29,587	(26,500)	(14,250)
Less Than Half Time Grant	-	(13,299)	-	(4,334)	(17,633)
Scholarships - FELS		-	-	-	-
Scholarships	-	2,689	567,939	(13,280)	557,347
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	152,574	72,908	-	225,482
Spec. Fees - CI-Nursing	50,000	3,658	132,666	(73,965)	62,359
Spec. Fees - CI-Medical Assistant	-	400	-	-	400
Spec. Fees - CI-Dental Assistant	-	2,488	-	-	2,488
Spec. Fees - CI-Cosmetology	-	6,280	-	-	6,280
Spec. Fees - CI-Automotive Technology	-	84	-	-	84
Spec. Fees - OE-Public Safety	-	58,850	54,138	-	112,988
Spec. Fees - OE-Special Programs	-	13,096	10,116	-	23,212
					-
TECAT State Award	750,000	1,823	1,804	-	3,628
FEMA COVID-19 Relief	-	-	-	-	-
CARES Distance Learning	-	-	-	-	-
CARES Student Relief	8,402	14,871	-	-	14,871
CARES Institutional Relief	-	(2,863)	-		(2,863)
PACE-CARES Strengthening Inst Programs	472,538	(9,910)	401,481	(401,837)	(10,266)
Longleaf Commitment	-	(7,077)	-	-	(7,077)
GA-AJOBS (Impact Alamance)	53,055	1,029	-	(4,643)	(3,614)
GA-NC Space Grant	-	-	-	-	-
GA-Governors Crime Commission	-	-	-	(14,732)	(14,732)
GA-Biotech Center Grant	-	-	137	(2,349)	(2,213)
GA-Health and Wellness	-	-	11,030	-	11,030
GA-ACE Grant	108,172	8,769	73,485	(70,520)	11,734
GA-NCSU Biotech (5 yr) Grant	-	-	29,684	(15,503)	14,181
GA-Career College Grant	-	-	-	-	-
GA-NSF ATE Grant	-	-	-	-	-
GA-Firehouse Public Safety	-	-	27,609	(29,472)	(1,864)
GA-NSF WIND Grant	-	-	-	-	-
GA-IS Technology Grant	-	-	-	-	-
GA-Next CC Acc Grant	-	5,000	-	(4,798)	202
CI-Gene Haas Foundation	-	-	-	-	-
CI-BioLink	-	-	-	-	-
CI-Golden LEAF Equipment Grant	-	-	-	-	-
CI-Golden LEAF Practical Nursing Grant	100,000	-	83,251	(43,929)	39,321
CI-FTCC-ACC CCCBC Grant	-	-	-	-	-
CI-NBC2 Grant	-	-	-	-	-
CI-NSF Bioscience-FTCC	15,000	(129)	771	-	642
CI-NSF Geosciences-NCCU	-	-	-	-	-
CI-C-Step Grant	12,500	-	12,500	(15,928)	(3,428)
CI-Telemedicine Grant	-	-	-	-	-
CI-AHEC Grant	-	-	-	-	-
CI-Wired Machine Grant	-	-	-	-	-
CI-Stem Cell Grant	-	-	-	-	-
CI-Gear Up Grant	-	-	-	-	-

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
CI-AWESM Grant	-	(11,773)	85,061	(78,220)	(4,933)
CI-Technology Grant	100,000	-	100,000	(111,203)	(11,203)
CI-NC Agventures Grant	6,799	-	-	-	-
CI-Cyberskills Training Grant	20,000	-	10,000	(19,296)	(9,296)
CI-AJOBS-GCC Grant	42,025	-	48,593	(64,389)	(15,797)
CI- Digital Navigator Grant	-	-	35,000	(21,465)	13,535
Certification-AJOBS JCPC Grant	27,589	-	-	(11,007)	(11,007)
OE-UAW Ford Grant	-	-	-	-	-
Literacy-Scale Grant	-	-	-	-	-
REACH Adult Learner Project	-	5,453	-	-	5,453
Literacy-Minority Male Mentoring Grant	-	-	-	-	-
CS-Piedmont Voices	-	-	-	-	-
CS-Engineering Camp	-	-	-	-	-
Steps4Growth Federal Grant	-	6,064	65,561	(83,843)	(12,218)
Literacy-LTSA Library Grant	22,183	-	-	-	-
Literacy-Elon Village / Oak Foundation	-	-	-	-	-
SS-Smart Start Grant	-	-	-	-	-
SS-NC Works - Career Coach - Matching	-	-	-	-	-
SS-Single Stop Grant	-	-	-	-	-
SS-TechHire Grant JSCC Consortium	-	-	-	-	-
SS-Non-profit Vote	-	-	-	(581)	(581)
SS-TRiO Student Support Services	261,888	(22,314)	282,062	(282,062)	(22,314)
Total Restricted Programs (Institutional)	8,194,268	215,767	11,672,443	(10,872,180)	1,016,030
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	3,894	21,176	(10,111)	14,959
Aux-Public Information & Marketing	-	6,310	3,610	(4,982)	4,937
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)					-
Aux-Graduation	50,000	32,285	18,135	(41,350)	9,070
Aux-Bookstore Commissions	100,000	1,518,085	60,779	26,250	1,605,114
Aux-Bibliu Bookstore	-	-	138,908	(129,430)	9,478
Aux-Snack Bar Commissions	15,000	48,501	9,318	(11,015)	46,803
Aux-Culinary Food Service	110,000	26,793	9,345	(2,873)	33,265
Aux-Traffic Control, Parking, and Safety	-	140,478	106,707	-	247,185
Aux-SGA	85,000	139,585	243,140	(153,174)	229,551
Aux-Technology Fee	-	105,648	140,006	(110,817)	134,837
Aux-Child Care	-	22,576	2,662	-	25,238
Spec. Fees - BLET Uniforms	-	-	-	-	-
Spec. Fees - Animal Care & Management	-	507	-	(95)	412
Spec. Fees - Cosmetology	100,000	102,636	63,032	(29,382)	136,286
Spec. Fees - Massage Therapy	-	13,715	15,235	(36)	28,913
Spec. Fees - Automotive Technology	-	(6,339)	816	-	(5,524)
Spec. Fees - Dental Assistant	-	63,791	3,818	-	67,609
Spec. Fees - Medical Lab Technician	-	-	5,407	-	5,407
Spec. Fees - Occupational Extension	-	192,265	23,466	(5,371)	210,360
Total Proprietary Programs (Institutional)	460,000	2,410,727	865,561	(472,386)	2,803,902
Total Non-Plant Programs (Institutional)	8,852,268	3,476,520	13,073,033	(11,630,473)	4,919,081
Plant Programs (Institutional)					
Building & Grounds-Public Safety Training Center	24,607,664	19,095,342	9,879,799	(15,067,896)	4,027,446
Building & Grounds-Main, Powell (Nursing), Gee(Library)	5,088,981		2,908,023	(2,908,023)	-
Building & Grounds-HVAC IT Server Room Project	203,430	25,430	178,000	(178,000)	25,430
Building & Grounds-HVAC Ventilation Project	448,276	448,276		(438,276)	10,000
Building & Grounds-Exterior Signage -- Wayfinding Project	302,600	302,600	-	-	302,600
Building & Grounds- Instructional Barn	1,250,000	1,250,000	-	(23,400)	1,226,600
Building & Grounds- Tobacco Trust at the Farm		132,434			132,434
Building & Grounds- NC DEQ EV Grant	79,104	79,104	-	(79,104)	(0)
Building & Grounds- BioTech Third Floor Uplift	2,542,000	2,542,000	-	(48,300)	2,493,700
Building & Grounds- Technology Infrastructure Project	1,500,000	1,500,000	808,650	(808,650)	691,350
Total Plant Programs (Institutional)	62,339,397	25,375,186	13,774,473	(19,551,650)	8,909,559

Budget and Financial Information

For the

Month Ending

July-25

Alamance Community College -- Budget and Financial Information
For the Month Ending July 31, 2025
Executive Summary

This report is produced for the Board of Trustees of Alamance Community College and is intended to provide both budget and financial information for the month ending July 31, 2025. This report is unadjusted and unaudited, meaning that consistencies (e.g. due to timing), transfers, and other items may still need processing for accurate comparison to prior statements. This report includes the following exhibits:

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

Report highlights include:

- The college budget is strong with full enrollment growth funding. FTE increases this summer and fall continue to support growth at the college. Additional fees will support the growing programs this year.
- Exhibit A--State Accounting Fund: The state has spent 7% of it's current budget.
- Exhibit B—County Accounting Fund: The county budget spent 9% of the budget. Insurance expenses inflate the YTD totals. Those are paid in July each year.
- Exhibit C—(NEW) Institutional Accounting Fund: Budget increases for student aid this year due to increase enrolllment. Budgeting is conservative with grants and course fees due to their newness. The bookstore budget did not increase due to the unknown impact of changing bookstores.
- Exhibit D—Institutional Accounting Fund: Negative accounts are reimbursement related.
- 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 Instititutional funds with unplanned negative balances to report.

May-25

Exhibit A

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

Current Expense (State)	Amended Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Institutional Support					
Executive Management	1,250,000	103,911	1,146,089	8%	1,482,404
Financial Services	1,350,000	131,331	1,218,669	10%	1,552,402
General Administration	2,400,000	237,862	2,162,138	10%	1,886,914
Information Systems	1,700,000	177,098	1,522,902	10%	1,470,559
Total Institutional Support	6,700,000	650,202	6,049,798	10%	6,392,279
Curriculum Instruction					
Associate Degree, Diploma & Certificate	17,310,000	1,049,111	16,260,889	6%	13,559,800
Total Curriculum Instruction	17,310,000	1,049,111	16,260,889	6%	14,200,756
Continuing Education					
Occupational Education Instruction	2,010,000	157,499	1,852,501	8%	1,543,561
Occupational Education Support	1,220,000	100,861	1,119,139	8%	611,132
Basic Skills (HSE, ESL, etc.)	1,600,000	117,457	1,482,543	7%	1,377,986
Small Business Center (SBC)	181,000	9,143	171,857	5%	167,222
Customized, Business, & Industry Training	240,000	17,451	222,549	7%	131,354
Expansion Apprenticeship Program	170,000	-	170,000	0%	123,776
Literacy Special Programs	149,000	10,914	138,086	7%	57,868
BioBetter Grant Programs	300,000	22,369	277,631	7%	233,580
Total Continuing Education	5,870,000	435,693	5,434,307	7%	4,246,480
Academic Support					
Library/Learning Center	570,000	44,975	525,025	8%	549,501
Curriculum Instruction	1,524,000	154,642	1,369,358	10%	1,284,585
Continuing Education	1,200,000	84,331	1,115,669	7%	1,475,601
Total Academic Support	3,294,000	283,948	3,010,052	9%	3,309,687
Student Support					
Student Services	3,095,000	247,324	2,847,676	8%	2,355,054
IDD Training (Int & Devt Disabilities)	194,000	11,524	182,476	6%	194,000
Childcare	57,000	-	57,000	0%	47,331
Scholarships & Awards to Students	25,000	-	25,000	0%	131,780
Total Student Support	3,371,000	258,848	3,112,152	8%	2,728,165
Subtotal Current Expense (State)	36,545,000	2,677,802	33,867,198	7%	30,877,367
Capital Outlay (State)					
Equipment	1,300,000	14,010	1,285,990	1%	386,548
BioBetter Grant Equipment	512,000	-	512,000	0%	-
Books	49,000	2,026	46,974	4%	41,181
Subtotal Capital Outlay (State)	1,861,000	16,036	1,844,964	1%	427,729
Total Expenditures (State)	38,406,000	2,693,838	35,712,162	7%	31,305,096

Current Expense (County)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
College Support Services	716,457	180,884	535,573	25%	577,070
Total College Support Services.....................	716,457	180,884	535,573	25%	577,070
Plant Operation and Maintenance					
Plant Operations...	3,561,908	227,938	3,333,970	6%	2,987,452
Plant Maintenance..	599,457	68,757	530,700	11%	621,680
Plant Operation and Maintenance- Carryover.......	58,360	-	58,360	0%	-
Total Plant Operation and Maintenance.........	4,219,725	296,695	3,923,030	0	3,609,132
Operating Transfers					
To Unexpended Plant Fund.............................	-	-	-	*	-
Subtotal Current Expense (County)................	4,936,182	477,579	4,458,603	*10%*	4,186,202
Capital Outlay (County)					
Maintenance Projects, Carryforward.................	152,850	20,743	132,107	14%	47,810
Maintenance Projects, Current..........................	536,000	-	536,000	0%	447,159
Subtotal Capital Outlay (County).....................	688,850	20,743	668,107	3%	494,969
Total Expenditures (County)............................	5,625,032	498,322	5,126,710	9%	4,681,171

Alamance Community College -- Budget and Financial Information
For the Month Ending July 31, 2025
Institutional Accounting Fund Year-to-Date Activity Report (Compared to Budget)

Exhibit C

Current Expense (Institutional)	Budget	Expended Amount	Unexpended Budget	Expended %	Expended Prior Year
Current Unrestricted					
Institutional Support	200,000	31,383	168,617	16%	186,678
Curriculum Instruction	75,000	74	75,074	0%	77,984
Continuing Education	50,000	896	49,104	2%	19,000
Academic Support	-	-	-	*	2,246
Student Support	-	-	-	*	-
Total Current Unrestricted	325,000	32,352	292,795	10%	285,908
Current Restricted					
Institutional Support	250,000	27,371	222,629	11%	273,252
Curriculum Instruction	375,000	23,255	351,745	6%	418,806
Continuing Education	80,000	28,784	51,216	36%	87,096
Student Support	225,000	20,193	204,807	9%	282,062
CARES (Student, Institutional, SIP)	-	-	-	*	-
Student Aid	9,665,000	52,030	9,612,970	1%	9,810,963
Total Current Restricted	10,595,000	151,633	10,443,367	1%	10,872,180
Proprietary					
Institutional Support	50,000	311	49,689	1%	38,958
Specific Fees	100,000	2,010	97,990	2%	34,848
Student Support	195,000	1,795	193,205	1%	281,512
Bookstore	100,000	11,020	88,980	11%	103,180
Vending	15,000	-	15,000	0%	13,888
Total Proprietary	460,000	15,136	444,864	3%	472,386
Subtotal Current Expense (Institutional)	11,380,000	199,120	11,181,027	2%	11,630,473

Capital Projects (Institutional)	Current Year Project Budget	Current Yr Exp	Remainder
B&G - Public Safety Training Center	863,372	805	862,568
B&G - Tobacco Trust at "The Farm"	132,434		132,434
B&G - HVAC IT Server Room Project	25,430		25,430
B&G - HVAC Ventilation Project	10,000	-	10,000
B&G - Exterior Signage -- Wayfinding Project	302,600	-	302,600
B&G - Instructional Barn	1,226,600	-	1,226,600
B&G - Technology Infrastructure Project	691,350	-	691,350
B&G - BIO Third Floor	2,493,700	10,776	2,482,924
Subtotal Capital Outlay (Institutional)	5,745,486	11,580	5,733,906
Total Expenditures (Institutional)	17,125,486	210,700	16,914,786

Alamance Community College -- Budget and Financial Information
For the Month Ending July 31, 2025
Institutional Accounting Fund Year-to-Date Activity Report (With Ending Balances)

