

2009 ANNUAL NC CRIMINAL JUSTICE SCHOOL DIRECTORS' CONFERENCE AUGUST 6 & 14, 2009

AUDIT SERVICES UPDATE

Elizabeth C. Self

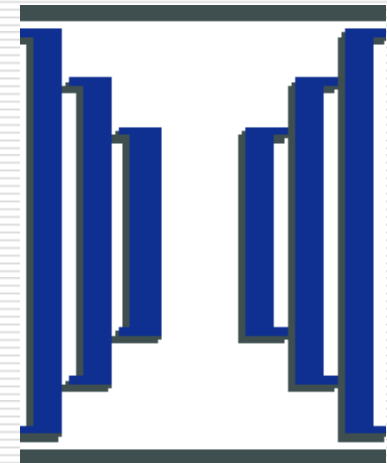
Associate Director

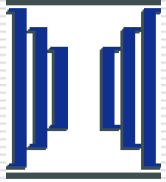
Veronica Ross / Amanda Tolar

Auditors

PITT COMMUNITY COLLEGE

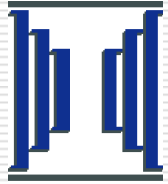
Winterville, NC





MISSION

The mission of Audit Services is to ensure the accountability and credibility of the North Carolina Community College system in a consultative and proactive manner by providing assistance to college staff with the implementation of pending and current laws, policies, procedures, guidelines, and reporting requirements.



Audit Services Organizational Chart

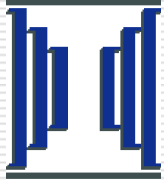


North Carolina Community College System
Dr. R. Scott Ralls, President
Kennon D. Briggs, Executive VP and Chief of Staff
Dr. John Pettitt, Executive Director, Audit Services

