



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

December 3, 2009

Dr. Deborah L. Lamm, President
Edgecombe Community College
2009 West Wilson Street
Tarboro, NC 27886

Dear Dr. Lamm:

Enclosed is the report of audit findings from the recent audit conducted at Edgecombe 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. Jonathan Felton, 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 Edgecombe Community College Spring Semester 2008 – Spring Semester 2009

An audit was conducted at Edgecombe 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 through 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: L. Veronica Ross
Audit Dates: August 25-September 18, 2009

ATTACHMENT

**Edgecombe 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 TD1 | A. Pope | Tarboro Campus | 09/16/09 | 34 | 32 |
| EDU 119 TD1 | M. Stocks | Tarboro Campus | 09/16/09 | 24 | 14 |
| MAS 140 TD1 | K. Lewis | Tarboro Campus | 09/16/09 | 17 | 14 |
| PSY 150 OL1 | K. Cherry | Internet | 09/15/09 | 30 | <u>30</u> |
| Total CURRICULUM Class Visits/Program Reviews to Date: | | | | | 4 |

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 | M. Lieb | Tri-County Ind. | 09/16/09 | 13 | 12 |
| BSP 2000 | L. Cobb | Mary Frances Ctr. | 09/15/09 | 5 | 5 |
| BSP 2000 | S. Andrews | Tarboro Campus | 09/15/09 | 20 | 10 |
| BSP 2000 | M. Deloatch | Tarboro Campus | 09/15/09 | 12 | 10 |
| BSP 2000 | T. Winstead | Rocky Mount | 09/16/09 | 42 | 22 |
| BSP 2000 | J. Harper | OIC-Rocky Mount | 09/16/09 | 12 | 12 |
| BSP 2000 | E. Gay | Princeville FRC | 09/16/09 | 11 | 6 |
| BSP 2000 | T. Winstead | On-Line | 09/15/09 | 1 | 1 |
| BSP 2000 | C. Clark | Tarboro Campus | 09/15/09 | 30 | 5 |
| HRD 3001 | S. Grant | Tarboro Campus | 09/15/09 | --- | --- |
| NUR 3240 | K. Brown | Rocky Mount | 09/16/09 | 14 | <u>14</u> |
| Total CONTINUING EDUCATION Class Visits/Program Reviews to Date: | | | | | 11 |

*1 – Class was not meeting at the time of visit: instructor had become ill and dismissed class.
Staff was aware.