



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

March 3, 2010

Dr. William S. Carver, President
Nash Community College
522 N. Old Carriage Road
Rocky Mount, NC 28557

Dear Dr. Carver:

Enclosed is the report of audit findings from the recent audit conducted at Nash 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. William M. Marshburn, 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

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 Nash Community College Spring Semester 2008-Spring Semester 2009

An audit was conducted at Nash 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 North Carolina 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: November 23-December 18, 2009

ATTACHMENT
Nash 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>
ACC 120 02	L. Parker	Main Campus	12/08/09	15	13
AUT 161 40	D. Favre	Rocky Mount HS	12/08/09	8	8
HEA 110 02	S. Norris	Main Campus	12/08/09	17	14
HUM 115 37	M. Holmes	Online	12/08/09	26	=
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	R. Battle	Williford Elementary School	12/08/09	52	8
BSP 2000	D. Davis	Main Campus	12/08/09	228	7
BSP 2000	D. Davis	Main Campus	12/08/09	32	0
BSP 2000	C. Dickson	Main Campus	12/08/09	11	11
HRD 3003	J. Callahan	ESC	12/08/09	-	- *1
HRD 3005	L. Stephens	Williford Family Resource Center	12/08/09	9	7
HRD 3002	V. Bennett	Main Campus	12/08/09	26	12
NUR 3241	D. Carter	Online	12/08/09	8	8
SEF 3001	Ed2Go	Online	12/08/09	1	1
SEF 3001	Ed2Go	Online	12/08/09	1	1
TRA 3607	V. Davis	LC Trailer	12/08/09	8	8
Total CONTINUING EDUCATION Class Visits/Program Reviews to Date:					11

*1 – Class cancelled due to low enrollment.