



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

July 24, 2008

**MEMORANDUM**

**TO:** Data Coordinators

**FROM:** Robert R. Blackmun  
Associate Vice President for Information Resources & Technology

Terrence Shelwood  
Director of DW Reporting and Data Coordination

**SUBJECT:** Annual Reporting Plan

Attached for your review is an updated DRAFT copy of the 2007-2008 Annual Reporting Plan (APR) Late Reports' Status. **Please contact Terry Shelwood by August 8, if there are questions or corrections to the report.** We will present the final version of the report to the Policy Committee of the State Board.

PDF and Excel versions of the Community College Annual Reporting Plan and the System Office Annual Reporting Plan for 2008-2009 are accessible via the NCCCS Web page at:

<http://www.nccommunitycolleges.edu/Reports/AnnualReportingPlan/rpptop.htm>

In addition, the Report Due Dates and Status page has been updated to reflect the reports' due dates for the new ARP.

<http://www.nccommunitycolleges.edu/Reports/StatusReports/statistical/duedates.htm>

It is anticipated that the due dates of several reports will change due to legislative activities and of course we will notify you as soon as possible. The Due Dates and Status page will immediately reflect any changes.

Thank you for your continued support.

c: Presidents  
Saundra Wall Williams  
Keith Brown

Attachment: 2007-2008 Annual Reporting Plan Late Reports' Status

CC08-166  
E-mail



Annual Reporting Plan Late Reports' Status		Due Date	Martin CC	Mayland CC	McDowell TCC	Mitchell CC	Montgomery CC	Nash CC	Pamlico CC	Piedmont CC	Pitt CC	Randolph CC	Richmond CC	Roanoke-Chowan CC	Robeson CC	Rockingham CC	Rowan-Cabarrus CC	Sampson CC	Sandhills CC	South Piedmont CC	Southeastern CC	Southwestern CC	Stanly CC	Surry CC	Tri-County CC	Vance-Granville CC	Wake TCC	Wayne CC	Western Piedmont CC	Wilkes CC	Wilson TCC	Late Colleges		
			Day(s) Late After Three-Day Grace Period.																															
1	Customized Industrial Training	07/20/07	All college reports on time.																												0			
2	New/Expanding Industry Training Program Expenditure Report	07/20/07	All college reports on time.																												0			
3	Small Business Center (SBC) Annual Progress Report	07/27/07	All college reports on time.																												0			
4	Capital Improvement Data	08/01/07							2																									2
5	Fixed Assets Reconciliation	08/01/07																													3			
6	Program Report-Internal Equipment Audit Deletion (DCC 4-13)	08/01/07																													3			
7	Program Report-Internal Equipment Audit Fund Source	08/01/07																													3			
8	Program Report-Internal Equipment Audit Inventory (DCC 4-13)	08/01/07																													4			
9	Purchasing Flexibility Report	08/01/07	All college reports on time.																												0			
10	North Carolina Community College Loan Program Report	08/06/07	All college reports on time.																												0			
11	Targeted Assistance Program	08/06/07																													1			
12	Literacy Education Information System Annual Report	08/14/07	All college reports on time.																												0			
13	Quarterly Certification Request (FIT) Annual Evaluation and Summary of Activities	08/15/07	All college reports on time.																												0			
14	Multi-Campus/Off-Campus Expenditure by Location	08/16/07	All college reports on time.																												0			
15	Summer Continuing Education Institutional Class Report	08/28/07	All college reports on time.																												0			
16	Summer Continuing Education Institutional Class Report	09/04/07	All college reports on time.																												0			
17	Summer Curriculum Institution Class Report	09/04/07	All college reports on time.																												0			
18	Basic Skills in the Workplace	09/06/07																													1			
19	Summer Continuing Education Registration Report	09/06/07	All college reports on time.																												0			
20	College Budget Summary of Revenues and Expense	09/10/07	All college reports on time.																												0			
21	Summer Curriculum Registration, Completion, Financial Aid	09/17/07									5																						1	



