



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, September 14, 2016 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulhuis, Chairman

Welcome - Claudia Bulhuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulhuis, Chairman

In keeping with MCC Board Policy 130.05 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

Special Recognition – Claudia Bulhuis, Chairman

Oath of Office – New/Reappointed Trustees – Claudia Bulhuis, Chairman

Board Presentation – Mark Dye, Director of Gunsmithing

Approval of August Committee and Board Meeting Minutes – Appendix A - Action

Standing Committees

*** Budget & Finance Committee**

August Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**

Approval of 2-1 – 2016-2017 State and Local Budgets – **Appendix D – Action**

Employee Salary Increases – **Dr. Chad Bledsoe**

President's Salary Increase – **Jeanette McBride – Action**

Fair Labor Standards Act Update – **Jeanette McBride**

July Foundation Fund Statements – **Appendix E**

Grants Update – **Appendix F**

Foundation Update – **Lynn Epps**

- * **Building & Grounds Committee**
 Facilities Report – **Appendix H**
 Campus Security Report – **Appendix I – Action**
 Connect NC Bond Update – **Dr. Chad Bledsoe**
 Request for Property Transfer – **Appendix I-1**
 Approval of NCCCS 3-1 – Building 200 Roof – **Appendix J – Action**
 Approval of NCCCS 3-1 – Building 200 HVAC – **Appendix K – Action**
 Bell Design – **Dr. Chad Bledsoe**
 Student Union/Continuing Education Renovations – **Appendix K-1**

- * **Personnel Committee**
 Introduction of New Employees
 Josh Floyd, Coordinator of Heritage Crafts Program – **Appendix M**
 Dylan Hurley, Forestry Instructor – **Appendix N**
 Allison Burns, Nurse Aide Coordinator – **Appendix O**
 Notice of Resignation – **Appendix P**
 Revised Board Policies – **First Reading**
 220.00 College Committees – **Appendix Q**
 410.00 Special Events Facilities Usage – **Appendix R**
 713.00 Electronic Mail Policy – **Appendix S**
 324.00 Sexual Offense/Harassment Policy – **Appendix T**
 673.00 Articles of Student Conduct – **Appendix U**

- * **Curriculum/Student Services Committee**
 Update from Instruction – **Appendix W**
 Update from Vice President of Student Services - **Appendix X**
 Update from Dean of Continuing Education – **Appendix Y**
 2016-2017 Student Fee Chart Revisions – **Appendix Z**

- * **Legislative/Public Relations Committee**
 Legislative Update – Dr. Chad Bledsoe
 Public Relations/Marketing Update – Michele Haywood – **Appendix AA**
 50 in 50 Recognition – **Claudia Bulthuis – Action**

- * **Institutional Status Committee**
 Employee Survey Results – Dr. Chad Bledsoe
 2015-2016 Strategic Plan Activities – **Appendix AB**

- * **SGA Report - Appendix AC**

- * **President’s Report – Dr. Chad Bledsoe – Appendix AD**

- * **Chairman’s Report - Claudia Bulthuis**
 NCACCT Seminar – September 7-9, 2016 - Update
 Calendar of Events – **Appendix AE**

- * **Adjourn - Action**

Minutes

**Regular Meeting of the Board of Trustees
Montgomery Community College**

Wednesday, August 10, 2016

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:05 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Sharon Cupples
Susan Eggleston

Anna Hollers
Ron Kincaid
Gordon Knowles
Andrea Marshall
Sam Martin
Adam Sexton,
SGA President

Absent

Paula Covington
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; George Gilbreath; Savannah Heath, Director of Student Life; Floyd Kimbrew, Evening Custodian; Deborah Douglas, Social Sciences Instructor; Sandra Clyburn, Student Ambassador; Lucas Tallent, Student Ambassadors; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Lee Proctor, Vice President of Instruction; Cindy Ellison, Dean of Technology and Learning Resources; Adam Sexton, SGA President; Sandra Clyburn, Student Ambassador; Lucas Tallent, Student Ambassador; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; and George Gilbreath.

Approval of the Agenda - Action

Mr. Martin made a motion, seconded by Mr. Knowles, to approve the Board of Trustee agenda for August 10, 2016. The motion carried.

Board of Ethics

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

Mrs. Bulthuis read disclosure notice from Mrs. Capel regarding an appearance of conflict of interest regarding a donation of a bell to MCC during the update from the Building and Grounds Committee. Mrs. Capel will excuse herself from the room and abstain from voting on the matter to ensure that those in attendance are not influenced by her presence.

Approval of June Committee and Board Meeting and July Called Board Meeting Minutes – Appendix A

Mr. Kincaid made a motion, seconded by Mr. Knowles, to approve the May Board Minutes. The motion carried.

Board Presentation – Jonathan Thill, Dean of Continuing Education

The August Board presentation was given by Jonathan Thill, Dean of Continuing Education.

Oath of Office - Reappointed Trustees – Claudia Bulthuis, Chairman

Mrs. Bulthuis administered the oath of office to Phil Absher, reappointed by the Montgomery County Board of Education.

Election of Officers – Claudia Bulthuis, Chairman

Mr. Martin presented a nomination of Claudia Bulthuis as Chairman; Anna Hollers, Vice Chairman; Susan Eggleston, Secretary. Mr. Knowles made a motion, seconded by Mrs. Marshall, to approve the 2016-2017 slate of officers to be Claudia Bulthuis as Chairman; Anna Hollers, Vice Chairman; Susan Eggleston, Secretary. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Anna Hollers, Chairman

The Budget and Finance Committee met earlier this afternoon (see attached minutes – Attachment A) and Mrs. Hollers reported from the committee the following items:

- The committee reviewed the June and July Local, State, and Institutional Funds Financial Reports. The committee approved and Mrs. Hollers made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received information regarding additional charges from the County regarding architectural fees. Dr. Bledsoe will be following up regarding this issue.
- The committee received the June Foundation report and a grants update.

Building and Grounds Committee – Sam Martin, Chairman

The Building and Grounds Committee met earlier this afternoon (see attached minutes- Attachment B) and Mr. Martin reported from the committee the following items:

- The committee reviewed reports regarding Facilities, Building 200 roof repair, MCC Entrance Sign and Voice Over IP.
- Mrs. Capel excused herself from the room at 7:22 p.m. The committee approved and Mr. Martin made a motion, to accept a donation of a bell as part of the 50th anniversary celebration from Arron and Gelynda Capel. Coming from committee, this required no second. The motion carried. Mrs. Capel returned to the room at 7:24 p.m.

Personnel Committee – Gelynda Capel, Chairman

The Personnel Committee met earlier this afternoon (see attached minutes – Attachment C) and Mrs. Capel reported from the committee the following items:

- Mrs. Capel introduced Deborah Douglas, Social Science Instructor; Savannah Heath, Director of Student Life and Recruitment; Lee Proctor, Vice President of Instruction; Floyd Kimbrew, Evening Custodian/Maintenance Staff as new employees.
- The personnel committee received several notices of personnel changes including, the promotion of Amanda Beaman to Phlebotomy Program Head; temporary contract of Tonya Luck, Accountant; non-renewal notices of Billy Adams, Donna Beverly and Glenn Hancock; resignation of Cathy Biby Accountant; and retirement notice from Betty Curlee, Custodian.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

The Curriculum/Student Services Committee met earlier this afternoon (see attached minutes – Attachment D) and Mr. Kincaid reported from the committee the following items:

- The committee heard a report from Mr. Proctor regarding Instruction.
- The committee heard a report from Mrs. Smith regarding Student Services.
- The committee approved and Mr. Kincaid made a motion, to approve the revisions to the 2016-2017 College Catalog. Coming from committee, this required no second. The motion carried.
- The committee heard a report from Mr. Thill regarding Continuing Education, including the 2015 Fall Class Visitation Report.
- The committee heard a report from Dr. Bledsoe regarding the 2015-2016 Compliance Review.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

The Legislative/Public Relations Committee did not meet earlier this afternoon (see attached minutes- Attachment E) and Mrs. Marshall conducted the following business on behalf of the committee:

- The committee received a legislative update from Dr. Bledsoe.

- Mrs. Haywood gave an update on Public Relations/Marketing, as seen in Appendix AA. She introduced Taylor Sarks a Computer Technology Integration student who has been hired part time to help develop the new website. Mrs. Haywood presented the new website design.

Institutional Status Committee – Claudia Bulthuis, Chairman

The Institutional Status Committee did not meet earlier this afternoon (see attached minutes- Attachment F) and Mrs. Bulthuis conducted the following business on behalf of the committee:

- Dr. Bledsoe reported that due to no viable responses for the RFP for Legal Services, Dr. Bledsoe will personally contact a local attorney who would assist the college in local matters. There is a legal firm in Asheville that has a great deal of community college experience that will assist with broad items on a case by case basis.
- Dr. Bledsoe presented Appendix AC, letters of correspondence from Alliance Defending Freedom. He reported that almost half of the community colleges in North Carolina have been contacted by this legal advocacy group. He noted that they are referencing issues with policies at Montgomery Community College regarding free speech. Mr. Martin expressed his concern with the college working with this group. Dr. Bledsoe noted that Shante Martin, legal counsel for the North Carolina Community College System, is also assisting colleges with this situation. Dr. Bledsoe will be reviewing the policies and bringing recommendations to the Board.
- Dr. Bledsoe presented Appendix AD, information regarding the IE Ready Award. He asked the Board for their recommendations for a nominee for the IE Ready Award, which recognizes individuals who have made a state wide contribution to the North Carolina Community College System.

SGA Report – Appendix AE – Adam D. Sexton

The Student Government Association report is attached as Appendix AE.

President's Report – Dr. Chad Bledsoe – Appendix AF

Dr. Bledsoe reported on activities since the last meeting and upcoming activities as noted in Appendix AF. In addition to his report he noted the following:

- Dr. Bledsoe congratulated Diana Sanchez and Phillip Brown for their work on the Early College application.
- There has been discussion with Paul Chandley at Trinity Music Academy regarding Associate in Fine Arts in Music.
- Defense Trade Show was held at Fayetteville Technical Community College.
- Convocation was hosted in a different format this year and was a success.
- The application for the Associate Degree in Nursing is being completed.
- Dr. Bledsoe will be giving tours for the ACA courses.
- A small construction committee has been formed including, Dr. Bledsoe, Matthew Woodard, Dr. Dale Ellis, Jim Matheny, Tommy Blake, and Phil Absher.

- There will be a regional meeting September 12 to meet the new system President Dr. Jimmy Williamson.
- Andrew Gardner will be attending the North Carolina Community College Leadership Program.
- Dr. Bledsoe will be attending an Educator Town Hall Meeting on Saturday, August 13. Mr. Martin noted that anyone is welcome to attend this event.
- Tammy Dunn has requested information from Dr. Bledsoe regarding programming and planning for the early college.
- Dr. Bledsoe will begin meeting with Trustees.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix AG

Mrs. Bulthuis presented Appendix AG, the calendar of events, she noted the following upcoming events:

- Mrs. Bulthuis distributed information regarding the North Carolina Community College Political Action Committee. She noted this was requested by George Little, Chairman of the Board of Trustees at Sandhills Community College. She noted that this is optional.
- Mrs. Bulthuis has spoken with Jim Matheny regarding the conceptual drawings published in the newspaper. At that time, Mr. Matheny assured her that there is no intent to put the central high school on part of Montgomery Community Colleges' property. She noted that the Board of Trustees has not been approached regarding a request for land.
- The North Carolina Association of Community College Trustees Leadership Seminar will be September 7-9, 2016 in Charlotte.
- The MCC Foundation raffle will be September 23. Mrs. Bulthuis asked Board members to sell their tickets.
- Graduation will be May 10, 2017.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 8:05 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 5:30 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Paula Covington
Andrea Marshall
Sam Martin
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Hollers, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hollers and all committee members were present..

Approval of June Committee Minutes – Appendix B – Action

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the June Committee Minutes. The motion carried.

June and July Local, State, and Institutional Funds Financial Report – Appendix B – Action

Mrs. McBride reported the following:

- As of June 30, 2016, County fund expenditures were \$736,080, 100% of the budget.
- There were \$92,615 available for Capital Expenditures as of June 30, 2016 and this will be carried forward into the 2016-2017 fiscal year.
- As of June 30, 2016, State funds had an ending balance of \$68,818. The capital funds had a remaining balance of \$172,624, which will be carried over to the 2016-2017 fiscal year. Remaining funds in the performance funding budget of \$48,000 will be carried over to the 2016-2017 fiscal year.

- As of June 30, 2016, the balance in Institutional Funds was \$616,989.
- As of June 30, 2016, the balance in the STIF account was \$186,617.
- State and County budgets will not be entered until the State budget has been received.
- The county budget will be \$750,800 for the 2016-2017 fiscal year, a 2% increase over last year.
- As of July 31, 2016, County fund expenditures were \$56,356.
- There were \$99,416 available for Capital Expenditures as of July 31, 2016.
- The state budget will be received on August 19 and posted for the September Board meeting.
- As of July 31, 2016, State fund expenditures were \$476,680.
- As of July 31, 2016, the balance in Institutional Funds was \$636,334
- As of July 31, 2016, the balance in the STIF account was \$186,771.

On a motion by Mr. Knowles, seconded by Mrs. Eggleston, the June and July Local, State and Institutional Funds Financial Reports were approved. The motion carried.

Charges for Architect Services – Dr. Chad Bledsoe

Dr. Bledsoe reported that the College was told in October 2015 that Pinnacle Architecture would be contracted to develop a scope of services for the central high school and the joint technical facility, the estimated cost was \$25,000. The actual cost was \$75,625 charged to Montgomery County Schools and \$22,050 charged to Montgomery Community College. The College was originally expected to be charged 20% of \$25,000. The funds used to pay for the architectural fees came out of the property tax revenue fund. Dr. Bledsoe noted that he did not sign any contractual agreement and would not have signed it if it were going to cost this much for conceptual drawings. Dr. Bledsoe referenced an email from Matthew Woodard. Dr. Bledsoe will follow up with the County Manager regarding the additional charges.

June Foundation Fund Statement – Appendix D – Action

Mrs. Epps presented Appendix D, the June Foundation Fund Statement. She noted that donations this month include the \$100,000 grant from Canon Foundation. These funds will be expended next month with the purchase of the Simulated Manikin.

Mrs. Epps reported from the Foundation Board meeting that there was a report given by the Investment Company regarding the funds and it was reported at that time that the market is currently stable, however, the upcoming election may have an impact on the market in the coming months.

Grants Update – Appendix E

Mrs. Epps presented Appendix E, the Grants Update. She noted that the Golden Leaf grant is on hold and the extension has been approved.

Mrs. Epps is working with Crystal Thomas on the Minority Male Mentoring grant.

Mrs. Epps is working with the Montgomery County Health Department regarding a small grant to set up a lactation room on campus.

Following a request of Mrs. Hollers, Dr. Bledsoe reported that the county is expected to hear regarding the approval of the grant later in August.

There being no further business, the meeting adjourned at 5:45 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 5:45 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
 Claudia Bulthuis, Vice Chairman
 Sharon Cupples
 Anna Hollers
 Ron Kincaid
 Gordon Knowles

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Paula Covington
 Susan Eggleston
 Andrea Marshall
 Adam Sexton,
 SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarkis; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis reported that Mrs. Capel has presented her with a written and signed conflict of interest statement. Mrs. Bulthuis reported that due to an appearance of conflict of interest regarding a donation of a bell to Montgomery Community College during the Building and Grounds Committee and the Board Meeting on August 10, 2016, Mrs. Capel will excuse herself from the room during discussion and abstain from voting on the matter to ensure that those in attendance are not influenced by her presence in the matter.

Mr. Martin, Chairman, called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present.

Approval of June Committee Minutes – Appendix F – Action

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the June Committee minutes. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Building 200 Roof Repairs – Appendix H – Information Only

Dr. Bledsoe presented Appendix H, and noted that the first expense for the Connect NC Bond will be to replace the roof on Building 200.

MCC Entrance Sign – Dr. Chad Bledsoe – Appendix I

Mr. Martin recognized Mrs. Haywood for her hard work on the new electronic sign on campus.

Dr. Bledsoe presented Appendix I, a proposed idea for a new entrance sign to the college. The goal would be to have the sign completed to kick off the 50th anniversary year of the college in January.

Bell Donation – Appendix I-1 – Action

Mrs. Capel excused herself from the room at 5:52 p.m.

Mrs. Bulhuis reported that earlier today the Foundation Board agreed to accept a gift of a bell being donated by Arron and Gelynda Capel, pending Board of Trustees approval.

Mr. Capel wrote that the Montgomery Community College bronze bell will be a spectacular and beautiful addition to campus and we hope the ringing of the bell on special occasions will become a college tradition.

The college will be responsible for paying for the base the bell will stand on, which is estimated to be between \$3,000-\$5,000. The Foundation has agreed to raise funds to cover the cost of the base.

Mr. Knowles made a motion, seconded by Mrs. Hollers to approve accepting the donation of a bell from Arron and Gelynda Capel. The motion carried.

Mrs. Capel returned to the room at 6:00 p.m.

Voice Over IP – Dr. Chad Bledsoe – Appendix I-2

Dr. Bledsoe reported that the colleges current phone system is out dated. Currently the college pays \$16,000 for the phone system. We have been researching the transition to a Voice Over IP system.

Dr. Bledsoe presented two quotes for the new system. Carolina Digital would cost \$23,800 for first year and \$8,000 each year after. CenturyLink would cost \$24,000 for the first year and \$30,000 each additional year. The issue is that if the college elected not work with CenturyLink the college would lose the current telephone number. The closest number would be from Moore County. The college would maintain a landline with the 910-576-6222 number that would go directly to the information desk.

Overall, the Board was positive with moving forward with a new number for the college. Dr. Bledsoe will continue to try to get a lower price with CenturyLink and continue to get community feedback on the possibility of having a new number.

Mr. Absher reported that with a similar issue in business changing a telephone number has not been as much as a problem as in the past.

Mrs. Capel recommended contacting another college who may have experienced a similar situation regarding changing their telephone number.