Exhibit D

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
Unrestricted Programs (Institutional)					
Financial Services	200,000	331,130	601	5	331,736
General Administration	-	255,689	6,403	(19,835)	242,257
Curriculum Instruction	75,000	74,609	(4,942)	(74)	69,593
Occupational Ext. Instruction	-	109,444	4,301	(896)	112,849
Thigpen Trust	-	43,488	-	(10,220)	33,268
Community Service	50,000	283,713	6,185	(1,333)	288,565
Small Business Centers	-	-	-	-	-
Library/Learning Center	-	1,076	-	-	1,076
Esport Program	-	-	-	-	-
Total Unrestricted Programs (Institutional)	325,000	1,099,149	12,548	(32,352)	1,079,345
		-	-	-	-
Restricted Programs (Institutional)					
Financial Aid					
College Work Study	95,000	72,619	99,273	(8,903)	162,989
SEOG	70,000	21,178	69,147	(700)	89,625
Pell Grants	9,500,000	(44,377)	-	(6,623)	(51,001)
SIG	-	-	-	-	-
Community College State Grant	-	4,682	-	(1,046)	3,636
Targeted Assistance Grant	-	21,932	1,263	(4,663)	18,532
Golden LEAF Scholarships	-	(14,250)	-	-	(14,250)
Less Than Half Time Grant	-	(17,633)	-	-	(17,633)
Scholarships - FELS					-
Scholarships	-	98,489	-	(9,346)	89,143
Education Lottery Financial Aid	-	1,451	-	-	1,451
Scholarships - GEER	-	225,482	-	-	225,482
Specific Fees - VET TECH	-	0.00	50.00	0.00	50.00
Spec Fees - Criminal Justice	-	0.00	150.00	0.00	150.00
Spec Fees -Hum and Fine Arts	-	0.00	100.00	0.00	100.00
Spec Fees - Natural Sciences	-	0.00	975.00	0.00	975.00
Spec Fees - Advertising Graphics	-	0.00	350.00	0.00	350.00
Spec Fees - Mechatronic	-	0.00	600.00	0.00	600.00
Spec Fees - Comp Aided Tech	-	0.00	110.00	0.00	110.00
Spec Fees - Machining	-	0.00	750.00	0.00	750.00
Spec Fees - Welding	-	0.00	2,385.00	0.00	2,385.00
Spec Fees - Culinary	-	0.00	130.00	0.00	130.00
Spec. Fees - CI-Nursing	55,000	63,614	10,386	(16,979)	57,021
Spec. Fees - CI-Medical Assistant	-	400	330	-	730
Spec. Fees - CI-Dental Assistant	-	2,488	640	-	3,128
Spec. Fees - CI-Cosmetology	-	6,280	-	-	6,280
Spec. Fees - CI-Automotive Technology	-	691	174	-	866
Spec. Fees - OE-Public Safety	100,000	116,675	3,441	-	120,115
Spec. Fees - OE-Special Programs	25,000	20,468	823	-	21,292
				-	-
TECAT State Award		3,628	-	-	3,628
FEMA COVID-19 Relief	-	-	-	-	-
CARES Distance Learning		-	-	-	-
CARES Student Relief		14,871	-	-	14,871
CARES Institutional Relief		(2,863)	-	-	(2,863)
PACE-CARES Strengthening Inst Programs	400,000	(10,266)	-	(27,758)	(38,024)
Longleaf Commitment		(7,077)	-	-	(7,077)
				-	-
Specific Fees CE Healthcare		0.00	1,660.00	0.00	1,660.00
Specific Fees Cosmetology		0.00	1,920.00	0.00	1,920.00
Specific Fees Pottery		0.00	1,815.00	0.00	1,815.00
Specific Fees Dog Grooming		0.00	3,128.00	0.00	3,128.00
Specific Fees Trade and Ind		0.00	240.00	0.00	240.00
Specific Fees Professional Development		0.00	216.00	0.00	216.00
Specific Fees Self Supporting		0.00	120.00	0.00	120.00
NCCCS BOOST		456,953	-	(16,954)	439,999
GA-AJOBS (Impact Alamance)		(3,614)	-	-	(3,614)
GA-NC Space Grant		-	-	-	-
GA-Governors Crime Commission		(14,732)	-	3,005	(11,727)
GA-Biotech Center Grant		(2,213)	-	-	(2,213)
GA-Health and Wellness		11,030	-	-	11,030
GA-ACE Grant		11,734	-	(4,362)	7,372
GA-NCSU Biotech (5 yr) Grant		14,181	-	-	14,181
GA-Career College Grant		-	-	-	-
GA-NSF ATE Grant		-	-	-	-
GA-Firehouse Public Safety		-	-	-	-
GA-NSF WIND Grant		-	-	-	-
GA-IS Technology Grant		-	-	-	-
GA-Next CC Acc Grant		202	-	-	202
CI-Gene Haas Foundation		-	-	-	-
CI-BioLink		-	-	-	-
CI-Golden LEAF Equipment Grant		-	-	-	-
CI-Golden LEAF Practical Nursing Grant	30,000	39,321	-	-	39,321
CI-FTCC-ACC CCCBC Grant		-	-	-	-
CI-NBC2 Grant		-	-	-	-
CI-NSF Bioscience-FTCC		642	-	-	642
CI-NSF Geosciences-NCCU		-	-	-	-
CI-C-Step Grant	10,000	(3,428)	-	-	(3,428)
CI-Telemedicine Grant		-	-	-	-
CI-AHEC Grant		-	-	-	-

Programs (Institutional)	Budget	Beg. Program Balance	Revenue Amount	Expended Amount	End. Program Balance
CI-Wired Machine Grant		-	-	-	-
CI-Stem Cell Grant		-	-	-	-
CI-Gear Up Grant		-	-	-	-
CI-AWESM Grant		(4,933)	-	-	(4,933)
CI-Technology Grant		(11,203)	-	-	(11,203)
CI-NC Agventures Grant		-	-	-	-
CI-Cyberskills Training Grant		(9,296)	-	-	(9,296)
CI-AJOBS-GCC Grant	20,000	(15,797)	8,357	(6,276)	(13,716)
CI- Digital Navigator Grant		13,535	-	(2,051)	
Certification-AJOBS JCPC Grant		(11,007)	-	-	(11,007)
OE-UAW Ford Grant		-	-	260	260
Literacy-Scale Grant		-	-	-	-
REACH Adult Learner Project		5,453	-	-	5,453
Literacy-Minority Male Mentoring Grant		(3,254)	-	-	(3,254)
CS-Piedmont Voices		-	-	-	-
CS-Engineering Camp		-	-	-	-
Steps4Growth Federal Grant	30,000	(12,218)	-	(29,044)	(41,262)
Literacy-LTSA Library Grant		-	-	-	-
Literacy-Elon Village / Oak Foundation		-	-	-	-
SS-Smart Start Grant		-	-	-	-
SS-NC Works - Career Coach - Matching		-	-	-	(11,182)
SS-Single Stop Grant		-	-	-	-
SS-TechHire Grant JSCC Consortium		-	-	-	-
SS-Non-profit Vote		-	-	-	-
SS-TRiO Student Support Services	260,000	(22,314)	-	(20,193)	(42,507)
Total Restricted Programs (Institutional)	10,595,000	1,017,526	208,534	(151,633)	1,051,760
Proprietary Programs (Institutional)					
GA-Duplicating Center (aka Print Center)	-	14,959	10	-	14,969
Aux-Public Information & Marketing	-	4,937	-	367	5,304
Aux-Medical/Childcare Flexible Spending Plan	-	-	-	-	-
Aux-Student Fees Reserve (Security/SGA)					-
Aux-Graduation	50,000	9,070	1,327	(678)	9,719
Aux-Bookstore Commissions	100,000	1,605,114	10,979	(11,020)	1,605,073
Aux-Snack Bar Commissions	15,000	46,803	793	-	47,596
Aux-Culinary Food Service	110,000	33,265	1,455	-	34,720
Aux-Traffic Control, Parking, and Safety	-	247,185	3,914	-	251,099
Aux-SGA	85,000	229,551	5,224	(1,795)	232,981
Aux-Technology Fee	-	134,837	3,481	-	138,318
Aux-Child Care	-	25,238	-	-	25,238
					-
Spec. Fees - BLET Uniforms	-	-	-	-	-
Spec. Fees - Animal Care & Management	-	412	-	-	412
Spec. Fees - Cosmetology	100,000	136,286	2,157	(2,010)	136,433
Spec. Fees - Massage Therapy	-	28,913	1,035	-	29,948
Spec. Fees - Automotive Technology	-	(5,524)	-	-	(5,524)
Spec. Fees - Dental Assistant	-	67,609	372	-	67,981
Building & Grounds-Generator Project	-	-	-	-	-
Building & Grounds-Performance Contracting	-	-	-	-	-
Building & Grounds-Horticulture Property		-	-	-	-
Building & Grounds-Pre-Backfill Project		-	-	-	-
Building & Grounds-Center of Excellence		-	-		-
Building & Grounds-Student Services Center		-	-		-
Building & Grounds-Public Safety Training Center	863,372	9,479,856		(805)	9,479,052
Building & Grounds-Elevated Walkway/Settlement Repair		-	-	-	-
Building & Grounds-Main, Powell (Nursing), Gee(Library)		2,908,023		-	2,908,023
Building & Grounds-Tobacco Trust at "The Farm"	132,434				-
Building & Grounds-HVAC IT Server Room Project	25,430	25,430		-	25,430
Building & Grounds-HVAC Ventilation Project	10,000	448,276	-	-	448,276
Building & Grounds-Exterior Signage -- Wayfinding Project	302,600	302,600		-	302,600
Building & Grounds- Instructional Barn	1,226,600	1,250,000	-	-	1,250,000
Building & Grounds- NC DEQ EV Grant		79,104		-	79,104
Building & Grounds- BioTech Third Floor Uplift	2,493,701	2,542,000		(10,776)	2,531,224
Building & Grounds- Technology Infrastructure Project	691,350	1,500,000		-	1,500,000
Total Plant Programs (Institutional)	5,745,487	18,535,289	-	(11,580)	18,523,709
	166,743,729	66,979,571	95,310,771	95,322,351	(22,025,285)
Agency Programs					
ACC Foundation					-
Club Funds					-
Total Agency Programs	-	-	-	-	-
Total All Programs (Institutional)	17,125,487	23,446,387	252,513	(210,701)	23,465,533

Budget and Financial Information
Year-to-Date
July 2025

State Funds

Division	Budget	Actual	Remaining	%
Executive Management	1,250,000.00	104,931.14	1,145,068.86	8.39%
Financial Services	1,350,000.00	161,125.47	1,188,874.53	11.94%
General Administration	2,400,000.00	238,336.56	2,161,663.44	9.93%
Information Systems	1,700,000.00	211,223.31	1,488,776.69	12.42%
Institutional Support	**6,700,000.00**	**715,616.48**	**5,984,383.52**	**10.68%**
Curriculum Instruction	17,310,000.00	1,049,110.64	16,260,889.36	6.06%
Curriculum Support	1,524,000.00	161,173.70	1,362,826.30	10.58%
BioBetter	300,000.00	22,368.75	277,631.25	7.46%
Curriculum	**19,134,000.00**	**1,232,653.09**	**17,901,346.91**	**6.44%**
Continuing Education Support	1,200,000.00	84,330.83	1,115,669.17	7.03%
Occupational Ext. Instruction	2,010,000.00	160,674.11	1,849,325.89	7.99%
Occupational Ext. Support	1,220,000.00	101,867.39	1,118,132.61	8.35%
Continuing Education	**4,430,000.00**	**346,872.33**	**4,083,127.67**	**7.83%**
Adult Basic Education/ESL	1,600,000.00	102,381.95	1,497,618.05	6.40%
Adult High School	0.00	15,074.97	-15,074.97	
WIOA Title 2 AELFA Sec 243	0.00	8,894.35	-8,894.35	
Literacy Special Programs	149,000.00	2,019.51	146,980.49	1.36%
Expansion Apprenticeship Program	170,000.00	0.00	170,000.00	0.00%
College and Career Readiness	**1,749,000.00**	**25,988.83**	**293,011.17**	**1.49%**

Budget and Financial Information
Year-to-Date
July 2025

State Funds

Division	Budget	Actual	Remaining	%
Small Business Centers	181,000.00	9,142.64	171,857.36	5.05%
Customized Training	0.00	14,697.75	-14,697.75	
FIT - State Appropriation	240,000.00	3,332.83	236,667.17	1.39%
FIT-State App Instruction	0.00	294.10	-294.10	
Industry Support	**421,000.00**	**27,467.32**	**393,532.68**	**6.52%**
Library/Learning Center	**570,000.00**	**44,974.98**	**525,025.02**	**7.89%**
Student Services	3,095,000.00	247,323.51	2,847,676.49	7.99%
IDD Training (Devt Disab)	194,000.00	11,524.22	182,475.78	5.94%
Childcare	57,000.00	0.00	57,000.00	0.00%
Scholarships	25,000.00	0.00	25,000.00	0.00%
Student Services	**3,371,000.00**	**258,847.73**	**3,112,152.27**	**7.68%**
Equipment	1,812,000.00	14,010.00	1,797,990.00	0.77%
Books	49,000.00	2,026.17	46,973.83	4.14%
Capital Outlay	**1,861,000.00**	**16,036.17**	**1,844,963.83**	**0.86%**
Grand Total	**38,236,000.00**	**2,668,456.93**	**34,137,543.07**	**6.98%**

Budget and Financial Information
Year-to-Date
July 2025

County Funds

Division	Budget	Actual	Remaining	%
Executive Management	**658,685.00**	**180,883.70**	**477,801.30**	**27.46%**
Plant Maintenance	704,425.00	68,757.40	635,667.60	9.76%
Plant Operation	3,514,712.00	228,272.15	3,286,439.85	6.49%
Facilities Services	**4,219,137.00**	**297,029.55**	**3,922,107.45**	**7.04%**
Capital Projects	536,000.00	20,743.00	515,257.00	3.87%
Capital Carryforward	211,210.00	0.00	211,210.00	0.00%
Capital Outlay	**747,210.00**	**20,743.00**	**726,467.00**	**3.87%**
Grand Total	**5,625,032.00**	**477,913.25**	**4,611,118.75**	**8.50%**

Insititutional Funds Balances
YTD July 2025

Source	Beginning	Revenues	Expenses	Ending
Unrestricted	$ 470,785.76	$ 18,095.65	$ 13,082.68	$ 501,964.09
Bookstore	$ 1,605,536.52	$ 53,757.50	$ (9,920.00)	$ 1,649,374.02
Vending	$ 46,803.41	$ 793.06	$ -	$ 47,596.47
Proprietary Funds	$ (3,340.88)	$ 1,374.00	$ (678.10)	$ (2,644.98)
College Funds	**$ 2,119,784.81**	**$ 74,020.21**	**$ 2,484.58**	**$ 2,196,289.60**
Self-Supporting	$ 248,876.84	$ 20,492.40	$ (3,692.53)	$ 265,676.71
Live Projects	$ 62,570.59	$ 2,490.00	$ -	$ 65,060.59
College Fees	$ 555,318.21	$ 16,360.06	$ (2,200.00)	$ 569,478.27
Course Fees	$ 746,020.88	$ 33,909.52	$ (17,238.61)	$ 762,691.79
College Support Funds	**$ 1,612,786.52**	**$ 73,251.98**	**$ (23,131.14)**	**$ 1,662,907.36**
Federal Grants	$ 13,931.55	$ 107,629.52	$ (96,535.30)	$ 25,025.77
NCCCS Grant	$ 455,484.00	$ -	$ (16,954.40)	$ 438,529.60
State Grants	$ 786,858.54	$ -	$ 954.73	$ 787,813.27
Grants	$ 5,873.03	$ -	$ -	$ 5,873.03
Grants	**$ 1,256,274.09**	**$ 107,629.52**	**$ (112,534.97)**	**$ 1,251,368.64**
Federal Scholarships	$ (23,904.46)	$ 69,147.00	$ (7,323.37)	$ 37,919.17
State Scholarships	$ 310,041.09	$ 1,263.00	$ (6,939.35)	$ 304,364.74
College Scholarships	$ 5,409.15	$ -	$ (8,116.35)	$ (2,707.20)
Financial Aid	$ 175,459.62	$ -	$ -	$ 175,459.62
Financial Aid and Scholarships	**$ 467,005.40**	**$ 70,410.00**	**$ (22,379.07)**	**$ 515,036.33**
Loans	$ (8,104.68)	$ -	$ -	$ (8,104.68)
Student Gov't Assoc.	$ -	$ -	$ (1,794.60)	$ (1,794.60)
College Clubs	$ (10,597.61)	$ -	$ (5,135.30)	$ (15,732.91)
Student Funds	**$ (18,702.29)**	**$ -**	**$ (6,929.90)**	**$ (25,632.19)**
Capital Assets	$ 86,974,355.50	$ -	$ -	$ 86,974,355.50
Capital Projects	$ (452,410.43)	$ -	$ (509,606.61)	$ (962,017.04)
Capital Funds	**$ 86,521,945.07**	**$ -**	**$ (509,606.61)**	**$ 86,012,338.46**
Grand Total	**$ 91,959,093.60**	**$ 325,311.71**	**$ (672,097.11)**	**$ 91,612,308.20**

ALAMANCE
COMMUNITY COLLEGE

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www.alamancecc.edu

July 22, 2025

Mr. Nels C. Roseland, State Controller
NC Office of the State Controller
1410 Mail Service Center
Raleigh, North Carolina 27699-1410

Dear Mr. Roseland:

In accordance with the requirements of North Carolina General Statute §143D-7, we certify, to the best of our knowledge and belief, that Alamance Community College has performed an annual review of its system of internal control as of June 30, 2025.