Annual Reporting Plan Late Reports' Status		Due Date	Martin CC	Mayland CC	McDowell TCC	Mitchell CC	Montgomery CC	Nash CC	Pamlico CC	Piedmont CC	Pitt CC	Randolph CC	Richmond CC	Roanoke-Chowan CC	Robeson CC	Rockingham CC	Rowan-Cabarrus CC	Sampson CC	Sandhills CC	South Piedmont CC	Southeastern CC	Southwestern CC	Stanly CC	Surry CC	Tri-County CC	Vance-Granville CC	Wake TCC	Wayne CC	Western Piedmont CC	Wilkes CC	Wilson TCC	Late Colleges				
			Day(s) Late After Three-Day Grace Period.																																	
22	Tuition & Fee Remission Report - Summer 2007	09/18/07	All college reports on time.																												0					
23	Student Tuition, Fees, and Charges for the Academic Year	10/01/07	All college reports on time.																												0					
24	Estimated FTE and Headcount-Fall	10/10/07	All college reports on time.																												0					
25	IPEDS Fall Survey	10/10/07	All college reports on time.																												0					
26	Longevity Eligibility Determination	10/31/07	All college reports on time.																												0					
27	NCHED New Undergraduate Transfer Students, Fall	11/01/07																																9	1	
28	Literacy Education Information System Annual Report - Summer	11/06/07																																		3
29	NCHED Supplement 3, Type of Instruction	11/15/07	All college reports on time.																												0					
30	Institutional Staff Information System	11/20/07	6																																5	
31	Quarterly Certification Request	11/21/07								2				2																					4	
32	Annual Report of Optional Fees	12/18/07	All college reports on time.																												0					
33	IPEDS Winter Survey Collection	01/16/08	All college reports on time.																												0					
34	NCHED Library Survey (NCHED A6)	01/19/08	All college reports on time.																												0					
35	Fall Continuing Education Institutional Class Report	01/22/08	All college reports on time.																												0					
36	Fall Curriculum Institutional Class Report	01/22/08	All college reports on time.																												0					
37	HEFC Building Inventory	01/22/08	All college reports on time.																												0					
38	HEFC Room Inventory Update	01/22/08	All college reports on time.																												0					
39	Fall Continuing Education Registration Report	01/23/08	All college reports on time.																												0					
40	Purchasing Flexibility Report	02/01/08								1																									6	
41	Fall Curriculum Registration, Completion, Financial Aid Report	02/07/08	All college reports on time.																												0					
42	Employer Satisfaction Results	02/15/08	All college reports on time.																												0					
43	NCHED Financial Aid Summary Report	02/15/08																																	1	

Source: Reporting and Data, NCCCS, 6/08.

\*\* Outstanding Due to CIS Implementation Issues at the College.



Annual Reporting Plan Late Reports' Status		Due Date	Martin CC	Mayland CC	McDowell TCC	Mitchell CC	Montgomery CC	Nash CC	Pamlico CC	Piedmont CC	Pitt CC	Randolph CC	Richmond CC	Roanoke-Chowan CC	Robeson CC	Rockingham CC	Rowan-Cabarrus CC	Sampson CC	Sandhills CC	South Piedmont CC	Southeastern CC	Southwestern CC	Stanly CC	Surry CC	Tri-County CC	Vance-Granville CC	Wake TCC	Wayne CC	Western Piedmont CC	Wilkes CC	Wilson TCC	Late Colleges	
			Day(s) Late After Three-Day Grace Period.																														
44	Performance Measures Completers/Non-Completers Survey	02/15/08	All college reports on time.																												0		
45	Tuition & Fee Remission Report - Fall	02/15/08	All college reports on time.																												0		
46	HEFC Institutional Space Utilization File	02/18/08	All college reports on time.																												0		
47	Quarterly Certification Request	03/03/08	All college reports on time.																												0		
48	Out-of-County Enrollment Report	03/05/08	2																														1
49	Estimated FTE and Headcount-Spring (DC241)	03/14/08	All college reports on time.																												0		
50	Literacy Education Information System Annual Report - Summer & Fall	03/25/08																															1
51	IPEDS Spring Survey Collection	04/09/08						2																									2
52	Basic Skills Program Plan and Application	04/17/08	All college reports on time.																												0		
53	Quarterly Certification Request	05/30/08																															1
54	Tier A Annual Report	06/02/08	All college reports on time.																												0		
55	Diplomas Awarded, Adult High School Diploma Report	06/03/08	All college reports on time.																												0		
56	Spring Continuing Education Institutional Class Report	06/05/08	All college reports on time.																												0		
57	Spring Curriculum Institution Class Report	06/05/08	All college reports on time.																												0		
58	Spring Continuing Education Registration	06/09/08	All college reports on time.																												0		
59	Tuition & Fee Remission Report - Spring	06/13/08	All college reports on time.																												0		
60	Spring Curriculum Registration, Completion, Financial Aid	06/19/08																														1	
	<b>Late Reports</b>		2	0	0	0	0	3	2	1	1	0	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	