

Schedule of Events & Report Due Dates

2010-2011

January	
1/7/2011	General Expense Check Register & Summary (DCC 2-10)
1/7/2011	Personnel Service Check Register & Summary (DCC 2-11)
1/7/2011	Current Expenses & Capital Outlay Summary (DCC 2-12)
1/7/2011	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
1/7/2011	Voucher register—Special Projects (DCC 2-32)
1/7/2011	Request for Reimbursement—Special Projects (DCC 2-33)
1/7/2011	College Fire Fighting Certification Report (NCFC)
1/14/2011	Instructional Space Utilization (SHEFC)
1/15/2011	Program Reviews-Select Programs
1/15/2011	Monthly Transaction Report (Fixed Assets)
1/19/2011	IPEDS: Human Resources
1/19/2011	I.E. Committee Meeting-3 p.m.(Review mission/vision)
1/24/2011	Cont. Ed. Institution Class Report---Fall (DCC 7-3E)
1/24/2011	Cont. Ed. Registration Report---Fall (DCC 7-2)
1/24/2011	Curriculum Institution Class Report—Fall (DCC 7-3C)
1/2011	Complete APW Mid-year reports
1/2011	Schedule Project Dual Enrollment meeting (letters go out in February/March—Dr. Grimes)
1/2011	Submit/Review Faculty credentials for spring semester
1/2011	Graduates and Non-Completers Survey Analysis
1/2011	Institutional Effectiveness Plan (Auditors)
1/2011	Begin work on Employer Satisfaction Survey
1/2011	Seek Board approval for vision/mission statement
February	
2/1/2011	Purchasing Flexibility Report
2/4/2011	Employer Satisfaction Survey Results
2/4/2011	Performance Measures-Completer/Non-Completer Survey Date
2/7/2011	Curriculum Registration, Completion& Financial Aid Report—Fall (DCC 7-1)
2/7/2011	General Expense Check Register & Summary (DCC 2-10)
2/7/2011	Personnel Service Check Register & Summary (DCC 2-11)
2/7/2011	Current Expenses & Capital Outlay Summary (DCC 2-12)
2/7/2011	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
2/7/2011	Voucher register—Special Projects (DCC 2-32)
2/7/2011	Request for Reimbursement—Special Projects (DCC 2-33)
2/7/2011	College Fire Fighting Certification Report (NCFC)
2/15/2011	Monthly Transaction Report (Fixed Assets)
2/16/2011	NCES Academic Library Survey (Federal)

February cont'd	
2/16/2011	Tuition & Fee Remission report---Fall
2/16/2011	Institutional Effectiveness Committee Meeting @ 3 p.m.
	First Monday-supervisors distribute appropriate evaluative materials to persons designated as evaluators of employees within their division
	Second Monday-Evaluators return forms to the immediate supervisor of the person being evaluated
	Fourth Monday-supervisor has conferences with each employee and sets goals for the coming year
2/2011	Dean's Retreat/Coordinate SWOT Analysis
2/2011	SWOT Analysis completed and Goals reviewed for 2011-2012
2/2011	Update Planning Divisions
March	
3/3/2011	On-Campus/Out-of-County Enrollment Report
3/7/2011	General Expense Check Register & Summary (DCC 2-10)
3/7/2011	Personnel Service Check Register & Summary (DCC 2-11)
3/7/2011	Current Expenses & Capital Outlay Summary (DCC 2-12)
3/7/2011	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
3/7/2011	Voucher register—Special Projects (DCC 2-32)
3/7/2011	Request for Reimbursement—Special Projects (DCC 2-33)
3/7/2011	College Fire Fighting Certification Report (NCFC)
3/8/2011	Literacy Education Info. System Report
3/15/2011	Monthly Transaction Reports (Fixed Assets)
3/16/2011	Institutional Effectiveness Committee Meeting @ p.m.
3/22/2011	Basic Skills Program Plan and Application
3/25/2011	Estimated FTE and Headcount
3/2011	Begin work on Departmental Budget Requests/Goals & objectives in (APW)—usually due April/May
3/2011	Course and Instructor evaluations as requested for spring evaluations
	Second Monday—Supervisor files final evaluation of employees
	Fourth Monday-President reviews reports and returns to Human Resources Director
3/2011	Project Dual Enrollment--Send letters to rising sophomores, juniors, and seniors (Dr. Grimes)
3/2011	Send mission/vision to Board in March (agenda)
3/2011	Tally results for Dual Enrollment/HS for student recruiter spring commission
3/2011	NCAIR Conference
April	
4/6/2011	IPEDS: Fall Enrollment, Finance, Student Financial Aid, Graduation Rates, Graduation Rates 200
4/15/2011	Monthly Transaction Report (Fixed Assets)
4/20/2011	Institutional Effectiveness Committee Meeting @ 3 p.m.
4/2011	Place graduate Survey online for spring semester graduates
4/2011	Budget Proposals Due to I.E. Officer, business Manager & Controller

