



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

November 10, 2009

Dr. Eric McKeithan, President
Cape Fear Community College
411 North Front Street
Wilmington, NC 28401-3910

Dear Dr. McKeithan:

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

Kennon D. Briggs
Executive Vice President and Chief of Staff

Enclosure

c: Mr. Kenneth J. McGee, 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

North Carolina Community College System

Audit Findings for Cape Fear Community College Spring Semester 2008 – Spring Semester 2009

An audit was conducted at Cape Fear 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: August 17 – September 14, 2009

ATTACHMENT

Cape Fear 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 111 D1	A. Johnson	North Campus	09/01/09	25	20
COS 113 D1	G. Talman	North Campus	09/01/09	21	21
ENG 131 IN3	J. Metzger	Blackboard	09/04/09	22	-
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	M. Carter	Main Campus	09/09/09	16	6
BSP 2000 ABE	A. Wood	North Campus	09/09/09	31	11
BSP 2000 ESL	B. Lechleitner	North Campus	09/09/09	3	1
BSP 2000 CED	J. Jones	Main Campus	09/09/09	-	8 *1
BSP 2000 GED	S. Nevitt	New Hanover Jail	09/01/09	17	10
CJC 3925	N. Harrell	North Campus	09/09/09	-	- *2
EMS 3000	C. Batson	Blackboard	09/04/09	31	-
HRD 3001	N. Stalling	Main Campus	09/01/09	8	8
HRD 3001	J. Brown	Main Campus	09/01/09	8	5
HRD 3005	T. Graham	Main Campus	09/01/09	9	6
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					10

*1 – Class was on a field trip. College aware and note posted on classroom door.

*2 – Class has special instructions noting specific class meeting dates that did not print on master class schedule. Based on these instructions, class was not meeting the day of the visit.