We are responsible for establishing and maintaining a strong and effective system of internal control and have:

(a) Designed such internal controls, or caused such internal controls to be designed under our supervision, to provide reasonable assurance regarding the reliability of financial reporting, compliance with certain provisions of laws, regulations, contracts, and grant agreements, and the efficiency and effectiveness of our operations; and

(b) Disclosed any changes that have occurred during the most recent fiscal period which may have materially affected or are reasonably likely to materially affect internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis.

We have disclosed, based on our annual evaluation of internal control, to the Office of the State Controller, as well as the audit committee of the board of directors, if applicable:

(a) Deficiencies in the design or operation of internal control which may have an adverse effect on our ability to record, process, summarize and report financial information or instances of non-compliance with certain provisions of laws, regulations, contracts, and grant agreements, and which may have a direct and material effect on the determination of financial statement amounts; and

(b) Any known fraud that involves management or other employees who have a significant role in the agency's system of internal control.

Chief Executive Officer: ______________________ **Date:** 7.22.2025

Chief Financial Officer: ______________________ **Date:** 7/22/25

Alamance Community College
Student Government Association – President's Report
Submitted by: Katherine Hackney, ACC SGA President & N4CSGA Central Division Representative
Date: July 29, 2025

Executive Summary

Over the summer, the ACC SGA Executive Board has been working diligently to prepare for the upcoming academic year. Our efforts have focused on planning activities and programs that engage students, continuing our work on the constitution rewrite, and addressing ongoing campus initiatives that began last year.

The 2025–2026 Executive Board includes:

- **Katherine Hackney**, President (Sustainable Agriculture & Agri-Business)
- **Owen Myers**, Vice President (RVT/Veterinary Medical Technology)
- **Ryan Mervin**, Secretary (Associate in Applied Science)
- **Ruby Carbajal Cardoso**, Public Relations Specialist (Associate in Arts/Dental Hygiene)

Summer Activities & Engagement

AMP Camp (June 10–12):
The Executive Board attended AMP Camp with fellow students and advisors from the Central and Western Divisions. The camp featured leadership workshops, team-building exercises, and networking events. Students had the opportunity to build relationships across institutions, forming lasting connections with peers and advisors.

New Student Orientation (July 10):
We assisted with New Student Orientation, and I participated in the student panel, answering questions and providing insights to incoming students. The Executive Board will also support the next orientation session on **August 12**.

Financial Aid Partnership (July 23):
We met with Maria Redding from the Financial Aid Department to discuss efforts to promote financial literacy among students. Maria shared her past programming experiences, and we offered suggestions for increasing student engagement. We have committed to partnering with her to promote these initiatives going forward.

Mascot Feedback Session (July 23):
The Executive Board met with Sarah Barham to review the proposed new school mascot. We provided honest but constructive feedback and suggested improvements to better reflect student sentiment. We also recommended wider student input before finalizing the design.

Meeting with Dr. Ingle (Scheduled: August 13):
We will meet with Dr. Ingle to discuss preparations for the upcoming academic year and share our goals and plans.

August Events

The Executive Board has several events planned to welcome students back to campus:

First Day with SGA – August 18

- Breakfast stations will be set up across campus (Main, F-Building, AATC, Powell, and Biotech).
- Items will include granola bars, doughnuts, Pop-Tarts, juice, water, and more.
- A prize wheel at the Main Building will give students a chance to win school supplies.

Second Day with SGA – August 19 *(Dillingham Campus)*

- Replication of the First Day activities for students at the Dillingham location.

Welcome Week – August 25–29
A week of daily themed events aimed at community building, support services, and engagement:

- **Make a Difference Monday**
    - Food pantry tours, snack bag walk, recipe sharing, pop-up food shelves, and education on food insecurity.
    - Donation drive: Students, faculty, and staff will compete in collecting non-perishable food and hygiene items. Prizes will be awarded.

- **Turn It Up Tuesday**
    - DJ, music trivia, Sunset Slush, and a dunking booth featuring faculty, staff, and Dr. Ingle.
- **All I Do is Win, Win, Winsday!**
    - Giant games (Jenga, Connect 4, Tetris, Twister, Uno), Kahoot Faculty Facts showdown, 60-second challenges, and more prizes.
- **Therapeutic Thursday**
    - Relaxation activities: Chair yoga, meditation, chair massages, therapy animals (from Kopper Top Life Learning Center), rock painting, healthy snacks, and make-your-own ice cream in a bag.
- **Farm to Campus Friday**
    - Herb planting, sourdough starter workshop, and volunteer information session for the school farm (Bill & Nancy Covington Education Center). Students will learn how to earn fresh produce, meat, and eggs in exchange for volunteer hours.

N4CSGA Involvement

In March, I was elected to serve as the **Central Division Representative** on the **N4CSGA Executive Board**. It is a great honor to represent ACC and our division in this capacity.

Transition & Bonding Retreat (June 16–19):
The N4CSGA Executive Board gathered at the System Office in Raleigh to plan for the year ahead. During this retreat:

- We developed the annual theme: **"Empowering Voices, Investing in Change."**
- A strategic plan was created, and subcommittees were assigned.
- Key areas of focus were identified: **Financial Literacy**, **Child Care**, and **Student-Centered Legislation**.
- Motions were passed to update the constitution, operational guidelines, delegate handbook, and to realign division boundaries with the President’s Association.

Student Advocacy:
We are reviewing legislation that impacts students, such as **H.R.1**, and developing strategies to help students better understand and respond to relevant policy changes.

State Board of Trustees Meeting (July 18):
I attended the swearing-in of the N4CSGA President and was introduced to State Board members.

Central Division Meeting Planning (July 24):
Myself, Ryan Mervin (SGA Secretary), Gilbert Umberger (SGA Advisor), and Tiffany Skouby (State Director of Student Life & N4CSGA Trustee) traveled to South Piedmont Community College to collaborate with their team on planning the upcoming Central Division Meeting (September 20).
We also visited Rowan-Cabarrus Community College to engage with their advisors and discuss strategies to strengthen participation within our division.

N4CSGA Committee Roles

In addition to serving as Central Division Representative, I have been appointed to the following N4CSGA committees:

- Chair, **Divisions Committee**
- Member, **Local Interactions Committee** (standing role)
- **Campus Activities Committee**
- **Legislative Committee**
- **Constitution Rewrite Committee**
- **CCLA Planning Committee**

I am fully committed to serving the students of Alamance Community College and the Central Division of the N4CSGA. It is my hope that the work we accomplish this year will have a meaningful and lasting impact on current and future students.

Respectfully submitted,
Katherine Hackney
President, ACC Student Government Association
Central Division Representative, N4CSGA Executive Board

RATIFICATION

The Board of Trustees further acknowledges that it is bound by the following Laws and Regulations, as amended, and that any Amendments to these shall be deemed ratified and made a part hereof:

- North Carolina General Statutes (NCGS), Chapter 115D
- State Board of Community Colleges Code
- NCCCS Records Retention and Disposition Schedule

Rules, regulations, procedures, requirements, and other entries contained within these publications are considered by the Board of Trustees as college policy and will be enforced as such. Additionally, the Board of Trustees shall adopt and amend, as necessary, Alamance Community College's local policies.

BYLAWS OF THE BOARD OF TRUSTEES

ALAMANCE COMMUNITY COLLEGE

ARTICLE I

NAME

The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Bylaws and routine usage the name Board of Trustees may be used.

ARTICLE II

PURPOSE AND OBJECTIVES

SECTION 1: The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College (the "College") and that the objectives of the Board of Trustees are fulfilled.

SECTION 2: The objectives of the Board of Trustees shall be:

a. To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.

b. To recognize the changes in our dynamic society and be prepared to adjust to changing needs.

c. To be mindful that education and welfare of the student are the fundamental objective(s) of the College.

d. To provide an educational environment, which will encourage and promote social and cultural awareness in the student body as well as providing for strictly academic and vocational needs.

e. To provide a welcoming educational environment for all eligible students regardless of race, color, national origin, sex, gender, sexual orientation, religion, age, creed, or disability.

f. To provide to the personnel of the College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies, and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.

g. To require reasonable judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.

ARTICLE III

MEMBERSHIP AND RESPONSIBILITIES

SECTION 1: The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of the General Statutes of North Carolina. The president of the College's Student Government Association shall serve as an ex-officio, non-voting member of the Board of Trustees and shall be entitled to attend all open meetings of the Board. The Student Government Association president is not permitted to attend a closed session meeting of the Board unless otherwise approved by a majority vote of the Board.

SECTION 2: The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of the General Statutes of North Carolina. Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of the College.

SECTION 3: A member of the Board of Trustees may be removed from the Board in accordance with Section 115D-19 of the General Statutes of North Carolina. The Board of Trustees may adopt policy to implement the provisions of state law regarding the removal of a Trustee.

SECTION 4: The Board of Trustees may declare vacant, by majority vote of the full Board, the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. The Board of Trustees may also declare vacant, by majority vote of the full Board, the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session.

SECTION 5: Vacancies occurring in a seat appointed by the General Assembly shall be filled as provided in G.S. 120-122. Vacancies occurring in a seat elected by a board of county commissioners, or its lawful designee, shall be filled for the remainder of the unexpired term in the manner in which regular selections are made.

ARTICLE IV

OFFICERS

SECTION 1: The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.

SECTION 3: The President, as appointed by the Board of Trustees shall be the chief executive officer of the College.

SECTION 4: Elections. Officers of the Board of Trustees shall be elected annually, by a majority of members present, at the first regular meeting held on or after July 1. The Chairperson shall not serve for more than two consecutive one-year terms.

SECTION 5: Officer Vacancies. When a vacancy occurs in the office of the Chair, the Vice Chairperson shall become the Chairperson for the remainder of the term provided the Vice Chairperson has served as Vice Chairperson for at least one year. If the Vice Chairperson has less than one year of experience in that role, the Vice Chairperson shall serve as Interim Chairperson until such time that the Board elects a Chairperson to fill the remainder of the term. The Nominating Committee will be convened to recommend a Chairperson to replace the Interim Chairperson. Upon replacement of the Interim Chairperson, the Interim Chairperson will resume the role of Vice Chairperson for the remainder of the term. When a vacancy occurs in the office of Vice Chairperson, Secretary, or Treasurer, the Nominating Committee will be convened to recommend an appointment. The Board shall elect the officer to fill the vacated role. The officer will serve for the remainder of the term.

SECTION 6: Duties of the Chair. The Chairperson shall:

a. Preside at all meetings of the Board and the Executive Committee.

b. Appoint all committees of the Board of Trustees with the exception of the Nominating Committee.

c. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.

d. Perform other such duties as provided by the Bylaws, or as authorized by the Board of Trustees, G.S. 115D, and the State Board of Community Colleges Code.

SECTION 7: Duties of the Vice Chair. The Vice Chairperson shall:

a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairperson.

b. Serve as a member of the Executive Committee.

c. Assume the powers and authority of the Chairperson in the absence or disability of the Chairperson.

d. Perform such other duties as may be assigned or delegated by the Chairperson or the Board of Trustees.

SECTION 8: Duties of the Secretary. The Secretary shall:

a. Keep an accurate record of the proceedings of the Board.

b. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest to the same by his/her signature.

c. Have custody of all official records and documents of the Board, which may be maintained at the College.

d. Prepare and maintain an indexed compilation of all Bylaws and amendments thereto.

e. Issue notice of all meetings of the Board to members of the Board and to the public.

ARTICLE V

MEETINGS

SECTION 1: The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina. The Board of Trustees shall approve a schedule of regular meetings each year, which are generally scheduled on the second (2nd) Monday of each month except July and December of each year. The Chairperson or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a “regular” or “special” meeting of the Board of Trustees.

Trustees have authority only during official Board meetings. Individual trustees shall act for the Board only upon specific authorization or by direction of the Board of Trustees.

SECTION 2: The Chairperson of the Board of Trustees, the President, or any five (5) members of the Board of Trustees may call such special meetings as are required to conduct the business of Alamance Community College.

SECTION 3: Special and Emergency Meetings.

a. Special Meetings. Members of the Board of Trustees and the President of the College shall be notified in writing by the Secretary of the Board, or their designee, of the date, time, and place of all special meetings at least forty-eight (48) hours in advance of the time of the meeting. The meeting notice shall specify the purpose of the meeting. An agenda will normally be included in the meeting notice. The business transacted at any special meeting of the Board shall be confined to such matters as have been specified in the notification to the Board of Trustees and the public.

b. Emergency Meetings. If the need arises to hold an emergency meeting, as allowed by state law, the members and officers of the Board of Trustees and the President of the College shall be notified as soon as practical. The meeting notice shall specify the purpose of the meeting.

SECTION 4: Quorum.

a. A majority of the number of Trustees appointed at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees.

b. No business shall be transacted without a quorum present.

c. Unless otherwise required by law, these Bylaws, or College policy, all resolutions or motions coming before the Board of Trustees require an affirmative vote of the majority of members present at the meeting, in which a quorum has been established.

d. A majority vote of all members of the Board of Trustees is required for:

   i. Adopting policies and regulations affecting the College or the Board of Trustees.

   ii. The nomination, election, and reelection of the College President.

SECTION 5: Agenda. The President, in consultation with the Chairperson of the Board of Trustees, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the agenda prior to each Board meeting.

SECTION 6: Order Of Business.

a. Roberts' Rules of Order, newly revised, shall govern the procedure of the Board of Trustees meetings and all committee meetings. However, nonconformity with Roberts' Rules of Order shall not nullify any Board of Trustee decision.

b. Regular meetings of the Board of Trustees shall follow the following approximate order:

I. Call to Order
II. Call for Conflicts of Interest
III. Minutes
IV. Special Presentations
V. Committee Reports
   A. Personnel Committee Report
      1. Employment reports
      2. Other business
   B. Building and Grounds Committee Report
      1. Capital project approvals

2. Other business

C. Budget and Finance Committee Reports
   1. Reports
   2. Other business

D. Curriculum Committee Report

E. Legislative Committee Report

VI. Other Subjects

A. SGA Report

B. Chairperson’s Report

C. Faculty Affairs Committee Report/Staff Association Report

D. President’s Report

E. Handouts

F. Announcements

VII. Adjournment

SECTION 7: Participation Via Electronic Means.

a. All regular and special meetings will be conducted in person and members should strive to attend all meetings in person.

b. One or more members of the Board of Trustees may participate in a meeting of the Board of Trustees remotely via conference telephone or other electronic means. Such electronic participation must enable all individuals present to hear the remote participant, allow the remote participant to be identified as a named Trustee, and permit the remote participant to hear the Chairperson and the general discussion of agenda items.

c. Upon identification, a Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting.

d. Remote Trustees may participate in meeting discussions and deliberations, provided that both the public and other attending Trustees can hear the remote Trustee, and the remote Trustee can hear the proceedings and discussions on the meeting's agenda. Each remote Trustee is entitled to vote on action items announced by the Chairperson. Remote votes shall be cast via conference telephone or other electronic means audible to other Trustees and the public attending the meeting, in compliance with N.C.G.S. §143.318.13(a) and (c).

ARTICLE VI

FISCAL MANAGEMENT

SECTION 1: The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of the College.

SECTION 2: The Board may audit or cause to be audited the financial records and operations of the College at a time of its choosing without prior notification to administrative personnel of the College.

ARTICLE VII

POWERS, DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

SECTION 1: The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees shall:

a. Establish and disestablish programs and courses of instruction offered and conducted by the College. Authority for such actions may be delegated to the President of the College subject to the approval of the Board of Trustees.

b. Elect a President of the College for such term and under such conditions as the Board of Trustees may fix, such election, and re-election, of the President is subject to the approval of the State Board of Community Colleges.

c. Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under the rules and regulations of the agency involved.

d. Periodically review the fiscal operations of Alamance Community College in each and all budget areas and shall review all other financial activity.

e. Adopt and record such policies, as may be deemed necessary to ensure consistent and equitable administration of the College.

f. Exercise, at all times, its control of the College through the President.

g. Establish nonprofit corporations to support the College. The President, with approval of the Board, may assign employees to assist with the establishment and operation of such corporation and make available to the corporation office space, equipment, supplies and other related resources; provided the sole purpose of the corporation is to support the institution.

h. Purchase any land, easement, or right-of way which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Chapter 40A of the General Statutes. For the purpose of condemnation, determination by the Board as to the location and amount of land to be taken and the necessity thereof shall be conclusive.

i. Establish and disestablish programs of instruction within the College.

