

**North Carolina Community College System
Annual Reporting Plan 2023-2024**

Date	Title	Description	Program Lead 1	Program Lead 2	Requiring Authority	Person Confirming	How Information Is Used
JULY 2023							
July 6, 2023	June 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 colleges' State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
July 17, 2023	June Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
July 19, 2023	Customized Training Year-End Report	Year-end Customized Training Program project trainee data submitted by each of the 58 community colleges' Customized Training Directors.	Anita Gonsiorowski		Joint Legislative Education Oversight Committee [G.S. 115D-5-1 (e)(f)]	John Loyack	Year-end project trainee data submitted by the colleges is used to develop the Customized Training Program Annual Expenditures Report, which is required by legislature.
July 21, 2023	Capital Improvement Funds Expended or Obligated (Capital Data)	Totals for each college of Local Dollars, State Dollars, Vo-Ed Dollars, Other Federal Funds = Combined Total. These totals are pulled together by pulling from the College updated NCCCS 3-5 form due annually, mid-July/first-August.	Dorrine Fokes	Dorrine Fokes	This combined report is provided to the State Board of Community Colleges and the General Assembly,	Lynne Gilbert	Capital Improvement Data from establishment of college Spreadsheet with the following tabs (Description) Historical Summary of Capital Improvements since the inception of the college, which includes new and RR Projects, Annual Survey Increases, and property transactions. Result: To capture the colleges OVERMATCH credit.
July 28, 2023	Second Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-agency-resources/tax-compliance/foreign-nationals-tax-compliance	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
AUGUST 2023							
August 2, 2023	Small Business Center Network Annual Report	This annual report captures the performance and economic impact data of the 58 Small Business Centers. It includes budget expenditures, goals, business success stories and excellence awards narratives.	Anne Shaw		State Board of Community Colleges System Office	Mark Hagenbuch	To track compliance, report outcomes and performance, and provide data for performance funding.
August 7, 2023	July 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
August 15, 2023	July Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
August 18, 2023	Voluntary Shared Leave Report	Total hours of vacation and sick leave donated and received at the college under the voluntary shared leave policy and the total cost of the vacation and sick leave donated and received.	Magnolia Lugo		OSHR under GS 126-8.3(c)	Magnolia Lugo	To determine the costs associated with the voluntary shared leave policy.
SEPTEMBER 2023							
September 5, 2023	Summer Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
September 8, 2023	Summer Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
September 8, 2023	August 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.

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September 15, 2023	August Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
September 15, 2023	2-1 Summary Report	Summary budget submission that includes state, institutional and county budget.	Candid Carrington		115D-54 Preparation and submission of institutional budget	Candid Carrington	College budget information is reconciled to approved state allocations and the total budget is summarized and reported to the SBCC. Budget data is used in various college and systemwide analyses and data collections.
September 19, 2023	Summer Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
September 19, 2023	Summer Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Elizabeth Stoddard	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.
September 19, 2023	Summer Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of the enrollment growth formula.	Judy King		General Assembly	Tim Leinbach	Provided to the General Assembly to make policy decisions regarding waiver policy
September 29, 2023	OSA Accrual Audit Files	This is data collected at the time the college has completed their accrual entries in the General Ledger that is then reported to the State Auditor's Office.	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	The data are used as part of the State Auditor's audit process.
OCTOBER 2023							
October 4, 2023	IPEDS 12 Month Enrollments	The 12-month Enrollment is the unduplicated headcount of students over a 12-month period.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	Provide a more complete picture of the number of students at non-traditional institutions that enroll students year-round or for short-term programs.
October 4, 2023	IPEDS Completions	Collects data on the number of students who complete a postsecondary education program (Completers) and the number of postsecondary awards earned (completions).	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	Business and industry, the military, and other groups that need to recruit individuals with particular skills use these data extensively.
October 4, 2023	IPEDS Institutional Characteristics	Institutional characteristics are collected through two survey components: Institutional Characteristics Header and Institutional Characteristics. Institutional characteristics data are the foundation of the entire IPEDS system. Data collected include: Basic institutional contact information; Student services information; Tuition/fees and other student charges; Control or affiliation; Type of calendar system; and Levels of awards and types of programs offered.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	Report the characteristics of a college which are then then used with other reports.
October 6, 2023	Fall Estimated FTE	A report generated by a college to provide legislative members, committees, and fiscal analysts with the projected FTE for the North Carolina Community College System.	Stephanie Fisher	Jason Forlines	State Board of Community Colleges System Office	Marnie MacKenzie	Used in the preparations of Budget projections for the coming year.
October 6, 2023	September 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
October 16, 2023	September Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.

