



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Dr. R. Scott Ralls, President*

January 27, 2010

Dr. Stephen G. Greiner, President  
Brunswick Community College  
Post Office Box 30  
Supply, NC 28462

Dear Dr. Greiner:

Enclosed is the report of audit findings from the recent audit conducted at Brunswick 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 2008 through Spring Semester 2009.

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: Ms. Lynda Stanley, 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 Brunswick Community College**

**Spring Semester 2008 – Spring Semester 2009**

An audit was conducted at Brunswick 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 2008 – Spring Semester 2009.

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: Terry McCauley  
Audit Dates: September 17, 2009 – October 14, 2009

**ATTACHMENT**

**Brunswick Community College  
SUMMARY OF CLASS VISITS FOR FY 2009 – 2010**

**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 AB	S. Hunt	Main Campus	09/28/09	5	3
ENG 114 01	M. Pendelton	Main Campus	09/28/09	17	14
SPA 111 01	P. Lewis	Main Campus	09/28/09	22	18

**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 ABE	B. Berard	Main Campus	09/28/09	65	5
BSP 2000 ABE	M. Corletto	Leland Trn. Ctr.	09/28/09	20	4
BSP 2000 AHS	N. Yurko	Main Campus	09/28/09	20	6
BSP 2000 CED	M. Stanley	Main Campus	09/28/09	11	11
BSP 2000 ESL	S. Skipper-Fowler	Leland Fam. Lit. Ctr.	09/28/09	10	1
BSP 2000 GED	A. Bryant	Leland Trn. Ctr.	09/28/09	30	9
CSP 4000	K. Caroon	Franklin Square Gall.	09/28/09	8	8
HEA 3002	W. Chandler	Main Campus	09/28/09	-	- *1
HOS 3007	S. Burns	Main Campus	09/28/09	-	- *2
PHM 3205	L. Mayton	Main Campus	09/28/09	14	11
WLD 3103	B. Spencer	Main Campus	09/28/09	13	13

**Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:** 11

\*1 The class moved to another classroom on the main campus. College is aware.

\*2 The class did not make. College is aware.