There being no further business, the meeting adjourned at 6:12 p.m.

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 6:12 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Paula Covington
Sharon Cupples
Anna Hollers

Absent

Others Present

Susan Eggleston
Ron Kincaid
Gordon Knowles
Andrea Marshall
Sam Martin
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarkis; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

Committee roll was taken by Chairman Bulthuis and all committee members were present

Approval of June Committee Minutes – Appendix J – Action

Mr. Absher made a motion, seconded by Mrs. Hollers, to approve the June Committee Minutes. The motion carried.

Introduction of New Employees

Mrs. Capel reported that there will be several new employees that will be introduced during the Board meeting.

Notice of Promotion/Transfer – Appendix O

Mrs. Capel presented Appendix O, the promotion/transfer of Amanda Beaman to the Phlebotomy Program Head.

Notice of Temporary Contract – Appendix P

Mrs. Capel presented Appendix P, the notice of temporary contract of Tonya Luck, Accountant.

Notice of Non-Renewals – Appendix Q

Mrs. Capel presented Appendix Q, the non-renewal notifications for Billy Adams, Donna Beverly and Glenn Hancock.

Notice of Resignation – Appendix R

Mrs. Capel presented Appendix R, the notice of resignation of Cathy Biby, Accountant.

Notice of Retirement – Appendix S

Mrs. Capel presented Appendix S, the notice of retirement of Betty Curlee, Custodian, effective September 30, 2016.

There being no further business, the meeting adjourned at 6:15 p.m.

Attachment D**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 6:15 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulhuis
Sharon Cupples
Andrea Marshall

Absent**Others Present**

Gelynda Capel
Paula Covington
Susan Eggleston
Anna Hollers
Gordon Knowles
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mr. Kincaid, Chairman, called the meeting to order.

Committee roll was taken by Chairman Kincaid and all committee members were present.

Approval of June Committee Minutes – Appendix T – Action

Mr. Martin made a motion, seconded by Mrs. Bulhuis, to approve the June Committee minutes. The motion carried.

Update from Instruction – Appendix U

Mr. Proctor gave an update on instructional activities as presented in Appendix U.

Update from Vice President of Student Services – Appendix V

Mrs. Smith gave an update on student services activities as presented in Appendix V.

2016-2017 College Catalog Revisions – Beth Smith – Action

Mrs. Smith presented revisions to the 2016-2017 College Catalog.

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the 2016-2017 College Catalog Revisions. The motion carried.

Update from Dean of Continuing Education – Appendix W

Mr. Thill gave an update on continuing education activities as presented in Appendix W.

Fall 2015 Class Visitation Report – Appendix X

Mr. Thill presented Appendix X, the Fall 2015 Class Visitation report. He noted that as Dean of Continuing Education he plans to increase the amount of visits to classes.

2015-2016 Compliance Review – Appendix Y

Dr. Bledsoe presented Appendix Y, the 2015-2016 Compliance Review report. He noted that there were no finds in the review and he commended those who work in the areas under review.

There being no further business, the meeting adjourned at 6:30 p.m. The motion carried.

**Legislative/Public Relations Committee
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Legislative/Public Relations Committee be held during the Board meeting.

Attachment F

**Institutional Status Committee
Minutes**

Due to the time, Mrs. Bulthuis asked that the business of the Institutional Status Committee be held during the Board meeting.

Budget & Finance Committee
Wednesday, September 14, 2016
5:30 p.m.

Committee Members

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Agenda Items

- ❖ **Call to Order - Anna Hollers, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix B – Action**
- ❖ **August Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **Approval of the 2-1 - 2016-2017 State and Local Budgets – Appendix D – Action**
- ❖ **Employee Salary Increases – Dr. Chad Bledsoe**
- ❖ **President’s Salary Increase – Jeanette McBride – Action**
- ❖ **Fair Labor Standards Act Update – Jeanette McBride**
- ❖ **July Foundation Fund Statements – Appendix E**
- ❖ **Grants Update – Appendix F**
- ❖ **Foundation Update – Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 5:30 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Paula Covington
Andrea Marshall
Sam Martin
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Hollers, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hollers and all committee members were present..

Approval of June Committee Minutes – Appendix B – Action

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the June Committee Minutes. The motion carried.

June and July Local, State, and Institutional Funds Financial Report – Appendix B – Action

Mrs. McBride reported the following:

- As of June 30, 2016, County fund expenditures were \$736,080, 100% of the budget.
- There were \$92,615 available for Capital Expenditures as of June 30, 2016 and this will be carried forward into the 2016-2017 fiscal year.
- As of June 30, 2016, State funds had an ending balance of \$68,818. The capital funds had a remaining balance of \$172,624, which will be carried over to the 2016-2017 fiscal year. Remaining funds in the performance funding budget of \$48,000 will be carried over to the 2016-2017 fiscal year.

- As of June 30, 2016, the balance in Institutional Funds was \$616,989.
- As of June 30, 2016, the balance in the STIF account was \$186,617.
- State and County budgets will not be entered until the State budget has been received.
- The county budget will be \$750,800 for the 2016-2017 fiscal year, a 2% increase over last year.
- As of July 31, 2016, County fund expenditures were \$56,356.
- There were \$99,416 available for Capital Expenditures as of July 31, 2016.
- The state budget will be received on August 19 and posted for the September Board meeting.
- As of July 31, 2016, State fund expenditures were \$476,680.
- As of July 31, 2016, the balance in Institutional Funds was \$636,334
- As of July 31, 2016, the balance in the STIF account was \$186,771.

On a motion by Mr. Knowles, seconded by Mrs. Eggleston, the June and July Local, State and Institutional Funds Financial Reports were approved. The motion carried.

Charges for Architect Services – Dr. Chad Bledsoe

Dr. Bledsoe reported that the College was told in October 2015 that Pinnacle Architecture would be contracted to develop a scope of services for the central high school and the join technical facility, the estimated cost was \$25,000. The actual cost was \$75,625 charged to Montgomery County Schools and \$22,050 charged to Montgomery Community College. The College was originally expected to be charged 20% of \$25,000. The funds used to pay for the architectural fees came out of the property tax revenue fund. Dr. Bledsoe noted that he did not sign any contractual agreement and would not have signed it if it were going to cost this much for conceptual drawings. Dr. Bledsoe referenced an email from Matthew Woodard. Dr. Bledsoe will follow up with the County Manager regarding the additional charges.

June Foundation Fund Statement – Appendix D – Action

Mrs. Epps presented Appendix D, the June Foundation Fund Statement. She noted that donations this month include the \$100,000 grant from Canon Foundation. These funds will be expended next month with the purchase of the Simulated Manikin.

Mrs. Epps reported from the Foundation Board meeting that there was a report given by the Investment Company regarding the funds and it was reported at that time that the market is currently stable, however, the upcoming election may have an impact on the market in the coming months.

Grants Update – Appendix E

Mrs. Epps presented Appendix E, the Grants Update. She noted that the Golden Leaf grant is on hold and the extension has been approved.

Mrs. Epps is working with Crystal Thomas on the Minority Male Mentoring grant.

Mrs. Epps is working with the Montgomery County Health Department regarding a small grant to set up a lactation room on campus.

Following a request of Mrs. Hollers, Dr. Bledsoe reported that the county is expected to hear regarding the approval of the grant later in August.

There being no further business, the meeting adjourned at 5:45 p.m.

**Montgomery Community College
County Funds - Board Report for August 2016**

Appendix C

County Funds - AUGUST 2016		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	1,000	5,000	17%
514000	FT Svc/Maint/Skilled Craft	160,255	11,932	28,170	132,085	18%
514050	Supvr Svc/Maint/Skilled Craft	79,365	6,420	12,839	66,526	16%
518100	Social Security	18,924	1,435	3,268	15,656	17%
518200	Retirement	38,992	3,020	6,883	32,109	18%
518300	Medical Insurance	43,998	3,220	6,908	37,090	16%
518700	Longevity Payments	2,128	381	1,691	437	79%
519090	Waste Removal/Recycling	14,000	1,033	2,222	11,778	16%
519120	Lawns and Grounds Service	500	-	84	416	17%
519110	Pest Control Svcs Agreement	1,000	250	250	750	25%
521000	Custodial Supplies	14,000	773	1,361	12,639	10%
522000	Maintenance Supplies	17,000	1,352	1,398	15,602	8%
524000	Repair Supplies	2,000	293	740	1,260	37%
525000	Gas/Travel/Reimbursement	1,717	(134)	19	1,698	1%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	-	-	500	0%
531210	Out-of-State Ground Transportation	-	-	-	-	
531240	Out-of-State Lodging	-	-	-	-	
531250	Out-of-State Meals	-	-	-	-	
531500	Registration Fees	500	311	336	164	67%
532200	Telephone	18,300	1,088	1,990	16,310	11%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	30,684	922	1,007	29,677	3%
533200	Water	9,960	1,542	2,855	7,105	29%
533300	Electricity	205,998	23,464	32,951	173,047	16%
533400	Garbage/Sewage Disposal	4,000	766	976	3,024	24%
535100	Equipment Repair	8,300	161	339	7,961	4%
535200	Repairs to Facilities	15,000	7,158	7,375	7,625	49%
535201	Repairs to Grounds-Supplies	-	-	-	-	
535400	Service Contracts	16,800	396	7,234	9,566	43%
539200	PR-President's Office	600	-	193	407	32%
539500	Other Current Expense	5,000	-	-	5,000	0%
543000	Lease/Rental Other Equipment	1,684	140	281	1,403	17%
545000	Property Insurance	14,090	-	-	14,090	0%
545100	Motor Vehicle Insurance	2,273	-	-	2,273	0%
545200	Liability Insurance	3,027	-	-	3,027	0%
545201	Workers Comp	10,300	-	-	10,300	0%
545301	Life Insurance	1,768	167	336	1,432	19%
546100	Membership & Dues	1,000	-	-	1,000	0%

**Montgomery Community College
County Funds - Board Report for August 2016**

Appendix C

555100	Minor Equip Low Risk	227	-	227	0	100%
	Total Current Expense	750,780	66,589	122,934	627,846	16%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's June 2016 Report	\$ 303,207
Add: 2016 Property Tax Allocation from County Report	57,387
Total Revenue	360,594
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	-
Sub-total Life-to-date Revenues less Submitted Projects	(46,093)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 8-31-16	\$ 128,907
FY2016 Adjustment to 1% Property Tax Allocation for Pinnacle Architects Expenses	(22,050)
	\$ 106,857

Montgomery Community College
State Funds - Board Report for August 2016

State Funds - AUGUST 2016		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100	President	138,254	11,351	22,702	115,552	16%
511200	FT Senior Administrator	225,843	18,503	33,723	192,120	15%
511300	FT Professional Staff	933,525	72,919	153,909	779,616	16%
511310	PT Professional Staff	144,703	5,239	7,765	136,938	5%
512000	FT Support	66,764	2,012	9,648	57,116	14%
512010	PT Support	18,407	1,496	3,192	15,215	17%
512040	30 Hour Support	27,048	2,220	4,440	22,608	16%
513000	FT Faculty	1,859,792	146,326	272,330	1,587,462	15%
513010	PT Faculty	662,302	32,987	78,102	584,200	12%
513030	PT Teaching Assistant	15,600	-	-	15,600	0%
513040	30 Hour Faculty	24,674	2,623	9,919	14,755	40%
515000	FT Technical/Paraprofessional	405,324	36,174	66,723	338,601	16%
515010	PT Technical/Paraprofessional	95,944	6,162	18,476	77,468	19%
516020	Student Salaries - Inst	-	-	-	-	
518100	Social Security	341,139	25,279	50,316	290,823	15%
518200	Retirement	625,484	50,948	100,113	525,371	16%
518300	Medical Insurance	410,423	33,555	68,036	342,387	17%
518500	Unemployment Compensation	12,000	-	-	12,000	0%
1 518700	Longevity Payments	133	13,667	20,525	(20,392)	N/A
519000	Legal Services	-	-	-	-	
519010	Financial/Audit Service	33,000	-	-	33,000	0%
519040	Administrative Services	9,000	-	-	9,000	0%
519142	LAN Support Services	4,500	-	-	4,500	0%
519400	Contracted Instruction	61,211	12,001	13,451	47,760	22%
519700	Personal Service - 3rd Party	-	-	-	-	
523XXX	Copies & Instructional Supplies	157,366	15,475	17,129	140,237	11%
527000	Other Supplies	56,484	9,804	11,858	44,626	21%
527005	Tires & Oil Changes	2,000	-	-	2,000	0%
531110	In-State Ground Transportation	15,121	1,286	1,697	13,424	11%
531140	In-State Lodging	15,511	1,605	2,690	12,821	17%
531150	In-State Meals	4,527	246	298	4,230	7%
531210	Out-of-State Ground Transportation	1,572	31	310	1,262	20%
531220	Out-of-State Air Transportation	4,800	-	-	4,800	0%
531240	Out-of-State Lodging	8,649	397	1,702	6,947	20%
531250	Out-of-State Meals	2,845	85	192	2,653	7%
531410	Board/Non-emp Transportation	100	-	-	100	0%
531420	Board Expense - Subsistence	1,600	-	-	1,600	0%
531500	Registration Fees	22,014	5,825	6,720	15,294	31%
532100	Postage	13,500	32	524	12,976	4%
532700	Software Subscriptions	-	-	-	-	
535100	Equipment Repair	14,551	677	961	13,590	7%
535400	Service Contracts	925	-	-	925	0%
535430	Maint Agreement-Equipment	5,885	-	-	5,885	0%
535450	Maint Agreement-NonWAN - Curr	26,209	-	-	26,209	0%
535470	Maint Agreement-NonWAN - ConEd	1,209	-	-	1,209	0%
535494	Maint. Agree.-Server Sf	8,000	-	-	8,000	0%

Montgomery Community College
State Funds - Board Report for August 2016

Appendix C

State Funds - AUGUST 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535495 Maint. Agree.-Server	3,765	-	-	3,765	0%
537000 Advertising	55,000	120	2,820	52,180	5%
537100 Advertise Vacant Positions	18,000	1,504	2,234	15,767	12%
539400 Magazine/Newspaper Subscriptions	3,750	550	499	3,251	13%
539500 Other Current Expense	150	-	-	150	0%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,618	-	-	22,618	0%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	60,584	300	2,152	58,432	4%
544020 Laptop Application So	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,876	-	1,201	1,675	42%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	13,429	-	-	13,429	0%
546200 Accreditation Expense	2,950	-	550	2,400	19%
548000 NEIT	-	-	-	-	
2 555100 Minor Equip Low Risk <\$5K	-	14,161	14,161	(14,161)	
555200 Minor Equip High Risk	3,279	2,054	3,233	46	99%
Total Current Expense	6,675,634	527,613	1,004,300	5,671,334	15%
551000 Office Equipment	122,702	-	-	122,702	0%
552072 Server	-	-	-	-	
553000 Educational Equipment	200,000	-	-	200,000	0%
555100 Minor Equipment Low Risk	2,193	2,193	2,193	0	100%
555200 Minor Equipment High Risk	1,037	1,037	1,037	0	100%
556100 Books	25,000	-	(7)	25,007	0%
Total Capital Expense	350,932	3,230	3,222	347,710	1%
Total Expenses	7,026,566	530,843	1,007,522	6,019,044	14%

1 Longevity to be funded in November

2 Allocation of \$30K for Career and Technical Education Reserve Funds (budget not posted)

Montgomery Community College
Institutional Funds - Board Report for August 2016

Institutional Funds - AUGUST 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	-	546
01-132	Overhead Receipts 75%	77	560	78	1,118	12,704
01-133	Current General & Misc	191	1,708	319	1,836	9,842
01-134	Admin Support	369	369	800	800	-
01-135	Overhead Receipts 25%	26	-	26	-	6,578
1	01-142 Textbook Rental - CCP	114	13,597	114	13,597	(1,180)
	01-222 Forestry Program	0	-	1	-	12,232
	01-291 Specific Fees: Medical Asst.	-	-	-	-	2,425
	01-291 Specific Fees: Electronics	50	-	125	-	1,675
	01-291 Specific Fees: Gunsmithing	1,451	-	3,332	-	43,559
	01-291 Specific Fees: Pottery	(62)	-	1	-	63
	01-291 Specific Fees: Phlebotomy	177	-	177	-	177
	01-291 Specific Fees: Taxidermy	150	-	351	-	14,743
	01-291 Specific Fees - LP	205	-	455	-	6,999
	01-291 Specific Fees: Dental	281	281	281	281	3,793
	01-291 Specific Fees: NET/TEAS	-	-	-	-	3,460
	01-294 Live Projects: Taxidermy	-	-	-	-	349
	01-314 Scrap Metal Fund HVAC	-	-	-	-	532
	01-315 Self Supporting	11,632	3,485	13,110	3,829	31,810
	01-331 Community Service	-	-	-	-	4,275
	01-352 Career Readiness	-	363	-	363	973
	01-363 Small Business Center	-	-	390	193	8,978
	01-391 Specific Fees: Occ. Ext	384	708	1,101	926	61,762
	01-394 Horticulture: Live Projects	-	-	-	-	878
	01-621 Operational Funds	541	892	1,077	2,039	35,589
	01-715 Vending	2,226	2,226	2,328	2,328	-
	02-131 College Work Study	2,155	2,155	2,155	2,155	-
	02-228 Self Supp. Curriculum	1	-	1	-	28,189
	02-229 Distance Learning	10	-	18	-	-
	02-237 Perkins Equipment	-	-	-	-	-
	02-238 Perkins Prof Development	-	-	-	-	-
	02-241 Perkins Automation Software	-	-	-	-	-
	02-292 Tech Fee-Curr	2,323	422	3,946	513	108,218
	02-383 Fire Training Center Grant	-	-	-	1,722	7,828
	02-392 Tech Fee: Con Ed	-	-	-	-	1,953
2	02-429 Vo-Ed PT Curriculum Support	-	773	-	1,546	(1,546)
3	02-511 Voc-Ed Counseling	-	1,192	-	2,385	(2,385)
	02-823 FSEOG	-	-	-	-	-
4	02-824 Pell Grant	4,326	3,842	-	-	(39)
	02-831 Education Lottery Scholarships	-	-	-	-	-
	02-832 Duke/AT&T Aspire Scholarships	-	-	650	-	650
	02-833 Golden LEAF	-	-	-	-	-
	02-835 NC Community College Grant	-	-	-	-	-
	02-836 High Demand/Low Enrollment	-	-	-	-	-
	02-837 MCC Foundation Scholarships	-	-	-	-	-
	02-838 Wells Fargo Scholarships	-	-	-	-	-