April cont'd	
4/2011	Project Dual Enrollment—Schedule Student Recruiters
May	
5/6/2011	General Expense Check Register & Summary (DCC 2-10)
5/6/2011	Personnel Service Check Register & Summary (DCC 2-11)
5/ 6/2011	Current Expenses & Capital Outlay Summary (DCC 2-12)
5/6/2011	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
5/ 6/2011	Voucher register—Special Projects (DCC 2-32)
5/6/2011	Request for Reimbursement—Special Projects (DCC 2-33)
5/6/2011	College Fire Fighting Certification Report (NCFC)
5/15/2011	Monthly Transaction report (Fixed Assets)
5/18/2011	Institutional Effectiveness Committee Meeting@ 3 p.m.
5/2011	Tally Graduate survey results
5/2011	Review of Preliminary Performance Measures Report and Submit for college catalog (upon receipt from NCCCS)
5/2011	Review Advisory Committee Meeting Minutes
5/2011	Submit/Review faculty credentials for summer semester
5/2011	Results of Program/SLO Assessments
June	
6/3/2011	Diplomas Awarded, Adult High School Diploma Program (DCC 9-10)
6/7/2011	Cont. Ed. Institution Class Report—Spring (DCC 7-3E)
6/7/2011	Curriculum Institution Class Report—Spring (DCC-7 3C)
6/7/2011	General Expense Check Register & Summary (DCC 2-10)
6/7/2011	Personnel Service Check Register & Summary (DCC 2-11)
6/7/2011	Current Expenses & Capital Outlay Summary (DCC 2-12)
6/7/2011	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
6/7/2011	Voucher register—Special Projects (DCC 2-32)
6/7/2011	Request for Reimbursement—Special Projects (DCC 2-33)
6/7/2011	College Fire Fighting Certification Report (NCFC)
6/9/2011	Cont. Ed. Registration Report—Spring (DCC 7-2)
6/15/2011	Institutional Effectiveness Committee Meeting@ 3 p.m.
6/15/2011	Tuition & Fee Remission Report--Spring
6/15/2011	Monthly Transaction Report (Fixed Assets)
6/20/2011	Curriculum Registration, Completion& Financial Aid Report—Spring (DCC 7-1)
6/2011	Course/Instructor Evaluations (per request for summer)
6/2011	Deans Report Educational Outcomes (Form EDO)
6/2011	Complete APW year -end report
6/2011	Begin review of services (Admin, Student Services, Student Support)
6/2011	SACS Compliance Committee Meeting in Atlanta
July	
7/1/2010	Place Graduate Survey Online for summer semester
7/1/2010	Targeted Assistance Program
7/2/2010	North Carolina Community College Loan Program

