



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*H. Martin Lancaster, President*

February 8, 2008

Dr. Robert Shackleford, Jr., President  
Randolph Community College  
PO Box 1009  
Asheboro, NC 27204-1009

Dear Dr. Shackleford:

Enclosed is the report of audit findings from the recent audit conducted at Randolph 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. James Campbell, 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 Randolph Community College Spring Semester 2006 - Spring Semester 2007**

An audit was conducted at Randolph 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: Jim Benton  
Audit Dates: December 17, 2007 - January 10, 2008

**ATTACHMENT**

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

**CURRICULUM**

<b><u>Course Prefix and Number</u></b>	<b><u>Instructor</u></b>	<b><u>Location</u></b>	<b><u>Date of Visit</u></b>	<b><u>Students Enrolled</u></b>	<b><u>Attendance at Time of Visit</u></b>	
BIO-169-01-02	D. Perry	HSC 104	1/11/08	36	31	*1
ENG-111-03	T. LaBelle	BEC-111	1/11/08	22	17	
MAC-245-01	D. Craven	AT-126	1/11/08	10	<u>10</u>	
<b>Total CURRICULUM Class Visits/Program Reviews to Date:</b>					<b>3</b>	

\*1 Class begins 10 minutes late to allow students to get to class - discussed with staff.

**CONTINUING EDUCATION**

<b><u>Course Prefix and Number</u></b>	<b><u>Instructor</u></b>	<b><u>Location</u></b>	<b><u>Date of Visit</u></b>	<b><u>Students Enrolled</u></b>	<b><u>Attendance at Time of Visit</u></b>	
BSP-2000	L. Adams	N. Asheboro Lease	1/14/08	3	1	
BSP-2000	J. Cox	Archdale	1/14/08	17	9	
BSP-2000	M. Trogdon	LRS lab	1/11/08	29	18	*1
BSP-2000	S. Yokeley	LRS 207	1/11/08	18	9	
BSP-2000	M. Stanich	MCSH	1/14/08	12	9	*2
BSP-P2000	W. Crabtree	RCC-Prison	1/11/08	7	6	
BSP-P2000	A. Shelton	RCC-Prison	1/11/08	8	6	*3
COM-3729	D. Auman	BEC-116	1/14/08	9	9	
EDU-3002	L. Johnson	SWRM	1/14/08	12	11	
FIP-3402	M. Benbow	ESTC	1/14/08	4	4	
HRD-3005	D. Auman	Goodwill	1/14/08	0	<u>0</u>	*4
<b>Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:</b>					<b>11</b>	

\*1 Class uses last 10 minutes for last break.

\*2 Directions to class site not accurate, missing one road.

\*3 No times on sign-in sheets; no attendance roster.

\*4 Class cancelled - not changed on schedule.

\*\*\*\*All issues have been discussed with the staff.\*\*\*\*