



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

January 27, 2010

Dr. Sharon Morrissey, President
Richmond Community College
Post Office Box 1189
Hamlet, NC 28345

Dear Dr. Morrissey:

Enclosed is the report of audit findings from the recent audit conducted at Richmond 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: Mr. Hugh A. Lee, 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 Richmond Community College Spring Semester 2008 – Spring Semester 2009

An audit was conducted at Richmond 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: Terry McCauley
Audit Dates: October 13 – November 6, 2009

ATTACHMENT

Richmond 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> |
|---|-------------------|-----------------|--------------------------|------------------------------|--|
| BUS 115 O1 | T. Ethridge | Main Campus | 11/02/09 | 38 | 24 |
| ENG 112 04 | B. Driggers | Main Campus | 11/02/09 | 24 | 18 |
| HSE 123 01 | C. Auman | Main Campus | 11/02/09 | - | - *1 |
| Total CURRICULUM Class Visits/Program Reviews to Date: | | | | | 3 |

*1 – Students were in a Smart Start Early Childhood Meeting. The instructor had given students an out-of-class make-up assignment.

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 | F. Desha-Thomas | ESC | 10/13/09 | 15 | 9 |
| BSP 2000 | R. Sherman | Richmond House | 10/13/09 | 8 | 5 |
| BSP 2000 | P. Covington | James Building | 10/13/09 | 28 | 10 |
| BSP 2000 | B. Freeman | McLaurin Center | 10/13/09 | 18 | 8 |
| BSP 2000 | C. Hall | First UMC | 10/13/09 | 36 | 9 |
| BSP 2000 | M. Ingram | James Building | 10/13/09 | 38 | 13 |
| BSP P2000 | T. Little | Scotland Correctional Institution | 11/02/09 | 15 | 11 |
| HRD 3005 | D. Cuddihy | Main Campus | 10/13/09 | 12 | 8 |
| SAF 3025 | G. Paul | AB Gibson Building | 11/02/09 | - | - *1 |
| TEX P3103 | K. Gatewood | Scotland Correctional Institution | 11/02/09 | 10 | <u>10</u> |

Total CONTINUING EDUCATION Class Visits/Program Reviews to Date: 10

*1 – The physical address was incorrect on the information provided by the college.