ARTICLE VIII

ADMINISTRATION OF THE COLLEGE

SECTION 1: The President of Alamance Community College shall:

a. Be qualified, by training, experience, habits and philosophy to develop and maintain a comprehensive technical community college of high quality in accordance with state law, State Board of Community Colleges regulations and policies, and sound educational theory and practice.

b. Attend and participate, without vote, in all meetings of the Board of Trustees, except where the President's absence is expressly desired.

c. Perform the duties required by law and as delegated or assigned by the Board of Trustees.

d. Be responsible for all administrative and managerial aspects of the development and operation of the College, subject to the rules and regulations of the Board and of the State Board of Community Colleges and within the budgets approved by the Board. The President shall have authority to elect or employ all personnel of the College, subject to the standards established by the Board and the State Board of Community Colleges.

e. Submit recommended policies to the Board when requested to do so or when the President deems it necessary.

f. Recommend all educational programs and curricular programs which the President deems to be in the best interest of the citizens of Alamance County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the statutes or regulations and policies of the State Board of Community Colleges.

g. Appoint lay advisory committees for particular programs of the College where needed.

h. Advise the Board of Trustees of planning, construction, and modification needs for physical facilities.

i. Advise the Board on the financial and budgetary needs of the College and recommend the items to be included in the current expense budget and the capital outlay budget.

j. Establish and submit to the Board of Trustees for approval all fees to be charged to the students which are not set and/or approved by the General Assembly.

k. Have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board of Trustees and the State Board of Community Colleges within the budgets approved by the Board of Trustees.

l. In accordance with Article 2, Section 20, Chapter 115D of the General Statutes of North Carolina, the President shall be granted authority to employ full-time professional, administrative, and instructional personnel and all other institutional personnel.

m. Have the initiative in shaping and maintaining the educational policies and the culture of the College and may recommend changes to be made in the programs and services to be provided.

n. Make an annual report to the Board of Trustees on the development and operation of the College, with both immediate and long-range recommendations.

o. Discharge all other functions delegated by the Board of Trustees.

SECTION 2: Power to deal with individuals or organized groups shall be vested in the President of the College who shall render a decision to such individuals or such organized groups in the name of the Board of Trustees.

SECTION 3: The President shall establish and administer the administrative and functional organizational structure of the College.

ARTICLE IX

COMMITTEES

SECTION 1: The Chairperson shall appoint the members of all Committees except the Executive Committee and the Nominating Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.

SECTION 2: The Board of Trustees may, through the Chairperson, establish such standing committees or ad hoc committees as are deemed necessary by the Board of Trustees. The following standing committees are established through these by-laws:

a. Personnel Committee
b. Building and Grounds Committee
c. Budget and Finance Committee
d. Curriculum and Student Engagement Committee
e. Legislative Committee

SECTION 3: The Chairperson of the Board of Trustees, the Vice Chairperson of the Board, and one other Board member approved by the Chairperson shall constitute the Executive Committee. Traditionally, the Past Chairperson has served as the third trustee on the Executive Committee. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed an amount set forth by the Board of Trustees in policy. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution; sell, lease, exchange all or a substantially large part of the property of the institution; designate any committees; fill vacancies on the Board or on any committees; amend or repeal the Bylaws; amend or repeal any resolution of the Board which by its terms shall not be amendable or repeal-able; or to otherwise act in any matters committing the corporate entity of the Board except as authorized by the Board of Trustees.

SECTION 4: Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the

Board deems it advisable to rescind the action or the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustee.

SECTION 5: The Nominating Committee. The Nominating Committee shall comprise the Chairperson of each standing committee, excluding the Executive Committee, and one at-large member nominated by the Board Chairperson and voted on by the Board at-large. The Nominating Committee shall choose its own chairperson. Any member of the Nominating Committee may call the initial meeting of the committee; and, the first order of business at the initial meeting will be to elect a chairperson for the Nominating Committee.

ARTICLE X

FISCAL YEAR

SECTION 1: The fiscal year of Alamance Community College shall be from July 1 to June 30.

ARTICLE XI

AMENDMENTS AND ADOPTIONS

SECTION 1: Amendments to the Bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least eight (8) members of the Board of Trustees at a regular monthly meeting.

ARTICLE XII

BUDGET AND FINANCE COMMITTEE

The duties of the Budget and Finance Committee shall include the following:

a. Budget and Finance Committee shall recommend to the Board of Trustees such fiscal policies for federal, state, county and institutional funds as necessary for the financial operations of the College.

b. Upon receipt of the President's recommended annual budget for the expenditure of federal, state, county and institutional funds, and consistent with General Statute 115D-54, the Committee shall conduct an examination of and make such recommendations and modifications to the budget requests to the Board it deems appropriate for current operations and capital outlay purposes for the ensuing fiscal period. The Committee shall also recommend to the Board the establishment of local fees, not inconsistent with actions of the General Assembly and State Board of Community Colleges Code.

c. Following adoption of the annual current expense and capital budgets by the Board, the Committee shall receive from the President requests and recommendations for modifications thereto that exceed delegated authority set by the Board of Trustees. The Committee will subsequently make such recommendations to the Board for consideration that it deems appropriate. Further, upon recommendation of the President, the Committee shall recommend to the Board the transfer of County funds within flexibilities or restrictions established by the tax-levying authority. Reports on the expenditure of funds approved in the budget, by fund source, shall be prepared on a monthly basis and reported to the Board at Board meetings.

d. The Committee shall serve a fiduciary responsibility on behalf of the Board. This responsibility includes recommending policies, procedures, and actions related to the receipt and disposition of any monetary bequests, gifts, grants, securities or properties; the investment of any surplus or restricted monies; and the management of trust and non-trust funds. Such actions shall be consistent with state law. The Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.

e. Along with the President, the Committee shall represent the Board before the North Carolina General Assembly, the State Board of Community Colleges, the Alamance County Board of Commissioners and other funding authorities in advocating for funding for the current expense and capital outlay needs of the College. The Committee shall report its advocacy efforts and results to the Board as appropriate.

f. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.

g. Consistent with General Statute 115D-58.10 (Surety Bonds), and on behalf of the Board of Trustees, the Committee shall insure that employees of the College who draw or approve checks and/or handle state, county or institutional funds be bonded for the protection of such funds or property.

h. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of the State Auditor, the Committee shall cause an audit of state, county and institutional funds to be conducted and reported. The Committee shall examine such audits and report the findings thereof to the Board, along with any necessary actions to remedy deficiencies identified in any audit.

i. The Committee shall recommend to the Board the use of lease purchase or installment purchase contracts to acquire equipment, consistent with General Statute 115D-58.15

j. To perform such other functions and carry out such other duties and responsibilities as the Board may assign.

ARTICLE XIII

BUILDING AND GROUNDS COMMITTEE

The duties of the Building and Grounds Committee shall include the following:

a. At least once every 10 years, conduct an assessment of all property locations owned by the College. The assessment shall include the condition of all facilities and grounds, any recommended improvements thereto, and a determination of need for additional facilities or new campus locations. The assessment shall be reported to the Board of Trustees (Board) in the form of a "Facilities Master Plan."

b. After consultation with the President, and consistent with North Carolina General Statutes and the State Board of Community College (SBCC) Code, recommend to the Board establishment of necessary capital improvement projects and activities.

c. Provide oversight of approved capital improvement projects and activities by receiving and evaluating periodic progress and financial reports from the President or designee(s), representing the best interests of the College.

d. In accordance with policies and procedures established by the State Construction Office, the SBCC, and good procurement practice, recommend to the Board professional service providers with specialized expertise (architects, engineers, consultants, builders) in construction and/or renovation, for the purpose of awarding contracts.

e. Upon consultation with the President or designee(s), periodically evaluate and recommend to the Board contracted programs, services or activities that provide for the operations and/or maintenance of facilities and properties owned by the College.

f. Recommend to the Board the purchase of adequate amounts of insurance coverage for buildings, contents, vehicles, liabilities and risks, and other requirements.

g. Recommend to the Board the purchase of any land, easement, or right-of-way which shall be necessary for the proper operation of the institution. Upon Board approval, these actions shall be reported by the President to the SBCC.

h. To perform such other functions and activities as the Board may assign from time-to-time. This may include but is not limited to facility risk assessments, analysis of service provider contracts, exploration of new properties, and other work. The Committee may consult with the President or designee(s) in the scope of this work.

ARTICLE XIV

CURRICULUM AND STUDENT ENGAGEMENT COMMITTEE

The duties of the Curriculum and Student Engagement Committee shall include the following:

a. To review and make recommendations concerning such curricula to the Board, including:

   i. Recommendations of new curricula.

   ii. Recommendations to eliminate curricula.

b. Recommend major curriculum revisions which alter graduation requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).

c. Review curriculum studies, evaluations, projections, and status reports.

d. Receive regular updates on enrollment and student engagement activities.

e. Perform such other functions, regular and special, as the Board may authorize.

ARTICLE XV

PERSONNEL COMMITTEE

The duties of the Personnel Committee shall include the following:

The duties of the Personnel Committee shall include the following:

a. To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees.

b. To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.

c. Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.

d. Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.

e. To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.

f. To perform such other functions, regular and special, as the Board of Trustees may authorize.

ARTICLE XVI

LEGISLATIVE COMMITTEE

The duties of the Legislative Committee shall include the following:

a. Advance the legislative priorities of Alamance Community College and the North Carolina Community College System across all levels of government while ensuring these efforts are consistently aligned with the College's mission and strategic priorities.

b. Proactively identify emerging legislative issues and opportunities at local, state, and national levels that impact Alamance Community College, and recommend a prioritized list of legislative priorities to the full Board of Trustees.

c. In coordination with the President, foster and maintain strong, collaborative relationships with local, state, and national legislators, their staff, and relevant governmental agencies to effectively advocate for the College's interests.

d. Receive regular briefings from the President regarding trending legislative priorities, emerging policy considerations, and critical information to guide the committee's work.

e. Utilize information and insights provided by the President to facilitate and implement appropriate next steps in legislative advocacy, including outreach, communication, and strategic planning.

f. Perform such other functions, regular and special, as the Board may authorize.

Constitution
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; January 13, 2014; March 16, 2018
Repealed: August 11, 2025 (Constitution incorporated into Bylaws to form a single document of authority.Fstu)

Bylaws
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; October 10, 2005; November 12, 2012; January 12, 2015; September 12, 2016; April 13, 2015; August 11, 2025

RATIFICATION

~~The Alamance Community College Board of Trustees hereby adopts and incorporates the following publications, as amended, as part of the Board of Trustees policy:~~

- ~~Alamance Community College Employee Policies and Procedures Manual~~
- ~~Alamance Community College Student Handbook~~
- ~~Alamance Community College General Catalog~~

~~Amendment of these policies by the Board of Trustees shall be deemed an Amendment of this Policy Manual by the Board of Trustees.~~

The Board of Trustees further acknowledges that it is bound by the following Laws and Regulations, as amended, and that any Amendments to these shall be deemed ratified and made a part hereof:

- North Carolina General Statutes (NCGS), Chapter 115D
- State Board of Community Colleges Code
- NCCCS ~~Public~~ Records Retention and Disposition Schedule

Rules, regulations, procedures, requirements, and other entries contained within these publications are considered by the Board of Trustees as college policy and will be enforced as such. Additionally, the Board of Trustees shall adopt and amend, as necessary, Alamance Community College's local policies.

~~Revised by the Board of Trustees – November 12, 2012~~

~~VISION, MISSION STATEMENT, AND VALUES~~
~~OF~~
~~ALAMANCE COMMUNITY COLLEGE~~

~~VISION~~

~~**From access to success: Transforming lives and the communities we serve.**~~

~~MISSION STATEMENT~~

~~**The College provides comprehensive educational programs and services to advance our diverse population and empower lifelong learners to succeed as global citizens.**~~

~~VALUES~~

- ~~**Access**~~
- ~~**Inclusion**~~
- ~~**Collaboration**~~
- ~~**Innovation**~~
- ~~**Excellence**~~
- ~~**Integrity**~~
- ~~**Success**~~

~~**Source: Adopted by the Board of Trustees January 13, 2014.**~~
~~**Amended: Board of Trustees minutes, March 16, 2018**~~

~~CONSTITUTION OF THE BOARD OF TRUSTEES~~

~~ALAMANCE COMMUNITY COLLEGE~~

~~ARTICLE I~~

~~NAME~~

~~**The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Constitution, By-Laws, and routine usage the name Board of Trustees may be used.**~~

~~ARTICLE II~~

~~PURPOSE AND OBJECTIVES~~

~~SECTION 1~~~~**: The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College and that the objectives of the Board of Trustees are fulfilled.**~~

~~SECTION 2~~~~**: The objectives of the Board of Trustees, acting through Alamance Community College shall be:**~~

~~1. **To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.**~~

~~2. **To be continually alert to recognize the changes in our dynamic society and be prepared to adjust to changing needs.**~~

~~3. **To be mindful that education and welfare of the student are the fundamental objective(s) of the College.**~~

~~4. **To provide an educational environment, which will encourage and promote social and cultural awareness in student body as well as providing for strictly academic and vocational needs.**~~

~~5. To encourage all eligible students regardless of race, sex, religion, age, national origin, or handicap to make maximum use of Alamance Community College.~~

~~6. To insure that Alamance Community College is to be dedicated to strengthening the moral fibers of the State and Community.~~

~~7. To provide to the personnel of Alamance Community College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.~~

~~8. To require responsible judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.~~

~~ARTICLE III~~

~~MEMBERSHIP AND RESPONSIBILITIES~~

~~SECTION 1: The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of Chapter 115D of the General Statutes of North Carolina.~~

~~SECTION 2: The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of Chapter 115D of the General Statutes of North Carolina.~~

~~SECTION 3: A member of the Board of Trustees may be removed from the Board in accord with Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.~~

~~ARTICLE IV~~

~~OFFICERS~~

~~SECTION 1: The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina.~~

~~SECTION 2: The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.~~

~~SECTION 3: The President or Chief Administrative Officer of Alamance Community College shall be the Executive Officer of the Board of Trustees.~~

~~ARTICLE V~~

~~MEETINGS~~

~~SECTION 1: The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of Chapter 115D of the General Statutes of North Carolina. The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month except July and December of each year at a time convenient to the Board.~~

~~SECTION 2: The Chairman of the Board of Trustees or the Chief Administrative Officer may call such special meetings as are required to conduct the business of Alamance Community College.~~

~~SECTION 3: The Chairman of the Board of Trustees may delegate the authority for calling special meetings of the Board of Trustees. A record of such delegation shall be made in the minutes of a regular meeting of the Board.~~

~~SECTION 4: The definition of "regular" and "special" meetings of the Board shall be delineated in the By-Laws of the Board of Trustees of Alamance Community College.~~

~~ARTICLE VI~~

~~FISCAL MANAGEMENT~~

~~SECTION 1: The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of Alamance Community College.~~

~~SECTION 2: The Board may audit or cause to be audited the financial records and operations of Alamance Community College at a time of its own choosing without prior notification to administrative personnel of Alamance Community College.~~

~~ARTICLE VII~~

~~POWERS AND DUTIES OF THE BOARD OF TRUSTEES~~

~~SECTION 1: The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of Chapter 115D of the General Statutes of North Carolina.~~

~~SECTION 2: Other powers, duties and responsibilities of the Board of Trustees shall be as prescribed in the By-Laws of the Board of Trustees.~~

~~**ARTICLE VIII**~~

~~AMENDMENTS~~

~~SECTION 1: Any member of the Board of Trustees may propose amendments to the constitution by presentation of the amendment(s) at a regular meeting of the Board.~~

~~SECTION 2: The secretary of the Board shall transmit, in writing, the proposed amendment(s) to each member of the Board at least sixty (60) days prior to a regular Board meeting. The secretary also shall cause the proposed amendment(s) to be on the Agenda of the next regular Board meeting.~~

~~SECTION 3: Proposed amendments are adopted when approved by an affirmative vote of at least nine (9) members of the Board of Trustees.~~

~~ARTICLE IX~~

~~IMPLEMENTATION~~

~~SECTION 1: The Constitution shall be in force and effect after its adoption by affirmative vote of at least nine (9) members of the Board of Trustees provided that each member of the Board shall have been given notice of the meeting for adoption of the constitution and a copy of the proposed constitution at least fifteen (15) days prior to the date of such meeting.~~

~~Source: Board Action: Board Minutes, September 7, 1967, Page 110-111~~
~~Amended: Board Minutes, August 6, 1970, Page 192~~
~~Amended: Board Minutes, May 12, 1980, Page 523~~
~~Amended: Board Minutes, September 8, 1980, Page 531~~
~~Amended: Board Minutes, January 12, 1981, Page 542~~
~~Amended: Board Minutes, March 12, 1990, Page 827~~

~~BY-LAWS~~BYLAWS OF THE BOARD OF TRUSTEES

ALAMANCE COMMUNITY COLLEGE

ARTICLE I

NAME

The official title of this organization shall be The Trustees of Alamance Community College and shall be the official corporate name of the institution. For the purpose of the Bylaws and routine usage the name Board of Trustees may be used.