Montgomery Community College
Institutional Funds - Board Report for August 2016

Institutional Funds - AUGUST 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-839 Less Than Half-time	2,419	-	2,419	-	2,419
02-841 MCC Club Scholarships	-	-	-	-	-
02-842 SGA President Scholarships	-	-	-	-	-
02-845 SECU Scholarships	3,750	-	3,750	-	3,750
05-227 Daycare Center	-	-	-	-	353
05-715 Vending	243	2,226	693	2,328	14,706
05-716 Bookstore Vending	1	1,011	3	3,598	57,605
05-720 Bookstore	57	-	106	-	-
05-721 General Store	5,899	6,908	10,140	10,960	-
05-730 Campus Food Service	-	-	-	-	-
05-740 Parking Fee	571	-	1,022	-	30,423
05-770 Student Government Association	3,769	228	6,183	568	23,698
05-771 Graduation Fund	20	-	55	-	3,857
05-774 Student Ambassador	420	565	694	565	26,499
07-924 Duke Energy Grant	-	-	-	-	2,089
09-772 Club Accounts	-	-	-	-	53,470
5 09-773 Bookstore Agency Fund	-	-	-	-	(6,514)
09-775 Funds Held for Others	-	-	-	-	6,271
09-776 Restricted Scholarships Held	-	-	-	-	1,500
09-777 Loan Funds Held & Dist	-	-	-	-	13,439
Total Institutional Funds: First Bank	43,773.60	43,510.30	55,896.75	53,649	639,197

STIF Account as of 08/31/16

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	40.34	75.32	42,232	42,308
02-229 Distance Learning	9.75	18.21	10,209	10,227
02-292 Technology Fees	71.65	133.77	74,984	75,118
05-720 Bookstore	56.54	105.57	59,192	59,297
Total Institutional Funds: State Treasury	178.28	332.87	186,617	186,950

NOTES:

- 1 To be reiumbursed by Montgomery County Schools & Foundation
- 2 Randolph Community College (PERKINS)
- 3 Randolph Community College (PERKINS)
- 4 PELL adjustment
- 5 Financial Aid Charges for Books

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2016-17 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Montgomery CC
 Institution Number: 854

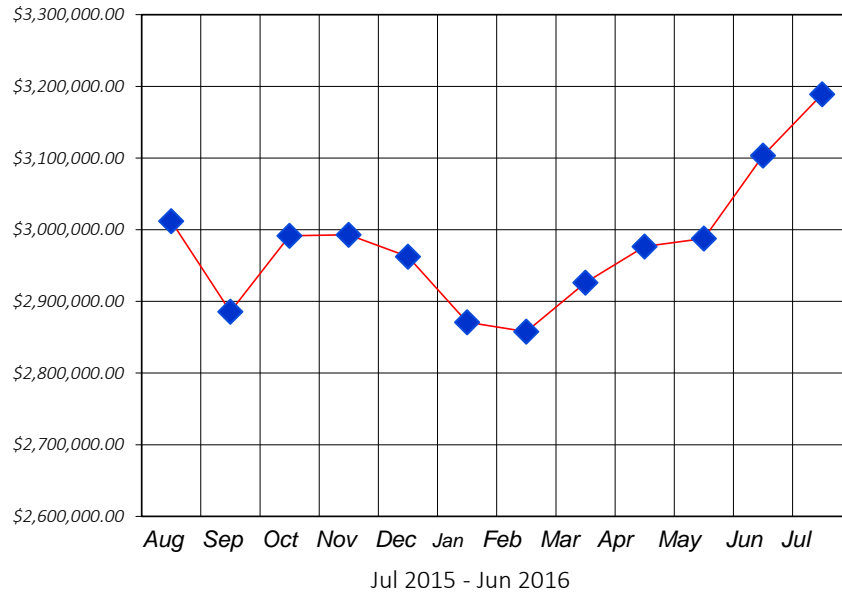
	1		2		3		4
	State Budget		County Budget		Institutional Budget		Total Budget
Summary of Revenues (excluding capital improvement projects)							
State*	\$ 7,028,566					\$ 7,028,566	
County Funds		\$ 750,800				\$ 750,800	
Institutional Funds				\$ 1,614,832		\$ 1,614,832	
Operating Revenue Subtotal	\$ 7,028,566	\$ 750,800	\$ 1,614,832	\$ 9,394,198			
Fund Balance Appropriated		\$ -	\$ -	\$ -			-
Total Funds Available	\$ 7,028,566	\$ 750,800	\$ 1,614,832	\$ 9,394,198			
Summary of Expenditures (excluding capital improvement projects)							
1XX Institutional Support	\$ 1,686,454	\$ 39,714	\$ 28,531	\$ 1,754,699			
2XX Curriculum Instruction	\$ 3,022,216	\$ -	\$ 45,000	\$ 3,067,216			
3XX Continuing Education	\$ 1,007,450	\$ -	\$ 42,000	\$ 1,049,450			
4XX Academic Support	\$ 427,045	\$ -	\$ -	\$ 427,045			
5XX Student Support	\$ 534,469	\$ -	\$ -	\$ 534,469			
6XX Plant Operations & Maint.	\$ -	\$ 711,086	\$ -	\$ 711,086			
7XX Proprietary/Other	\$ -	\$ -	\$ 70,250	\$ 70,250			
8XX Student Aid	\$ -	\$ -	\$ 1,429,051	\$ 1,429,051			
9XX Capital Outlay (excluding capital improvements)	\$ 350,932	\$ -	\$ -	\$ 350,932			
Total Budgeted Expenditures	\$ 7,028,566	\$ 750,800	\$ 1,614,832	\$ 9,394,198			
Net (Est. Revenues - Expenditures)	\$ -	\$ -	\$ -	\$ -			

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

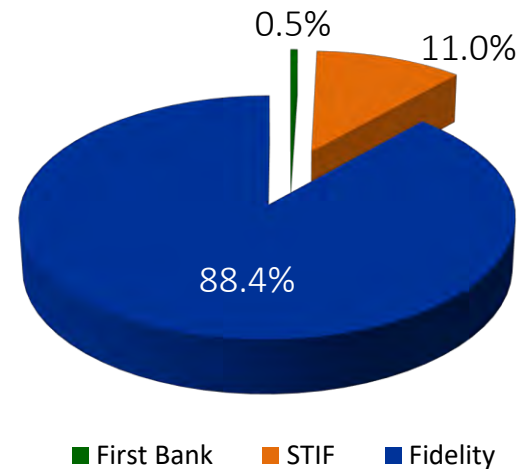
Montgomery Community College Foundation Funds Statement FY 2016-2017

	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of July 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62
Receipts								
Interest/Gains	\$11,999.89	\$274.69	\$0.63	\$12,275.21	\$11,999.89	\$274.69	\$0.63	\$12,275.21
Deposits	\$2,817.32	\$109,691.50	\$12,033.82	\$124,542.64	\$2,817.32	\$109,691.50	\$12,033.82	\$124,542.64
Total Receipts	\$14,817.21	\$109,966.19	\$12,034.45	\$136,817.85	\$14,817.21	\$109,966.19	\$12,034.45	\$136,817.85
Disbursements								
Withdrawals/Fees	\$2,051.66	\$556.03	\$112,921.82	\$115,529.51	\$2,051.66	\$556.03	\$112,921.82	\$115,529.51
Total Disbursements	\$2,051.66	\$556.03	\$112,921.82	\$115,529.51	\$2,051.66	\$556.03	\$112,921.82	\$115,529.51
Market Value Net Change	\$64,341.41	\$0.00	\$0.00	\$64,341.41	\$64,341.41	\$0.00	\$0.00	\$64,341.41
Ending Value	\$2,819,734.55	\$352,254.00	\$17,075.82	\$3,189,064.37	\$2,819,734.55	\$352,254.00	\$17,075.82	\$3,189,064.37
Net Change	\$77,106.96	\$109,410.16	(\$100,887.37)	\$85,629.75	\$77,106.96	\$109,410.16	(\$100,887.37)	\$85,629.75

Foundation Funds Value



Foundation Funds Distribution



Grants Applied For

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$1.5M per county in prosperity zone, County Manager to endorse	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16 Project End Date Extended to 6/30/2017 Grants Management Workshop 6/27/16 Extension Letter sent 6/29/16 Approval of Extension 7/1/16
NCDHHS-The NC Problem Gambling Program	College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening	Partnering with the Criminal Justice Club and the Human Service Club, club activities will include an awareness campaign duing Spooktacular event. PSA will be included in our weekly YourSpace publication and Football radio. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Probelm Gambling Program information will be set up during Spring Fling or other events.	1 year Can be renewed yearly	\$5,000	Application to be sent by 10/1/6 Grant is through 6/30/17

Grants Awarded

Grantor	Title	Purpose	Length	Amount Awarded	Grant Due	Response
Cannon Foundation	SimMan for Nursing Programs	Purchase of a Simulation Manikin, Software and Scenarios, construction of movable walls with one way glass for instructor viewing		\$100K		Grant submitted March 2016 Visit from funder 4-/11/16 Notification by June 29th Awarded 6-9-16 Check deposited 6/21/16 SimMan shipped 7-25-16 Set up 9-21-16 Training October 10th & 11th
Montgomery Health Department	Lactation Room	Promote access to clean, comfortable lactation rooms for breastfeeding mothers. Investing in a worksite lactation support program can yeild substantial dividends to employers through lower turnover rates, additional health care savings, higher productivity and loyalty and positive public relations.		\$1,000 worth of equipment for a Lactation Room		Partnership between MCS and MCC. A Memorandum of Understanding is signed by Dr. Bldesoe and the MCHD, Mary Perez. 8/30/16 Room has been set up
NCCCS	Minority Male Mentoring	Beginning with the 2016-17 academic year, the NCCS is redesigning the Minority Mail Mentoring Program to more closely align with the student success initiatives currently taking place throughout the system. The new model is designed to strengthen minority male student outcomes by encouraging participation and collaboration among student participants in institutinal departments. To help achecive this goal, NCCS is seeking for colleges to make a three-year commitment to access and enhance the student sucess outcomes of minority male students.	3 Years	\$17,234 per year		Conference Call 7/21/16 Application deadline 8/12/16 Grant Awarded 8/25/16

Building & Grounds Committee
Wednesday, September 14, 2016
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Claudia Bulthuis
Sharon Cupples
George Gilbreath
Ron Kincaid

Agenda Items:

- ❖ **Call to Order - Gordon Knowles, Chairman**
- ❖ **Approval of August Committee Minutes- Appendix G – Action**
- ❖ **Facilities Report - Appendix H**
- ❖ **Campus Security Report – Appendix I – Action**
- ❖ **Connect NC Bond Update – Dr. Chad Bledsoe**
- ❖ **Request for Property Transfer – Appendix I-1**
- ❖ **Approval of NCCCS 3-1 – Building 200 Roof – Appendix J – Action**
- ❖ **Approval of NCCCS 3-1 – Building 200 HVAC – Appendix K –Action**
- ❖ **Bell Design – Dr. Chad Bledsoe**
- ❖ **Student Union/Continuing Education Renovations – Appendix K-1**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 5:45 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
 Claudia Bulthuis, Vice Chairman
 Sharon Cupples
 Anna Hollers
 Ron Kincaid
 Gordon Knowles

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Paula Covington
 Susan Eggleston
 Andrea Marshall
 Adam Sexton,
 SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarkis; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis reported that Mrs. Capel has presented her with a written and signed conflict of interest statement. Mrs. Bulthuis reported that due to an appearance of conflict of interest regarding a donation of a bell to Montgomery Community College during the Building and Grounds Committee and the Board Meeting on August 10, 2016, Mrs. Capel will excuse herself from the room during discussion and abstain from voting on the matter to ensure that those in attendance are not influenced by her presence in the matter.

Mr. Martin, Chairman, called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present.

Approval of June Committee Minutes – Appendix F – Action

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the June Committee minutes. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Building 200 Roof Repairs – Appendix H – Information Only

Dr. Bledsoe presented Appendix H, and noted that the first expense for the Connect NC Bond will be to replace the roof on Building 200.

MCC Entrance Sign – Dr. Chad Bledsoe – Appendix I

Mr. Martin recognized Mrs. Haywood for her hard work on the new electronic sign on campus.

Dr. Bledsoe presented Appendix I, a proposed idea for a new entrance sign to the college. The goal would be to have the sign completed to kick off the 50th anniversary year of the college in January.

Bell Donation – Appendix I-1 – Action

Mrs. Capel excused herself from the room at 5:52 p.m.

Mrs. Bulhuis reported that earlier today the Foundation Board agreed to accept a gift of a bell being donated by Arron and Gelynda Capel, pending Board of Trustees approval.

Mr. Capel wrote that the Montgomery Community College bronze bell will be a spectacular and beautiful addition to campus and we hope the ringing of the bell on special occasions will become a college tradition.

The college will be responsible for paying for the base the bell will stand on, which is estimated to be between \$3,000-\$5,000. The Foundation has agreed to raise funds to cover the cost of the base.

Mr. Knowles made a motion, seconded by Mrs. Hollers to approve accepting the donation of a bell from Arron and Gelynda Capel. The motion carried.

Mrs. Capel returned to the room at 6:00 p.m.

Voice Over IP – Dr. Chad Bledsoe – Appendix I-2

Dr. Bledsoe reported that the colleges current phone system is out dated. Currently the college pays \$16,000 for the phone system. We have been researching the transition to a Voice Over IP system.

Dr. Bledsoe presented two quotes for the new system. Carolina Digital would cost \$23,800 for first year and \$8,000 each year after. CenturyLink would cost \$24,000 for the first year and \$30,000 each additional year. The issue is that if the college elected not work with CenturyLink the college would lose the current telephone number. The closest number would be from Moore County. The college would maintain a landline with the 910-576-6222 number that would go directly to the information desk.

Overall, the Board was positive with moving forward with a new number for the college. Dr. Bledsoe will continue to try to get a lower price with CenturyLink and continue to get community feedback on the possibility of having a new number.

Mr. Absher reported that with a similar issue in business changing a telephone number has not been as much as a problem as in the past.

Mrs. Capel recommended contacting another college who may have experienced a similar situation regarding changing their telephone number.

There being no further business, the meeting adjourned at 6:12 p.m.

Board Report

Facilities

September 2016

Prepared By: Wanda Frick

Director of Facilities



Pictured above is the training area that has been set up at East Montgomery High School. Labs were established at both East and West Montgomery High Schools for teaching Nurse Aide and Phlebotomy classes through the CCP program.



The new control room for the Simulation lab has been constructed. The “mirror” is actually a 1-way viewing window for the instructors to control the scenarios of the simulator and observe the students work.

Montgomery Community College

Campus Security Report 2016



**Annual Report
October 1, 2016**

CAMPUS SECURITY REPORT (CSR) 201

STATEMENT OF INTENT

Montgomery Community College (MCC) recognizes the importance of a person's right to know about matters that could impact their safety while at the college. The college further recognizes the necessity of providing information about campus crime and security to current and prospective students as well as to current and prospective employees of the college.

MCC is committed to maintaining a safe, healthy, and positive work and learning environment. The following policies, procedures, and statements have been adopted by the college in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community.

Since MCC is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at an institutionally sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each member of the college community will maintain high standards of citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students and employees, as all citizens, are subject to civil authority on and off the campus.

Therefore, in accordance with the *Campus Security Act of 1990*, the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998* (referred to as the "Clery Act"), the *Higher Education Opportunity Act of 2008*, and the *Violence Against Women Reauthorization Act of 2013*, MCC publishes a *Campus Security Report* in October of each year.

Notification of the report is distributed to all current and prospective students, as well as to all current and prospective employees through the *College Catalog*, *Student Handbook*, *Trial Schedule*, employment application, and website at <http://www.montgomery.edu/security.htm>. (Note: The College also conducts an annual review of all campus security policies and procedures. This review is coordinated through the office of the Vice President of Administrative Services.)

Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2011-2013
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

COLLEGE POLICY ON CAMPUS CRIME

In accordance with the Student Right-to-Know Act, the Campus Security Act of 1990, the Clery Act of 1998, the Higher Education Opportunity Act of 2008, *and the Violence Against Women Reauthorization Act of 2013*, MCC has zero tolerance toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. No distinction shall be made between violence caused by students, employees, or that precipitated by visitors to campus.

A Campus Crime Statistics Report shall be generated from data for the most recent calendar year, as well as the two preceding calendar years. The following criminal offenses are to be reported: murder, negligent, and non-negligent manslaughter; sex offenses, rape, forcible fondling, statutory rape, and incest; robbery; aggravated assault; burglary; motor vehicle theft; arson; domestic violence; dating violence; stalking; arrests or persons referred for campus disciplinary actions for liquor law violations, drug abuse violations, and weapons law violations; and hate crimes, commission of all crimes previously listed as well as larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person that manifests evidence that the victim was intentionally selected because of the perpetrator's bias of race, gender, religion, sexual orientation, ethnicity/national origin, or disability. This report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year.

SECURITIES AND ACCESS TO CAMPUS FACILITIES

The college strives to provide an educational and working environment that is safe for all through its reliance on existing policies, emergency procedures, internal vigilance, local and county law enforcement agencies, and the 911 system.

MCC utilizes a proactive approach to law and order through the Security Director and the Montgomery County Sheriff's Department, who provides the College with a full-time School Resource Officer. In addition, off-duty, armed deputies with the Montgomery County Sheriff's Department are employed on a part-time basis by the College to patrol campus and are empowered to protect the college community by enforcing federal, state, and municipal laws, and college rules and regulations. In situations where an officer is not on campus and law enforcement authority is required, the Montgomery County Sheriff's Department will be contacted.

