



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

February 3, 2009

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

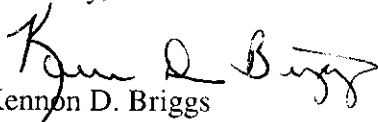
Dear Dr. Parkhill:

Enclosed is the report of audit findings from the recent audit conducted at Blue Ridge Community College pursuant to NC General Statute 115D-5(m). 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 2007 through Spring Semester 2008.

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

Sincerely,


Kennon D. Briggs
Executive Vice President and Chief of Staff

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
- Dr. R. Scott Ralls, System President
- Ms. Beth Wood, State Auditor
- Ms. Andrea Poole, Fiscal Analyst
- Mr. Charles Perusse, 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 2007 - Spring Semester 2008

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 2007 through Spring Semester 2008.

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 during the period of review but may be conducted at other times if necessary. If concerns are noted which result from these visits, the college will be 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, Ed.D.
Audit Dates: December 1 -18, 2008

ATTACHMENT

**Blue Ridge Community College
SUMMARY OF CLASS VISITS FOR FY 2008 – 2009**

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>	
CHM-131-001	V. Audia	Main Campus	9/8/08	16	12	
CJC-131-HL1	M. Bulen	Brevard High School	9/8/08	14	13	
PSY-150-021	L. Rodke	Transylvania Ctr.	9/8/08	16	<u>13</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>	
AUT-3200	C. Heaton	Main Campus	9/8/08	6	6	
BSP-2000	V. Marshall	SSEA Co -Voc	9/8/08	38	2	
BSP-2000	C. Boehm	Henderson Library	9/8/08	-	1	*1
CAS-3020	K. Schmieder	Transylvania Ctr. Transylvania Sheriff Department	9/8/08	-	-	*2
CJC-3952	S. Woodson	Department	9/8/08	9	9	
CJC-5000	C. Burns	Brevard Police Dept.	9/8/08	15	15	
CSP-4000	E. Cabendrillo	Transylvania Ctr.	9/8/08	6	6	
NUR-3240	M. Lanning	Main Campus	9/8/08	10	10	
OSH-3050	D. Martin	Main Campus	9/8/08	-	-	*2
WOL-3240	R. McNutt	Main Campus	9/8/08	1	<u>9</u>	*1
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10	

*1. No roster available for review. Discussed with staff.

*2. Class cancelled. Staff was aware.