



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*H. Martin Lancaster, President*

January 18, 2008

Dr. Molly A. Parkhill, President  
Blue Ridge Community College  
180 West Campus Drive  
Flat Rock, NC 28731

Dear Dr. Parkhill:

Enclosed is the report of audit findings from the recent audit conducted at Blue Ridge 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: Mr. John C. McCormick, Jr., 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

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## **North Carolina Community College System**

### **Audit Findings for Blue Ridge Community College Spring Semester 2006 - Spring Semester 2007**

An audit was conducted at Blue Ridge 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: Anne O. Miller  
Audit Dates: November 1, 2007, November 20 - December 6, 2007

**ATTACHMENT**

**Blue Ridge Community College  
SUMMARY OF CLASS VISITS FOR FY 2007 – 2008**

**CURRICULUM**

| <b><u>Course Prefix<br/>and Number</u></b>                    | <b><u>Instructor</u></b> | <b><u>Location</u></b> | <b><u>Date of<br/>Visit</u></b> | <b><u>Students<br/>Enrolled</u></b> | <b><u>Attendance<br/>at Time of<br/>Visit</u></b> |
|---|--------------------------|------------------------|---------------------------------|-------------------------------------|---|
| ACC 131 011   | C. Juckett               | PATT 208 – Main        | 11/28/07                        | 5                                   | 3   |
| AUT 171 HUS   | M. Rieger                | SPRM 161 – Main        | 11/29/07                        | 13                                  | 12  |
| RED 090 031   | C. Dodson                | Transylvania Ctr 104   | 11/29/07                        | 3                                   | <u>1</u>  |
| <b>Total CURRICULUM Class Visits/Program Reviews to Date:</b> |                          |                        |                                 |                                     | <b>3</b>  |

**CONTINUING EDUCATION**

| <b><u>Course Prefix<br/>and Number</u></b>                              | <b><u>Instructor</u></b> | <b><u>Location</u></b> | <b><u>Date of<br/>Visit</u></b> | <b><u>Students<br/>Enrolled</u></b> | <b><u>Attendance<br/>at Time of<br/>Visit</u></b> |
|---|--------------------------|------------------------|---------------------------------|-------------------------------------|---|
| AUT 3137  | R. Edwards               | Schenck Job Core       | 11/29/07                        | 15                                  | 11  |
| BSP 2000  | J. Conley                | Schenck Job Core       | 11/29/07                        | 11                                  | 2   |
| BSP 2000  | D. Grein                 | CONE 203 – Main        | 11/28/07                        | 39                                  | 8   |
| BSP 2000  | J. Schmidt               | Transylvania Ctr       | 11/29/07                        | 31                                  | 0   |
| CAS 3070  | E. Schmieder             | Online—Moodle          | 12/06/07                        | 1                                   | -   |
| HOR 3307  | J. Young                 | Schenck Job Core       | 11/29/07                        | 22                                  | 12  |
| NUR 3240  | T. Gratton               | Brian Center           | 11/29/07                        | 10                                  | 6   |
| PHM 4100  | L. Kelley                | SINK 233 – Main        | 11/29/07                        | -                                   | - *1  |
| RLS 3704  | R. Whitaker              | PATT 219 – Main        | 11/28/07                        | 12                                  | 10  |
| WLD 3106  | R. Burrell               | Schenck Job Core       | 11/29/07                        | 14                                  | <u>6</u>  |
| <b>Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:</b> |                          |                        |                                 |                                     | <b>10</b>   |

\*1 Class was canceled due to low enrollment.