Our security officers are accountable to the policies and procedures of Montgomery Community College as well as the policies and procedures of the Montgomery County Sheriff's Office.

The college campus is closed from 11 pm until 7 am, Monday through Saturday. Additionally, the college campus is closed from 6 pm Saturday until 7 am Monday and on holidays. Electronic security systems are located throughout the campus. Students are not permitted to use classrooms and laboratories after scheduled class hours unless supervised by the appropriate faculty/staff member.

EMERGENCY PLAN

Montgomery Community College maintains the *MCC Emergency Action Plan* for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. Information and training sessions relating to the procedures in the emergency plan are scheduled at least annually. Copies of the *MCC Emergency Action Plan* may be obtained by contacting the Administrative Services Division. Additionally, copies of the *MCC Emergency Procedures* flipchart are posted throughout the campus, which is updated on an as needed basis.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, the campus community will be immediately notified unless issuing a notification will compromise efforts to contain the emergency.

When a determination has been made confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using the *Blackboard Connect 5 Communication Service (to registered recipients), Emergency Siren Mass Notification Tower, face-to-face communication, campus-wide e-mail, and have the announcement posted on the campus website (www.montgomery.edu). The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information. Adequate follow-up information will be provided upon availability, as well as an "All Clear" announcement when appropriate.

The decision to issue an emergency response or dangerous situation announcement shall be decided on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students and employees and the possible risk of compromising local emergency management efforts. Emergency response and evacuation procedures are tested at least annually and documented by the Safety Director.

* Students and employees may register (opt-in) for the Blackboard Connect 5 Communication Service via cellular communication and SMS text messaging by going to www.montgomery.edu, click on the Blackboard Connect 5 quick link, and complete the form.

EMERGENCY CALL TELEPHONES

Montgomery Community College is equipped with "Blue Light" non-dial outdoor emergency telephones located at strategic points on campus. These phones are easily identified by their columns topped with blue lights. When the red button is pushed, the caller is in immediate contact with the switchboard operator and/or MCC Security during normal business hours. These phones are for emergency use only.

CAMPUS CRIME REPORTING

During the hours of operation (Monday – Thursday 7:30 am – 9:00 pm, Friday 7:30 am – 3:00 pm), individuals may voluntarily report a crime/emergency by notifying the switchboard operator at the Information Desk in Building 100, who shall immediately contact MCC Security, or a Campus Security Authority and begin following the appropriate procedures outlined in the *MCC Emergency Procedures* flipchart. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents.

Individuals in classes or college sponsored activities located off-campus should follow the same after hour procedure outlined above for reporting criminal actions. College administrators are to be notified of the details of the incident as soon as possible. (Note: Immured students are encouraged to review and follow emergency procedures specific to their institution of residence.)

INVESTIGATIONS

All reasonable efforts shall be made to maintain confidentiality. Upon receiving a report, an investigation into an incident will begin. In consultation with the President, it shall be determined if local law enforcement authorities should be involved and if a campus and/or community alert should be issued in the interest of public safety.

The college shall take whatever legal steps are necessary in the investigation to resolve the issue and reach restitution. Employees involved in campus violence shall be subject to disciplinary action up to and including dismissal.

Students who participate in campus violence shall be subject to disciplinary actions up to and including expulsion. Visitors who engage in disruptive activities or crime shall be removed from the scene and may be denied admission, readmission, or entry onto college property. Any person found guilty of criminal acts shall be prosecuted.

DAILY CRIME LOG

Montgomery Community College maintains a Daily Crime Log that records all crimes and other serious incidents.

The Daily Crime Log is available for public inspection at the Administrative Services Division.

The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as the disposition of the complaint, if this information is known at the time the log is created.

The Safety Director posts specific incidents in the Daily Crime Log immediately after receiving the incident report and reserves the right to exclude reports from the log in certain circumstances.

MAINTENANCE OF CAMPUS FACILITIES

Montgomery Community College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. MCC's Maintenance Department and Purchasing/Evening Administrator conduct routine checks of lighting on campus. If lights are discovered to be out or dim, an immediate work order is initiated, which is acted upon by a representative of the Maintenance Department. Community members are encouraged to report any deficiency in lighting to the switchboard operator at the Information Desk or any college official.

The Maintenance Department and Purchasing/Evening Administrator work together to identify in-operative locking mechanisms. Employees are encouraged to promptly report any locking mechanism deficiency to the switchboard operator at the Information desk, any college official, or to a representative of the Maintenance Department.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or those raising concerns for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

PREVENTION AND AWARENESS

- Annual written notification of college's policy on alcohol and drug abuse, sexual offenses, and campus safety and security
- Special events and speakers which address alcohol/drug abuse, security, crime and crime prevention, rape awareness, date rape, safety, etc.
- Participation in an assistance program with the local mental health center
- Referrals to local agencies such as hospitals, social services, self-help groups, etc.
- Counseling through Student Services
- Literature available in Counseling and Career Development Center on various health and safety issues including alcohol prevention, drug abuse, sexual offense, etc.

CRIME STATISTICS

In accordance with the *Student Right-to-Know Act*, the *Campus Security Act of 1990*, the *Clery Act of 1998*, the *Higher Education Opportunity Act of 2008*, and the *Violence Against Women Reauthorization Act of 2013*, the College is required to provide information about *serious* crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Additionally, a log of *minor* infractions or incidents is maintained on file in the Administrative Services Division.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Administrative Services Division at 910-576-6222. Information can also be found on the college's website at:

<http://www.montgomery.edu/college-information.html>

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
Arrests For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Action For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	1	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0

Hate Crimes 2013	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling, Statutory Rape, Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2014	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling, Statutory Rape, Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2015	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling, Statutory Rape, Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TIMELY WARNING POLICY

The Montgomery Community College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to the switchboard operator at the Information Desk in Building 100, MCC Security, or Campus Security Authority. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency.

Timely warnings are issued for the following classifications:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Murder/manslaughter
- Motor vehicle theft
- Sex offenses
- Any other crimes as deemed necessary
- Domestic Violence
- Stalking
- Sexual assaults
- Date Rape and Violence

Procedure

When a determination has been made that a timely warning should be issued, the college President or his/her designee will inform the campus community by immediately posting the announcement using the Blackboard Connect 5 Communication Service (to registered recipients), Emergency Siren Mass Notification Tower, face-to-face communication, campus-wide e-mail, and have the announcement posted on the campus website (www.montgomery.edu). The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information. Adequate

follow-up information will be provided upon availability, as well as an "All Clear" announcement when appropriate.

DRUG-FREE WORKPLACE POLICY

In accordance with the *Drug Free Workplace Act of 1998* and the *Drug Free Schools and Communities' Act of 1989* (Public Law 101-226) as well as *Underage Drinking Laws* and the laws of the state of North Carolina, the college has endorsed the following drug and alcohol policy: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activity.

A person shall not knowingly distribute, dispense, possess, use, or be under the influence of alcohol, any illegal drug, or narcotic or marijuana or any other controlled substance on the campus or off the campus at an institutional activity, function, or event.

Any student who violates the terms of this policy may be suspended or expelled from the College in accordance with the Student Code or may be required to or requested to participate in a drug abuse assistance and rehabilitation program approved by the Board of Trustees. If the student fails to satisfactorily participate in such a program, the student shall be suspended or expelled from the College in accordance with the *Student Code*. If an employee fails to participate in such a program, termination may be the end result.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this rule may result in suspension or expulsion from the College on the first offense.

1. Montgomery Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the *North Carolina General Statutes*. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued or re-enrollment or continued employment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

6. If any employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued enrollment or employment at the College.
7. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the *General Statutes of North Carolina*.
8. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. In addition, all of these drugs can pose serious risks, such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. Other possible health risks of using alcohol and other psychoactive drugs are central nervous system damage, depression, impaired judgment, mental confusion, gastrointestinal irritation, liver damage, malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma, and death from overdose.

Narcotics (e.g., Codeine, Heroin, Morphine, Pain Killers)

Anxiety, mood swings, nausea, mental confusion, constipation, respiratory depression, coma, or death as a result of overdose.

Depressants (e.g., Barbiturates, Valium, Xanax, Butisol, Quaalude)

Central nervous system damage, depression, impaired thinking, staggering gait, visual disturbances, lethargy, allergic reactions, dizziness, nausea, death as a result of overdose.

Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)

Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, chronic sleeplessness, amphetamine psychosis, paranoia, seizures, cardiac failure.

Cannabis (Marijuana, Hashish)

Mental confusion and disorientation, anxiety, a motivational syndrome, throat and lung cancer (2.5 times the tar in tobacco), alterations in brain function, reproductive system abnormalities, short-term memory loss.

Hallucinogens (e.g., LSD, PCP)

Visual distortions, increased heart rate and blood pressure, a motivational syndrome, psychotic episodes, panic disorders, flashbacks.

Inhalants (Cleaners, Glues, Aerosol Sprays, Anesthetics, Ether)

Nausea, headaches, perceptual distortions, impaired judgment, irregular heartbeat, Sudden Death Syndrome (SDS), weight loss, damage to bone marrow, lungs, liver and kidneys.

SEXUAL OFFENSE/HARASSMENT POLICY

In accordance with the *Campus Sex Crimes Prevention Act (CSCPA)* of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20*

U.S.C. Section 1092), and the *Violence Against Women Reauthorization Act of 2013*, Montgomery Community College (MCC) recognizes that sexual offenses and harassment, forcible and non-forcible, including, but not limited to domestic violence, dating violence, and stalking, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. The acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. MCC will support this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims. All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College *employees* found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

1. State websites: <http://www.fbi.gov/hq/cid/cac/registry.htm>
2. National Sex Offender Public Registry: <http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: www.ncfindoffender.gov

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-576-6222, Ext. 239), MCC Counseling Services (910-576-6222, Ext. 210) the Vice President of Administrative Services (910-576-6222, Ext. 218), the Receptionist (910-576-6222, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration, and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Disciplinary Action for Sexual Offense(s)/Harassment

All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college *employee* found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination or outcome and will have the right to appeal.

Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. The College will retain as *confidential* all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the *confidentiality* of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Equal Employment Opportunity Officer (EEO). Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Equal Employment Opportunity Officer.

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting is to be held within five days of this written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

If the findings and recommendations of the supervisor and the EEO are not satisfactory to the employee, the employee may within ten days appeal the decision in writing to a personnel action committee to be appointed by the Equal Employment Opportunity Officer and the President within five days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five days after the committee is appointed. The Human Resources Coordinator will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five days after written notice of the meeting is presented.

If the findings and recommendations of the committee are not satisfactory to the employee, the employee has ten days to appeal in writing to the President of the College. The President will within five days notify the employee in writing of a meeting date and time to review the complaint. This meeting shall be scheduled no later than ten days following appeal to the President. If a satisfactory solution is not agreed upon, the employee may within ten days appeal in writing to the Personnel Committee of the Board of Trustees. The Personnel Committee will establish a meeting date and time and give the employee written notice of it within ten days of receipt of the appeal. This meeting shall be held within ten days of the written notice of said meeting.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

MCC adheres to the N.C.G.S. § 14-269.2 regarding weapons on campus or other educational property. The law reads:

It shall be Class I felony for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school with the *limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k). Unless the conduct is covered under some other provision of law providing greater punishment, any person who willfully discharges a firearm of any kind

on educational property is guilty of a Class F felony. However, this does not apply to a BB gun, stun gun, air rifle, or air pistol.

It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This shall not apply to fireworks.

It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property. For the purpose of this section, a self-opening or switchblade knife is defined as a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if: the person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and the person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack with the *limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k).

This section shall not apply to any of the following: A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

This section shall not apply to the following persons: gunsmithing instructors and gunsmithing students under direct instruction; officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons; civil officers of the United States while in the discharge of their official duties; officers and soldiers of the militia and the national guard when called into actual service; officers of the State, or of any county, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties; any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; any private police employed by the administration or board of trustees of any public or private institution of higher education when acting in the discharge of their official duties; sworn law-enforcement officers, when off-duty, provided that an officer does not carry a concealed weapon while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the officer's body; firefighters, emergency service personnel, and North Carolina Forest Service personnel, when acting in the discharge of their official duties.

Any person violating any provision of this statute shall be charged with the appropriate above-mentioned criminal violation and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment.

*Limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k):

A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

GLOSSARY

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Awareness Programs: Educational programs (for students and employees) that must include a statement by the school that prohibits acts of sexual violence, defines the various acts of sexual violence, provides education on bystander intervention, organizes risk reductions programs so students recognize and can avoid abusive behaviors or potential attacks, and provides information on the school's reporting system and disciplinary proceedings.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Bystander Intervention: The act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Consent: Under North Carolina State Policy and Law, consent is explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication (i.e. pushing someone away or moving your body away from someone), silence, passivity, or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual:

- Is forced, pressured, manipulated, or has reasonable fear that they will be injured if they do not submit to the act.
- Is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol.* This includes drugs such as GHB, Rohypnol and Ketamine that are often used to facilitate sexual assault and rape.
- Has a mental or physical disability which inhibits his/her ability to give consent.

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide – Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; type of relationship; and frequency of interaction between the persons involved in the relationship.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft: The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

Ongoing Prevention and Awareness Campaigns: Training programs for students and faculty/staff on: A statement that the institution prohibits those offenses, the definition of those offenses in the applicable jurisdiction, the definition of consent, with reference to sexual offenses, in the applicable jurisdiction, "safe and positive" options for bystander intervention an individual may take to "prevent harm or intervene" in risky situations, and recognition of signs of abusive behavior and how to avoid potential attacks.

Primary Prevention Programs: Program that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Risk Reduction: Recognizing warning signs of abusive behavior or potential attack.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses: Any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

RESOURCES

MCC has counselors to assist victims with their immediate needs. For counseling services, contact the Counseling and Career Development Center in Student Services (Building 100). Additional resources listed below include medical, emotional, or psychological support services.

Montgomery County:

Aurora Family Counseling Center
507 North Main Street
Troy, NC 27371
(910) 572-3066

Center for Substance Abuse Treatment
National Drug and Alcohol Treatment Referral

(800) 662-HELP (4357)

Crisis Council, Inc.
827 Ophir Avenue (Office)
Troy, NC 27371
Crisis Line Phone: (910) 572-3747
Office: (910) 572-3749

Daymark Recovery Services Montgomery Center
227 North Main Street
Troy, NC 27371
(910) 572-3681
Daymarkrecovery.org

FirstHealth EMS
508 Wood Street
Troy, NC 27371
Phone: (910) 571-5499

FirstHealth Montgomery Memorial Hospital
520 Allen Street
Troy, NC 27371
Phone: (910) 571-5000

Montgomery Co. Dept. of Social Services
102 East Spring Street
Troy, NC 27371
Phone: (910) 576-6531

Montgomery Co. Emergency Services
201 South Main Street
Troy, NC 27371
Phone: 911 or (910) 576-1313 (Communications Center)
Phone: (910) 576-0608 (911 Addressing)

Montgomery Co. Health Department
217 South Main Street
Troy, NC 27371
Phone: (910) 572-1393

Montgomery Co. Highway Patrol
166 Glen Road
Troy, NC 27371
(910) 572-1479

Montgomery Co. Sheriff's Office
199 South Liberty Street
Troy, NC 27371
Phone: (910) 572-1313

National Certified Prevention Lifeline/Crisis Line
1-800-SUICIDE (784-2433)
National Suicide Prevention
Lifeline.....1-800-273-TALK (8255)
TTY.....1-800-799-4TTY (4889)

NC Div. of Community Corrections: Intensive Probation
348 North Main Street
Troy, NC 27371
Phone: (910) 576-2802

North Carolina MENTOR
318 North Main Street
Troy, NC 27371
Phone: (910) 576-1188

Therapeutic Alternatives, Inc.
1-877-626-1772 (24 hour assistance)

In Neighboring Moore County:

Daymark Recovery Services Moore Center
205 Memorial Drive
Pinehurst, NC 28374
(910) 295-6853

FirstHealth Moore Regional Hospital
155 Memorial Drive
Pinehurst, NC 28374
Phone: (910) 715-1000

Friend-to-Friend
105 McReynolds Street
Carthage, NC 28327
Phone: (910) 947-3333

Moore Co. Dept. of Social Services
1036 Carriage Oak Drive
Carthage, NC 28327
Phone: (910) 947-2436
Child Abuse Hotline (910) 947-5683

Moore Co. Emergency Services
105 Saunders Street
Carthage, NC 28327
Phone: (910) 947-6317

Moore Co. Health Department
705 Pinehurst Avenue
Carthage, NC 28327
Phone: (910) 947-3300

NC Division of Vocational Rehabilitation Services
150 Blake Boulevard
Pinehurst, NC 28374
Phone: (910) 295-1530

In Neighboring Stanly County:

Alcoholics Anonymous
Phone: (704) 983-1600

Note: All policies included in this document are subject to approval from the MCC Board of Trustees.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

September 9, 2016

Mr. Jim Matheny
Chairman, Montgomery County Commissioners
P.O. Box 425
Troy, NC 27371

Dear Chairman Matheny,

On behalf of the Montgomery Community College Board of Trustees I am following up from the letter sent on January 13, 2016, regarding the transfer of property associated with Building 200 to the Montgomery Community College Board of Trustees. At that time, the property was not transferred because of questions concerning county building projects. The Montgomery Community College Board of Trustees is again requesting transfer of the property as we begin renovations to the 200 Building using Connect NC Bond funds.

In addition to the North Carolina General Statute 115D-15.1(b), outlining requirements for transfer of property, the NCCCS 3-1 Construction Form requires certification that "a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made."

At the April 13, 2016 Board of Trustees meeting college administration presented a plan for use of bond funds. As part of that project, we are preparing to replace the roof on Building 200. We are looking forward to beginning renovations to campus to enhance our offerings to the community, including the gunsmithing program and again request the transfer of property so we may access NC Connect Bond funds.

Please send notification when the transfer of Parcel Number 754800097514 has been completed to the Montgomery Community College Board of Trustees.

Your attention to the matter is greatly appreciated.