July cont'd	
7/6/2010	General Expense Check Register & Summary (DCC 2-10)
7/6/2010	Personnel Service Check Register & Summary (DCC 2-11)
7/6/2010	Current Expenses & Capital Outlay Summary (DCC 2-12)
7/6/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
7/6/2010	Voucher register—Special Projects (DCC 2-32)
7/6/2010	Request for Reimbursement—Special Projects (DCC 2-33)
7/6/2010	College Fire Fighting Certification Report (NCFC)
7/8/2010	Student Orientation survey and assist with LCC 2010
7/2010	Participate in LCC 2010
7/13/2010	Literacy Education Information System Report
7/15/2010	Monthly Transaction Report (Fixed Assets)
7/19/2010	Customized Training Program Annual report
7/25/2010	Institutional Effectiveness Committee Meeting@3 p.m.
7/30/2010	Capital Improvement Data (DCC 3-5)
7/30/2010	Fixed Assets Reconciliation
7/30/2010	Program Report-Internal Equipment Audit(DCC 4-13) Annual Inventory Audit
7/30/2010	Program Report—Internal Equipment Audit (DCC 4-13)-Fund Source Report
7/30/2010	Purchasing Flexibility Report
7/2010	End of Year APW Reports
7/2010	Edit Institutional Effectiveness Plan for Publication
7/2010	Membership to Advisory Committees to be presented by the President to the Board for approval at its next meeting
7/2010	Submit data for President's Annual Report—Performance Measures
7/2010	Earl to Follow-up completion of Goals, Objectives and APW'S
August	
8/2/2010	Small Business Center (SBC) Annual Progress Report
8/9/2010	General Expense Check Register & Summary (DCC 2-10)
8/9/2010	Personnel Service Check Register & Summary (DCC 2-11)
8/9/2010	Current Expenses & Capital Outlay Summary (DCC 2-12)
8/9/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
8/9/2010	Voucher register—Special Projects (DCC 2-32)
8/9/2010	Request for Reimbursement—Special Projects (DCC 2-33)
8/9/2010	College Fire Fighting Certification Report (NCFC)
8/15/2010	Monthly Transaction Report (Fixed Assets)
8/25/2010	Institutional Effectiveness Committee Meeting @ 3 p.m.
8/31/2010	Multi-Campus/Off-Campus Expenditure by Location
8/31/2010	Diversity Plan Updated for Institutional Effectiveness Plan
8/31/2010	Updated Technology Plan for Institutional Effectiveness Plan
8/31/2010	Basic skills/Small Business Center (SBC) – Plans & Reports
8/2010	Institutional Effectiveness Plan (E) Published on Website
8/2010	Submit/Review Faculty credentials for fall semester
September	
9/7/2010	General Expense Check Register & Summary (DCC 2-10)

September cont'd	
9/7/2010	Personnel Service Check Register & Summary (DCC 2-11)
9/7/2010	Current Expenses & Capital Outlay Summary (DCC 2-12)
9/7/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
9/7/2010	Voucher register—Special Projects (DCC 2-32)
9/7/2010	Request for Reimbursement—Special Projects (DCC 2-33)
9/7/2010	College Fire Fighting Certification Report (NCFC)
9/7/2010	Initiate Annual Mission Review Statement—I.E. Committee-(mission-annually in the even years, goals/objectives-every other year in the odd years)
9/8/2010	Basic Skills in the Workplace
9/8/2010	Cont. Ed. Institution Class report—Summer (DCC 7-3E)
9/8/2010	Cont. Ed. Registration Report---Summer (DCC 7-2)
9/8/2010	Curriculum Institution Class Report—Summer (DCC 7-3C)
9/14/2010	Literacy Education Information System Report
9/15/2010	Institutional Effectiveness Committee Meeting @ 3 p.m.
9/15/2010	College Budget Summary of Revenues and Expenses (DCC 2-1)
9/15/2010	Monthly Transaction Report (Fixed Assets)
9/17/2010	Tuition & Fee Remission Report--Summer
9/20/2010	Curriculum Registration, Completion & Financial Aid Report—Summer (DCC 7-1)
9/2010	Planning divisions Reprioritize budgeted objectives, implement necessary revisions
9/2010	Non-completers Survey Instrument
9/2010	Budget Resolution
9/2010	Institutional Effectiveness Website Update
9/2010	Program reviews Updated—ensure completion for this cycle every 5 years
9/2010	Internal Services Review—faculty and services review surveys
9/2010	Deans submit instructor/courses to be evaluated
9/2010	Plan for new Program/SLO Assessments
October	
10/1/2010	Estimated FTE and Headcount--Fall
10/5/2010	NCHED Tuition, Fees, and Charges (NCHED)
10/7/2010	General Expense Check Register & Summary (DCC 2-10)
10/7/2010	Personnel Service Check Register & Summary (DCC 2-11)
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10/7/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
10/7/2010	Voucher register—Special Projects (DCC 2-32)
10/7/2010	Request for Reimbursement—Special Projects (DCC 2-33)
10/7/2010	College Fire Fighting Certification Report (NCFC)
10/11- 22/2010	Faculty and Course Evaluations-fall semester-to be administered in at least 2 courses for each full time instructor-Adjunct faculty to be evaluated as well
10/13/2010	IPEDS: Institutional Characteristics, Completions & 12- Month Enrollment
10/15/2010	Monthly Transaction report (Fixed Assets)
10/15/2010	Non-Completers Survey Mailing
10/17- 20/2010	SPOL User Conference

