



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

January 11, 2008

Dr. Darrell Page, President
Bladen Community College
Post Office Box 266
Dublin, NC 28332

Dear Dr. Page:

Enclosed is the report of audit findings from the recent audit conducted at Balden Community College. There were no audit exceptions or areas of concern identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures reviewed.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges for the review period Spring Semester 2006 through Spring Semester 2007.

Thank you for cooperating with the System Office Audit Services staff during the performance of the audit.

Sincerely,

Fred G. Williams
Executive Vice President

Enclosure

- c: Ms. Patricia B. Smith, Chair, Board of Trustees
- Ms. Hilda Pinnix-Ragland, Chair, State Board of Community Colleges
- Members, State Board of Community Colleges
- Mr. H. Martin Lancaster, System President
- Mr. Leslie W. Merritt, Jr., State Auditor
- Ms. Jennifer Haygood, Fiscal Analyst
- Mr. David McCoy, State Budget Officer
- Community College Presidents
- System Office Vice Presidents

North Carolina Community College System

Audit Findings for Balden Community College Spring Semester 2006 - Spring Semester 2007

An audit was conducted at Balden Community College by the System Office Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2006 through Spring Semester 2007.

The scope of the audit included a pre-audit review of selected records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period covered by the audit. Based on the pre-audit review, certain class reports were identified for further study. The following audit tests were conducted regarding the ICRs: (1) a statistically valid sample of attendance records and supporting documentation for student membership hour reporting was reviewed; (2) student registration and student receipt information were reviewed for selected programs; (3) college personnel were interviewed regarding student reporting; (4) certain college reporting procedures and practices were reviewed to assure compliance with the North Carolina Administrative Code; (5) selected program classification reviews and class visits were conducted; and (6) the college's accountability and credibility plan was reviewed.

Class visits are conducted on a random basis throughout the year, and a summary of these visits will be forwarded to the college at the end of the fiscal year. If concerns are noted which result from these visits, the college will be immediately notified. Program reviews/class visits conducted for the current fiscal year to date are listed in the Attachment.

Based on the site review, no audit exceptions or areas of concern were identified. The college personnel responsible for adherence to NC General Statutes and the North Carolina Administrative Code as well as State Board of Community Colleges requirements and the maintenance of both curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the audit was appreciated.

SUBMITTED BY: L. Veronica Ross
Audit Dates: November 13 - 28, 2007

ATTACHMENT

Balden Community College SUMMARY OF CLASS VISITS FOR FY 2007 – 2008

CURRICULUM

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>	
AHR 120	Humprey	Main Campus	10/29/07	7	4	
BIO 275	Horne	Main Campus	10/29/07	11	5	
ENG 115	Williams	Dublin Campus	10/27/07	--	-	*1
MNT 150	Humphrey	West Bladen HS	10/29/07	-	-	*2
PSY 150	Walker	Dublin Campus	10/29/07	18	<u>17</u>	
Total CURRICULUM Class Visits/Program Reviews to Date:					5	

*1 Schedule incorrect; class meeting on main campus in November; schedule corrected.

*2 Class not in session at time of visit; college aware.

CONTINUING EDUCATION

<u>Course Prefix and Number</u>	<u>Instructor</u>	<u>Location</u>	<u>Date of Visit</u>	<u>Students Enrolled</u>	<u>Attendance at Time of Visit</u>	
BSP 2000	Keaton	East Arcadia Campus	10/29/07	21	5	
BSP 2000	Blanks	Bladenboro Opportunities	10/29/07	26	6	
BSP 2000	Johnson	Elizabethtown Campus	10/29/07	19	3	
CSP 4000	Marshburn	ITC Building	10/27/07	5	5	
EMS 3041	Stewart	ITC Building	10/27/07	16	11	
HRD 3001	Ballard	Elizabethtown Campus	10/29/07	4	4	
MED 3030	Coble	ITC Building	10/27/07	-	-	*1
		Southeastern Regional				
MLA 3022	Pait	Med. Ctr.	10/27/07	-	-	*2
NUR 3241	Stewart	Main Campus	10/29/07	-	-	*1
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					9	

*1 Class cancelled; college aware.

*2 Class Schedule incorrect; college corrected schedule.