Sincerely,

Claudia B. Bulthuis
Claudia B. Bulthuis
Chairman
Montgomery Community College
Board of Trustees

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

New Project **Amended Project** **Final – Project Close Out**
 Select appropriate submission

College Montgomery Community College

Project Name Building 200, Roof Replacement **NCCCS Project No.**

I. TYPE OF PROJECT:

- | | | |
|--|--|---|
| <input type="checkbox"/> New Facility | <input checked="" type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Property Purchase (Land) |
| <input type="checkbox"/> Addition to Existing Facility | <input type="checkbox"/> Life Safety | <input type="checkbox"/> Facility Purchase |

II. DESCRIPTION OF PROJECT:

Roof Replacement, Building 200 (Houses Learning Resource Center, Tiered Classrooms used for General Education and Continuing Education, Computer Labs and a large Multi-purpose Room) TPO Roof System (47,282 Square Feet)

1. Perform pre-job roof inspection by contractor to determine all required safety measures to complete the above project safely.
2. Upload and stage roofing materials and equipment to complete the roofing project.
3. Remove existing loose EPDM membrane down to the insulation surface and dispose of all debris from premises.
4. Remove existing metal coping cap and dispose of from premises.
5. Furnish and install 1" polyisocyanurate insulation over the surface and mechanically attach with approved fasteners.
6. Mechanically attach **.080 White reinforced TPO membrane** over the insulation surface.
7. Furnish and install new flashings to perimeter, vents, pipes, and curbs where applicable.
8. Furnish and install new termination bar where applicable.
9. Furnish and install new 24 gauge kynar finished metal coping cap to perimeter and secure with approved fasteners.
10. Furnish and install new thru-wall scuppers.
11. Furnish and install new 30" wide protective walk pads at all roof ladders and roof access hatches.

12. Complete final walk-thru with owner representative and manufacture at completion.
13. Issue a (25) twenty-five-year complete manufacturer labor and material warranty.
14. Issue a (2) two year workmanship warranty upon completion.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.”
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations , or funds borrowed from a financial institution, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as “**Amended Project**”
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a “**Final – Project Close Out**” 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

Page 5, Section VI

Certification 1. The County’s signature is required on the “New Project” 3-1 if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “**New Facilities**”.

NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. **ESTIMATED COST OF PROJECT:**

A. PRE-CONSTRUCTION COSTS

- 1. Property (Land) (Include total acreage) _____
- 2. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

- 1. General Contract \$200,000.00
- 2. Other Contracts _____
- Subtotal Contracts..... _____
- 3. Designer's Fees..... _____
- 4. Contingency..... _____
- 5. Other Fees _____
- Subtotal Fees _____

Subtotal "B" \$200,000.00

C. OTHER COST

- 1. Initial Equipment (not in III B)..... _____
- 2. Miscellaneous(specify) _____
- 3. Worked Performed by Owner _____

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$200,000.00

IV. **SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

A. NON-STATE FUNDS

- 1. County Appropriation..... _____
- 2. Duly Authorized Bonds - County... _____
- 3. Donations..... _____
- 4. Federal Funds..... _____
- 5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) _____

Subtotal "A" _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATION

- 1. Budget Code 46620 \$200,000.00
- 2. Budget Code _____
- 3. Budget Code _____

Subtotal "E" _____

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$200,000.00

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$200,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 9/14/16
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

New Project **Amended Project** **Final – Project Close Out**
Select appropriate submission

College Montgomery Community College

Project Name Building 200 - HVAC Replacement **NCCCS Project No.** _____

I. TYPE OF PROJECT:

- | | | |
|--|---|---|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Property Purchase (Land) |
| <input type="checkbox"/> Addition to Existing Facility | <input type="checkbox"/> Life Safety | <input type="checkbox"/> Facility Purchase |

II. DESCRIPTION OF PROJECT:

HVAC Replacement, Building 200 (Houses Learning Resource Center, Tiered Classrooms used for General Education and Continuing Education, Computer Labs and a large Multi-purpose Room)

1. Provide and install one (1) new 100 ton CGAM chillers.
2. Provide and install new ICE storage system (4) tanks and associated pumps and completion module.
3. Provide and install forty (40) new single duct variable air volume boxes.
4. Provide and install four (4) new pumps and variable speed drives.
5. Provide and install four (4) new rooftop air handling units.
6. Provide and install (2) new 96% condensing boilers.
7. Provide and install new propane tank and accessories.
8. Provide and install new wireless controls system, includes Enterprise system upgrade.

CLARIFICATIONS:

1. Engineering drawings included
2. Permits and licenses included.
3. Project management and subcontractor qualification included

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.”
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations , or funds borrowed from a financial institution, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as “**Amended Project**”
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a “**Final – Project Close Out**” 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

Page 5, Section VI

Certification 1. The County’s signature is required on the “New Project” 3-1 if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____

Subtotal "A"**B. CONSTRUCTION**

1. General Contract \$1,000,000.00
 2. Other Contracts _____
- Subtotal Contracts..... _____

3. Designer's Fees..... _____
 4. Contingency..... _____
 5. Other Fees _____
- Subtotal Fees _____

Subtotal "B" \$1,000,000.00**C. OTHER COST**

1. Initial Equipment (not in III B)..... _____
2. Miscellaneous(specify) _____
3. Worked Performed by Owner _____

Subtotal "C"**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**\$1,000,000.00**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriation..... _____
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) _____

Subtotal "A"**B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM)****C. STATE EQUIPMENT FUNDS****D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera).....****E. STATE ALLOCATION**

1. Budget Code 46620 \$1,000,000.00
2. Budget Code _____
3. Budget Code _____

Subtotal "E" \$1,000,000.00**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)**\$1,000,000.00**PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.**

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,000,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 9/14/16
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President



September 13, 2016

Chad A. Bledsoe, Ph.D
President
Montgomery Community College
1011 Page Street
Troy, NC 27371

Re: Interior Renovation of the existing Student Union/Continuing Education Building

Dear Dr. Bledsoe,

Dr. Watson and I enjoyed meeting with you and your staff to discuss interior renovation of the existing Student Union/Continuing Education Building (approx 3000 square feet). Thank you for allowing Pinnacle Architecture, PA to provide the following proposal for architectural and engineering services for this design located on the existing Montgomery Community College Campus, Troy, North Carolina. Please accept this letter as our design proposal.

Pinnacle Architecture, P.A. will provide the following architectural and engineering design services for the above referenced project for a stipulated sum of \$18,000.00. Our service includes:

- 1) Sealed Architectural plans, details, and sections as needed for construction and a Building Permit.
- 2) Sealed Mechanical, Electrical and Plumbing engineering design drawings as needed for construction and a Building Permit.
- 3) Assisting Owner/Contractor in obtaining a Building Permit.

The following design services are not included in our fee indicated above; however, these may be included as additional services:

- 1) Obtain a zoning variance if needed.
- 2) All permitting fees.
- 3) Civil Engineer design fees

If you have any questions, please do not hesitate calling. We look forward working with you and the Montgomery Community College Board of Trustees on the project.

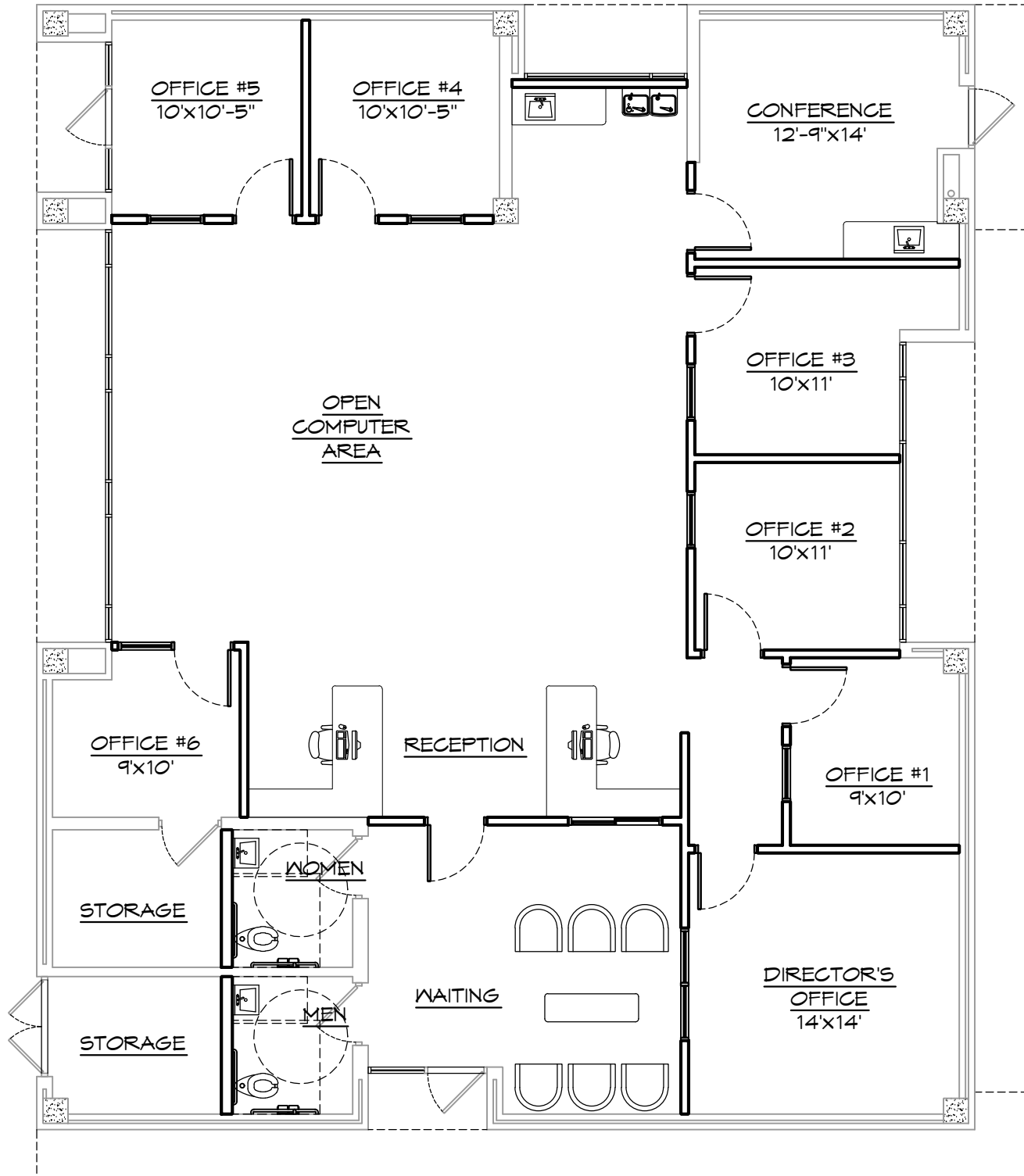
Sincerely,

Randy Baker, AIA

Accepted by:

Chad A. Bledsoe, Ph D

Date



Option #5
17Feb2016

Personnel Committee
Wednesday, September 14, 2016
5:50 p.m.

Committee Members

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
Paula Covington
Sharon Cupples
Anna Hollers

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix L – Action**
- ❖ **Introduction of New Employees**
 - Josh Floyd, Coordinator of Heritage Crafts Program – Appendix M**
 - Dylan Ray Hurley, Forestry Instructor – Appendix N**
 - Allison Burns, Nurse Aide Coordinator – Appendix O**
- ❖ **Notice of Resignation – Appendix P**
- ❖ **Revised Board Policies – First Reading**
 - 220.00 College Committees – Appendix Q**
 - 410.00 Special Events Facilities Usage – Appendix R**
 - 713.00 Electronic Mail Policy – Appendix S**
 - 324.00 Sexual Offense/Harassment Policy – Appendix T**
 - 673.00 Articles of Student Conduct – Appendix U**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 6:12 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
 Claudia Bulthuis, Vice Chairman
 Phil Absher
 Paula Covington
 Sharon Cupples
 Anna Hollers

Absent**Others Present**

Susan Eggleston
 Ron Kincaid
 Gordon Knowles
 Andrea Marshall
 Sam Martin
 Adam Sexton,
 SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarkis; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

Committee roll was taken by Chairman Bulthuis and all committee members were present

Approval of June Committee Minutes – Appendix J – Action

Mr. Absher made a motion, seconded by Mrs. Hollers, to approve the June Committee Minutes. The motion carried.

Introduction of New Employees

Mrs. Capel reported that there will be several new employees that will be introduced during the Board meeting.

Notice of Promotion/Transfer – Appendix O

Mrs. Capel presented Appendix O, the promotion/transfer of Amanda Beaman to the Phlebotomy Program Head.

Notice of Temporary Contract – Appendix P

Mrs. Capel presented Appendix P, the notice of temporary contract of Tonya Luck, Accountant.

Notice of Non-Renewals – Appendix Q

Mrs. Capel presented Appendix Q, the non-renewal notifications for Billy Adams, Donna Beverly and Glenn Hancock.

Notice of Resignation – Appendix R

Mrs. Capel presented Appendix R, the notice of resignation of Cathy Biby, Accountant.

Notice of Retirement – Appendix S

Mrs. Capel presented Appendix S, the notice of retirement of Betty Curlee, Custodian, effective September 30, 2016.

There being no further business, the meeting adjourned at 6:15 p.m.

Personnel Appointment

Name of Person	William Joshua Floyd
Present Address	343 King Road, Seagrove, NC 27341
Position	Coordinator of Heritage Craft Programs
Position Category	Director/Coordinator
Salary	\$ 40722
Effective Date of Employment	September 1
Budget Information	Unit Code: 33065

Position Description

Under the direction of the Dean of Continuing Education, the Coordinator is responsible for developing and managing heritage art-related programs with the goal of preserving and proliferating such crafts in our region. Responsibilities include, but are not limited to: teaching pottery classes, coordinating courses in other areas of heritage crafts, developing summer kids' camps, developing strategic partnerships, and managing the instructional supplies and equipment. On a day-to-day basis, the Coordinator is an instructor and facilitator for the overall operation of the Heritage Crafts programs. On a broader scope, the Coordinator has primacy of responsibility for finding and/or establishing new program offerings, including but not limited to, equipment acquisition, allocation of material and supply funds, travel, program publicity and recruitment, and contact with schools and other external agencies.

Education and Certifications

School/Certification	Years Attended	Degree
Fairmont State University	2000 - 2005	BA – Art and Ceramics
Cub Creek Foundation, AiR	2006 - 2007	
NCPC, AiR	2014 - 2016	

Work Experience

Employer	Dates of Employment	Position/Title
NC Pottery Center	August 2014 – August 2016	Artist in Residence
Laguna Clay Company	November 2011 – July 2014	Quality Control Technician
Self-Employed Studio Potter	2009 – November 2011	Owner/Studio Potter

Professional Participation/Honors

Penland School of Craft Studio Assistant, NC Potters Conference, NCECA

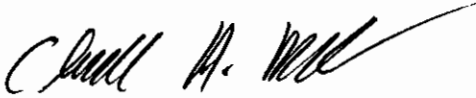
Hiring Committee

Person	Position
Jonathan Thill	Dean of Continuing Education

Jessica McDaniel	Director of the Small Business Center
Michele Haywood	Public Information Officer
Lynn Epps	Director of the Foundation
Robert Nelson	Dean of Arts and Sciences

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Josh Floyd, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Josh Floyd for the Coordinator of Heritage Crafts position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Dylan Ray Hurley
Present Address	481 Correll Road Troy NC 27371
Position	FT Forestry Instructor
Position Category	(12 mth Position)
Salary	\$51,696
Effective Date of Employment	8-11-2016
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
West Montgomery High School	8-2006 6-2010	HS Diploma
Montgomery Community College	8-2010 5-2012	A.A.S. Forest Management Technology
North Carolina State University	5-2015 8-2016	B.S. Forest Management

Work Experience

Employer	Dates of Employment	Position/Title
Strong Forestry	5-2013 5-2016	Forest Technician/Forester in Training
Canal Wood	6-2015 3-2016	Procurement Representative
Montgomery Community College	5-2016 7-2016	Adjunct Forestry Instructor

Professional Participation/Honors

Hiring Committee

Person	Position
Lee Proctor	Vice-President-Instruction
Russell Strong	Dean-Commercial Technologies/Department Chair-Forest Management Technology
Mike Thompson	Senior Instructor-Forest Management Technology
Riley Beamon	Coordinator Public Safety
Ed Hinson	Department Chair-HVAC

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Dylan Hurley, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Dylan Hurley for the FT Forestry Instructor position.

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe", written over a horizontal line.

Chad A. Bledsoe

President

Personnel Appointment

Name of Person	Allison Burns
Present Address	1176 Winfield Rd Polkon, NC 28135
Position	Nurse Aide Instructor / Coordinator
Position Category	Faculty - full time
Salary	\$ 4408.00 x 9 months - \$ 39,672.00 annually
Effective Date of Employment	8-29-16
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
Chamberlain College of Nursing	graduated 2/16	BSN
Horry-Georgetown Tech. College	graduated 5/08	ASN

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	August 2014 - Present	Nursing Assistant Instructor adjunct
Carolinas Healthcare Anson	2-2009 Present	Staff Nurse - ED / med Surg
Grand Strand Medical	5-2008 - 2-2009	ICU Staff Nurse

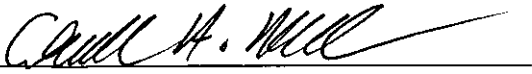
Professional Participation/Honors

Hiring Committee

Person	Position
Lynne Hancock	Director of Nursing
Beth Smith	Vice President of Student Services
Riley Beaman	Director of Public Health + safety
Tracy Wyrick	Dean of Public Services
Melisa Bond	Human Resources
Wendy Vaughn	Practical Nursing Instructor

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Allison Burns, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Allison Burns for the Nurse Aide Ins/Coord. position.

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe", written over a horizontal line.

