



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

January 4, 2008

Dr. Eric McKeithan, President
Cape Fear Community College
411 North Front Street
Wilmington, NC 28401

Dear Dr. McKeithan:

Enclosed is the report of audit findings from the recent audit conducted at Cape Fear 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. Robert H. Williams, 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 Cape Fear Community College Spring Semester 2006 - Spring Semester 2007

An audit was conducted at Cape Fear 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: October 15 - 30, 2007

ATTACHMENT

**Cape Fear 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>
COM 231	Green	Hoggard HS	10/16/07	22	22
CJC 100	Simpson	NB-156	10/16/07	24	20
TRP 100	Murray	NA-334	10/16/07	6	<u>6</u>
Total CURRICULUM Class Visits/Program Reviews to Date:					3

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>
		Howe Elementary School Library	10/16/07		
ABE 8801	Nelson			13	6
ABE 8801	Brandon	J. C. Roe School	10/16/07	-	- *1
APP 3612	Richards	E. A. Laney High School	10/17/07	13	11
BSP 2000	Miller	Internet	10/17/07	8	8
CAS 3120	Ed2go	Internet	10/17/07	3	3
CAS 3120	Verreen	BIG Center-100	10/16/07	7	6
CED 6806	Jones	RHA Center	10/16/07	28	10
EDU 3002	Skinner	S-317	10/17/07	-	- *2
HRD 3005	Graham	BICenter-101	10/16/07	13	6
NUR NURAID	Moore	L-305	10/16/07	18	<u>13</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10

*1 Class not meeting at time of visit, instructor left early; college aware.

*2 Class not meeting at time of visit, instructor left note on the classroom door; college aware.