Dr. Robert S. Shackleford, Jr., President
Randolph Community College
629 Industrial Park Avenue
Asheboro, NC 27205

Dear Dr. Shackleford:

Enclosed is the final report of audit findings for the education program audit conducted fiscal year 2013-2014 at Randolph Community College pursuant to North Carolina 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 for the period of review Spring Semester 2012 through Spring Semester 2013.

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 (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Audit Services staff during the performance of the audit.

Sincerely,

Jennifer Haygood
Executive Vice President for Operations
Chief Financial Officer

Enclosure

c:  F. Mac Sherrill, Chair, Randolph CC Board of Trustees
    Elizabeth Self, Executive Director, NCCCS Audit Services
    Beth Wood, NC State Auditor
North Carolina Community College System

Final Audit Report for Randolph Community College
Audit Conducted: Fiscal Year 2013-2014
Records Reviewed: Spring Semester 2012-Spring Semester 2013

AUDIT METHODOLOGY

An education program audit was conducted at Randolph Community College by the North Carolina Community College System Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2012 through Spring Semester 2013.

The major components of the annual program audits to be conducted during the 2013-2014 fiscal year are outlined in Numbered Memorandum CC13-018 Education Program Audit Procedures FY 2013-2014. The scope of the program audit reviews include, but are not limited to, the major components noted in CC13-018. Based on the various audit reviews conducted as outlined in CC13-018, additional information may be requested for clarification or to provide a clearly defined audit trail to ensure compliance with North Carolina General Statute 115D-5 and the State Board of Community Colleges Code (formerly the North Carolina Administrative Code).

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 is notified. Program reviews/class visits conducted for the current fiscal year to date are listed in Attachment I, Summary of Class Visits Conducted FY 2013-2014.

FINDINGS SUMMARY

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 State Board of Community Colleges Code, as well as other 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: Nicole J. Wood
AUDIT DATES: May 16, 2014 – June 4, 2014
**ATTACHMENT I**

**Randolph Community College**

**Summary of Class Visits Conducted FY 2013-2014**

### CURRICULUM

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Section</th>
<th>Instructor</th>
<th>Location</th>
<th>Date of Visit</th>
<th>Students Enrolled</th>
<th>Attendance at Time of Visit</th>
<th>Notes if Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATR 112</td>
<td>01</td>
<td>T. Jones</td>
<td>Main Campus</td>
<td>6/18/14</td>
<td>16</td>
<td>13</td>
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<tr>
<td>COS 116</td>
<td>001</td>
<td>R. Coble</td>
<td>Main Campus</td>
<td>6/18/14</td>
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<tr>
<td>PHO 132</td>
<td>02</td>
<td>K. Eames</td>
<td>Main Campus</td>
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<td>18</td>
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**Total Curriculum Class Visits/Program Reviews to Date: 3**

### CONTINUING EDUCATION AND LITERACY

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Section</th>
<th>Instructor</th>
<th>Location</th>
<th>Date of Visit</th>
<th>Students Enrolled</th>
<th>Attendance at Time of Visit</th>
<th>Notes if Applicable</th>
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<tbody>
<tr>
<td>BSP 2000</td>
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<td>A. Coto</td>
<td>Randleman Community Ctr.</td>
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<tr>
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<td>K. Fitch</td>
<td>Randolph Correctional Ctr.</td>
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<td>CJC 3928A</td>
<td>40426</td>
<td>D. Thompson</td>
<td>ESTC*</td>
<td>5/16/14</td>
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<td>CJC 5005G</td>
<td>40353</td>
<td>S. Peterson</td>
<td>ESTC*</td>
<td>6/18/14</td>
<td>-</td>
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<tr>
<td>EDU 3002A</td>
<td>38006</td>
<td>L. Johnson</td>
<td>SRMS*</td>
<td>6/18/14</td>
<td>10</td>
<td>10</td>
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<tr>
<td>EMS 3044A</td>
<td>45367</td>
<td>M. Pinion</td>
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<tr>
<td>EMS 3050A</td>
<td>45504</td>
<td>J. Martin</td>
<td>Asheboro Fire Department</td>
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<td>HRD 3001AK</td>
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<td>L. Mitchell</td>
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<td>-</td>
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</tbody>
</table>

*ESTC – Emergency Services Training Center  
*SRMS – Southwester Randolph Middle School  
*ESC – Employment Security Commission  
*1 Per college staff, class was cancelled due to low enrollment.

**Total Continuing Education/Literacy Class Visits/Program Reviews to Date: 10**