Chad A. Bledsoe
President



Ervin, Korrie <ervink@montgomery.edu>

Fwd: Resignation Letter

1 message

Bledsoe, Chad <bledsoec@montgomery.edu>

Tue, Aug 16, 2016 at 1:03 PM

To: Korrie Ervin <ervink@montgomery.edu>

FYI

----- Forwarded message -----

From: **Encinas-Torres, Abraham** <encinasa@montgomery.edu>

Date: Mon, Aug 15, 2016 at 1:57 PM

Subject: Resignation Letter

To: Chad Bledsoe <bledsoec@montgomery.edu>

Dear Dr. Bledsoe,

I have been offered and accepted the position of ESL Coordinator at Randolph Community College starting September 1st.

The many years I have been at MCC will always be remembered as a time of growth for the ESL program and for me, personally and professionally, as well. I will take with me many grateful memories of you allowing me to be a part of the MCC family. I hope MCC will always keep a firm commitment to literacy as the basis for learning. Thank you for the wonderful challenge, your support, leadership and warm personality. MCC will be missed.

Sincerely,

Abraham Encinas-Torres, MA

Lead Instructor-Recruiter

for ESL and Hispanic Programs

Telephone: (910) 576-6222 ext. 249 (Office)

"We are Big Enough to Serve, Small Enough to Care"

www.montgomery.edu

--

Chad A. Bledsoe, Ph.D.

President

Montgomery Community College

1011 Page Street

Troy, NC 27371

(910) 576-6222

bledsoec@montgomery.edu



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

August 18, 2016

Mr. Abraham Encinas-Torres
1011 Page Street
Troy, NC 27371

Dear Mr. Torres:

I am in receipt of your letter announcing your resignation on September 1, 2016. I accept your letter notifying me of your resignation as ESL Coordinator. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

I would also like to offer to you an exit interview with me at your convenience. This would be an opportunity for you to share your impressions of Montgomery Community College, including ways we might improve our services to our students and community.

Please contact Ms. Melisa Bond for advice about the resignation procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.
President

220.00 College Committees ~~Councils, Teams and Professional Learning Communities~~

Each ~~committee team~~ at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each ~~committee team~~ review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

~~Committee Team~~ activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each ~~committee team~~ is encouraged to investigate grant possibilities for funding of activities.

~~Committee Team~~ membership: Appointments ~~will be established on a rotating basis and to each team~~ will be reviewed annually to include a review of minutes and member participation. It is expected that team members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that team will advise the College President for review.

~~220.01 Distance Learning Advisory Team~~

~~The purpose of the Distance Learning Advisory Team is to provide ongoing policy, philosophical, procedural and technical support to the Director of Professional Development and Learning Technologies to better reach and serve online education students, the Montgomery community, and to better equip faculty and staff of MCC with the skills necessary to provide successful online instruction. This input will create the backbone for strategic planning and initiatives for the Dean of Education Technology. The Team also serves as the Peer Review Committee for new online courses and for those online courses which have been modified by fifty percent or more.~~

220.02 Diversity & Cultural Activities ~~Committee Team~~

The Diversity & Cultural Activities Team's role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The Team will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

220.03 Faculty Senate

The Faculty Senate membership shall consist of all faculty. The Senate ~~is recommended to~~ ~~will~~ meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. ~~Another function of the Faculty Senate shall be to vote upon recommendations presented to it by other teams, councils, etc. at the College.~~ Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request. ~~The Chairman or his/her designee will report the activities of the Faculty Senate to the Board of~~

~~Trustees as needed. The Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

220.04 Financial Aid Committee Team

The purpose of the Financial Aid ~~Committee~~ **Team** is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This team is charged with:

1. Reviewing current accomplishments in meeting the needs of students
2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

220.05 Hospitality Team

~~The Hospitality Team is responsible for planning and carrying out social functions for employees of the College and making recommendations to the President's Administrative Cabinet. The team includes employees from each of the different divisions so that input can be received from throughout the College.~~

220.06 Instructional & Student Services Committee Team

The purpose of the Instructional & Student Services ~~Committee~~ **Team** is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The team is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc Teams

220.07 Information Services Committee

The purpose of the Information Services Committee is to provide input for the planning and implementation of initiatives in the areas of distance learning, academic technology and library resources. To achieve the vision and mission of the college, team members will provide recommendations on policies/procedures and assist in the evaluation and planning of technology in these areas. Specific tasks may include providing input on the peer review process, technology refresh plan, library materials/databases and researching viable instructional technologies.

220.07 Instructional Technology Team

~~The purpose of the Instructional Technology Team is to promote a culture of innovation and collaboration within MCC to facilitate creative uses of technology, maximize resources, and ensure that all facets of the organization have adequate and appropriate technology to achieve the vision and mission of the College.~~

~~220.08 Library Services Team~~

~~The purpose of the Library Services Team is to periodically review and recommend changes to the Library Services Handbook and procedures, to evaluate and make decisions about any complaints or challenges to library materials, and to make purchasing recommendations in the event a controversy should arise about an item under consideration for purchase. Membership should represent the various academic departments at the College and include a representative from the Student Government Association.~~

220.09 Marketing Team

The purpose of the Marketing Committee is to serve in a planning and advisory capacity to the public information officer to identify and recommend possible marketing opportunities and activities based on current research, marketing goals and budget. College marketing will include external as well as internal activities that can be implemented by all employees to positively promote the MCC brand.

~~The purpose of the Marketing Team is to identify, review and evaluate marketing activities in all instructional programs and support services at the College and to ensure adequate and appropriate marketing activities are being implemented. In addition, the Marketing Team will recommend opportunities for media exposure and public relations activities college wide.~~

~~The Marketing Team is charged with:~~

- ~~1. Identifying trends in the members' areas of professional expertise and making recommendations for marketing efforts in those areas.~~
- ~~2. Providing feedback in assuring quality advertising and public relations services.~~
- ~~3. Recommending specific marketing strategies to the President's Administrative Cabinet for approval.~~
- ~~4. Disseminating marketing information to respective areas of responsibility to ensure consistent implementation of approved marketing strategies college wide.~~
- ~~5. The team will make recommendations to the President's Administrative Cabinet concerning the marketing of Montgomery Community College and its educational programs.~~

220.10 Planning Committee Institutional Research, Planning, Assessment Council

The purpose of the Planning Council is to facilitate, monitor, review and support institutional research, planning and assessment activities in collaboration with faculty and staff to advance the mission of MCC. Planning Council's mission ensures that the College engages in ongoing, systematic and institution-wide evidence-based planning and assessment activities that result in continuous quality improvements and mission and goal accomplishment. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the college community and to the Board of Trustees. To ensure full participation in the process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the council.

~~The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, institutional effectiveness and marketing. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the College community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College~~

~~and the standing SGA President. The council is chaired by the Director of Assessment and Institutional Effectiveness. To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council.~~

220.11 President's Administrative Cabinet

The cabinet is comprised of deans and direct reports to the President and serves as an advisory team to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

220.12 Professional Development Team

The purpose of the Professional Development Team is to provide ongoing research, philosophical, procedural and technical support and feedback to ~~the Director of Professional Development to~~ ensure and promote a variety of professional development activities for ~~faculty and staff at~~ all employees of the College. It is responsible for providing opportunities for growth with the ultimate goal of improvement of the educational process. This committee will make recommendations to the Cabinet for changes in the professional development arena, ~~and to better equip faculty of MCC with the skills necessary to provide successful online instruction and support. This input will create the backbone for strategic planning and initiatives for the Director of Professional Development.~~

220.13 SACS Steering Team

~~The purpose of the SACS Steering Team is to review and to ensure compliance with SACS criteria for the areas of institutional effectiveness, faculty, services, and facilities. The team is charged with reviewing the need for any substantive changes and conducting an overall evaluation of compliance.~~

220.13 QEP Implementation Committee

The purpose of the QEP Implementation Committee is to ensure the initiation, continuation, and completion of QEP activities as identified in the QEP plan. The committee will be responsible for monitoring outcomes of QEP activities and recommend necessary changes to ensure verifiable and documented outcomes data for QEP reporting requirements to SACSCOC.

220.14 Safety Team

The purpose of the Safety Team is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The team will conduct periodic safety inspections, fire drills, and other safety checks.

220.15 Staff Senate

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate ~~is recommended to~~ **will** meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request. ~~The chairman or his/her designee will report the activities of the Staff Senate to the Board of Trustees as needed. The chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

220.16 Hospitality and Wellness Committee Team

The Hospitality & Wellness Committee is responsible for planning and carrying out social and wellness functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees from each of the different divisions so that input can be received from throughout the College.

~~The Wellness Team is committed to offering employees opportunities to have better mental and physical health. The team will provide proper fitness techniques, suggestions for healthier eating habits, and also provide avenues of emotional support when needed. The goal is: healthier, happier and more productive employees.~~

220.17 Professional Learning Communities

~~A professional learning community (PLC) is a group (8-12) of trans-disciplinary faculty, students and professional staff engaging in an active, collaborative, yearlong program with a curriculum about enhancing teaching and learning and with frequent seminars and activities that provide learning, development, transdisciplinarity, the scholarship of teaching and learning, and community building. A participant in a PLC may select a focus course or project to try out innovations, assess resulting student learning, and prepare a course or project mini portfolio to show the results; engage in seminars and some retreats; work with student associates; and present project results to the campus and at conferences. Evidence shows that PLCs increase faculty interest in teaching and learning and provide safety and support for faculty to investigate, attempt, assess, and adopt new (to them) methods.~~

~~2011-2012 PLC's~~

~~Academic Standards and Assessment: How Do We Know They Are Learning?~~

~~Engagement: Making an Investment Through Engagement~~

~~Best Practices: Instruction That Makes Sense~~

~~Student Recruitment: Recruitment—Which Way Do We Reach?~~

410.00 Special Events Facilities Usage

Special events are non-curricular activities that require space and logistical support of special equipment. Examples **include but are not limited to** ~~are~~ conferences with visiting educational or civic groups, dinners, visiting lecturers, faculty and student dances, musical presentations, picnics, and art shows.

Arrangements for special events on campus should be made through the **Presidents Office Assistant to the Vice President of Instruction**. Permission may be granted for the use of college facilities and grounds by community groups and organizations when the requested use is for activities of an educational, cultural, or services nature and when space is available. ~~The College is happy to work with nonprofit and formalized community groups such as governmental agencies and community services organizations for one-time, non-regular meetings, seminars, etc.~~

Procedure

Definitions

Sponsorship - the act of the College assuming responsibility, in conjunction with the agency or organization requesting facilities use, for an activity that takes place on the College campus. See Section 3 of this policy for further detail.

Advance Payment - the total sum payable to the College for facilities usage, including supervision fees or equipment operator charges.

Non-Profit Organization - any organization that has written IRS designation as a 501 (c) 3 or similar entity.

Profit Organization - any organization that does not qualify as a non-profit organization as set forth in the previous definition.

Deposit - a sum equal to the advance payment for facilities usage, less any supervision or equipment operator charges or the standard sum of **\$250** as a deposit for the use of the multi-purpose room/kitchen.

Individual Use - use of the facilities by an individual for his/her own personal reasons or use of facilities by an individual in order to hold a function involving others. Unless the College sponsors such use, the contracting individual shall be treated as a profit-making entity.

Weekend - is defined as that period of time beginning at 3:00 p.m. on Friday and terminating at 8:00 a.m. the following Monday morning.

1. Staffing. Facilities of the College shall not be used when the College is not staffed by at least one staff member unless a monitor is available. Parking lots and grounds (outside area) may be

used without administrative supervision unless a facility is to be open so that the public may use MCC restroom facilities and such use is at a time other than during a normal operational day. MCC reserves the right to designate the specific restrooms to be used.

2. College Priority. No group, organization, or individual shall be allowed to use any facilities at any time such usage would conflict with the use of the facilities by College students or staff. This applies to any pre or post contract situation. The College reserves the right to void the contract with a minimum of 60 days' notice. For example, if a contract is written for specific dates and later the College needs the space, the College may utilize the space, giving 60 days' notice, without recourse by the lessee. This, however, is highly unlikely, and the College shall work diligently with the lessee to prevent such occurrence.

3. College Sponsored Meetings. When Montgomery Community College sponsors facilities usage, a sponsored entity contracting for space shall be allowed to forego any deposit and usage fee. The President of Montgomery Community College or his/her designee shall determine sponsorship. Such sponsorship shall be evidenced by notation on the contract with the sponsored entity. Without such notation, the agency, organization, or individual shall be classified as a non-sponsored entity and all provisions of the policy applicable to non-sponsored entities shall apply. Sponsorship shall include, but shall not be limited to:

- (a) Meetings of organizations connected with the NC Community College System.
- (b) Meetings of groups connected with the Montgomery County Public School System who has official written endorsement from the Superintendent of the Montgomery County Public School System.
- (c) Meetings of federal, state, and Montgomery County governmental agencies.
- (d) Meetings that because of their nature and purposes the College President deems worthy of sponsorship.

4. Usage Request. If a group, organization, or individual wishes to use the facilities, ten (10) workdays (weekdays) should be allowed to notify the College concerning desired facilities use. For example, if a group wishes to use the facility on a Friday, the College should receive notification no later than the Friday that is two weeks before the proposed usage date. Usage requests should be in writing, but may be made verbally in case there is inadequate time to make a written request. Requests shall be made directly to the Assistant to the Vice President of Instruction. The Assistant to the Vice President of Instruction shall maintain the use schedule based on bookings made by him/her. All written requests shall be "stamped in" the day of receipt; likewise all verbal requests shall be logged in a special logbook the day of receipt. A form indicating the disposition of the request shall be mailed the same day it is received or the next business day if the request is received on a weekend or holiday. The event shall be scheduled once the College receives the request; however, a function or event shall not be booked or guaranteed until a usage contract has been executed (see Section 5), and the College, if applicable, receives all appropriate fees and deposits. Confirmation of booking shall be done by phone.

5. Contract. Each group, organization, or individual desiring to use the facilities shall sign a Facility Usage Contract containing conditions stipulated in this policy prior to usage. The

contract (in the case of college-sponsored groups) shall provide for any special equipment, conditions, or assistance necessary in connection with facilities use. It shall be the responsibility of the potential facility use or lessee to stipulate such in writing at the time the contract is signed. This contract must be available at the time of facility use and presented to the appropriate College contact.

6. Deposit. When a written request is made to use the facilities, both profit-making organizations or individuals and nonprofit organizations (those not sponsored by the College) must deposit with the College Business Office an amount that is equal to the total advance payment less any supervision fee. In the case of the multi-purpose room use, a deposit of two hundred fifty dollars (\$250) is required of all users regardless of sponsorship. The deposit shall be returned within 30 calendar days of the last day of usage if the College property is in proper order. If an organization or agency wishes to use the facility on an ongoing but periodic basis, the initial deposit left on account at the College shall suffice for future usage. The deposit shall be forfeited if regulations concerning the use of the facility are violated.

7. Cancellation. If an organization, agency, or individual cancels a booking, this must be done five (5) workdays (weekdays) before the date of requested facilities usage. Failure to do this shall result in an administrative charge equal to one-third of the deposit amount not including usage fee. For sponsored agencies, noncompliance shall result in an agency being considered as a profit category for future usage request.

8. Damages – Non-Sponsored Organizational/Individual. In the event that College property is damaged by an amount that exceeds the deposit amount, the organization or entity booking usage shall be liable for any damage that exceeds the deposit amount.

9. Damages – College Sponsored Organizational/Individual. In the case of college-sponsored events, the agent (undersigned) of the agency or organization or individual shall be responsible for executing a binder letter stipulating that the agency, organization, or individual shall bear the cost of repairing the facility as a result of damages incident to its use by said agency, organization, or individual. This binder letter shall be signed at the time a contract for usage is executed and shall be attached to the College copy of the contract.

10. Equipment. Montgomery Community College shall not be responsible for providing equipment in connection with facilities usage unless the College as per Item 3 of this policy sponsors the meeting. If equipment is provided to sponsored groups or individuals using College facilities, the individual representing the lessee or facility user (the individual signing the contract) shall be held personally responsible for the equipment and shall arrange for its placement in the desired location. The individual must personally arrange to acquire the equipment or material from designated College officials and must sign for the equipment unless a supervisor or operator is being paid. Return of equipment is the responsibility of the person signing the usage contract unless a supervisor or operator is being paid. Equipment used must be returned immediately after the last day of usage. Montgomery Community College shall not be responsible for any personal items left in the facility by any group, organization, or individual.

11. Parking. Montgomery Community College shall not provide special parking areas or rights to groups or individuals using the facilities. Students of Montgomery Community College shall be given priority, and parking is to be handled on a “first come, first served” basis.

12. Signage. It is the policy of the Board that no signs of any nature shall be placed in the highway right-of-way of the College’s property.

13. ~~Smoking, Etc.~~ Controlled Substances. Smoking in the facilities is absolutely prohibited. ***The use of alcohol anywhere on campus is also prohibited.*** Eating and drinking in any classroom or laboratory are strictly prohibited. Violation of this regulation as it impacts facility users shall result in forfeiture of the deposit, placement in the profit category for future use, ***and may result in the group not being allowed to use the facility in the future.***

Eating or drinking in a shop area is permitted unless future conditions preclude these activities in the shop areas. Eating or drinking in the halls, stairwells or other areas outside the lounge areas is discouraged. The various College lounge areas are the designated and preferred areas for eating and drinking.

14. Supervision Fees. Any group, organization, or individual desiring to use the facilities at times other than during normal College operational hours shall pay, in addition to other applicable fees, a charge of \$20 per hour or any partial hour for administrative supervision of the facility. The charge shall commence one-half hour before the proposed meeting and terminate one-half hour after the meeting has ended. This supervision charge continues to run, once the building is opened, until one-half hour after the function is over. For example, if a group rents the auditorium from 8 a.m. until 10 p.m. but is out of the building for two hours at lunch, the charge runs from 7:30 a.m. until 10:30 p.m. Clients who are allowed to use the facilities without being charged the usage fee must pay any required supervisor fees in advance. (See special regulations pertaining to facility supervision involving parking lot and grounds.) Any individual or group desiring the use of College equipment must pay the supervision fee during those hours the facility is opened to obtain or replace the equipment if during other than normal operational hours. The charge shall commence one-half hour before the proposed function opens and terminate one-half hour after the function is ended. The minimum fee for this service shall be \$20.

