



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

October 7, 2019

**MEMORANDUM**

**TO:** Community College Presidents

**FROM:** Bryan Jenkins  
Executive Director of Accountability and State Board Affairs

**RE:** FY 2019-20 Compliance Services College Assignments and Compliance Review Procedures

The information listed below outlines the major components of the reviews to be conducted during FY 2019-20. This numbered memo supersedes CC18-050, which included procedures for FY 2018-19. Attachment A provides a listing of colleges scheduled for a compliance review in FY 2019-20. Attachment B provides detailed procedures which will be followed during the FY 2019-20 review cycle. Compliance examiners function in a coaching, consultative, and proactive manner. Examiners are available to assist college staff with implementation of the laws, policies, procedures, guidelines, and reporting requirements as they apply to the compliance review process. If you have any questions regarding the compliance review process, please feel free to contact your compliance examiner, Sondra Jarvis ([jarviss@nccommunitycolleges.edu](mailto:jarviss@nccommunitycolleges.edu) or 919-807-6970), or Bryan Jenkins ([jenkinsb@nccommunitycolleges.edu](mailto:jenkinsb@nccommunitycolleges.edu) or 919-807-7147). We look forward to working with colleges as we strive to meet the educational, workforce, and economic development needs of our communities and the State of North Carolina.

e-copy: Community College Chief Academic Officers  
Community College Continuing Education Officers  
Community College Continuing Education Registrars  
Community College Registrars  
Community College Student Development Administrators  
Compliance Examiners

**CC19-052**

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
FY 2019-2020 Compliance Review Assignments**

The colleges scheduled for a compliance review in FY 2019-20 are listed below. If a college voluntarily requests a review, it will be conducted subject to the availability of resources.

- |                                                    |                                        |
|----------------------------------------------------|----------------------------------------|
| Beaufort County Community College                  | Martin Community College               |
| Brunswick Community College                        | Mitchell Community College             |
| Caldwell Community College and Technical Institute | Montgomery Technical Community College |
| Carteret Community College                         | Nash Community College                 |
| Central Carolina Community College                 | Pitt Community College                 |
| Central Piedmont Community College                 | Randolph Community College             |
| Cleveland Community College                        | Roanoke-Chowan Community College       |
| Coastal Carolina Community College                 | Rockingham Community College           |
| Craven Community College                           | Rowan-Cabarrus Community College       |
| Davidson County Community College                  | Sampson Community College              |
| Edgecombe Community College                        | Sandhills Community College            |
| Fayetteville Technical Community College           | South Piedmont Community College       |
| Forsyth Technical Community College                | Southwestern Community College         |
| Haywood Community College                          | Stanly Community College               |
| Isothermal Community College                       | Surry Community College                |
| Lenoir Community College                           | Western Piedmont Community College     |
|                                                    | Wilkes Community College               |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
FY 2019-2020 Compliance Review Procedures**

The information listed below outlines the major components of compliance reviews to be conducted during FY 2019-20.

**Compliance Review Process**

**I. Administration**

- A. Verification of the following requirements and discussion/approvals by the local Board of Trustees as included in meeting minutes:
  - i. Compliance Review
- B. Documentation of the most current Continuing Education Accountability and Integrity Plan to include a copy of local board minutes showing local board approval. The documentation is used to confirm the college has an approved plan.
- C. Documentation supporting the college class visitation plan.

**Administration Reference**

1D SBCCC 300.4

**II. Curriculum**

- A. Records Review. A statistically valid Institution Class Report (ICR) Records Sample is identified to conduct a compliance review of the following areas:
  - i. Class records are reviewed to ensure class hours reported for budget FTE are accurate, and the ten-percent point (census date) was calculated accurately. Class records are reviewed to ensure that classes are scheduled based on the class hours listed in the Combined Course Library (CCL). Class hours reported for regular budget FTE must meet reporting requirements.
  - ii. Class schedules are verified, ensuring consistency with class hours reported for regular budget FTE and reporting periods.
  - iii. The sample of class records requested is reviewed to determine if classes offered are in compliance with the existing CCL and the college's approved program of study compliance document.
- B. Curriculum Basic Skills Plus. Classes are reviewed to ensure that tuition fee waivers have been appropriately applied for students enrolled or payment has been made via an alternate method of payment. The classes are also reviewed to verify the criteria for enrolling Basic Skills (College and Career Readiness) students is met, i.e., provide employability skills, etc.

Documentation (BSP 2000 class rosters) is reviewed to ensure students enrolled in Curriculum Basic Skills Plus classes were also enrolled in the Basic Skills Component which includes courses

## Attachment B

in College and Career Readiness. These class rosters will be required in addition to those requested on the curriculum sample of classes sheets provided.