North Carolina Community College System

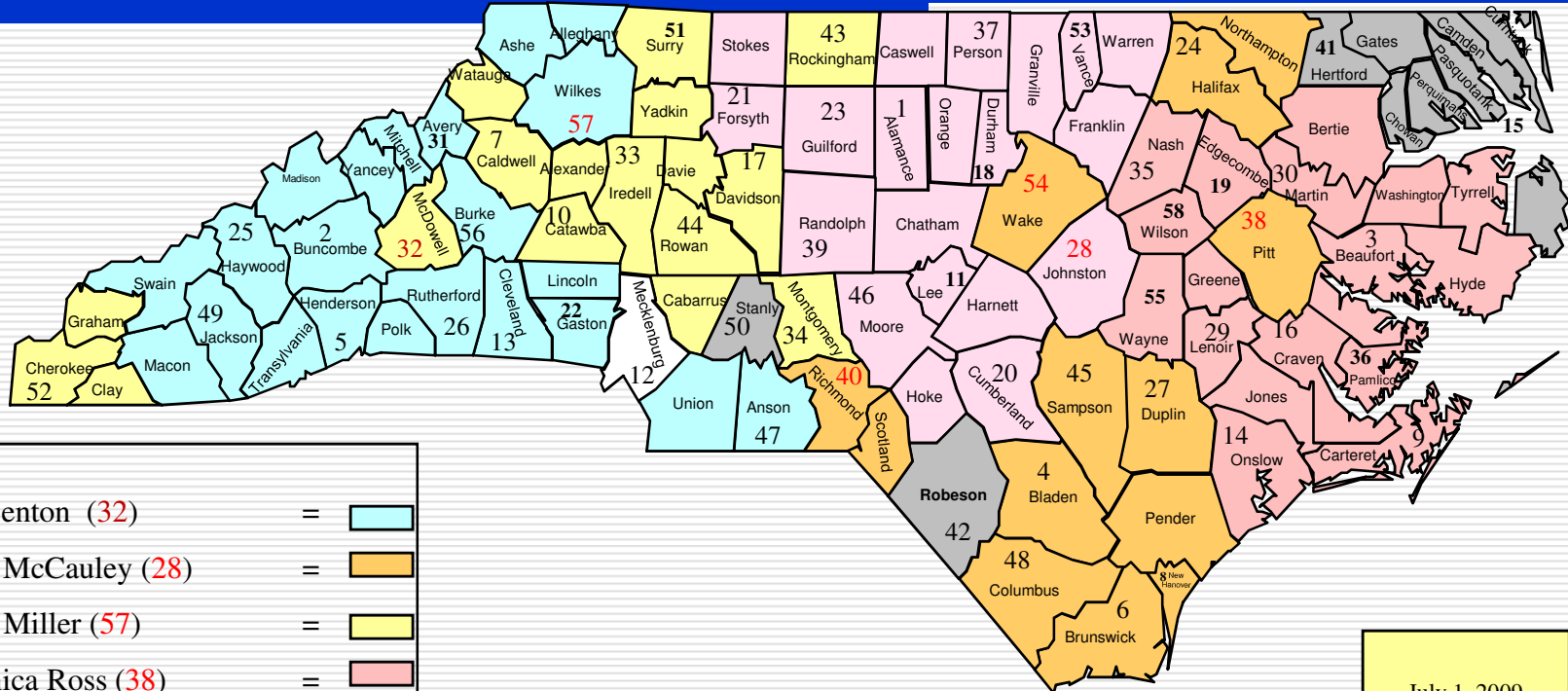
www.nccommunitycolleges.edu

Fifty-eight Institutions Educating and Training a World-Class Workforce



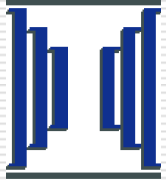
AUDITOR ASSIGNED COLLEGES FY 2009-2010

Dr. John Pettitt, Executive Director



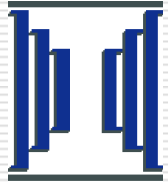
Jim Benton (32)	=	
Terry McCauley (28)	=	
Anne Miller (57)	=	
Veronica Ross (38)	=	
Elizabeth Self (40)	=	
Amanda Tolar (54)	=	
(Base Location)		
Team Audit		
Elizabeth Self/Anne Miller	=	

July 1, 2009
 FY 2009 – 2010
 Appvd 6/8/09



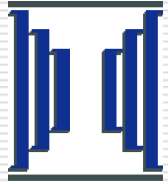
BLET

Basic Law Enforcement Training



REFERENCES

- North Carolina General Statutes
- 23 North Carolina Administrative Code
 - ❖ NCCCS Numbered Memoranda
 - ❖ Curriculum Procedures Reference Manual
 - ❖ Continuing Education Guidelines
- College
 - ❖ Policies & Procedures
 - ❖ Catalog & Publications

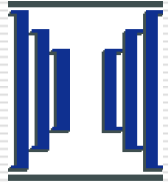


AY 2008-2009 AUDIT SERVICES UPDATE

23 NCAC 02E.0201(d)(2) – *Curriculum Program Approvals and Terminations*

- CJC 100 (curriculum) 624 hours [9 Lecture
/ 30 Lab 19 SHC]

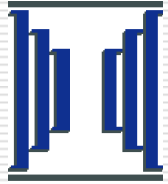
- CJC 3938 (Occ. Ext.) 618 hours
(recommended)
742 hours (maximum)



AY 2008-2009 AUDIT SERVICES UPDATE

- 23 NCAC 02D .0323(b) *Reporting of Student Hours in Membership for Curriculum Classes (3)* Definition of a Student Membership Hour

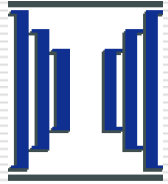
- 23 NCAC 02D .0324(a) *Reporting of Student Hours in Membership for Continuing Education Classes (3)* Definition of Student Membership Hour



AY 2008-2009 AUDIT SERVICES UPDATE

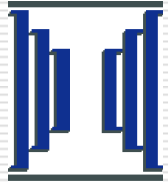
- 23 NCAC 02D .0202 *Tuition and Fees for Curriculum Programs* (7) Tuition Waivers (C) Basic Law Enforcement Training Program (BLET)

- 23 NCAC 02C .0301(b) *Admissions to Colleges*



AY 2008-2009 AUDIT SERVICES UPDATE

- ❑ *CC05-232 Basic Law Enforcement Training (BLET) Update – Curriculum and Continuing Education*
 - Effective January 2006, the Criminal Justice Education and Training Standards Commission increased the mandatory minimum hours for the state's Basic Law Enforcement Training (BLET) Program from 602 to 618.
 - Continuing Education – CJC 3938 and, Curriculum – CJC 100 – courses must comply with the Commission's revised minimum standard of 618 contact hours.

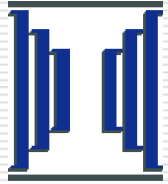


AY 2008-2009 AUDIT SERVICES UPDATE

- ❑ CC08-010 *Tuition and Fee Waivers Clarification*

- ❑ CC89-31 *Basic Law Enforcement Training (BLET) Update – Curriculum and Continuing Education*

- ❑ S03-003 *Basic Law Enforcement Training (BLET) Hours for Training*

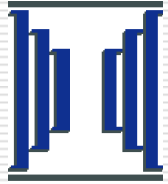


AY 2008-2009 AUDIT SERVICES UPDATE

CC03-185, *Community College Calendar*

For courses scheduled to meet during multiple academic terms, the following applies:

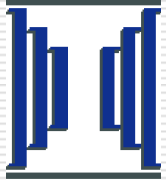
1) For courses that report membership hours, if 70% of a course is scheduled for fall and spring terms, the FTE shall be reported in the term the census date occurs.



AY 2008-2009 AUDIT SERVICES UPDATE

- CC03-185, *Community College Calendar, Cont.*

2) For courses that report membership hours, if a course is scheduled to meet during all three terms the FTE may be reported in the fall or spring term provided 70% or more of the course meeting dates are scheduled in a combination of fall and spring terms. The FTE must be reported in the term the census date occurs.

