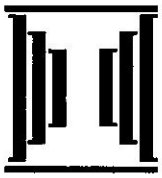

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

February 22, 2013

Dr. L. Steve Thornburg, President
Cleveland Community College
137 South Post Road
Shelby, NC 28152-6296

Dear Dr. Thornburg:

Enclosed is the final audit report of findings from the fiscal year 2012-2013 education program audit conducted at Cleveland Community College pursuant to North Carolina General Statute 115D-5(m). The college response dated February 18, 2013, concurred with these findings. A Continuing Education concern with three findings is noted for the processes, procedures, classes, and programs reviewed.

For tracking purposes, please send an email to gardnerm@nccommunitycolleges.edu upon receipt of this report to confirm the report has been received.

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

Sincerely,

Jennifer Haygood

Jennifer Haygood
Executive Vice President of Operations,
Chief Financial Officer

Enclosure

c: Hoyt Q. Bailey, Chair, Cleveland CC Board of Trustees
Elizabeth Self, Executive Director, NCCCS Audit Services
ec: Beth Wood, NC State Auditor

North Carolina Community College System

Final Audit Report for Cleveland Community College
Audit Conducted: Fiscal Year 2012-2013
Records Reviewed: Spring Semester 2011-Spring Semester 2012

AUDIT METHODOLOGY

An education program audit was conducted at Cleveland Community College by the North Carolina Community College System (NCCCS) Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2011 through Spring Semester 2012. The audit was conducted to review selected class reports for this period. If disagreement exists, the college may appeal the audit findings to the State Board of Community Colleges (SBCC). The request to appeal and grounds for appealing the report findings must be submitted in writing within thirty days of receipt of the final audit report. The Board's Accountability and Audit Committee will hear the appeal and make its recommendation to the State Board.

The major components of the annual education program audits to be conducted during the 2012-2013 fiscal year are outlined in Numbered Memorandum CC12-021, *Education Program Audit Procedures FY 2012-2013*. The scope of the program audit reviews include, but are not limited to, the major components noted in CC12-021. Based on the various audit reviews conducted as outlined in CC12-021, 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 the Summary of Class Visits Conducted FY 2012-2013, Attachment I.

FINDINGS SUMMARY

Based on the site review, there was a Continuing Education final concern with three findings noted and discussed on the pages that follow.

FINAL AUDIT FINDINGS

CONTINUING EDUCATION CONCERN

In a review of Continuing Education records, the following areas of concern were identified.

Finding One: In conducting the review of Continuing Education records, it was noted that there was not a clear audit trail with regard to scheduled hours.

Reference

23 SBCCC 02D .0324(a)(3) Reporting of Student Hours in Membership for Continuing Education Classes, states, in pertinent part, "Regularly Scheduled Classes. (3) Student Membership Hour. A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents."

Recommendation: Staff should take the necessary steps to familiarize themselves with the aforementioned reference to ensure the appropriate number of student membership hours are reported for budget/FTE. Staff should review all records reported for student membership hours for budget/FTE since Fall Semester 2011 and make any necessary adjustments.

Finding Two: In conducting the review of Continuing Education records, online classes, it was found that the classes met the definition of non-traditional delivery method classes, but were reported as non-regularly scheduled classes utilizing contact hours. Documentation of actual time in class attendance was not available to support the contact hours reported for the students enrolled.

Reference

23 SBCCC 02D .0324(b)(4),(c)(1-2) Reporting of Student Hours in Membership for Continuing Education Classes, states, in pertinent part, "(b) Non-Regularly Scheduled Classes. (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester...(c) Classes Identified as Extension Non-Traditional Delivery. (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are

offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway. (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows: (A) Determine the number of hours of instruction delivered via non-traditional delivery; and (B) Add the number of hours of class meetings."

Recommendation: Staff should take the necessary steps to familiarize themselves with the aforementioned reference to ensure the appropriate number of student membership hours are reported for budget/FTE. Staff should review all records reported for student membership hours for budget/FTE since Fall Semester 2011 and make any necessary adjustments.

Finding Three: In a review of Continuing Education class records, it was noted that for non-regularly scheduled classes reviewed there was no actual time of class attendance for each student determined to be in membership noted on the attendance records provided for review. Due to this lack of information, it was impossible to verify hours reported for budget/FTE.

Reference

23 SBCCC 02D .0323(b)(4-5) Reporting of Student Hours in Membership for Continuing Education Classes, states, in pertinent part, "Non-Regularly Scheduled Classes. (4) Calculation of Student Contact Hours for Non-Regularly Scheduled Classes. For these classes, actual time of class attendance for each student determined to be in membership shall be reported. Sixty minutes shall constitute an hour. Student contact hours for these classes are the sum of all the hours of actual student attendance in a class in a given semester. (5) Maintenance of Records of Student Contact Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits as provided in the Public Records Retention and Disposition Schedule for Institutions in the Community College System."

Recommendation: Staff should take the necessary steps to familiarize themselves with the aforementioned reference to ensure the appropriate number of student membership hours are reported for budget/FTE. Staff should review all records reported for student membership hours for budget/FTE since Fall Semester 2011 and make any necessary adjustments.

SUBMITTED BY: Amanda K. Tolar
AUDIT DATES: October 22-November 7, 2012

ATTACHMENT I

CLEVELAND COMMUNITY COLLEGE
Summary of Class Visits Conducted FY 2012-2013

CURRICULUM

Course Prefix and Number	Section	Instructor	Location	Date of Visit	Students Enrolled	Attendance at Time of Visit	Notes if Applicable.
COM 231	206	J. Jackson	Main Campus	11/2/12	21	16	
CTS 060	203	C. Davis	Main Campus	11/2/12	24	15	
ENG 101	201	J. Putnam	Main Campus	11/2/12	24	16	
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	21569	C. Black	Main Campus	10/22/12	28	10	
CAR P3124	21462	S. Clark	Cleveland County Correctional Ctr.	11/2/12	21	18	
CAS 3050	22719	Ed2Go	Online	11/7/12	1	-	
CJC 3952	22336	R. Newcomb	Cleveland County Firing Range	10/22/12	9	9	
COM 3725	22501	Ed2Go	Online	11/7/12	1	-	
CSP 4000	21325	T. Daniel	Main Campus	10/22/12	6	6	
HRD 3004	21414	H. Sweat	Main Campus	10/22/12	13	6	
HRD 3005	21531	C. Davis	Main Campus	10/22/12	9	4	
PLU P3024	21465	K. Howell	Cleveland County Correctional Ctr.	11/2/12	21	19	
WLD P3106	21467	W. Upton	Cleveland County Correctional Ctr.	11/2/12	21	19	
Total Continuing Education Class and Literacy Visits/Program Reviews to Date: 10							