ARTICLE II

PURPOSE AND OBJECTIVES

SECTION 1: The purpose of the Board of Trustees shall be to govern Alamance Community College within the framework of the Community Colleges Act, Chapter 115D of the General Statutes of North Carolina. Further, the purpose of the Board of Trustees shall be to assure that adequate and competent administration is provided for the efficient operation of Alamance Community College (the "College") and that the objectives of the Board of Trustees are fulfilled.

SECTION 2: The objectives of the Board of Trustees shall be:

a. To provide to the people of North Carolina, and more specifically, to the people of Alamance County an educational institution which is sensitive to and responsive to the educational needs of the community.

b. To recognize the changes in our dynamic society and be prepared to adjust to changing needs.

c. To be mindful that education and welfare of the student are the fundamental objective(s) of the College.

d. To provide an educational environment, which will encourage and promote social and cultural awareness in the student body as well as providing for strictly academic and vocational needs.

e. To provide a welcoming educational environment for all eligible students regardless of race, color, national origin, sex, gender, sexual orientation, religion, age, creed, or disability.

f. To provide to the personnel of the College leadership and academic freedom, which will nurture, inspire, and stimulate the development of skills, competencies, and understandings necessary to the full realization of an effective institution devoted to the dissemination of knowledge.

g. To require reasonable judgment on the part of the personnel in the exercise of their duties and in the use of their academic freedom.

ARTICLE III

MEMBERSHIP AND RESPONSIBILITIES

SECTION 1: The membership of the Board of Trustees shall be in accord with Article 2, Section 115D-12 and Section 115D-13 of the General Statutes of North Carolina. The president of the College's Student Government Association shall serve as an ex-officio, non-voting member of the Board of Trustees and shall be entitled to attend all open meetings of the Board. The Student Government Association president is not permitted to attend a closed session meeting of the Board unless otherwise approved by a majority vote of the Board.

SECTION 2: The responsibilities of the Board of Trustees shall be in accord with Article 2, Section 115D-14 and 115D-20 of the General Statutes of North Carolina. Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of the College.

SECTION 3: A member of the Board of Trustees may be removed from the Board in accordance with Section 115D-19 of the General Statutes of North Carolina. The Board of Trustees may adopt policy to implement the provisions of state law regarding the removal of a Trustee.

SECTION 4: The Board of Trustees may declare vacant, by majority vote of the full Board, the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. The Board of Trustees may also declare vacant, by majority vote of the full Board, the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session.

SECTION 5: Vacancies occurring in a seat appointed by the General Assembly shall be filled as provided in G.S. 120-122. Vacancies occurring in a seat elected by a board of county commissioners, or its lawful designee, shall be filled for the remainder of the unexpired term in the manner in which regular selections are made.

ARTICLE IV

OFFICERS

SECTION 1: The officers of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees, on its own discretion, may elect a Treasurer from its membership. The office of Secretary and Treasurer may be combined if the holder of the combined office is a qualified member of the Board.

SECTION 3: The President, as appointed by the Board of Trustees shall be the chief executive officer of the College.

SECTION 4: Elections. Officers of the Board of Trustees shall be elected annually, by a majority of members present, at the first regular meeting held on or after July 1. The Chairperson shall not serve for more than two consecutive one-year terms.

SECTION 5: Officer Vacancies. When a vacancy occurs in the office of the Chair, the Vice Chairperson shall become the Chairperson for the remainder of the term provided the Vice Chairperson has served as Vice Chairperson for at least one year. If the Vice Chairperson has less than one year of experience in that role, the Vice Chairperson shall serve as Interim Chairperson until such time that the Board elects a Chairperson to fill the remainder of the term. The Nominating Committee will be convened to recommend a Chairperson to replace the Interim Chairperson. Upon replacement of the Interim Chairperson, the Interim Chairperson will resume the role of Vice Chairperson for the remainder of the term. When a vacancy occurs in the office of Vice Chairperson, Secretary, or Treasurer, the Nominating Committee will be convened to recommend an appointment. The Board shall elect the officer to fill the vacated role. The officer will serve for the remainder of the term.

SECTION 6: Duties of the Chair. The Chairperson shall:

a. Preside at all meetings of the Board and the Executive Committee.

b. Appoint all committees of the Board of Trustees with the exception of the Nominating Committee.

c. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.

d. Perform other such duties as provided by the Bylaws, or as authorized by the Board of Trustees, G.S. 115D, and the State Board of Community Colleges Code.

SECTION 7: Duties of the Vice Chair. The Vice Chairperson shall:

a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairperson.

b. Serve as a member of the Executive Committee.

c. Assume the powers and authority of the Chairperson in the absence or disability of the Chairperson.

d. Perform such other duties as may be assigned or delegated by the Chairperson or the Board of Trustees.

SECTION 8: Duties of the Secretary. The Secretary shall:

a. Keep an accurate record of the proceedings of the Board.

b. Have custody of the Corporate Seal of the Board, affix it to official documents, and attest to the same by his/her signature.

c. Have custody of all official records and documents of the Board, which may be maintained at the College.

d. Prepare and maintain an indexed compilation of all Bylaws and amendments thereto.

e. Issue notice of all meetings of the Board to members of the Board and to the public.

~~**DUTIES OF THE OFFICERS**~~

~~**SECTION 1**: **The Chairman shall**:~~

~~a. Preside at all meetings of the Board and the Executive Committee.~~

~~b. Appoint all committees.~~

~~c. Serve as an ex officio voting member of all committees except the Executive Committee.~~

~~d. Exercise the deciding vote in case of tie votes.~~

~~e. Execute all contracts and other documents by the authority of and in the name of the Board of Trustees.~~

~~f. Perform other such duties as may be deemed necessary or otherwise provided by the Constitution and By-Laws.~~

~~**SECTION 2**: **The Vice Chairman shall**:~~

~~a. Preside at all meetings of the Board of Trustees and the Executive Committee in absence of the Chairman.~~

~~b. Serve as a member of the Executive Committee.~~

~~c. Assume the powers and authority of the Chairman in the absence or disability of the Chairman.~~

~~d. Perform such other duties as may be assigned or delegated to him/her by the Chairman or the Board of Trustees.~~

~~**SECTION 3**: **The Secretary shall**:~~

~~a. Keep an accurate record of the proceedings of the Board.~~

~~b. Have custody of the Corporate Seal of the Board, affix it to official documents, attest same by his signature.~~

~~c. Have custody of all official records and documents of the Board.~~

~~d. Prepare and maintain an indexed compilation of all By Laws and amendments thereto, a copy of all policies, procedures, and regulations of the Board and all amendments thereto, the whole of which shall be known as the Board of Trustees Policy Manual of Alamance Community College.~~

~~e. Issue notice of all meetings of the Board to members of the Board and to the President of the College.~~

~~**SECTION 4**: **The Chief Administrative Officer shall**:~~

~~a. Be an ex officio member of the Executive Committee.~~

~~b. Perform these duties as delegated or assigned by the Board of Trustees and/or by the Chairman~~

~~ARTICLE II~~

~~MEMBERSHIP~~

~~**SECTION 1**: Membership on the Board of Trustees shall obligate the individual member to a sincere and active interest in the governing and furtherance of Alamance Community College. Also, members of the Board of Trustees are expected to work toward carrying out the spirit as well as the latter of the Purpose and Objectives as called out in the Constitution.~~

~~**SECTION 2**: A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees (NCACCT). The Board of Trustees shall notify the appropriate appointing authority of any vacancy. (Reference Article 2, Section 115D-19 (a) and (b) of Chapter 115D of the General Statutes of North Carolina.)~~

~~**SECTION 3**: Vacancies which occur in the membership of the Board of Trustees, for whatever the cause, shall be reported to the agency having the authority for appointment of replacement within 60 days after the date on which the vacancy occurs. The Secretary of the Board shall make this report with a request for the appointment of a replacement.~~

ARTICLE V

MEETINGS

SECTION 1: The regular meetings of the Board of Trustees shall be in accord with Article 2, Section 115D-18 of the General Statutes of North Carolina. The Board of Trustees shall approve a schedule of regular meetings each year, which are generally scheduled on the second (2nd) Monday of each month except July and December of each year. The Chairperson or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a "regular" or "special" meeting of the Board of Trustees.

Trustees have authority only during official Board meetings. Individual trustees shall act for the Board only upon specific authorization or by direction of the Board of Trustees.

SECTION 2: The Chairperson of the Board of Trustees, the President, or any five (5) members of the Board of Trustees may call such special meetings as are required to conduct the business of Alamance Community College.

SECTION 3: Special and Emergency Meetings.

a. Special Meetings. Members of the Board of Trustees and the President of the College shall be notified in writing by the Secretary of the Board, or their designee, of the date, time, and place of all special meetings at least forty-eight (48) hours in advance of the time of the meeting. The meeting notice shall specify the purpose of the meeting. An agenda will normally be included in the meeting notice. The business transacted at any special meeting of the Board shall be confined to such matters as have been specified in the notification to the Board of Trustees and the public.

b. Emergency Meetings. If the need arises to hold an emergency meeting, as allowed by state law, the members and officers of the Board of Trustees and the President of the College shall be notified as soon as practical. The meeting notice shall specify the purpose of the meeting.

SECTION 4: Quorum.

a. A majority of the number of Trustees appointed at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees.

b. No business shall be transacted without a quorum present.

c. Unless otherwise required by law, these Bylaws, or College policy, all resolutions or motions coming before the Board of Trustees require an affirmative vote of the majority of members present at the meeting, in which a quorum has been established.

d. A majority vote of all members of the Board of Trustees is required for:

   i. Adopting policies and regulations affecting the College or the Board of Trustees.

   ii. The nomination, election, and reelection of the College President.

SECTION 5: Agenda. The President, in consultation with the Chairperson of the Board of Trustees, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the agenda prior to each Board meeting.

SECTION 6: Order Of Business.

a. Roberts' Rules of Order, newly revised, shall govern the procedure of the Board of Trustees meetings and all committee meetings. However, nonconformity with Roberts' Rules of Order shall not nullify any Board of Trustee decision.

b. Regular meetings of the Board of Trustees shall follow the following approximate order:

I. Call to Order
II. Call for Conflicts of Interest
III. Minutes
IV. Special Presentations
V. Committee Reports
   A. Personnel Committee Report
      1. Employment reports
      2. Other business
   B. Building and Grounds Committee Report
      1. Capital project approvals

2. Other business
C. Budget and Finance Committee Reports
1. Reports
2. Other business
D. Curriculum Committee Report
E. Legislative Committee Report
VI. Other Subjects
A. SGA Report
B. Chairperson's Report
C. Faculty Affairs Committee Report/Staff Association Report
D. President's Report
E. Handouts
F. Announcements
VII. Adjournment

SECTION 7: Participation Via Electronic Means.

a. All regular and special meetings will be conducted in person and members should strive to attend all meetings in person. ~~Trustees may attend meetings via electronic means upon approval of the Chairperson.~~

b. One or more members of the Board of Trustees may participate in a meeting of the Board of Trustees remotely via conference telephone or other electronic means. Such electronic participation must enable all individuals present to hear the remote participant, allow the remote participant to be identified as a named Trustee, and permit the remote participant to hear the Chairperson and the general discussion of agenda items.

c. Upon identification, a Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting.

d. Remote Trustees may participate in meeting discussions and deliberations, provided that both the public and other attending Trustees can hear the remote Trustee, and the remote Trustee can hear the proceedings and discussions on the meeting's agenda. Each remote Trustee is entitled to vote on action items announced by the Chairperson. Remote votes shall be cast via conference telephone or other electronic means audible to other Trustees and the public attending the meeting, in compliance with N.C.G.S. §143.318.13(a) and (c).

ARTICLE VI

FISCAL MANAGEMENT

SECTION 1: The Board of Trustees shall be responsible for and shall approve all budgets for the financial operation of the College.

SECTION 2: The Board may audit or cause to be audited the financial records and operations of the College at a time of its choosing without prior notification to administrative personnel of the College.

~~**ARTICLE III**~~

~~**COMMITTEES**~~

~~**SECTION 1**: The chairman shall appoint the members of all Committees except the Executive Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.~~

~~**SECTION 2**: The Board of Trustees may, through the Chairman, establish such standing committees or ad hoc committees as are deemed necessary to secure and protect the welfare of Alamance Community College.~~

~~**SECTION 3**: The Chairman of the Board of Trustees, the Vice Chairman of the Board, and one other Board member approved by the Chairman shall constitute the Executive Committee. The President of the College shall be an ex officio member of the Executive Committee without voting privileges. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed the sum of $50,000 in the exercise of its authority herein granted in emergency matters until otherwise amended by the Board. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution, sell, lease, exchange all or a substantially large part of the property of the institution, designate any committees, fill vacancies on the Board or on any committees, amend or repeal the By-Laws, amend or repeal any resolution of the Board which by its terms shall not be amendable or repealable, or to otherwise act in any matters committing the corporate entity of the Board.~~

~~**SECTION 4**: Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The action of the committee shall be final. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the Board deems it advisable to~~

~~rescind and withdraw the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustees.~~

~~**SECTION 5**: Annually the Chairman of the Board shall appoint a nominating committee to submit to the Board of Trustees a slate of officers. The committee shall be appointed at the May meeting of the Board. The slate of candidates shall be presented to the members of the Board at the regular meeting of the Board in June. Additional nominations may be made from the floor.~~

~~ARTICLE IV~~

~~ELECTIONS~~

~~**SECTION 1**: Officers of the Board of Trustees shall be elected annually at the regular meeting of the Board in June and shall assume office on July 1.~~

~~**SECTION 2**: A Board member shall be elected to office when a majority of members present cast their ballot for him/her.~~

~~**SECTION 3**: When a vacancy occurs in the office of Chairman, the Vice Chairman shall succeed to that office and become Chairman for the remainder of the term.~~

~~**SECTION 4**: When a vacancy occurs in the office of Vice Chairman, the office shall be filled at the next regular or special meeting of the Board by nominations from the floor and by a majority of votes of the members present. The Vice Chairman so elected shall serve until the next regular election.~~

~~**ARTICLE V**~~

~~**MEETINGS**~~

~~**SECTION 1**: The regular meetings of the Board of Trustees shall normally be held at Alamance Community College on the second (2nd) Monday of each month, except July and December of each year, at a time convenient to the Board. The Chairman or the President of the College may, however, for good and sufficient reason, change the date and/or place of the regular meeting. Notification of the meetings of the Board shall designate whether the meeting is a "regular" or "special" meeting of the Board of Trustees.~~

~~**SECTION 2**: The Board of Trustees shall meet at a time convenient to the Board on the second Monday of each month except July and December. Other meetings may be called by the Chairman of the Board or the Chief Administrative Officer of the College.~~

~~Members and officers of the Board of Trustees and the Chief Administrative Officer of the College shall be notified in writing by the Secretary of the Board of the date, time, and place of all meetings at least seventy-two (72) hours in advance of the time of the meeting. The meeting notice shall designate the character of the meeting (regular or special) and shall specify the purpose of the meeting if it is designated a special meeting. An agenda will normally be included in the meeting notice.~~

~~**SECTION 3:** Quorum - A majority of the number of Trustees elected at the time of the meeting shall constitute a "quorum" for the transaction of business at any meeting of the Board of Trustees (regular or special).~~

~~**SECTION 4:** Manner of Acting - The act of the majority of the Board of Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees upon an affirmative vote of the majority, by vote of Trustees present at the meeting plus by a qualified vote of a Trustee attending remotely pursuant to these Bylaws.~~

~~**SECTION 5:** Attendance at Meeting by Telephone or Other Electronic or Digital Media~~