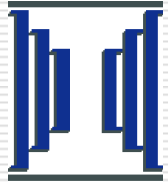


AY 2008-2009 AUDIT SERVICES UPDATE

CC03-185, *Community College Calendar*, Cont.

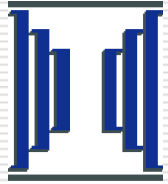
3) If the census date of a course that reports membership hours occurs during the summer term, but 70% or more of the **course meetings** occur during fall and spring terms, the course must be reported in the fall reporting period.

4) For courses that report contact hours, use the ending date of the course to determine the reporting term.



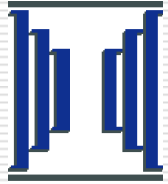
AY 2008-2009 AUDIT SERVICES UPDATE

- Documentation needed to conduct the annual audit review:
 - Copy of letters of sponsorship and/or receipted tuition
 - Copy of Pre Delivery approval letter from NCDOJ Criminal Justice Standards Division



AY 2008-2009 AUDIT SERVICES UPDATE

- Documentation needed to conduct the annual audit review cont.:
 - Copy of accreditation from NCDNJ Criminal Justice Standards Division



AY 2008-2009 AUDIT SERVICES UPDATE

FTE Values – [*FY2008-09 figures]

Curriculum *\$4,746.30

Occupational Extension *\$4,133.06

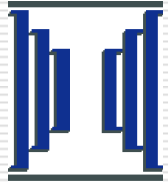
CJC 100 624 hours 19 SHC

CJC 3938 618 recommended
742 maximum

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Fifty-eight Institutions Educating and Training a World-Class Workforce



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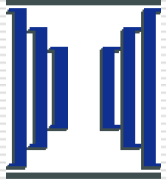
Questions

Hypothetical Situations

North Carolina Community College System

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Fifty-eight Institutions Educating and Training a World-Class Workforce

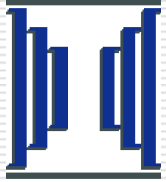


CJC In Service Training

- ❑ Tuition or Registration Fee Waiver

- General Statute 115D-5(b)

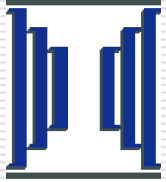
“...the State Board of Community Colleges may provide by general and uniform regulations for waiver of tuition and registration fees...for training courses for volunteer firemen, local fire department personnel, volunteer rescue and lifesaving department personnel.”



CJC In Service Training

- ❑ 23 NCAC 02D .0203(a)(5)(A) *Fees for Extension Programs*

(5) “Registration Fee Waivers: (A) Special Extension Training Programs. No registration fees shall be charged students enrolling for special extension training programs that **directly relate to job performance** set forth in G.S. 115D-5(b).”



CJC In Service Training

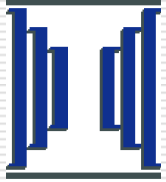
- CC08-150 *Amendments to the NC Administrative Code – Effective July 2, 2008*

“...Public Safety Training Courses be offered by colleges only when the training doesn’t supplant other courses offered by authorized direct deliver agents, when enrollment for the training for the training is open, and when the college maintains supervisory rights over the courses, curriculum, and instructors...”

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CJC In Service Training

CC08-010 *Tuition and Fee Waivers Clarification*

The fee waiver policy is applicable to campus and company police departments only if they meet one of the following:

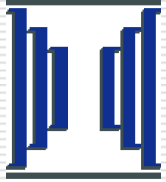
- The definition of “employer” as defined by G.S. 115B-1(1) to be “The State of North Carolina and its departments, agencies, and institutions; or a county, city, town, or other political subdivision of the State.”



CJC In Service Training

CC08-010 *Tuition and Fee Waivers Clarification cont.*

-When the local board of trustees of any college or university, who qualifies as a campus police agency enters into a mutual aid agreement to designate the campus police as a municipal police department. This agreement must be approved by the governing board of a municipality or with the consent of the county sheriff. For more details, see G.S. 74E-6(d) or G.S. 115D-21.1.

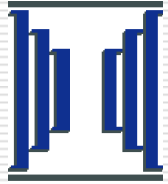


CJC In Service Training

CC08-010 *Tuition and Fee Waivers Clarification cont.*

- If the department is listed on the local Emergency Operations Plan (EOP) as essential personnel in an emergency situation.

Otherwise, law enforcement officers who are classified as campus or company police or are employed by a non-governmental or private entity **are not** eligible for fee waivers.



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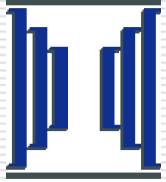
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Useful Web Sites

- ❑ **Audit Services**
http://www.nccommunitycolleges.edu/Program_Audit_Services/index.html

- ❑ **System Office Numbered Memos**
http://www.nccommunitycolleges.edu/Numbered_Memos/index.html

- ❑ **North Carolina Administrative Code**
<http://reports.oah.state.nc.us/ncac.asp> (Title 23)

- ❑ **North Carolina General Statutes**
<http://www.ncga.state.nc.us/gascripts/Statutes/Statutes.asp>