October cont'd	
10/18- 20/2010	CCPRO 2010 Fall conference
10/14/2010	Mission, Vision, Value Statements—Recommendation to I.E. Committee (SACS 2.4)
10/20/2010	Institutional Effectiveness Committee Meeting@ 3p.m.-- POSTPONE
10/29/2010	Longevity Eligibility Determination
10/1- 31/2010	Internal & External Environmental Scanning & Assessment
10/2010	Design LCC "At a Glance" --(update)--Earl
10/2010	Place Online Graduate Survey on website/campus cruiser
10/2010	Tally results for Dual Enrollment/Hs for student recruiter fall commission
10/2010	Mail non-completers survey for curriculum student progress and success
November	
11/5/2010	General Expense Check Register & Summary (DCC 2-10)
11/5/2010	Personnel Service Check Register & Summary (DCC 2-11)
11/5/2010	Current Expenses & Capital Outlay Summary (DCC 2-12)
11/5/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
11/5/2010	Voucher register—Special Projects (DCC 2-32)
11/5/2010	Request for Reimbursement—Special Projects (DCC 2-33)
11/5/2010	College Fire Fighting Certification Report (NCFC)
11/9/2010	Literacy Education Information System Report
11/15/2010	Monthly Transaction report (Fixed Assets)
11/16/2010	Place Graduate Survey Online for winter Semester graduates
11/16/2010	NCHED A-10 Student Financial Aid Summary (For the twelve-month period ending June 30, 2010)
11/16/2010	NCHED Supplement 3, Type of Instruction (NCHED A-1.1)
11/17/2010	Institutional Effectiveness Committee Meeting @ 3 p.m.
11/22/2010	Instructional Staff Information Report (DCC 7-8)
11/2010	Institutional Services Review Online
11/2010	Educational Outcomes Assessed (Licensure/Job Placement)
11/2010	Educational Outcomes Reviewed/Updated by Faculty
11/2010	Seek Administrative Council Approval of vision/mission statements
11/2010	Prepare for Program Audit (I.E. responsibilities)
December	
12/3/2010	Building Inventory (5 HEFC)
12/3/2010	Room Inventory Update (5 HEFC)
12/4-7/2010	SACSCOC Annual Meeting
12/7/2010	General Expense Check Register & Summary (DCC 2-10)
12/7/2010	Personnel Service Check Register & Summary (DCC 2-11)
12/7/2010	Current Expenses & Capital Outlay Summary (DCC 2-12)
12/7/2010	Summary of Expenses for Federal Matching—Schedule A (DCC 2-7)
12/7/2010	Voucher register—Special Projects (DCC 2-32)

December cont'd	
12/7/2010	Request for Reimbursement—Special Projects (DCC 2-33)
12/7/2010	College Fire Fighting Certification Report (NCFC)
12/15/2010	Monthly Transaction Report (Fixed Asset s)
12/15/2010	Institutional Effectiveness Committee Meeting @ 3p.m.
12/17/2010	Annual Report of Optional Fees