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October 26, 2023	Annual Survey of College Fees	This report is the annual survey of fees that goes to the State Board of Community Colleges. 1E SBCCC 700.1(e) of the State Board Codes states, "The college shall report all required local fees established by the board of trustees to the System Office on an annual basis as directed by the System Office." Local fees include instructional technology, student activity, college access, parking and security (CAPS), and required specific fees. This data is used for statistical purposes and to ensure that colleges do not charge fees that exceed the maximum allowable under State Board Code, where applicable.	Barry Brown	Judy King	State Board of Community Colleges 1E SBCCC 700.1(e)	Barry Brown	Reported to the State Board
October 31, 2023	Third Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Tracks the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
NOVEMBER 2023							
November 14, 2023	Institutional Staff Information Report	The Institutional Staff Information Report includes a variety of employee information by employee, including but not limited to employment length, relevant employment dates, and salary data by funding source, to meet a state reporting requirement. Colleague uses permanent employee records to report all eligible employees based on their primary positions as of October 1 of each year.	Elizabeth Stoddard		State reporting requirement	Hellen Taylor	Utilized for ad hoc reporting, program evaluation, and statistical analysis. The data is also used to ensure colleges are complying with the State salary schedule for college presidents.
November 15, 2023	October Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
DECEMBER 2023							
December 7, 2023	November 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
December 8, 2023	NCHED A-10 Student Financial Aid Summary	Collects data on annual financial aid expenditures to students attending North Carolina colleges, universities, community colleges and other postsecondary educational institutions.	Elizabeth Stoddard		UNC North Carolina Higher Education Data collection system	Elizabeth Stoddard	Select data from the report are reported each year in the Statistical Abstract of Higher Education in North Carolina.
December 8, 2023	NCHED A-3 Tuition and Fees	Reports tuition, fees, and charges for a full-time student in the regular academic year, excluding summer school.	Elizabeth Stoddard		UNC North Carolina Higher Education Data collection system	Elizabeth Stoddard	Report on the tuition and fees required by students attending a North Carolina higher education institution.
December 15, 2023	November Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
December 15, 2023	Longevity Request	Summary of annual Longevity budget needed to fund college Longevity payments.	Candid Carrington		1C SBCCC 400.8 (i) - Longevity pay plan for college personnel.	Candid Carrington	College longevity costs are compiled systemwide to determine the necessary State allocation needed to fund all longevity payments. Additional budget is allocated to colleges to fund annual expense.
JANUARY 2024							
January 9, 2024	December 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.