~~a. Any one or more members of the Board of Trustees may remotely participate in a meeting of the Board of Trustees by means of telephonic communications or other similar communications device which allows all persons participating in the meeting to hear the remote participant and the remote participant to be identified as a named Trustee and to be able to hear the Chairperson and the general discussion as to the items on the meeting's agenda.~~

~~b. Upon identification, such Trustee's remote attendance shall be deemed being "present" for purposes of determining a quorum at a meeting and for such remote attending Trustee to be counted "present" at the meeting.~~

~~c. A remote Trustee may participate in meeting discussions and deliberations and he/she may express the Trustee's opinion; provided the public and other Trustees attending the meeting can hear the Trustee participating remotely and the Trustee(s) can hear the proceedings and discussions on the referenced agenda for the meeting. Each remote Trustee is entitled to vote on the action item(s) announced by the Chairperson and each such Trustee attending remotely shall announce his/her vote by conference telephone call or other media means to be heard by the other Trustees and the public attending the meeting in compliance with N.C.G:S. §143.318.13(a) and (c), as amended.~~

~~Revised by the Board of Trustees: Sections 3, 4 and 5 added – September 12, 2016~~

~~ARTICLE VI~~

~~ORDER OF BUSINESS~~

~~**SECTION 1**: Seven (7) members of the Board of Trustees in actual attendance at meetings shall constitute a quorum for transaction of the business of the Board. To transact the business of the Board, simple majority of those present and voting shall be required, except as noted under Section 3.~~

~~**SECTION 2**: No business shall be transacted without a quorum present.~~

~~**SECTION 3**: A majority vote of all members of the Board of Trustees [seven (7) affirmative votes] shall be required for:~~

~~a. Determination of policy for the College~~

~~b. Making rules and regulations affecting the College or the Board of Trustees~~

~~c. The election of a President of the College~~

~~d. Involvement of the corporate body of the Board of Trustees.~~

~~**SECTION 4**: The Chairman shall vote in the case of a tie vote and in such instances where his/her presence is counted for a quorum and/or a Board majority vote is required.~~

~~**SECTION 5**: Roberts' Rules of Order shall govern in the conduct of all meetings of the Board of Trustees and all meetings of the Executive Committee.~~

~~**SECTION 6**: The business to be transacted at any "special" meeting of the Board shall be confined to such matters as have been specified in the notification to members of that special meeting.~~

~~**SECTION 7**: The regular business at meetings of the Board shall follow the approximate order of:~~

~~I. Call to Order~~

~~II. Call for Conflicts of Interest~~

~~III. Minutes~~

~~IV. Introduction of New Personnel~~

~~V. Special Presentations~~

~~VI. Committee Reports~~
- ~~A. Report of Personnel~~
  - ~~a. Employment reports~~
  - ~~b. Other business~~
- ~~B. Report of Building and Grounds~~
  - ~~a. Capital project approvals~~
  - ~~b. Other business~~
- ~~C. Report of Finance~~
  - ~~a. Reports~~
  - ~~b. Other business~~
- ~~D. Report of Curriculum~~

~~VII. Other Subjects~~
- ~~A. SGA Reports~~
- ~~B. Chairman's Report~~
- ~~C. Faculty Affairs Report~~
- ~~D. President's Report~~
- ~~E. Handouts~~
- ~~F. Other Business~~

~~VIII. Adjournment~~

~~Revised by the Board of Trustees – November 12, 2012~~

~~SECTION 8: Agenda~~

~~The Chairman of the Board of Trustees, with the assistance of the President and Executive Committee, will develop the agenda for each meeting of the Board of Trustees. All Board members will be advised of the tentative agenda prior to each Board meeting and invited to make any further recommendations for the agenda.~~

~~Recommendations for the agenda from the public at large should be received no later than seven days prior to the scheduled meeting.~~

~~Admission of agenda items contrary to this policy such as requests of the faculty/staff or general public from the floor, will be subject to the discretion of the Chairman dependent upon considerations such as time limitations, number of speakers, or subject matter.~~

ARTICLEVII

POWERS, DUTIES AND RESPONSIBILITIES
OF
THE BOARD OF TRUSTEES

SECTION 1: ~~The Board of Trustees shall have and shall exercise those powers and duties as prescribed by Article VII, Section 2 of the Constitution.~~ The powers and duties of the Board of Trustees shall be in accord with Article 2, Section 115D-20 of the General Statutes of North Carolina.

SECTION 2: The Board of Trustees shall:

a. Establish and disestablish programs and courses of instruction offered and conducted by ~~Alamance Community College~~the College. Authority for such actions may be delegated to the ~~Chief Administrative Officer~~President of the College subject to the approval of the Board of Trustees.

b. Elect a President of the College for such term and under such conditions as the Board of Trustees may fix, such election, and re-election, of the President is subject to the approval of the State Board of Community Colleges.

~~b.~~c. Approve and adopt current expense and capital outlay budgets; recommend approved budgets to the proper agency; make such changes in the budgets as are permissible under the rules and regulations of the agency involved.

~~c.~~d. Periodically review the fiscal operations of Alamance Community College in each and all budget areas and shall review all other financial activity.

~~d. Have the responsibility for approval of the planning, operation and fiscal policy of such activities as the Student Bookstore, Snack Bar, Student Funds, etc.~~

~~e.~~a. Adopt and record such ~~rules, regulations and directives~~policies, as may be deemed necessary to ~~insure~~ ensure consistent and equitable administration of the College.

f. Exercise, at all times, its control of the College through the President.

g. Establish nonprofit corporations to support the College. The President, with approval of the Board, may assign employees to assist with the establishment and operation of such corporation and make available to the corporation office space, equipment, supplies and other related resources; provided the sole purpose of the corporation is to support the institution.

h. Purchase any land, easement, or right-of way which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Chapter 40A of the General Statutes. For the purpose of condemnation, determination by the Board as to the location and amount of land to be taken and the necessity thereof shall be conclusive.

~~f.~~i. Establish and disestablish programs of instruction within the College.

~~**SECTION 3: Appeals**~~

~~An appropriate committee of the Board of Trustees shall hear appeals from personnel in the College, including students and applicants for admission to the College, provided that the appeals are made in accord with the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook.~~

~~Revised by the Board of Trustees – November 12, 2012~~

ARTICLE VIII

ADMINISTRATION OF ~~ALAMANCE COMMUNITY COLLEGE~~THE COLLEGE

SECTION 1: The President of Alamance Community College shall:

a. Be qualified, by training, experience, habits and philosophy to develop and maintain a comprehensive technical community college of high quality in accordance with state law, State Board of Community Colleges regulations and policies, and sound educational theory and practice.

b. Attend and participate, without vote, in all meetings of the Board of Trustees, except where ~~his/her~~the President's absence is expressly desired.

c. Perform the duties required by law and as delegated or assigned by the Board of Trustees.

~~c.~~d. Be responsible for all administrative and managerial aspects of the development and operation of the College, subject to the rules and regulations of the Board and of the State Board of Community Colleges and within the budgets approved by the Board. The President shall have authority to elect or employ all personnel of the College, subject to the standards established by the Board and the State Board of Community Colleges.

~~d.~~e. Submit recommended policies to the Board when requested to do so or when ~~he/she~~the President deems it necessary.

~~e.~~f. Recommend all educational programs and curricular programs which ~~he/she~~the President deems to be in the best interest of the citizens of Alamance County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the ~~Statutes~~ statutes or regulations and policies of the State Board of Community Colleges.

~~f.~~g. Appoint lay advisory committees for particular programs of the College where needed.

~~g.~~h. Advise the Board of Trustees of planning, construction, and modification needs for physical facilities.

~~h.~~i. Advise the Board on the financial and budgetary needs of the College and recommend the items to be included in the current expense budget and the capital outlay budget.

~~i.~~j. Establish and submit to the Board of Trustees for approval all ~~tuition and~~ fees to be charged to the students which are not set and/or approved by the General Assembly.

~~j.~~k. Have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board of Trustees and the State Board of Community Colleges within the budgets approved by the Board of Trustees.

~~k.~~l. In accordance with Article 2, Section 20, Chapter 115D of the General Statutes of North Carolina, the President shall be granted authority to employ full-time professional, administrative, and instructional personnel and all other institutional personnel.

~~l.~~m. Have the initiative in shaping and maintaining the educational policies ~~of and the character~~and the culture of the College and ~~he/she shall~~may recommend changes to be made in the programs and services to be provided.

~~m.~~n. Make an annual report to the Board of Trustees on the development and operation of the College, with both immediate and long-range recommendations.

~~n.~~o. Discharge all other functions~~, which the Board may delegate to him/her~~ delegated by the Board of Trustees.

SECTION 2: Power to deal with ~~individual~~ individuals or organized groups shall be vested in the President of the College who shall render ~~his/her~~a decision to such individuals or such organized groups in the name of the Board of Trustees. ~~Any individual or organized group who desires to appeal the President's decision shall follow the appellate provisions in the ACC Employee Policies and Procedures Manual or ACC Student Handbook.~~

~~Revised by the Board of Trustees – November 12, 2012~~

SECTION 3: The President shall establish and administer the administrative and functional organizational structure of the College.

~~Source: Board Action: Board Minutes, October 10, 2005; Pages 1584-1585~~

ARTICLE IX

COMMITTEES

SECTION 1: The Chairperson shall appoint the members of all Committees except the Executive Committee and the Nominating Committee. The Committee appointments shall be made a matter of record in the minutes of the Board of Trustees meeting at which the appointments are made or announced.

SECTION 2: The Board of Trustees may, through the Chairperson, establish such standing committees or ad hoc committees as are deemed necessary by the Board of Trustees. The following standing committees are established through these by-laws:

a. Personnel Committee

b. Building and Grounds Committee
c. Budget and Finance Committee
d. Curriculum and Student Engagement Committee
e. Legislative Committee

SECTION 3: The Chairperson of the Board of Trustees, the Vice Chairperson of the Board, and one other Board member approved by the Chairperson shall constitute the Executive Committee. Traditionally, the Past Chairperson has served as the third trustee on the Executive Committee. The Executive Committee, during the intervals between meetings of the Board, shall have and exercise all powers, privileges, and prerogatives of the Board to act on emergency business or other matters delegated to it by the Board, and authority to expend funds not to exceed an amount set forth by the Board of Trustees in policy. The Executive Committee may and should act in an advisory capacity to the Board in such matters. Minutes of all Executive Committee meetings shall be recorded and shall be reported to the Board of Trustees. The Executive Committee shall not have authority to dissolve, merge or consolidate the institution, sell, lease, exchange all or a substantially large part of the property of the institution, designate any committees, fill vacancies on the Board or on any committees, amend or repeal the Bylaws, amend or repeal any resolution of the Board which by its terms shall not be amendable or repeal-able, or to otherwise act in any matters committing the corporate entity of the Board except as authorized by the Board of Trustees.

SECTION 4: Committees authorized by the Board of Trustees to act on matters referred to them shall report to the Board, in writing, within a reasonable time, the action taken. The report of the committee shall become a part of the recorded proceedings of the Board. If, for reason of inaction, changed circumstances, or other abiding reasons, the Board deems it advisable to rescind the action or the delegation of authority, it may do so by majority vote of the Board at a regular or special meeting of the Board of Trustees.

SECTION 5: The Nominating Committee. The Nominating Committee shall comprise the Chairperson of each standing committee, excluding the Executive Committee, and one at-large member nominated by the Board Chairperson and voted on by the Board at-large. The Nominating Committee shall choose its own chairperson. Any member of the Nominating Committee may call the initial meeting of the committee; and, the first order of business at the initial meeting will be to elect a chairperson for the Nominating Committee.

ARTICLE ~~IX~~X

FISCAL YEAR

SECTION 1: The fiscal year of Alamance Community College shall be from July 1 to June 30.

ARTICLE ~~X~~XI

AMENDMENTS AND ADOPTIONS

SECTION 1: Amendments to the ~~By-Laws~~Byalws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least eight (8) members of the Board of Trustees at a regular monthly meeting.

~~**SECTION 2**: Adoption of the By-Laws shall be by affirmative vote of at least nine (9) members of the Board of Trustees at a regular meeting, provided that each member has received notice at least fifteen (15) days prior to the meeting and that each member has received a copy of the Constitution and By-Laws at least fifteen (15) days prior to the regular monthly meeting.~~

~~Source: Board Action: Board Minutes, September 7, 1967, Pages 110-111~~
~~Amended: Board Minutes, August 6, 1970, Page 192~~
~~Amended: Board Minutes, May 12, 1980, Page 523~~
~~Amended: Board Minutes, September 8, 1980, Page 531~~
~~Amended: Board Minutes, January 12, 1981, Page 542~~
~~Amended: Board Minutes, March 12, 1990, Page 827~~
~~Amended: Board Minutes, October 10, 2005, Pages 1584-1585~~

ARTICLE XII

BUDGET AND FINANCE COMMITTEE

The duties of the Budget and Finance Committee shall include the following:

a. ~~Consistent with Article VI. Sections 1 & 2 of the Board of Trustees' Constitution and North Carolina General Statues 115D- 31 thru 58.16 (Article 3), the~~ Budget and Finance Committee shall recommend to the Board of Trustees such fiscal policies for federal, state, county and institutional funds as necessary for the financial operations of the College.

b. Upon receipt of the President's recommended annual budget for the expenditure of federal, state, county and institutional funds, and consistent with General Statute 115D-54, the Committee shall conduct an examination of and make such recommendations and modifications to the budget requests to the Board it deems appropriate for current operations and capital outlay purposes for the ensuing fiscal period. The Committee shall also recommend to the Board the establishment of ~~tuition and~~local fees, not inconsistent with actions of the General Assembly and State Board of Community Colleges Code.

c. Following adoption of the annual current expense and capital budgets by the Board, the Committee shall receive from the President requests and recommendations for modifications thereto that exceed delegated authority ~~(see also Budget Transfers - State Funds; Institutional Funds Policy)~~set by the Board of Trustees. The Committee will subsequently make such recommendations to the Board for consideration that it deems appropriate. Further, upon recommendation of the President, the Committee shall recommend to the Board the transfer of County funds within flexibilities or restrictions established by the tax-levying authority. Reports on the expenditure of funds approved in the budget, by fund source, shall be prepared on a monthly basis and reported to the Board at Board meetings.

~~d. Upon recommendation by the President, the Committee shall consider and recommend to the Board such modifications of reports, policies and procedures in such areas as budgeting, accounting, fiscal reporting and procurement as are necessary for the operation of the College.~~

~~e.~~d. The Committee shall serve a fiduciary responsibility on behalf of the Board. This responsibility includes recommending policies, procedures, and actions related to the receipt and disposition of any monetary bequests, gifts, grants, securities or properties; the investment of any surplus or restricted monies; and the management of trust and non-trust funds. Such actions shall be consistent with ~~General Statutes 115D- 20(5) (Funds Management) and 58.6 (Investment of Idle Cash)~~state law. The

Committee shall also serve as the Investment Committee of the Board, and report as appropriate results of their work.

~~f.~~e. Along with the President, the Committee shall represent the Board before the North Carolina General Assembly, the State Board of Community Colleges, the Alamance County Board of Commissioners and other funding authorities in advocating for funding for the current expense and capital outlay needs of the College. The Committee shall report its advocacy efforts and results to the Board as appropriate.

~~g.~~f. Upon recommendation of the President, to designate the official depository of the College for County and Institutional Funds.

~~h.~~g. Consistent with General Statute 115D-58.10 (Surety Bonds), and on behalf of the Board of Trustees, the Committee shall insure that employees of the College who draw or approve checks and/or handle state, county or institutional funds be bonded for the protection of such funds or property.

~~i.~~h. Consistent with General Statutes 115D-58.16 (Audits) and policies and procedures established by the Office of the State Auditor, the Committee shall cause an audit of state, county and institutional funds to be conducted and reported. The Committee shall examine such audits and report the findings thereof to the Board, along with any necessary actions to remedy deficiencies identified in any audit.

~~j.~~i. The Committee shall recommend to the Board the use of lease purchase or installment purchase contracts to acquire equipment, consistent with General Statute 115D-58.15

~~k.~~j. To perform such other functions and carry out such other duties and responsibilities as the Board may assign.