- C. Curriculum Skills Labs are reviewed to ensure the lab hours are reported consistent with State Board Code. Instructor referrals and timecards must be available for review.
- D. Curriculum Student Work Experience (WBL). Documentation of a completed student workbook, including all required forms and timesheets, will be reviewed.
- E. Classes offered to Career and College Promise (CCP) students are reviewed to include program of study approvals and documentation that students enrolled in approved classes met eligibility requirements. Class records will also be reviewed to ensure students are eligible for the applicable fee waiver, if applied, and are coded correctly for participation in the program.
- F. The following Computerized (XPA) Reports\* are reviewed:
  - i. Cooperative Education or XPAA
  - ii. Student Course Overlap for Curriculum and Continuing Education or XPAQ
  - iii. Underage Students – Curriculum or XPAU

\*XPA Reports are utilized by college staff as a method of proactively addressing risk factors identified via the reports. The reports provided to Compliance Services staff are those reviewed by college staff prior to the compliance review.

- G. Criminal Justice: Basic Law Enforcement Training (BLET) certification classes are reviewed to ensure hours reported are consistent with the CCL, and the tuition or registration fee waiver is applied properly.
- H. Captive Co-opted\* Programs and Courses are reviewed to ensure that State Board of Community Colleges approval has been obtained for all classes offered to captive co-opted groups of students by community colleges, and the reporting of class hours for regular budget FTE is in compliance.

\*For compliance review purposes, captive co-opted applies to state prisons only.

- I. Instructional Service Agreements (ISAs) are utilized by colleges as a means of sharing class hours reported for regular budget FTE. These agreements are reviewed to ensure the division of FTE has been made based on the terms of the agreement, and each participating college reports the applicable portion of class hours. The review also ensures the college approved to offer the program of study awards the applicable credential.

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- J. Additional Reviews may be conducted as warranted by previous findings, high risk areas noted, college staff requests, concerns received, etc. If there seems to be a reason for the compliance review to go beyond the normal scope, the rationale for doing so will be discussed with the Executive Director of Accountability and State Board Affairs. If it is decided that the compliance review will go beyond the normal scope, the college president will be notified.

### **Curriculum References**

G.S. 115D-5(c)(c1)

H-200/S.L. 2011-145

S.L. 2013-360 (S402), Appropriations Act of 2013, Section 10.3(a)(b) (7/26/13) (referred to in 2014-15 legislation as 115D-31(b1) and 115D-5(b,15) respectively)

1D SBCCC 200.95 Education Services for Minors

1D SBCCC 400.11 Education Services through Career and College Promise (Curriculum)

1D SBCCC 400.7 Instructional Service Agreements

1D SBCCC 700.98 Instruction to Captive Co-opted Groups

1E SBCCC 800.2 General Provisions

1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

Basic Skills Plus Policies and Procedures as Adopted by the Basic Skills Advisory Board 11/26/12 and approved by the State Board of Community Colleges on 11/15/12, and North Carolina Community Colleges, College and Career Readiness, Basic Skills Plus Policies and Procedures Implementation Guide, May 2017, updated September 2018

Curriculum Procedures Reference Manual, Section 14, State Board of Community Colleges (SBCC) revised 09/16/16, 04/21/17, and 08/18/17

Note: Listed references are not all inclusive.

### **III. Continuing Education and College and Career Readiness**

- A. Records Review. A statistically valid Institution Class Report (ICR) Records Sample is identified to include the following:
- i. A sample of classes pulled for review which includes all program and course areas of Continuing Education as well as a sample of College and Career Readiness classes (BSP 2000).
  - ii. The sample of class records is reviewed to ensure class hours reported for regular budget FTE are accurate, and the ten-percent point (census date) was calculated accurately for the Continuing Education classes. Class records are also reviewed to ensure scheduled hours do not exceed the hours listed in the Continuing Education section of the CCL.
  - iii. Instructor contracts are reviewed to verify payment is consistent with class hours reported for regular budget FTE. When class instructor contract modifications occur, they need to be documented, appropriately authorized, and provided for review.
  - iv. Class documentation is reviewed to ensure applicable registration fees have been collected or fee waivers have been granted appropriately.

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- B. Continuing Education Basic Skills Plus. Classes are reviewed to ensure tuition fee waivers have been appropriately applied for students enrolled or payment has been made via an alternate method of payment. The classes are also reviewed to verify the criteria for enrolling Basic Skills (College and Career Readiness) students are met, i.e., provide employability skills, etc. Documentation (BSP 2000 class rosters) is reviewed to ensure students enrolled in Continuing Education Basic Skills Plus classes were also enrolled in the Basic Skills Component which includes courses in College and Career Readiness. These class rosters are required in addition to those requested on the Continuing Education sample of classes sheets provided.
- C. Continuing Education Student Work Experience (WBL). Documentation of a completed student workbook, including all required forms and timesheets, will be reviewed.
- D. Classes offered to Career and College Promise (CCP) students are reviewed to include program of study approvals and documentation that students enrolled in approved classes met eligibility requirements. Class records will also be reviewed to ensure students are eligible for the applicable fee waiver, if applied, and are coded correctly for participation in the program.
- E. The following Computerized (XPA) Reports\* are reviewed:
  - i. Student Course Overlap for Curriculum and Continuing Education or XPAQ
  - ii. Underage Students – Continuing Education or XPAO

\*XPA Reports are utilized by college staff as a method of proactively addressing risk factors identified via the reports. The reports provided to Compliance Services staff are those reviewed by college staff prior to the compliance review.