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January 16, 2024	Fourth Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
January 16, 2024	December Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
January 22, 2024	Fall Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
January 22, 2024	Fall Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
January 23, 2024	Small Business Center Mid-Year Budget Report	This annual report captures the budget expenditures for the 58 Small Business Centers at mid-year, or December 31.	Anne Shaw		System Office	Mark Hagenbuch	To track expenditures and compliance with requirement to spend at least \$9,000 on instruction at each Center.
January 24, 2024	IPEDS 200% Graduation Rates	Graduation rate data for students at two times (200%) the normal period of time provide information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to- Know Act (1990) and the Higher Education Act, amended (2008).	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 24, 2024	IPEDS Graduation Rates	Graduation rate data provides information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to-Know Act (1990) and the Higher Education Act, amended (2008).	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	Calculate graduation rates for full-time, first-time degree and certificate-seeking undergraduate students.
January 24, 2024	IPEDS Outcome Measures	Degree-granting institutions report the outcomes of degree/certificate-seeking undergraduate students who are not only first-time, full-time students, but also part-time attending and non-first-time (transfer-in) students. The award status is measured at specific points in time.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	The information is used to calculate graduation rates four, six and ten years out.
January 24, 2024	IPEDS Student Financial Aid	The Student Financial Aid survey collects the count of students awarded different types of financial aid or military education benefits and the total amounts of aid awarded.	Elizabeth Stoddard	Brenda Burgess	US Department of Education	Elizabeth Stoddard	Used to calculate the average dollar amount of aid awarded. As required by the Higher Education Act (1965), as amended, IPEDS also collects data to calculate average net price at each institution for two groups of undergraduates: those awarded grant aid and those awarded Title IV federal aid.
FEBRUARY 2024							
February 1, 2024	Purchasing Flexibility Report	Report of expenditures for products purchased for items included on Statewide Term Contract from non-contract vendors.	Grant Braley	Grant Braley	System Office	Grant Braley	Reports compiled from all colleges into one report and provided to the Division of Purchase & Contract to better establish Statewide Term Contract pricing.
February 5, 2024	Fall Comprehensive Curriculum Student Report (Formerly known as CRPFA)	This reports Curriculum Students Demographic, Registration, Completion, and Financial Aid information.	Lisa Eads	Elizabeth Stoddard	State Board of Community Colleges System Office	Tim Leinbach	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
February 5, 2024	Fall Continuing Education Registration Report	Reports demographic, course registration and completion, and credentialing information for students registered in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Elizabeth Stoddard	State Board of Community Colleges	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, and statistical analysis.

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February 5, 2024	Fall Tuition Remission	A data file submitted by the colleges to the System Office that is used by the latter to produce reporting for the General Assembly in accordance with the annual appropriations act. This data is used for statistical purposes and to adjust the tuition and registration fee receipts component of the enrollment growth formula.	Judy King		General Assembly	Tim Leinbach	Provided to the General Assembly to make policy decisions regarding waiver policy
February 7, 2024	January 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
February 15, 2024	January Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
February 16, 2024	Annual Private Activity Bond Certification	Annual PAB Certification (as required by the Memorandum of Understanding with the Department of State Treasurer) reports that the representations made by a community college in a Community College Questionnaire remain accurate as of the time of delivery of the annual certification.	Dorrine Fokes	Dorrine Fokes	General Assembly Assigned to the Department of State Treasurer and System Office	Lynne Gilbert	These certificates will be provided to the Department of State Treasurer upon request to comply with the Memorandum of Understanding between the department and the System Office to ensure compliance with applicable federal tax or other laws.
February 28, 2024	Employee Payroll Deduction Files	This report documents payments made through payroll deductions to an employee association for the December pay period.	Deante Tyler		Office of the State Auditor (OSA)	Marnie MacKenzie	To verify and certify total membership count of a domiciled employees association.
MARCH 2024							
March 7, 2024	February 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
March 8, 2024	Spring Estimated FTE	A report generated by a college to provide legislative members, committees, and fiscal analysts with the projected FTE for the North Carolina Community College System.	Stephanie Fisher	Jason Forlines	State Board of Community Colleges System Office	Marnie MacKenzie	Used in the preparations of Budget projections for the coming year.
March 15, 2024	February Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
March 20, 2024	IPEDS Academic Libraries	This report collects information on collections, services, and expenditures at libraries at degree-granting institutions.	Elizabeth Stoddard		US Department of Education	Elizabeth Stoddard	The information is used as follows: Counts of books, media, serials, and database collections held in physical and digital/electronic form; physical circulation and digital/electronic usage; interlibrary loan services; and library expenditures.
March 20, 2024	IPEDS Fall Enrollment	Measures student access to higher education at traditional institutions. Data are collected for all students enrolled in credit-bearing courses/programs which could potentially lead to awards ranging from postsecondary certificates of less than 1 year to doctoral degrees.	Elizabeth Stoddard	Monty Hickman	US Department of Education	Elizabeth Stoddard	The data collected include: full- and part-time students enrolled in the Fall by level, race/ethnicity, and gender; resident and high school graduation status of first-time undergraduate students (in even years); age of students (in odd years); student-to-faculty ratio; and students enrolled in distance education.
March 20, 2024	IPEDS Finance	Provides context for understanding the resources and cost of providing postsecondary education and its contribution to the gross national product. Finance data collected conforms to the accounting standards for public and private institutions with the community colleges using the Governmental Accounting Standards Board (GASB).	Elizabeth Stoddard	Stephanie Fisher	US Department of Education	Elizabeth Stoddard	The data collected provides revenues by source, e.g., tuition and fees, government grants and contracts, private gifts; expenses by function, e.g., instruction, research, academic support, institutional support; assets and liabilities; and scholarships and fellowships.
March 20, 2024	IPEDS Human Resources	Data measure the number and type of staff supporting postsecondary education using the Standard Occupational Classification (SOC) System to collect occupational activity.	Elizabeth Stoddard	Pam Stutts	US Department of Education	Elizabeth Stoddard	The data provides: employees by primary occupational activity, faculty status, and full- and part-time status; full-time instructional staff by academic rank, gender, and contract length/teaching period and their salary outlays.
APRIL 2024							
April 8, 2024	March 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
April 15, 2024	March Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.