~~Revised: Board Minutes, November 12, 2012~~
~~Revised: Board Minutes, April 13, 2015~~

ARTICLE XIII

BUILDING AND GROUNDS COMMITTEE

The duties of the Building and Grounds Committee shall include the following:

a. At least once every ~~five (5)~~10 years, conduct an assessment of all property locations owned by ~~Alamance Community College (College)~~the College. The assessment shall include the condition of all facilities and grounds, any recommended improvements thereto, and a determination of need for additional facilities or new campus locations. The assessment shall be reported to the Board of Trustees (Board) in the form of a "~~Campus Facilities &~~ Facilities Master Plan."

b. After consultation with the President, and consistent with North Carolina General Statutes and the State Board of Community College (SBCC) Code, recommend to the Board establishment of necessary capital improvement projects and activities.

c. Provide oversight of approved capital improvement projects and activities by receiving and evaluating periodic progress and financial reports from the President or designee(s), representing the best interests of the College.

d. In accordance with policies and procedures established by the State Construction Office, the SBCC, and good procurement practice, recommend to the Board professional service providers with specialized expertise (architects, engineers, consultants, builders) in construction and/or renovation, for the purpose of awarding contracts.

e. Upon consultation with the President or designee(s), periodically evaluate and recommend to the Board contracted programs, services or activities that provide for the operations and/or maintenance of facilities and properties owned by the College.

f. Recommend to the Board the purchase of adequate amounts of insurance coverage for buildings, contents, vehicles, liabilities and risks, and other requirements. ~~The insurance coverage will be reported to the Board annually. At least every three years a formal evaluation shall be made by the President and the Committee using good procurement practice.~~

g. Recommend to the Board the purchase of any land, easement, or right-of-way which shall be necessary for the proper operation of the institution. Upon Board approval, these actions shall be reported by the President to the SBCC.

h. To perform such other functions and activities as the Board may assign from time-to-time. This may include but is not limited to facility risk assessments, analysis of service provider contracts, exploration of new properties, and other work. The Committee may consult with the President or designee(s) in the scope of this work.

~~Revised: Board Minutes, April 13, 2015~~

ARTICLE XIV

CURRICULUM AND STUDENT ENGAGEMENT COMMITTEE
~~CURRICULUM COMMITTEE~~

The duties of the Curriculum and Student Engagement Committee shall include the following:

a. To review and make recommendations concerning such curricula to the Board, including:

   i. Recommendations of new curricula.

   ii. Recommendations to eliminate curricula.

b. Recommend major curriculum revisions which alter graduate requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).

c. Review curriculum studies, evaluations, projections, and status reports.

d. Receive regular updates on enrollment and student engagement activities.

e. Perform such other functions, regular and special, as the Board may authorize.

~~1. To approve all curricula and make recommendations concerning such curricula to the Board.~~

~~a. Preview for recommendation to the full Board of Trustees for approval:~~

~~1. Recommendations of new curriculums.~~

~~2. Recommendations to eliminate curriculums.~~

~~3. Recommend major curriculum alterations which alter graduate requirements (e.g., eliminates second year of programs, adds an option to existing curriculum, etc.).~~

~~4. Review curriculum studies, evaluations, projections, and status reports.~~

~~2. Perform such other functions, regular and special, as the Board may authorize.~~

~~Revised: Board Minutes, January 12, 2015~~

ARTICLE XV

PERSONNEL COMMITTEE

The duties of the Personnel Committee shall include the following:

The duties of the Personnel Committee shall include the following:

a. To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees.

b. To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.

c. Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.

d. Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.

e. To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.

f. To perform such other functions, regular and special, as the Board of Trustees may authorize.

1. ~~To periodically receive and review all personnel placements submitted as approved by the President for informational reports to the Board of Trustees. The Committee's Chairperson will cause to be made introductions of designated individuals recently hired to the Board of Trustees at regular Board of Trustees' meetings upon request of the President.~~

2. ~~To review, upon request of the President or Board of Trustees, the compensation and benefits made available to employees of the College and make any periodic recommendations to the Board of Trustees for changes.~~

3. ~~Upon request of the President to give counsel on any issue or complaint that may arise from the implementation of College personnel policies and compensation.~~

4. ~~Upon request of the President or Chairperson of the Board of Trustees to sit in joint session with the Budget and Finance Committee on any matters involving the termination of personnel, or reduction in either contract hours or compensation rate, or reduction in offered benefit programs paid by the College for reasons of financial exigency.~~

5. ~~To periodically review with the advice of the President and be responsible for recommending new or revised personnel policies to the Board of Trustees.~~

6. ~~Upon request of the Chairperson of the Board of Trustees to review and make a recommendation for action, if any, to the Board of Trustees relating to any personnel grievance appealed to the Board of Trustees after a determination rendered by the President.~~

7. ~~To perform such other functions, regular and special, as the Board of Trustees may authorize.~~

~~Revised: Board Minutes, October 10, 2005~~
~~Revised: Board Minutes, April 13, 2015~~

ARTICLE XVI

LEGISLATIVE COMMITTEE

The duties of the Legislative Committee shall include the following:

a. **Advance Legislative Priorities**: Advance the legislative priorities of Alamance Community College and the North Carolina Community College System across all levels of government while ensuring these efforts are consistently aligned with the College's mission and strategic priorities.

b. **Identify and Prioritize Legislative Issues**: Proactively identify emerging legislative issues and opportunities at local, state, and national levels that impact Alamance Community College, and recommend a prioritized list of legislative priorities to the full Board of Trustees.

c. **Cultivate Relationships**: In coordination with the President, foster and maintain strong, collaborative relationships with local, state, and national legislators, their staff, and relevant governmental agencies to effectively advocate for the College's interests.

d. **Receive Presidential Briefings**: Receive regular briefings from the President regarding trending legislative priorities, emerging policy considerations, and critical information to guide the committee's work.

e. **Facilitate Next Steps**: Utilize information and insights provided by the President to facilitate and implement appropriate next steps in legislative advocacy, including outreach, communication, and strategic planning.

f. **Other**: Perform such other functions, regular and special, as the Board may authorize.

Adopted:

Constitution
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; January 13, 2014; March 16, 2018
Repealed: August 11, 2025 (Constitution incorporated into Bylaws to form a single document of authority.Fstu)

Bylaws
Adopted: September 7, 1967
Amended: August 6, 1970; May 12, 1980; September 8, 1980; January 12, 1981; March 12, 1990; October 10, 2005; November 12, 2012; January 12, 2015; September 12, 2016; April 13, 2015; August 11, 2025

Board of Trustees
Regular Meeting Schedule
2025-2026

Regular meetings are held at 6:00 p.m. in the Wallace W. Gee Building Boardroom, Room G-222, at Alamance Community College's Carrington-Scott Campus, 1247 Jimmie Kerr Road, Graham, NC 27253, unless otherwise noted. They occur on the second Monday of each month, except in July and December, or as otherwise noted.

Date	Time	Location
July 2025 - No regular meeting scheduled.		
August 11, 2025	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
September 8, 2025	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
October 13, 2025	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
November 10, 2025	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
December 2025 - No regular meeting scheduled.		
January 12, 2026	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
February 9, 2026	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
March 9, 2026	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
April 17, 2026	**11:30 a.m.**	**Location - TBD**
May 11, 2026	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253
June 8, 2026	6:00 p.m.	Alamance Community College / 1247 Jimmie Kerr Road Wallace W. Gee Building, Room G-222 Graham, NC 27253

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	06/30/2025	03/11/2025	09/13/2024	09/13/2026
Sylvia Munoz	07/20/2022	06/30/2026	04/14/2025	07/25/2024	07/25/2026
James Butler	07/01/2024	06/30/2028	01/21/2025	08/26/2024	08/26/2026
Kenneth Walker	07/03/2023	06/30/2027	03/13/2025	03/31/2025	03/31/2027
Grantlin Brooks	07/01/2025	06/30/2026	07/23/2025		01/01/2026
Roslyn Crisp	07/01/2025	06/30/2029	07/09/2025	02/06/2025	02/06/2027
Blake Williams	07/01/2015	06/30/2027	03/06/2025	09/01/2023	09/01/2025
William Gomory	07/01/2012	06/30/2028	01/15/2025	03/15/2024	03/15/2026
Powell Glidewell	8/29/2019	6/30/2027	4/4/2025	08/15/2024	08/15/2026
Ana Fleeman(EL)				07/24/2024	07/24/2026
Julie Emmons	07/01/2024	06/30/2028	04/10/2025	08/22/2024	08/22/2026
Tammy Karnes	01/27/2025	06/30/2026	02/05/2025	05/20/2025	05/20/2027
Walter Britt	07/01/2025	06/30/2029	06/30/2025		01/01/2026

STATE ETHICS COMMISSION
POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

Via Email

July 15, 2025

Dr. Jeffrey Alan Cox, President
North Carolina Community College System

Re: **Biennial Evaluation of Statement of Economic Interest**
Dr. Kenneth Ingle, III – President, Alamance Community College

Dear President Cox:

Our office has received a 2025 Statement of Economic Interest (SEI) from **Dr. Kenneth Ingle, III** as the **President of Alamance Community College.** We have reviewed it for actual and potential conflicts of interest under the State Government Ethics Act ("the Act"), which requires that SEIs be evaluated every two years after initial evaluation.

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

We did not find an actual conflict of interest or the likelihood of a conflict of interest.

The Act establishes ethical standards for certain public servants and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

In addition to the conflict standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

Jane Steffens, SEI Unit
State Ethics Commission

cc: Dr. Kenneth Ingle, III
Ana Fleeman, Ethics Liaison

Attachment: Ethics Education Guide

STATE ETHICS COMMISSION
POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

July 23, 2025

The Honorable Phil Berger *Via Email*
President Pro Tempore of the Senate
16 West Jones Street, Room 2008
Raleigh, North Carolina 27601

Re: Evaluation of Statement of Economic Interest – Walter A. Britt
Member – Alamance Community College Board of Trustees

Dear Senator Berger:

Our office has received a 2025 Statement of Economic Interest from **Mr. Walter Britt** as a member of **Alamance Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Britt is an At Large member of the Board of Trustees. He is the chief executive officer of the Alamance County Community YMCA. His spouse is a partner at the Pittman & Steele Law Firm, whose practice includes real estate law and business law. Because the YMCA or Pittman & Steele could seek to do business with the College, Mr. Britt has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should the YMCS or the law firm of Pittman & Steele come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

Susanne L. Sing

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. Walter Britt
Ms. Ana Fleeman, Executive Assistant to the President and Ethics Liaison

Attachment: Ethics Education Guide

STATE ETHICS COMMISSION
POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

July 23, 2025

The Honorable Phil Berger *Via Email*
President Pro Tempore of the Senate
16 West Jones Street, Room 2008
Raleigh, North Carolina 27601

Re: <u>Evaluation of Statement of Economic Interest – Grantlin Christopher Brooks</u>
Member – Alamance Community College Board of Trustees

Dear Senator Berger:

Our office has received a 2025 Statement of Economic Interest from **Mr. Grant Brooks** as a member of **Alamance Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Brooks is an At Large member of the Board of Trustees. He is a senior vice president with SAS Institute, an analytics platform that includes education analytics. His spouse is the owner of All That Jas, which is a licensed gifts & apparel retail shop. Because SAS or All That Jas could seek to do business with the College, Mr. Brooks has the potential for conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should an entity in which he has a financial interest come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

Susanne L. Sing

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. Grant Brooks
Ms. Ana Fleeman, Executive Assistant to the President and Ethics Liaison

Attachment: Ethics Education Guide

STATE ETHICS COMMISSION
POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

July 23, 2025

The Honorable Destin Hall — *Via Email*
Speaker of the House of Representatives
16 West Jones Street, Room 2304
Raleigh, North Carolina 27601

Re: **Evaluation of Statement of Economic Interest – Roslyn Moore Crisp**
Member – Alamance Community College Board of Trustees

Dear Speaker Hall:

Our office has received a 2025 Statement of Economic Interest from **Dr. Roslyn Crisp** as a member of **Alamance Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Dr. Crisp is an At Large member of the Board of Trustees. She is the owner and president of Roslyn M. Crisp, DDS, MS, PA, a dental practice. She has an ownership interest in ThatGirl09, LLC and R2 Enterprises of Alamance, LLC, both of which are real estate rental companies. Because a company in which she has a financial interest could seek to do business with the College, Dr. Crisp has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should such a company come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

Susane L Sing

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Dr. Roslyn Crisp, DDS
Ms. Ana Fleeman, Executive Assistant to the President and Ethics Liaison

Attachment: Ethics Education Guide

Proposed Policy Revisions

Summary

The Executive Leadership Team is updating several policies to reflect recent organizational changes and new titles. For your convenience, you will find these policies in redline versions to easily identify the changes.

Action

We request that the Board of Trustees approve the proposed revisions to the following policies:

- **Policy 2.3.8 College Records**
- **Policy 5.1.2 Acceptance of Transfer Students Credit**
- **Policy 5.3.6 Student Grievance**
- **Policy 5.3.7 Students - Alcohol and Drugs on Campus**
- **Policy 5.3.8 Student Behavioral Intervention**
- **Policy 5.4.2 Student Records - FERPA**

I. GENERAL POLICY

The College will retain and destroy records in accordance with this policy and the approved Records Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges.

This policy deals with general College records. For more specific information regarding personnel and student records and clarification regarding electronic records, see:

A. Policy 3.3.1 – Personnel Files.
B. Policy 5.4.2 – Student Records – FERPA.
C. Policy 7.1.1 – Acceptable Use of Information Systems

II. NORTH CAROLINA PUBLIC RECORDS ACT

Unless otherwise exempt by law, all records made or received regarding the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 et seq. Records may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the record determines its retention requirement.

III. PUBLIC RECORDS REQUESTS

Freedom of Information requests made under the North Carolina Public Records Act should be directed to the Associate Vice President of Communications and Public Affairs.

IV. RECORDS CUSTODIANS

Records custodians are responsible for the maintenance, care, and keeping of public records, including the retention and disposition schedule of those records, regardless of whether the records are in that person's actual physical custody and control. The following act as records custodians for the public records in the areas noted below:

A. ~~Executive Vice President~~ Senior Vice President of Operations – Administration, Office, and Management Records; Legal Records; Contracts
B. ~~Vice President of Student Learning~~Senior Vice President of Student Learning & Workforce Development/~~CAO~~ – Curriculum Records
C. ~~Vice President of Student Services~~ Vice President of Student Experience – Student Services Records; Student Health and Counseling Records
D. ~~Vice President of Workforce & Economic Development~~Senior Vice President of Student Learning & Workforce Development – Continuing Education Records
E. ~~Vice President of Business and Finance~~Senior Vice President of Operations/CFO – Budget, Fiscal, and Payroll Records
F. Director of Human Resources – Personnel Records
G. Associate Vice President of Information Services/~~Chief Information Officer/~~CIO – Information Technology Records
H. Director of Public Safety – Public Safety Records
I. Director of Learning Resources Center – Learning Commons/Library Records
J. Associate Vice President of Communications and Public Affairs – Public Relations Records

V. LITIGATION HOLD

A litigation hold is a directive not to destroy records that may be relevant to a pending or imminent legal proceeding. In the case of a litigation hold, the President or his/her designee shall direct employees and the Information Services Department, as necessary, to suspend the normal retention procedure for all related records.

VI. MINIMUM RETENTION PERIODS—COLLEGE POLICY

The Schedule requires colleges to establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions to “destroy in office when reference value ends.” In Procedure 2.3.8.1, the College has established minimum retention periods for all records with these instructions.

Adopted: June 13, 2022
Revised: August 11, 2025
Legal Reference: N.C.G.S. §§ 121-5; 132-1 et seq;

A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is 75% of the student's program of study. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

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

   1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.

   2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.

   3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

   4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.

   5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of ~~Student Learning~~Instruction/CAO.

6. Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College and have earned a grade of "B" or better. Credit for general education courses will transfer only with a grade of "C" or better.

C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar and Admissions staff. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for health sciences program courses. ~~Enrollment Management~~Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer. Any student challenge regarding the award of transfer credit will be referred to the appropriate Department Head or Dean. This credit must be approved by the Dean.

D. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript (except when the student has already earned an associate's degree or higher) and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.

2. The Admissions staff evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate Department Head and Dean, as applicable.

3. The student is given placement test(s), if applicable.

4. The student continues with registration procedure.

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

1. College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three, four, or five. Students must submit a College Action Report to the ~~Enrollment Management~~Student Services Office for consideration of granting college credit.

2. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Management Office for consideration of granting college credit.

3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, students should contact the service school(s) and ask them to which regional accrediting agency they belong. Students should Contact ~~Enrollment Management~~Student Services for more information.

