



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

July 20, 2009

Dr. C. H. Stephens, President
Wilson Community College
Post Office Box 4305
Wilson, NC 27893-0305

Dear Dr. Stephens:

Enclosed is the report of audit findings from the recent audit conducted at Wilson 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. Steven R. Leder, 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
Mr. Leslie W. Merritt, Jr., State Auditor
Ms. Andrea Poole, Fiscal Analyst
Mr. Charles Perusse, State Budget Officer
Community College Presidents
System Office Vice Presidents

MAILING ADDRESS: 5001 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5001

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-807-7100 ~ Fax 919-807-7166

AN EQUAL OPPORTUNITY EMPLOYER

North Carolina Community College System

Audit Findings for Wilson Community College Spring Semester 2007 - Spring Semester 2008

An audit was conducted at Wilson 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: L. Veronica Ross
Audit Dates: May 5 – June 1, 2009

ATTACHMENT

**Wilson 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>
COS 112 01	J. Bunn	Mitchell's Academy	04/28/09	14	10
EDU 252 TV1	J. Cook	TV/Video/DVD	04/28/09	29	29
ENG 111 NET	G. Johnson	Internet	04/28/09	20	<u>20</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>
AHS PHYSC	D. Taylor	Private/In Home	04/28/09	6	- *1
BSP GEDBS	B. Grant	OIC	04/28/09	26	8
BSP ABEII	N. Hinnant	Main Campus Diversified	04/28/09	33	25
BSP COMPED	M. Speight	Opportunities	04/28/09	24	24
BSP COMPED	R. Evett	Main Campus	04/28/09	25	17
HRD 3002 18	C. McCoy	Main Campus	04/28/09	24	6
OSC 3602 01	B. Applewhite	Main Campus	04/28/09	5	<u>2</u>
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					7

*1 – Private /In Home location of class refers to class assignments completed at home, brought back to campus for grading, and all testing completed on campus.