



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

January 19, 2009

Dr. Sharon Morrissey, President
Richmond Community College
P.O. Box 1189
Hamlet, NC 28345

Dear Dr. Morrissey:

Enclosed is the report of audit findings from the recent audit conducted at Richmond 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,

A handwritten signature in black ink, appearing to read "Kennon D. Briggs".

Kennon D. Briggs,
Executive Vice President and Chief of Staff

Enclosure

c: Mr. Hugh A. Lee, 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 Richmond Community College Spring Semester 2007 - Spring Semester 2008

An audit was conducted at Richmond 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: November 4 – 24, 2008

ATTACHMENT

Richmond 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>
ELC 120	J. Medlin	Main Campus	11/19/08	15	12
FST 102 01	D. Auman	Morrison Corr Inst	11/13/08	18	16
NUR 210S	W. Wagner	Moore Regional Hos	11/19/08	40	<u>16</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>
BSP 2000	C. Norton	James Building	11/13/08	63	13
CAS 4926	D. Hamm	Main Campus	11/13/08	-	- *1
ELC 3119	R. Butler	Morrison Corr. Inst.	11/13/08	17	14
HEA-3002	W. Armstrong	Purcell Con. Ed. Ctr.	11/13/08	8	7
MAS-5048	J. Greene	Main Campus	11/13/08	8	3
OSC-3602	B. Homes	Morrison Corr. Inst.	11/13/08	15	11
PLU-3024	E. Woods	Scotland Corr. Inst.	11/13/08	-	- *2
TEX-3103	K. Gatewood	Scotland Corr. Inst.	11/13/08	-	- *2
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					8

*1 Class was listed on class schedule provided by staff, but was cancelled. Discussed with staff.

*2 Classes had dismissed early, and instructor was not present. Discussed with staff.