4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a “C,” passed the final assessment with a proficiency of 85% or better, or passed the applicable credentialing exam. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which non-curriculum to curriculum credit may be awarded must meet all SACSCOC credentialing requirements.

5. Credit by Credential: Academic credit may be awarded for adequately documented and validated industry-recognized credentials. Credential credits must be approved by the subject-matter experts based on content and outcomes. The Department Head, Dean, and Vice President of ~~Student Learning~~Instruction/CAO must approve credential credits.

6. Transfer of credit to Nursing Program: Within the Nursing Department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of “B” or better. Credit for general education courses will transfer only with a grade of “C” or better.

Adopted: June 13, 2022
Revised: August 11, 2025

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

I. GRIEVANCE PROCESS OVERVIEW

To maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his or her problems or grievances free from coercion, restraint, discrimination, or reprisal.

This policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President. Authorized decision-makers base their conclusions and remedies upon a preponderance of the evidence. 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 grievances against a student or students in all other matters within the College's control are addressed in this policy.

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor or staff member, the student must first go to that instructor or staff member and attempt to informally resolve the matter. The student and instructor or staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. If the student is unsatisfied with the resolution reached at the informal conference, he or she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor or staff member (for example, an issue with College policy), the student may skip the informal process and proceed to Step Two.

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President of Student ~~Services~~ Experience ~~or Vice President of Workforce & Economic Development, as appropriate to the complaint~~. The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the first level.

The Vice President of Student ~~Services~~ Experience ~~or Workforce & Economic Development~~ (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance 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 written decision within 10 business days after receipt of the grievance.

If the student is dissatisfied with the resolution reached by the Vice President, he or she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three

   If the student is not satisfied with the Vice President's determination, the student may appeal 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. The President or his or her designee may, at his or her discretion, assemble the Grievance Committee to further investigate the matter and make a recommendation to the President. The President or designee will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination.

   At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President or designee shall provide a written decision to the student. The President's decision is final.

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 email to studentcomplaint@northcarolina.edu.

Adopted: June 13, 2022

Revised: August 11, 2025

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

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

This policy does not apply to alcohol use related to Basic Law Enforcement Training (BLET) program sobriety testing, which students are required to complete as part of the state-mandated curriculum.

All students shall adhere to the following:

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

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

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

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

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

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

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

C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor, or other trained official, and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

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

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

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

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

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

Adopted: June 13, 2022
Revised: October 14, 2024; August 11, 2025
Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, et seq.

(This policy replaces "Drug-Free Workplace" revised November 18, 2010.)

I. PURPOSE

The College has an obligation to provide a safe environment for its students to learn and a safe place for its employees to work. Behavioral Intervention (BI) serves as a resource for faculty, staff, students, and administrators to address student behavior of concern. Bl shall function in collaboration with existing threat assessment, student conduct, grievance, public safety, and counseling processes but does not replace or supersede those processes. Behavioral Intervention is preventive in nature. It supports early identification of at-risk students; and it provides a process/protocol for evaluation of, and intervention in, student behavior to reduce risk, support academic success, and minimize disruption to the individual and the College community.

II. SCOPE

The Behavioral Intervention Policy and accompanying procedure apply to all Alamance Community College (ACC) students enrolled in campus-based and/or online courses in both degree programs and in non-credit programs; to Early College students enrolled in ~~Alamance Community College~~ACC courses; and to Career and College Promise students taking courses on the ACC campus. It applies when on the campuses of ~~Alamance Community College~~ACC, in online courses and activities, and at any College-sponsored program or activity.

Reporting behavior of concern: If an emergency, an immediate call should be made to 911 or to the ACC Public Safety Department. In other situations, anyone who believes the wellbeing of an individual or the campus as a whole are at risk should promptly notify the Vice President of Student ~~Services~~ Experience or designee.

Behavioral Intervention can be authorized when a College employee or student is concerned about a student displaying behavior that, in the eyes of a reasonable person, demonstrates elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse). A student displaying behavior or expressing threats that pose or expresses a direct threat to the health, welfare and safety of an individual or of the College community will be referred immediately to the Threat Assessment Team for evaluation under Policy 5.3.3. Threats may be direct, indirect, implied or veiled.

College officials who may authorize the Behavioral Intervention procedure are the Vice President of Student ~~Services~~ Experience or designee, the College President or designee, or the CARE Team chair or designee.

Behavioral Intervention review is conducted by the CARE Team (Campus Assessment, Response and Education), a cross-functional, multidisciplinary group focused on prevention and early intervention to address the situation of concern. The functions of the CARE Team are:

1. Provide a central location to collect and analyze reports and information.
2. "Triage" reports.
3. Initiate Threat Assessment when appropriate
4. Coordinate resources for investigation, intervention, assessment, referral, and support.
5. Coordinate follow-up when appropriate.
6. Develop and implement guideline procedures for the work of the team, both written and in practice.
7. Encourage a culture of reporting incidents of concern on campus.
8. Track concerns and keep records as needed.
9. Cooperate with the College's threat assessment and emergency/crisis management processes.
10. Collaborate with relevant departments/functions to provide education and awareness opportunities for the ACC community (ex. faculty/staff training, reference material, mental health and wellness information for students and ACC employees).

CARE Team Core Members are:

1. Vice President for Student ~~Services~~ Experience or designee. (Chair~~-~~),
2. Counseling representative,~~.~~
3. Student Learning representative,~~.~~
4. Workforce & Economic Development/Academic and Career Readiness representative,
5. Public Safety representative.

Ad hoc members are, as needed (but not limited to):

1. Accessibility Services representative,~~.~~
2. Financial Aid representative,~~.~~
3. Veterans Affairs coordinator,
4. Registration/Records representative,~~.~~
5. Dean or department head,~~.~~

6. Single Stop ~~coordinator~~Coordinator,
7. Success Coaches (ex. MMSI, TRIO SSS, PACE).

College employees and CARE Team members shall comply with federal and state law regarding recordkeeping and release of patient/client/student information (ex. FERPA, HIPAA).

The CARE Team reviews reports to assess whether the conduct in question is creating, or may lead to, a campus disruption and/or impede the success of the student in question. When conducting the review, CARE Team members may: (a) speak with the student; (b) gather additional evidence or information by interviewing members of the College community; (c) compile additional documentation; and (d) review other evidentiary sources.

The CARE Team may recommend, but is not limited to:

1. No action required.
2. Propose mediation or a resolution to address miscommunication.
3. Propose an action plan agreement to address concerning behaviors and support student success.
4. Monitor student progress from time to time as determined to be in the best interest of the student.
5. Refer student for an external initial assessment to help the CARE Team develop recommended next steps and/or action plan
6. Refer the matter to Policy 5.3.2 - Student Code of Conduct to initiate appropriate disciplinary action if a violation is believed to have occurred. The CARES Team is not authorized to suspend or to withdraw a student involuntarily.

Administrative decisions and/or actions regarding the subject(s) of an active case that would alter the subject's academic, employment, or disciplinary status should be reviewed by the CARE Team and will be undertaken with due process. In a case of disagreement between College administrative officials and the CARE Team regarding disciplinary or academic status, the College President (or designee) will make the final decision.

The CARE Team will classify each case as active (from referral through investigation and intervention) or inactive. An inactive case can be referred to the CARES Team again if changed conditions raise a reasonable concern about behavior. Records will be retained consistent with the North Carolina records retention and disposition schedule.

Adopted: June 12, 2023

Revised: August 11, 2025

All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review, and release of records retained by the College.

I. COMPLIANCE WITH FERPA RIGHTS

A. The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights to privacy of their educational records and rights of access by others to their educational records. College employees are expected to fully comply with this policy.

B. For purposes of this policy, "student" means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted, or who have been admitted but did not attend the College. "Attendance" starts when the individual matriculates or declares his or her intention to enroll at the College, whichever comes first.

II. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with an annual notice of his or her rights under FERPA. The Vice President ~~for~~ of Student ~~Services~~Experience, or his or her designee, is responsible for preparing and delivering this annual notice.

III. RIGHT TO INSPECT RECORDS

A. Students who want to inspect their education records should direct that request to the individual and within the timeframe as designated in the annual notice. Records that are available for inspection shall be provided to the student during regular business hours.

B. Students may obtain copies of their educational records if circumstances make onsite inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

A. The College may release Directory Information without student consent. The College designates the following information as Directory Information:

1. Student's name;
2. Program (major field) of study;
3. Dates of attendance, grade level, and enrollment status; and
4. Degrees, diplomas, certificates, honors, and awards received.

B. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, educational interest in the information or provide a direct service to the College. However, the College shall release information to military recruiters in compliance with the Solomon Amendment (10U.S.C.§983) including student addresses, telephone numbers, date of birth, and other required information.

College-issued photographs, videos, or other media containing a student's image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to:

1. Publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards.
2. College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

C. Students who do not wish to have their Directory Information released to the individuals and organizations identified above shall comply with the "opt out" provisions designated in the annual notice.

V. RELEASE OF EDUCATIONAL RECORDS

A. The College will not release a student's educational records, aside from Directory Information, to any third party unless the student consents to the release or a valid, legal exception applies.

B. Disclosures may be made to school officials that include any of the following when that person has a legitimate educational interest in having access to the information:

1. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College.
2. A member of the College's Board of Trustees.

3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions (including but not limited to an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical provider or consultant, or counselor/therapist) provided that the person is a) performing a service or function for which the College would otherwise use employees, b) is under the direct control of the College with respect to the use and maintenance of education records, and c) is subject to FERPA requirements governing the use and re-disclosure of PII from education records.
4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.

C. The College shall release a student's educational records to the student's parents or guardian when requested by the parents or guardian and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

VI. CORRECTING RECORDS

A student has the right to challenge an item in his or her records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the Vice President of Student ~~Services~~ Experience shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the College's decision.

VII. MISCELLANEOUS

A. Students who believe their rights have been violated may file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C., 20202. The complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.

B. A hold may be applied to the release of an official transcript, diploma, or other information requested from an official record for a student who has an overdue indebtedness to the College. A hold may be applied for failure to comply with a disciplinary directive. Such a student continues to have the right to see and photocopy his official record upon request.

C. The College shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The College shall not destroy student records if there is an outstanding request, grievance, or legal matter related to those records.

Adopted: June 13, 2022
Revised: August 11, 2025
Legal Reference: 10 U.S.C. § 983; 20 U.S.C. § 1232g; 34 C.F.R. pt. 99

(This policy replaces "Family Educational Rights and Privacy Act (FERPA) Policy" adopted June 9, 2008; revised January 11, 2016; revised February 12, 2018.)

Office of Senior Vice President
Student Learning & Workforce Development

PO BOX 8000
1247 Jimmie Kerr Road
Graham, NC 27253-8000

www.alamancecc.edu

July 16th, 2025

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

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

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

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

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

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

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

Continuing Education Division				
	Total Classes:	**Total Classes Eligible for Official IAP Visitation:**		
Visitation by the Basic Skills Supervisors	**Number on-campus classes**	**Required to visit**	**Number visited**	**Percentage Visited**
	40	At least 25% = 10 Classes	33	83%
	Number off-campus classes	**Required to visit**	**Number visited**	**percentage**
	11	At least 50% = 6 Classes	10	91%
Visitation by the Occupational Extension Supervisors	**Number on-campus classes**	**Required to visit**	**Number visited**	**Percentage Visited**
	78	At least 25% = 20 Classes	58	74%
	Number off-campus classes	**Required to visit**	**Number visited**	**Percentage Visited**
	138	At least 50% = 69 Classes	98	71%
Visitations by the Senior Continuing Education Administrator	**Number off-campus classes**	**Required to visit**	**Number visited**	**Percentage Visited**
	149	At least 10% = 15 Classes	19	13%

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2025 Performance Measures

Basic Skills Student Progress (2023-2024)
- Basic Skills periods of participation (POP) with a measurable skill gain.

Student Success Rate in College-Level English Courses (Fall 2021 cohort)
- First-time fall non-dually enrolled associate degree seeking students passing a credit-bearing English course with a "C" or better within three years.

Student Success Rate in College-Level Math Courses (Fall 2021 cohort)
- First-time fall non-dually enrolled associate degree seeking students passing a credit-bearing Math course with a "C" or better within three years.

First-Year Progression (Fall 2023 cohort)
- First-time fall credential-seeking curriculum students who graduated prior to or enrolled in postsecondary education the subsequent fall semester.

Curriculum Student Completion (Fall 2020 cohort)
- First-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours.

Licensure and Certification Passing Rate (2023-2024)
- First-time test-takers passing licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.

College Transfer Performance (2021-2022)
- Community college graduating exiters with an AA/AS/AFA/AE degree and non-graduating transfer program exiters completing 30 or more articulated transfer credits who enroll at a four-year university or college within two academic years following community college exit.

What is an Index Score?
For each Performance Measure, every school is given an index score. In general, the index score is calculated by dividing the college success rate for a particular measure/population by the statewide success rate for the same measure and population. For most Performance Measures, there is an index score for each of several subpopulations (e.g. dual-enrolled students, Pell recipients). Those index scores are then combined to determine the college's final overall index score for that Performance Measure.

ACC - 2025 Performance Measure Summary

Met or Exceeded Excellence Level Avg Band Max, Below Excellence Avg Band Min, < Avg Band Max Baseline, < Avg Band Min Below Baseline Level	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance	Met or Exceeded Excellence Level	Average Band Max, Below Excellence	Average Band Min, Average Band Max	Baseline, Average Band Min	Below Baseline Level
System Excellence Level	1.225	1.081	1.115	1.063	1.086	1.086	1.056					
Average Band Max	1.129	1.004	0.999	1.032	1.031	1.030	1.016					
System Mean	1.033	0.928	0.883	1.002	0.976	0.975	0.976					
Average Band Min	0.936	0.851	0.766	0.972	0.920	0.920	0.936					
System Baseline	0.647	0.622	0.417	0.881	0.754	0.754	0.816					
Alamance CC	1.262	0.916	0.954	0.960	0.914	1.022	1.063	2	0	3	2	0
Asheville-Buncombe TCC	1.079	0.893	0.837	0.817	0.795	1.089	0.893	1	0	3	2	1
Beaufort County CC	1.072	0.615	0.531	1.037	1.031	0.941	0.876	0	2	2	2	1

Performance Measure	Index Score & Performance Level	Ranking Among NC 58 Community Colleges
Basic Skills Progress	1.262 - **Excellence Level!**	#9
Credit English Success	0.916 - In the Average Band	#33
Credit Math Success	0.954 - In the Average Band	#22
First-Year Progression	0.960 - Below the Average Band but above the Baseline	#45
Curriculum Completion Rate	0.914 - Below the Average Band but above the Baseline	#43
Licensure Pass Rate	1.022 - In the Average Band	#22
Transfer Performance	1.063 - **Excellence Level!**	#10

Additional Insights

- Although still below the average band in First-Year Progression, we have shown steady improvement over the last two years. (0.863 → 0.918 → 0.960)
- Also seeing steady improvement in Licensure Pass Rate PM (0.933 → 0.963 → 1.022)
  - **First Time Pass Rates**
    - Associate Degree Nursing
      - 2021-2022: 92.86%
      - 22022-2023: 97.22%
      - 2023-2024: 100%
      - 2024-2025: 97.3%
    - Practical Nursing
      - 2024-2025: 96.15%
    - Practical Cosmetology Required Minimum=50%
      - 2022-2025: 81%
    - Apprentice Cosmetology Required Minimum=50%
      - 2022-2025: 83%
    - Esthetics
      - 2022-2025: 90%

        - Paramedic Required Minimum=70%
            - 2024: 70%
            - 2023: 75.79%
            - 2022: 76.44%
            - 2021: 79.33%
        - Medical Assisting
            - 2023: 84.62%
            - 2022: 66.67%
            - 2021: 81.82%
            - 2020: 76.19%

- Performance Measures where we are below the Average Band (First-Year Progress & Curriculum Completion Rate) are heavily impacted by classes designated for dual-enrollment students.
    - Graphic Design & Welding classes taught on high school campuses aren't enough for students to enroll the following fall or complete a credential.

- Adjustments to improve Performance Measures include:
    - Redesign of Welding & Automotive programs to go from 6 semesters down to 5 semesters with stackable credentials along the way in order to increase completion rates (begins Fall 2025).
    - Added multiple career-desirable certificate options in Automotive and Welding - including certificate options for dual-enrolled students - with plans to increase these opportunities for other programs in Fall 2026.