Where supervision or operator fees are being paid, the client shall not have to arrange personally to acquire the equipment nor shall the client have to arrange to return it. If supervisor fees are paid, the College shall maintain responsibility for transporting the equipment, but the client is still responsible for damage to equipment stemming from its use unless College personnel operates the equipment.

15. Set-Up Fee. ***The College provides two options for set up. The agency, organization, or individual desiring to use the facility may set up, break down, and clean up at no extra charge.*** Should the group, organization, or individual wish the college staff to set-up and/or break down the facility for their meeting use, the fee will be \$20.00 per person, per hour. College staff must be used to move the walls in the multipurpose room if ***absolutely*** necessary for the contracted event. In that case, it will be necessary to charge \$20.00 per person, per hour.

16. Equipment Operation Fee. College personnel shall not be used to operate equipment unless said requested equipment includes the following: Information Highway equipment; multi-media projectors and other computerized equipment. If such equipment is needed and approved as a part of the facility usage agreement, the equipment operator fee shall be \$20 per hour or any partial hour. College personnel shall not be used during regular work hours without authorization of the College President or his/her designee. The use of College personnel time to operate the equipment shall be kept at a minimum and, at any rate, shall not impede College operations. If the time involved is during other than normal College operational hours, the charge shall commence one-half hour before the function starts and shall terminate one-half hour after the function ends. Non-sponsored groups shall not be allowed to use or rent College equipment.

~~17. Religious Activities. Montgomery Community College recognizes, preserves, and promotes separation of Church and State.~~

17. Special Regulations:

Multi-Purpose Room and Blair Auditorium

- a. No group or organization having less than 50 people in expected attendance shall be allowed to use the multi-purpose room or auditorium unless special permission is obtained from the President.
- b. A non-sponsored, profit-making group, organization, or individual may be allowed use of the multi-purpose room for a minimum of two hundred fifty dollars (\$250) per day plus any setup charges. A non-sponsored, nonprofit group, organization, or individual may be allowed usage of the auditorium for a minimum of one hundred fifty dollars (\$150) per day, plus any setup charges. The fee for all usage must be paid in advance and in full before usage. In the event there is any question as to whether a group or organization is nonprofit or not, the burden of written proof shall fall on the organization wishing to use the multi-purpose room/auditorium. The fee pertains to use of the multi-purpose room/auditorium for the entire day or any part thereof. Any profit making group, organization, or individual desiring to have a nonprofit public services activity in the facility shall be treated, for purposes of that activity, as a nonprofit organization. In the event that there are funds available from this activity at the end of the fiscal year, they are to be used for general upkeep of the building and grounds or to provide student facilities pertaining to buildings and grounds.
- c. No equipment, furniture, fixtures, or other appurtenances shall be moved or removed without the written consent of the Vice President of Administrative Services.
- d. Use of loaned or donated instructional Equipment. General Statute 66-58c authorizes limited use of community college facilities by private business enterprises that loan, or donate instructional equipment to the College. Such use will be limited to instructional equipment only during an established time period for the use of facilities in exchange for the

loaned or donated equipment. Demonstrations shall be accomplished during normal working hours, shall not interrupt normal instruction and advance notification for demonstration shall be made. A college staff representative shall be present at all times and the College will accept responsibility for insuring against loss of equipment by fire, theft, or natural disasters and for maintenance of the donated equipment. Any such use of donated or loaned equipment by private business enterprises must be reported annually to the North Carolina Community College System and State Board of Community Colleges.

Other Facilities

a. Fees for use of classrooms, parking lots, and grounds by the College: A nonprofit group or organization shall be allowed usage of facilities at no cost if the function is sponsored by the College. If a non-profit group or organization contracts for use of college facilities and the group is not sponsored by the College, or a profit-making group contracts to use the facilities, the group or organization shall be charged a standard fee. The fee for the use of a classroom is \$50 per day or any part of a day. The fee for the use of parking lots or grounds is \$200 per day or any part of a day. The fee for all usage must be paid in advance and in full before usage. In the event there is any question as to whether a group or organization is non-profit or not, the burden of written proof shall fall on the organization wishing to use the facilities. Any profit-making group or organization desiring to have a non-profit public services activity in the facilities shall be treated, for purposes of that activity, as a non-profit organization. In the event that there are funds available from this activity at the end of the fiscal year, they are to be used for general upkeep of the building and grounds or to provide student facilities pertaining to buildings and grounds.

b. Supervision Fees: Any group or organization desiring to use the parking lots or grounds which involves the opening of buildings for the use of restrooms at times other than during normal college operation shall pay, in addition to other applicable fees, a charge of \$20 per hour or any partial hour for administrative supervision of the facilities. The charge shall commence one-half hour before the proposed meeting and terminate one-half hour after the function is over. For example, if a group rents the facilities from 8:00 a.m. until 10:00 p.m., the charges run throughout the day from 7:30 a.m. until 10:30 p.m.

c. Use of shops, lounges, etc: Shops, lounges, and other areas (excluding the areas previously addressed) are not to be used for meetings by outside groups or individuals unless the College sponsors such groups or individuals. Such sponsorship shall likely not be forthcoming unless such meetings directly involve college personnel or are held in connection with a regular curriculum or continuing education course. Permission for such sponsorship must be obtained from the President of the College. Such sponsorship shall be limited to the four groups referred to in Item 3 (College Sponsored Meetings) of this policy.

d. Booking: The parking lots or grounds shall not be used for any purpose in which the end result might cause excessive deterioration to the campus. For example, the facilities shall not be used for races, fairs, circuses, or carnivals without authorization by the full Board of Trustees or the Board Buildings and Grounds Committee.

19. Appeals. Montgomery Community College reserves the right to deny requests for use of the College's facilities. Appeals on the College's policy to deny a request are to be directed to the College's Board of Trustees.

713.00 Electronic Mail Policy

Montgomery Community College (MCC) recognizes the benefits of using electronic mail in both educational and administrative environments. MCC realizes the need for students and employees to have access to e-mail to transmit or receive messages.

Montgomery Community Colleges employees and students are subject to federal laws governing electronic transmissions state laws governing and all MCC policies and procedures associated with transmitted email or internal communications.

~~In addition to state and federal laws, and NCHN Policy and Guidelines on the Use of the Internet, all e-mail users must also respect the following rules.~~

Procedure

1. All messages received or sent over MCC computing resources system or networks are the property of Montgomery Community College and faculty and students using MCC computing resources systems or networks have no reasonable expectation of privacy.
2. In accordance with General Statute – MCC archives all email for disclosure as needed.
3. All messages received or sent over MCC computing resources, systems, or networks should correctly identify the creator and receiver of such.
4. The College reserves the right to access and disclose all messages, including the right to disclose to law enforcement officials.
5. ~~Due to the complexity and nature of the medium, complete confidentiality or privacy of e-mail cannot be guaranteed.~~
6. The use of MCC electronic mail for commercial or private business purposes is prohibited. ~~Employees may use State e-mail for limited family or personal communications so long as those communications do not interfere with their work.~~
7. No received or transmitted message shall be permitted to overload MCC or other institution computer systems, be harmful, or have a negative impact on the system's performance. Examples include but are not limited to junk mail, spam advertisements or chain letters,
8. ~~Sending junk mail, spam or other advertising material is prohibited.~~
9. ~~The creating or forwarding "chain letters," "Ponzi" or other "pyramid" schemes of any type is prohibited.~~
10. ~~The College is not responsible for any archival storage, or retained e-mail messages.~~

11. Transmitting email that is not associated with the College's activities, that communicate a direct threat or is severe or pervasive enough that can be reasonably considered hostile or threatening towards members of the College community is not permitted.
Communications that create a material or substantial disruption of course or College operations will be subject to disciplinary procedures. ~~or making accessible threatening, racist, obscene, offensive, annoying or harassing language and/or material is prohibited.~~
12. Electronic mail addressed to Montgomery Community College e-mail address for a faculty or staff member who is no longer employed by the College will automatically be deleted.
11. Employees shall treat all e-mail messages which they send or receive via state government email accounts as public records and shall handle and maintain them in compliance with NC Public Records Laws and records retention schedules in the same manner as paper documents or other tangible records.

November 2009

713.10 Streaming Media and Download

MCC's Information Technology Department strives to enable the Internet activity that provides the best possible service for all users while managing usage and traffic. Network streaming media and files downloading can consume excessive amounts of bandwidth and are very susceptible to delays caused by network contention and congestion. To provide adequate bandwidth for everyone, all users shall adhere to the following guidelines:

Definition:

Streaming Media – Audio and/or video that are digitized and compressed for the purpose of delivery either live or prerecorded over the Internet.

Streaming Audio - Transmitting or receiving/downloading a live sound and/or music to a computer

Streaming Video - Transmitting or receiving/downloading a live video to display on a computer

1. The transmission and/or downloading of streaming media is prohibited unless for work related and/or classroom demonstration or presentation purposes.
2. Listening and watching streaming media over the Internet is prohibited unless they are for work related and/or classroom demonstration or presentation purposes.
3. All downloads must not subject MCC to any potential liability and/or violation of the copyright law.
4. The download must be to enhance employee productivity or student learning.

5. The download must be from a reputable source.
6. The download must not consume excessive bandwidth.

324.00 Workplace Harassment ~~Sexual Offense/Harassment Policy~~

Montgomery Community College does not presume to exercise moral judgment concerning the behavior of its students or staff; however, it recognizes as a matter of policy an obligation to maintain a climate of learning and working which is free of workplace harassment.

All members of the College community are expected and instructed to conduct themselves so as to contribute to an atmosphere free of workplace harassment. Harassment of any student or employee by any other student or employee is a violation of the policy of this College and will not be tolerated. Any such person violating this policy will be disciplined in accordance with Board Policy 312.02 Non-Probationary Employee Discipline or Dismissal.

The President shall develop procedures that define workplace harassment and provide for disciplinary actions.

Procedures

324.01 Workplace Harassment

All employees are guaranteed the right to work in an environment free from unlawful workplace harassment and retaliation. No employee may engage in conduct that falls under the definition of unlawful workplace harassment indicated below.

1. Workplace harassment is defined as unwelcomed or unsolicited speech or conduct based upon race, color, religion, gender, national origin, age, disability or sexual orientation that creates a hostile work environment or circumstances involving quid pro quo.
2. Hostile work environment is defined as one that both a reasonable person would find hostile or abusive and one that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile work environment is determined by looking at all of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance.
3. Quid pro quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
4. Retaliation is adverse treatment which occurs because of opposition to unlawful workplace harassment.
5. Workplace harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by employees or prospective employees, nor does it exclude claims where the grievant and the alleged harasser are of the same sex.

An employee who believes he or she has been subjected to workplace harassment should promptly report the circumstances to his supervisor, or when the supervisor is the alleged

harasser, to the employee's Vice President or the President. The employee should otherwise follow the procedures for employee grievances listed in Board Policy 312.00 Due Process for Employees.

Any such person violating this policy will be disciplined in accordance Board Policy 312.02 Non-Probationary Employee Discipline or Dismissal.

324.02 Reporting Improper Activities

College employees shall be encouraged to report verbally or in writing to their supervisor, department head, Vice President, or the President, evidence of activity constituting of: a violation of federal or state law, rule, or regulation; fraud; misappropriation of College or State resources; substantial and specific danger to the public health and safety; or gross mismanagement, a gross waste of monies, or gross abuse of authority.

Subsequent to receiving such a report, the College, through its supervisory employees, shall not retaliate against the employee who reports in any manner including but not limited to discharge, intimidation, discrimination, or harassment.

~~In accordance with the *Campus Sex Crimes Prevention Act (CSCPA)* of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. Section 1092), and the *Violence Against Women Reauthorization Act* of 2013, Montgomery Community College (MCC) recognizes that sexual offenses and harassment, forcible and non-forcible, including, but not limited to domestic violence, dating violence, and stalking, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College.~~

~~The acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. MCC will this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims.~~

~~All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College *employees* found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:~~

- ~~1. State websites: <http://www.fbi.gov/hq/cid/eac/registry.htm>~~
- ~~2. National Sex Offender Public Registry: <http://www.nsopw.gov>~~
- ~~3. NC Sex Offender and Public Protection Registry: www.ncfindoffender.gov~~

Procedure

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-576-6222, Ext. 239), MCC Counseling Services (910-576-6222, Ext. 210) the Vice President of Administrative Services (910-576-6222, Ext. 218), the Receptionist (910-576-6222, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the College community exists and what appropriate actions should be taken.

Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration, and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Disciplinary Action for Sexual Offense(s)/Harassment

All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any College *employee* found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination or outcome and will have the right to appeal. Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. The College will retain as *confidential* all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the *confidentiality* of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Human Resources Coordinator. Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Human Resources Coordinator.

The supervisor and the Human Resources Coordinator will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and Human Resources

~~Coordinator must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting is to be held within five days of this written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.~~

~~If the findings and recommendations of the supervisor and the Human Resources Coordinator are not satisfactory to the employee, the employee may within ten days appeal the decision in writing to a personnel action committee to be appointed by the Human Resources Coordinator and the President within five days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five days after the committee is appointed. The Human Resources Coordinator will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five days after written notice of the meeting is presented.~~

~~If the findings and recommendations of the committee are not satisfactory to the employee, the employee has ten days to appeal in writing to the President of the College. The President will within five days notify the employee in writing of a meeting date and time to review the complaint. This meeting shall be scheduled no later than ten days following appeal to the President. If a satisfactory solution is not agreed upon, the employee may within ten days appeal in writing to the Personnel Committee of the Board of Trustees. The Personnel Committee will establish a meeting date and time and give the employee written notice of it within ten days of receipt of the appeal. This meeting shall be held within ten days of the written notice of said meeting.~~

673.00 Articles of Student Conduct

All students and staff have the right to a safe, peaceful, and honest educational environment. Therefore, when in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety, peace, and integrity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and conduct. The purpose of the *Student Code* is not to restrict student freedoms but to protect the rights of individuals in their academic pursuits. The College does not discriminate against students' speech based on views or content; however, the College does prohibit such speech that, based on the perception of a reasonable person under the circumstances, is objectively severe or pervasive enough to disruptive and/or affect others' ability to participate in the College's programs and activities.

The *Student Code* is directed toward breaches of the *Articles of Student Conduct* as set forth below. Any administration of this *Code of Ethics* must bear the responsibility of interpretation of general principles to specific situations provided, however, that the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the actions are disruptive and/or affect others' ability to participate in the College's programs and activities. Additionally, students who engage in acts such as stealing, gambling, profane language, offensive or inappropriate behavior, and personal abuses are liable for disciplinary action stated in the *Student Code*.

Articles of Student Conduct

673.01 Disruption of the Educational Process

A student shall not, by use of violence, or force, noise or coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption or obstruction of any lawful mission, process, or function of the College. Further, a student shall not engage in any conduct for the purpose of causing a disruption or obstruction of any lawful mission, process or function of the College, if such a disruption or obstruction is reasonably certain to result. Neither shall he/she urge other students to engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the College if a disruption or obstruction is reasonably certain to result from his/her urging.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting the operation or function of the College.

1. Occupation of any building or part thereof, with intent to deprive others of its use;
2. Blocking the entrance or exit of any building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room;

3. Setting fire to or by any other means destroying or substantially damaging any building or property of others on College premises;
4. Any possession or display of, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any College building or the College campus.
5. Prevention of, or attempt to prevent, by physical act, personal conduct, or personal habits the attending, convening, continuation, or orderly conduct of any class or activity or of any lawful meeting of assembly on or off campus; and
6. Blocking pedestrian or vehicular traffic on or into any part of the campus.
7. Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; or remaining at the scene of such an assembly after being asked to leave by a representative of the College.

Additionally, students are prohibited from engaging in any conduct which materially and adversely affects the educational process including the following:

1. Trespass, which includes unauthorized entry or presence on the property of the College or a College facility or any portion thereof to which entry or presence has been restricted.
2. Lewd or indecent conduct on College premises or at College-sponsored functions.
3. Setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored functions except with reasonable belief in the need for such alarm or equipment.
4. Smoking and using other forms of tobacco products in classrooms, shops and labs or other unauthorized areas on College premises is prohibited. Additionally, smoking and use of tobacco products is prohibited in school-owned vehicles. Smoking is prohibited inside any school-owned building.
5. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
6. Failure to comply with instructions of College officials acting in performance of their duties.

673.02 Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to private property, or steal or attempt to steal private property, either on the campus or during a College activity, function, or event off campus. Damage, misuse, or theft involving private property shall be a basis for disciplinary action.

673.03 Assault or Mental or Physical Abuse of Another Person

A student shall not intentionally physically or verbally assault, do bodily injury, cause mental or physical abuse or behave in such a way as could reasonably cause injury to any person either on campus or off campus at an institutional activity, function, or event. *This provision is not intended to regulate content/view or suppress student speech. Rather, this provision is intended to require students to* ~~A student is expected to~~ exercise self-discipline and display courtesy expected of mature adults when dealing with others in a College environment. *Examples include, but are not limited to: verbal outbursts in*

class towards fellow students and making personal insults towards other students that, from the perspective of a reasonable person, objectively have no bearing or relationship to the academic setting or discussion. Actions of self-defense or those undertaken on the reasonable belief that it was necessary to protect some other person are not to be considered an intentional act under this rule.

673.04 Discrimination, Harassment and Sexual Based Violence~~Sexual Offense/ Harassment Policy~~

~~In accordance with the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. Section 1092), Montgomery Community College (MCC) recognizes that sexual offenses, forcible and nonforcible, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. MCC will support this policy and increase awareness through educational prevention seminars, special literature, and counseling as well as providing services and resources for victims. All persons found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College employees found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The State Bureau of Investigation (SBI) and the Federal Bureau of Investigation (FBI) each maintain a registry of convicted sex offenders that can be accessed and searched at the SBI site (<http://sbi.jus.state.nc.us/DOJHAHT/SOR/>) or the FBI site (www.nsopr.gov).~~

~~Information on how to report a sexual offense and disciplinary action for sexual offense(s) is outlined in Policy 324, as well as in the MCC Student Handbook.~~

Montgomery Community College (“College”) strives to make its campus inclusive and a safe and welcoming learning environments for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations¹ and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status.

