



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

September 10, 2018

Dr. Stanley J. Elliott, President  
Roanoke-Chowan Community College  
109 Community College Road  
Ahoskie, NC 27910

Dear Dr. Elliott:

Enclosed is the final report of findings from the Compliance Review conducted FY 2017-2018 at Roanoke-Chowan Community College pursuant to North Carolina General Statute 115D-5(m). The college response dated July 23, 2018, concurred with these findings. Therefore, a finding was noted in the areas of Continuing Education and College and Career Readiness for the processes, procedures, classes, and programs reviewed.

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the Compliance Review. Please send an email to [frankj@ncccommunitycolleges.edu](mailto:frankj@ncccommunitycolleges.edu) to acknowledge receipt of this report.

Sincerely,

Bryan W. Jenkins, CPA

Executive Director of Accountability & State Board Affairs

Attachment

- c: Andre Lassiter, Chair, Roanoke-Chowan CC Board of Trustees
- Beth Wood, NC State Auditor
- Jennifer Haygood, Executive Vice President and Chief of Staff
- Elizabeth C. Self, Director of Accountability & Compliance Training
- Tammie S. Hill, Compliance Examiner
- Margaret Roberton, Associate Vice President of Continuing Education
- Nate Humphrey, Director of Continuing Education – Training and Standards
- Gilda Rubio-Festa, Associate Vice President, College and Career Readiness
- Nancye Gaj, Assistant Director of Adult Education

## FINAL COMPLIANCE REVIEW FINDINGS

### CONTINUING EDUCATION

The review of continuing education records yielded documentation showing a material finding with non-compliant hours reported for budget FTE exceeding 5% of the total number of hours pulled in the occupational extension sample of classes reviewed. In exceeding the 5% threshold, the material finding warrants a reversion of funds. Material findings are written based on information provided in SBCC Numbered Memo CC15-036 Compliance Services Update and Review Procedures. The related classes included in the finding are listed below and in the FTE Reversion Summary, Attachment B.

For references listed, the URL for the State Board Code is <http://www.nccommunitycolleges.edu/sbcccode>.

Risk factors with related classes concerning the finding are listed below.

#### **Records Review – Third Party Payment of Student Registration Fees**

Requested receipts of payment for student registration fees for the following courses were not received from the college. Staff provided a copy of the sponsorship billing invoices addressed to the third-party sponsors for the student registration fees, but the actual receipt of payment of the invoices was not provided. This issue involved 7,259.5 hours.

- AHR P3131 01 12743 HVAC was offered Fall Semester 2016 in a captive or co-opted (prison) setting with contact hours reported for the 15 enrolled students. (-3,462 hours)
- CAR P3124 01 12761 Building Construction (Carpentry) was offered Fall Semester 2016 in a captive or co-opted (prison) setting with contact hours reported for the 12 enrolled students. (-3,420 hours)
- WLD 3106 01 12719 Welding was offered Fall Semester 2016 with 377.5 membership hours reported for each of the seven enrolled students. Verification of payment of the course registration fee was not provided for one of the students. (-377.5 hours)

#### **References**

1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay

1E SBCCC 400.1 Continuing Education Registration Fees

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

- BSP 2000 103 13372 Basic Skills Programs was offered Spring Semester 2017. Hours were reported twice for one of the scheduled class days as well as other inconsistencies. A discrepancy of 35 hours was found. (-35 hours)
- BSP P2000 122 13403 Basic Skills Programs was offered Spring Semester 2017 with an end date of May 5, 2017. Another BSP class began May 6, 2017 with an end date in Summer Semester 2017. The same students were enrolled in both classes. Class hours continued to be calculated for the students enrolled in BSP P2000 122 13403 through May 31, 2017. For the same period (May 6 – 31, 2017), hours were calculated for the same enrolled students in the summer semester class. This created a duplication of hours reported for these students in both classes for May 6 – 31, 2017. A discrepancy of 972 hours was found. (-972 hours)

#### **Reference**

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

#### **Recommendation**

College staff should ensure processes are in place for accurately setting up College and Career Readiness courses as well as having internal controls in place for accurately reporting the course hours for budget FTE per the reference listed above.

**Material Finding:** 991.5 hours were involved in the finding which equals 5.4% of the total number of College and Career Readiness (Basic Skills) hours pulled in the sample.

#### **Overall Recommendations**

College staff should review all records for which class hours were reported for regular budget FTE since Spring Semester 2017 and make any necessary adjustments which can be made based on the three-semester grace period. If desired, college staff should contact the Director of Accountability and Compliance Training to schedule professional development with the applicable college staff.

The cooperation of the president and staff during the Compliance Review was appreciated.

Submitted: Tammie S. Hill

Dates of Compliance Review: March 26, 2018 – April 12, 2018