- F. Criminal Justice: Basic Law Enforcement Training (BLET) certification classes are reviewed to ensure hours reported are consistent with the CCL, and the tuition or registration fee waiver is applied properly. Pre-delivery and post-delivery approvals, final class calendars, and Student Course Completion Records should be available for review.
- G. Captive Co-opted\* Programs and Courses are reviewed to ensure that State Board of Community Colleges approval has been obtained for all classes offered to captive co-opted groups of students by community colleges, and the reporting of class hours for regular budget FTE is in compliance.

\*For compliance review purposes, captive co-opted applies to state prisons only.

- H. Instructional Service Agreements (ISAs) are utilized by colleges as a means of sharing class hours reported for regular budget FTE. These agreements are reviewed to ensure the division of FTE has been made based on the terms of the agreement, and each participating college reports the applicable portion of class hours.

- I. Additional Reviews may be conducted as warranted by high risk areas noted, college staff requests, concerns received, etc. If there seems to be reason(s) for the compliance review to go beyond the normal scope, the rationale for doing so will be discussed with the Executive Director of Accountability and State Board Affairs. If it is decided that the compliance review will go beyond the normal scope, the college president will be notified.

**Continuing Education and College and Career Readiness References**

G.S. 115D-5(c)(c1)

S.L. 2013-360 (S402), Appropriations Act of 2013, Section 10.3(a)(b) (7/26/13) (referred to in 2014-15 legislation as 115D-31(b1) and 115D-5(b,15) respectively)

1D SBCCC 200.95 Education Services for Minors

1D SBCCC 300.4 Program Management (c) Services for Minors [Continuing Education]

1D SBCCC 300.6 Instructional Service Agreements

1D SBCCC 300.10 Work-Based Learning

1D SBCCC 700.98 Instruction to Captive Co-opted Groups

1E SBCCC 800.2 General Provisions

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

Basic Skills Plus Policies and Procedures as Adopted by the Basic Skills Advisory Board 11/26/12 and approved by the State Board of Community Colleges on 11/15/12, and North Carolina Community Colleges, College and Career Readiness, Basic Skills Plus Policies and Procedures Implementation Guide, May 2017, updated September 2018.

Curriculum Procedures Reference Manual, Section 14, State Board of Community Colleges (SBCC) revised 09/16/16, 04/21/17, and 08/18/17

Note: Listed references are not all inclusive.

**IV. Post-Compliance Review**

Findings noted in the compliance review report will be finalized after the compliance review documentation and report have been reviewed by the Executive Director of Accountability and State Board Affairs. A copy of the compliance report will then be electronically sent to the College President. **Compliance review findings will only include direct violations of the General Statutes or the State Board of Community Colleges Code (SBCCC). Areas identified by compliance examiners that pose potential risk will be documented in a coaching letter to the college president. Such areas will also be copied to the appropriate System Office program area for recommendations.**

The college has 30 days from receipt of the preliminary compliance report to respond in writing when material findings are noted. Extensions may be granted to allow a college additional time to develop a response when warranted and with a written request from the college president. When submitting the written response to the Executive Director of Accountability and State Board Affairs, the college president may request a conference with same or the Chief of Staff/Executive Vice President to present pertinent information regarding the finding(s). Any additional, pertinent

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information provided by college staff should be different documentation than provided in the initial compliance review. For example, the class attendance record, verification of payment, instructor contract, etc. provided for the reporting of the class hours for regular budget FTE at the time of the compliance review cannot be replaced by secondary documentation of the same nature, or in other words, attendance record "B." It is expected that, at the time of the compliance review, accurate and final documentation which was used when the class hours were reported for regular budget FTE via the ICR is provided. If the college provides additional, different documentation, time must be allowed for a secondary compliance review.

When all information has been reviewed and a conclusion reached, a final compliance report will be developed and forwarded to the college president. Upon receipt of the final compliance report, if there is continued disagreement regarding the findings by the college, a written appeal may be made to the State Board of Community Colleges (SBCC). This written appeal must be submitted within 30 days of receipt of the final compliance review report. The SBCC Accountability and Audit Committee will review the appeal and make its recommendation to the SBCC.