



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

January 27, 2009

Dr. John R. Dempsey, President
Sandhills Community College
3395 Airport Road
Pinehurst, NC 28374

Dear Dr. Dempsey:

Enclosed is the report of audit findings from the recent audit conducted at Sandhills 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. George W. Little, 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 Sandhills Community College Spring Semester 2007 – Spring Semester 2008

An audit was conducted at Sandhills 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: Amanda K. Tolar
Audit Dates: November 25 – December 17, 2008

ATTACHMENT

**Sandhills 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>
ACC 150 002	L. Harward	Main Campus	11/25/08	14	4
BUS 121 001	M. Avera	Main Campus	11/25/08	10	6
NUR 110 001	S. Auman	Moore Reg. Hosp.	11/25/08	69	<u>15</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. Matthews	Pinetree Comm. Ser.	11/25/08	49	10
BSP 2000	W. Sweeney	Main Campus	11/25/08	45	3
BSP P2000	L. Grant	Hoke Correctional	11/25/08	8	5
CAS 3020	R. Biggs	Main Campus	11/25/08	9	6
CSP 3000	J. Marcum	Main Campus	11/25/08	-	- *1
EDU 3001	Ed2Go	Internet	11/25/08	1	1
HOR P3307	J. Freeman	McCain Corr. Hosp.	11/25/08	-	- *2
HOR P3307	J. Matthews	Hoke Correctional	11/25/08	12	11
HRD 3001	C. Lam	Main Campus	11/25/08	13	4
HRD 3005	R. Gabric	Main Campus	11/25/08	7	<u>3</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10

*1 – The class had been rescheduled. Staff was aware of the change, and the students had been notified.

*2 – Class was cancelled. Staff was aware.