NC COMMUNITY COLLEGES
CREATING SUCCESS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, Ph.D.
President

July 10, 2014

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,

J Haygood

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
ec: Beth Wood, NC State Auditor

Mailing Address: 5001 Mail Service Center | Raleigh, NC | 27699-5001
Street Address: 200 West Jones | Raleigh, NC 27603 | Phone: 919-807-7100 | Fax: 919-807-7166
www.nccommunitycolleges.edu

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

Course Prefix and Number	Section	Instructor	Location	Date of Visit	Students Enrolled	Attendance at Time of Visit	Notes if Applicable.
ATR 112	01	T. Jones	Main Campus	6/18/14	16	13	
COS 116	001	R. Coble	Main Campus	6/18/14	20	7	
PHO 132	02	K. Eames	Main Campus	6/18/14	21	18	
Total Curriculum Class Visits/Program Reviews to Date: 3							

CONTINUING EDUCATION AND LITERACY

Course Prefix and Number	Section	Instructor	Location	Date of Visit	Students Enrolled	Attendance at Time of Visit	Notes if Applicable.
BSP 2000	47090	A. Coto	Randleman Community Ctr.	6/03/14	2	2	
BSP 2000	49216	K. Fitch	Randolph Correctional Ctr.	5/16/14	8	8	
CJC 3928A	40426	D. Thompson	ESTC*	5/16/14	14	14	
CJC 5005G	40353	S. Peterson	ESTC*	6/18/14	-	21	
EDU 3002A	38006	L. Johnson	SRMS*	6/18/14	10	10	
EMS 3044A	45367	M. Pinion	Main Campus	6/18/14	14	12	
EMS 3050A	45504	J. Martin	Asheboro Fire Department	6/18/14	15	15	
HRD 3001AK	45742	L. Mitchell	ESC	6/03/14	7	7	
HRD 3002A	45776	S. Southerland	Main Campus	5/30/14	3	0	
PRC 3104AD	47097	N/A	Main Campus	6/03/14	-	-	*1
*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							