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April 15, 2024	Buildings and Rooms Update	Files with the buildings a college has and the rooms within it, including information about area, that is filed with UNC-GA for instructional space utilization reporting. The data is submitted through the DAVE system, built and maintained by UNC-GA.	Judy King		General Assembly assigned to UNC-GA	Judy King	A statewide report is compiled and published by UNC-GA.
April 29, 2024	First Quarter Foreign Nationals Payment Certification	All North Carolina state government agencies, universities, community colleges, and institutions have been tasked with the responsibility of withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC). These policies and procedures can be accessed using the following link: https://www.osc.nc.gov/state-employees/foreign-nationals .	Barry Brown	Judy King	Office of the State Controller (OSC)	Barry Brown	Track the withholdings and payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with Internal Revenue Code (IRC) Section 1441 and policies established by the Office of the State Controller (OSC).
MAY 2024							
May 6, 2024	April 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
May 15, 2024	April Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
May 31, 2024	OSA CIS Security Files	List of access control data used in College Information System (CIS) at each college and submitted to the Office of the State Auditor	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	Used as a test of access controls in place at each community college as part of an audit.
JUNE 2024							
June 5, 2024	Spring Continuing Education Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Workforce Development and Continuing Education courses as well as College and Career Readiness courses.	Andrew Gardner	Stephanie Fisher	State Board of Community Colleges System Office	Hellen Taylor	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 5, 2024	Spring Curriculum Institutional Class Report	This report is used to transmit summary data regarding student membership hours in Curriculum courses.	Lisa Eads	Stephanie Fisher	State Board of Community Colleges System Office	Tim Leinbach	The data is used in the allocation of funds to support instruction in these areas and associated Enrollment Growth. In addition, utilized for ad hoc reporting, program evaluation, and statistical analysis.
June 7, 2024	May 112 Budget and Expense Report	Monthly budget, expense, and revenue general ledger data.	Candid Carrington	Stephanie Fisher	State Treasurer	Candid Carrington Stephanie Fisher	College budget, expense and revenue data is reconciled monthly. Once verified, this information is used to balance the 58 college State Treasurer disbursing account bank statements. It is required that all bank accounts are reconciled and certified as completed.
June 17, 2024	May Graduation Data Extract	This reports the graduations entered by a college for the month. This is based on the entry date of the graduation and does not reflect a student that graduated during the month.	Lisa Eads	JW Kelley	State Board of Community Colleges System Office	Hellen Taylor	Ad hoc reporting, program evaluation, federal reporting, statistical analysis, and performance measures.
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June 28, 2024	Career Coach Data & Analysis Report <i>NOTE: Only colleges that are funded for the NC Career Coach program are required to submit a report.</i>	Descriptive statistics and analysis of colleges' career coach program	Jennifer McLean	Elizabeth Stoddard	General Assembly	Jennifer McLean	Data is used for legislative report and programmatic assessment.



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June 30, 2024	OSA - Department of State Treasurer Payroll Data	The Office of the State Auditor requests colleges to submit payroll data from the December payroll periods.	Deante Tyler	Deante Tyler	Office of the State Auditor	Marnie MacKenzie	To verify retirement contributions with the NC Retirement System (Dept. of State Treasurer)
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