

STATE BOARD OF COMMUNITY COLLEGE
Compliance Trainings

Recent Compliance Issues Resulting in a Minimal or Material Finding

1. Instructor pay in Continuing Education
 - a. Instructor not paid for all hours reported.
 - b. Lack of documentation verifying payment of Professional Service Agreements to include third party learning management systems (LMS). Examples of these would be Cengage (Ed2Go) and Career Step.
2. College and Career Readiness (CCR) – Sign in/out sheets were inconsistent with hours recorded on the attendance roster and reported on the Institutional Class Report (ICR).
 - a. Rounding mistakes in relation to quarter hour calculation.
 - b. Reporting hours outside of scheduled hours.
3. Incorrect number of students reported at census in curriculum, continuing education, and career and college readiness.
4. Scheduled hours reported on the Institutional Class Reports (ICR) did not match the hours actually held in the class as documented on the attendance roster. This is an issue across all areas.
5. Documentation showing completion of online entry assignment is inconsistent with student entry dates noted on the attendance roster. This is an issue across all areas.
6. Documentation showing completion of online entry assignment is missing. This is an issue across all areas.
7. Missing or incomplete (agency and job classification) documentation verifying fee waiver eligibility in curriculum and/or continuing education.
8. Missing or unclear documentation verifying payment of registration fees in continuing education.
9. The census date for Basic Law Enforcement Training (BLET) classes was miscalculated in curriculum and/or continuing education.
10. College and Career Promise (CCP) students were taking classes outside of the approved pathway(s).
11. Worked Based Learning (WBL) workbooks lacked documentation verifying entry prior to or on the census date and/or timesheets.
12. Attendance rosters were not signed by the instructor.

Upcoming Trainings

- | | |
|---|------------------------|
| • Carteret Community College: | June 7, 2022 |
| • Lenoir Community College: | July 12, 2022 |
| • Western Piedmont Community College: | July 21, 2022 |
| • Forsyth Technical Community College: | July 27, 2022 |
| • Fayetteville Technical Community College: | August 3, 2022 |
| • Regional Trainings: | Planned for FY 2022-23 |