1. DEFINITIONS

The following definitions shall apply to these Procedures and shall be collectively referred to herein as “discrimination, harassment and sexual-based violence”.

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student’s speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

¹ The Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Title II of the Genetic Information Nondiscrimination Act of 2008; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Jeanne Clery Disclosure of Campus Security and Campus Crime Statistic Act; Violence Against Women Act; and Chapter 168A of the North Carolina General Statutes (North Carolina Persons with Disabilities Protection Act); the Federal Campus Sexual Assault Victims’ Bill of Rights.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

- A. **Confidential Employee** – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College’s Title IX Coordinator if confidentiality is requested by the student. Campus counselors are considered Confidential Employees. If a student is unsure of someone’s duties and ability to maintain one’s privacy, the student should ask the person before he/she speaks to him/her.
- B. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- C. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.
- D. **Discrimination** – any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College’s programs and activities. Discrimination may be intentional or unintentional.
- E. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner, a person who whom the student shares a child in common, a person with whom the student cohabitates or has cohabitated as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent, child or person who is related to the student as a grandparent or grandchild.
- F. **Harassment** – a type of Discrimination that happens when verbal, physical, electronic or other behavior based on a person’s Protected Status interferes with a person’s participation in the College’s programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive

or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities.

- G. **Protected Status** – means race, religion, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, sex, age, disability, genetic information and veteran status
- H. **Rape** – as stipulated by the Federal Bureau of Investigation's (FBI) updated definition in the UCR Summary Reporting System means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- This definition includes any sex of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
- I. **Responsible Employee** – a College employee who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- J. **Sexual Assault** – subjecting any person to contact or behavior of a sexual nature or for the purposes of sexual gratification without the person's expressed and explicit consent.
- K. **Sexual or Gender-Based Harassment** – unwelcome sexual advances, requests for sexual favors and other verbal, physical, or electronic conduct of a sexual nature that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment; involve verbal, physical, or electronic conduct based on a person's sex, gender, or sex-stereotyping that, from the perspective of a reasonable person, creates a hostile, intimidating, or abusive environment, even if those acts do not involve conduct of a sexual nature; or include harassment for displaying what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

- L. **Stalking** – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury or continued harassment.

2. **REPORTING**

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the Complainant of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge and can be seen on an emergency basis. For information on the College’s counseling services, contact the Vice President for Student Services at (910) 576-6222 ext. 225.

Reports of sexual and gender-based harassment and sexual-based violence should be made to the College’s Title IX Coordinator:

Vice President Student Services
Montgomery Community College
1011 Page Street
Troy, NC 27371
(910) 576-6222 ext. 225

The Coordinator shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability.

Reports of disability discrimination should be made to the College’s Director of Disability:

Director of Disability Services
Montgomery Community College
1011 Page Street
Troy, NC 27371
(910) 576-6222 ext. 210

All other issues raised hereunder should be reported to the Vice President for Student Services. For the remainder of these Procedures, the person who receives an initial report shall be referred to the “Coordinator”.

3. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the Complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

- A. Individuals filing complaints (“Complainants”) are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Coordinator shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College’s Human Resources Coordinator. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
- B. During the investigation, the Coordinator shall meet with the Complainant and the alleged Perpetrator and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
- C. During the investigation process, the Coordinator may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to completed coursework); or the directives that include no contact between the involved parties.
- D. A confidential file regarding the complaint shall be maintained by the Coordinator. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging sexual harassment or sexual-based violence.
- E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If nature of the investigation requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.

- F. Upon making the complaint, Complainants alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Complainants will also be notified of available counseling services and their options of changing academic situations and other interim protective measures.

4. DETERMINATION AND APPEAL

A. Coordinator's Report and Determination

The Coordinator shall prepare a report of his/her investigation and review the report with both the Complainant and the alleged Perpetrator and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be tolled pending an appeal.

B. Appeal to the President

If the Complainant or alleged Perpetrator is dissatisfied with the Coordinator's determination, s/he may appeal to the President within five (5) calendar days upon receipt of the Coordinator's report.

Upon receipt of the appeal, the President shall convene a Review Committee ("Committee") to hear the matter and provide a non-binding recommendation.

1. Committee Membership

The Committee shall be composed of the following members: i) one faculty and one staff member; and ii) one senior administrator who will serve as the Chair. All Committee members shall be appointed by the President and shall receive training on conducting hearings for this process.

2. Hearing Procedures

- a. The Committee must meet and hold the hearing within ten (10) business days of receipt of the appeal from the President. At least five (5) business day prior to the date set for the hearing, the Chair shall send notification to the Complainant and alleged Perpetrator the time and place of the hearing and the members of the Committee.

The Committee's hearing shall be *de novo*; provided, however, that the President shall inform the Committee of the Coordinator's prior disciplinary determination, if any.

At least two (2) business days prior to the hearing, the parties will notify the Chair whether or not they will be represented by legal counsel. Failure to notify the Chair regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present. Should the College's legal counsel attend, he/she shall serve as the procedural officer for the hearing.

Also, at least two (2) business days prior to the hearing, the Complainant and alleged Perpetrator have the right to request, in writing, that the President disqualify any member of the Committee for prejudice or bias. The request must contain specific reasons and must be sent directly to the President. The President shall consider the matter and if such disqualification occurs, the President shall replace the disqualified member with an individual from the same employment category.

b. The following due process rights shall apply to the hearing:

1. Each party has a right to have legal counsel and/or an advocate present.

The role of the legal counsel or advocate is solely to advise the individual. Except for a closing argument, the legal counsel or advocate shall not have the right to address the Committee.

2. Each party has the right to produce witnesses on their behalf.
3. Each party has the right to present testimonial and documentary evidence.
4. Each party has the right to be present and hear the witnesses presented for both sides.
5. Each party has the right to testify or to refuse to testify without such refusal being detrimental.

c. The following hearing procedures shall apply:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College attorney. Witnesses shall only be present in the hearing room when giving their testimony.

2. The Complainant shall have an opportunity to make an opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
 3. The alleged Perpetrator will then have an opportunity to make a short opening statement and present evidence and witnesses to the Committee. Committee members may ask questions to the witnesses.
 4. Each side will have an opportunity to make a short, closing argument with the Complainant going first.
 5. The College will make an audio recording of the hearing.
 6. Formal rules of evidence do not apply and the Committee may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs. A preponderance of evidence shall be the standard of evidence used at the hearing. Redundant testimony and character witnesses may be limited by the Chair of the Committee.
 7. Upon completion of a hearing, the Committee shall meet in closed session. The College Attorney may be present to provide the Committee with legal advice. Based on a preponderance of the evidence standard, the Committee shall review the evidence and make a written, non-binding recommendation to the President within five business days. The parties shall also receive a copy of the non-binding recommendation.
- d. Within five business days after receipt of the Committee's non-binding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.

5. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of these procedures.

6. EMPLOYEE AND STUDENT RELATIONSHIPS

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor

for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

Romantic or sexual relationships between College employees and students not in an academic relationship that impairs the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

7. **SUSPENDING PROCEDURES**

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

8. **STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING**

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual based violence. This program will be held annually at the beginning of each fall semester.

At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities.
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online

in the College's website and a hard copy will be kept on file in the Coordinator's office. Other translations will be made available upon request.

Curriculum and Student Services Committee
Wednesday, September 14, 2016
6:05 p.m.

Committee Members

Ron Kincaid, Chairman
Andrea Marshall, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
George Gilbreath

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix V – Action**
- ❖ **Update from Instruction – Appendix W**
- ❖ **Update from Vice President of Student Services – Appendix X**
- ❖ **Update from Dean of Continuing Education – Appendix Y**
- ❖ **2016-2017 Student Fee Chart Revisions – Appendix Z – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 10, 2016 at 6:15 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulhuis
Sharon Cupples
Andrea Marshall

Absent**Others Present**

Gelynda Capel
Paula Covington
Susan Eggleston
Anna Hollers
Gordon Knowles
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Riley Beaman, Director of Health and Public Safety; Taylor Sarks; George Gilbreath; and Korrie Ervin, Assistant to the President.

Mr. Kincaid, Chairman, called the meeting to order.

Committee roll was taken by Chairman Kincaid and all committee members were present.

Approval of June Committee Minutes – Appendix T – Action

Mr. Martin made a motion, seconded by Mrs. Bulhuis, to approve the June Committee minutes. The motion carried.

Update from Instruction – Appendix U

Mr. Proctor gave an update on instructional activities as presented in Appendix U.

Update from Vice President of Student Services – Appendix V

Mrs. Smith gave an update on student services activities as presented in Appendix V.

2016-2017 College Catalog Revisions – Beth Smith – Action

Mrs. Smith presented revisions to the 2016-2017 College Catalog.

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the 2016-2017 College Catalog Revisions. The motion carried.

Update from Dean of Continuing Education – Appendix W

Mr. Thill gave an update on continuing education activities as presented in Appendix W.

Fall 2015 Class Visitation Report – Appendix X

Mr. Thill presented Appendix X, the Fall 2015 Class Visitation report. He noted that as Dean of Continuing Education he plans to increase the amount of visits to classes.

2015-2016 Compliance Review – Appendix Y

Dr. Bledsoe presented Appendix Y, the 2015-2016 Compliance Review report. He noted that there were no finds in the review and he commended those who work in the areas under review.

There being no further business, the meeting adjourned at 6:30 p.m. The motion carried.

Board Report
Vice President of Instruction
September, 2016

Fall BLET Enrollment - BLET has enrolled 14 students for the evening class for Fall 2016. The numbers are stronger than expected because of the drastic drop in BLET enrollment statewide. The state figures show a 2,500 hundred candidates setting for the exam in 2014-15 to only 462 in 2015-16. We are the only local program that has a strong evening program and we are trying to position ourselves with the area schools to fill that market.

Fall Enrollment Update - Enrollment for Fall 2016 is currently up 11% (888) and FTE is estimated to be up 9% (371). Enrollment in High School programs continue to be strong. The new Phlebotomy and Nursing Aid enrollment is going well at East Montgomery and we will continue to work on the numbers for Spring at West Montgomery.

Additional Program Updates - Work continues on the Associate Degree Nursing and the Associate in Engineering applications. Plans are to submit both programs for approval to the Instruction and Student Development Committee this month and then to the State Board of Community Colleges. The application for the Early College was submitted by Montgomery County Schools on September 2, 2016.

MCC Board of Trustees – September 14, 2016

Update from the Student Services Division

Highlights & Previews

- From Recruitment, Admissions, & Registration
 - Director of Student Life & Recruitment, Savannah Heath, has begun her first round of college visits on the annual CACRAO (Carolinas Association of College Registrars and Admissions Officers) fall tour.
 - Ms. Heath worked with PIO Michele Haywood on the development of a new general information brochure and with Enrollment Coordinator Karen Frye on the development of a postcard that has been mailed to individuals who had inquired about a MCC program any time during the past six months.
 - High School Liaison Diana Sanchez will attend the Career & College Promise Leadership Summit at Catawba Valley Community College at the end of September.

- From Counseling Services
 - The Director of Counseling Services, Natalie Winfree, will complete Career Development Facilitator training this month.
 - Academic Counseling Exchange (ACE) is a new online academic support program that provides access to tutorial services for a variety of subject areas. ACE Coaching is the face-to-face component available on campus.
 - As part of the re-vamped ACA 115 and 122 format, CCDC staff has administered the COPS (Career Occupational Preference System) inventory to students enrolled in those courses. They have also provided other activities designed to help familiarize the students with CCDC services and with commonly-used college terminology.

- From Financial Aid & Veterans Services
 - As of September 2, Financial Aid staff has processed 1428 FAFSAs (Free Application for Federal Student Aid) and awarded aid to over 350 students. Total awards of all financial aid (Pell, Work Study, Scholarships, etc.) amounts to approximately \$1.8 million.
 - The first Veterans Coffee Breaks of the new year were held September 13.
 - FAFSA Day will be held Saturday, October 29; FAFSA Night will be held Wednesday, November 2.

The two remaining Ambassadors – Rebecca Nelson and Katie Davis – will be introduced.

For review and approval:

Revised Student Fee Chart

Montgomery Community College
Report to the Board of Trustees
Continuing Education Department
September, 2016

Occupational Extension:

- *Institutional Class Report for Summer 2016*
 - *Even with Summer 2015 (~48 FTE)*
- *Request for a Taxidermy CE Fee (CETXY)*
 - *\$25 per course to cover student supplies*

Small Business Center:

- *Presentation at State CE Conference (Get Your Business Online with Google)*
 - *Secured the donation of 450 conference bags from Google*

Customized Training Program:

- *Corporate Training*
 - *Staff attended Effective Facilitation Skills Training on 8/8 and 8/9.*
 - *Staff attended the inaugural Montgomery County Veteran Stand down event on 8/10 to inform veterans about MCC's occupational training programs.*
 - *Staff hosted the Montgomery County HR Managers meeting on 8/11. Representatives from 10 different organizations were in attendance.*
 - *Staff attended NC Commerce Education Conference in Raleigh on 8/18*
- *Leadership Montgomery*
 - *Collaborated with MCC Foundation for the development of a new Leadership Montgomery program under the direction of MCC.*
 - *Brochure has been distributed and deadline for applications is September 30th*

2016 - 2017 STUDENT FEES

CONTINUING EDUCATION		CURRICULUM	
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$48	HESI test fee (for PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		Curriculum Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
\$25	Taxidermy (per class)	\$50	GSM 111 Gunsmithing I
		\$100	GSM 120 Gunsmithing Tools
		\$40	GSM 225 Gunmetal Refinishing
		\$15	MED 140 Exam Room Procedures I
		\$15	MED 150 Lab Procedures I
		\$50	PBT 100 Phlebotomy Technology
		\$50	PBT 101 Phlebotomy Practicum
		\$36 for each course	PCC 110, PCC 111, PCC 130, PCC 210, PCC 211
		\$50	NUR 101 Practical Nursing I - Lab Simulation
		\$50	TXY 101 Fish Taxidermy
		\$50	TXY 103 Mammal Taxidermy
		\$25	Book Fee for Career & College Promise (per course)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$11	Liability Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$11	Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, & Practical Nursing students (per student per academic year)
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 101AB + TXY 101BB = TXY 101) the course fee is divided as well (example: TXY 101AB fee = \$25 + TXY 101BB fee = \$25 for a total of \$50).

Initial BOT approval – June 8, 2016; revision presented to BOT September 14, 2016

Legislative/Public Relations Committee
Wednesday, September 14, 2016
6:20 p.m.

Committee Members

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulhuis
Gelynda Capel
Johnny McKinnon

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix AA**
- ❖ **50 in 50 Recognition – Claudia Bulhuis – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Public Relations / Marketing Highlights August 2016

August Marketing Activities

Awards Ceremony press release and Facebook posts (one scholarship per week)

Cannon Foundation Grant Awarded – press release

Basic Law Enforcement Training – Newspaper ad and Facebook post

Small Business Center Seminars – Newspaper ad

New MCC general purpose brochure

Photos for new Phlebotomy brochures, banner in progress

Photos for new Taxidermy brochures, banner in progress

Radio spots on WMTG, WJRM, & WKZY – Knifemaking, Small Business Center, MCC new programs

Signposts – Welding, HVAC, Knifemaking, Yoga, Water Aerobics, Fall Registration, GetFit Registration, Entrepreneurship Academy, Beekeeping.

Facebook Top Posts for August

Total Likes 1496 (Up 41 from July)

Page	Date	Post	Reach	Engagement	Talking About This
MCC	8/17	Evening BLET classes now forming	1,100	41	31
MCC	8/8	Forestry grad competes at SAWA	910	17	11
MCC	8/8	MCC Awards Ceremony group photo	763	236	70
MCC	8/18	Congratulations Dana Wolf – Zane Simmons Scholarship recipient	734	22	9

TWITTER FOLLOWERS 549 – UP 12 FROM JULY

MCC 50th Anniversary

Plans are underway to make 2017 an epic year for MCC!

- Anniversary year kickoff at Quality Trails conference – Sign update
- 50th Anniversary Facebook page, logo
- 50 Trailblazers press releases
- Commemorative book, historical timeline, etc.
- Alumni project – Lynne Russell & Claudia Bulthuis
- Event dates to remember
 - 50th anniversary open house and Montgomery County Schools back to school – Thursday, August 10, 2017 (Tentative time 5:30 p.m. – 8:00 p.m.)
 - 50th Birthday Party – Thursday, September 7, 2017 (Time TBD)
 - 50th anniversary Gala and Foundation Raffle – Friday, September 22, 2017

**Institutional Status Committee
Wednesday, September 14, 2016
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
Claudia Bulhuis, Vice Chairman
Phil Absher
Susan Eggleston
George Gilbreath**

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Employee Survey Results – Dr. Chad Bledsoe**
- ❖ **2015-2016 Strategic Plan Activities – Appendix AB**
- ❖ **New Business**
- ❖ **Adjourn**

Strategic Plan Activities

2015-2016

1. Workforce Training for Emerging Jobs and a Changing Workplace

a.) Provide training in technology, management, technical, customer service, and communications skills to support business and industry needs.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- The Small Business Center offered a variety of free seminars during 15-16. Below are just a few of the topics offered:
 - So You Think You Want to Start a Business
 - Why Successful Businesses ARE Successful
 - Sales Workshop - Networking Techniques for Increasing Your Sales
 - How to Raise Your Credit Score to 740 Points
 - Hands-On Facebook Marketing Strategies
 - Understanding Credit Card Processing Changes Affecting Business Owners
 - How to Find your Customers Basic
 - How to Start a Business
 - How to Start an Ecommerce Store
 - Dynamite Marketing on a Firecracker Budget
 - Basics of Bookkeeping
 - How to Write a Business Plan
 - Your Small Business Taxes
 - Basics of Bookkeeping - Accounting Fundamentals for Business Owners
 - Starting a Non-Profit Organization
 - Financing Your Small Business
 - Marketing your Business
 - Social Media Marketing Strategies - Twitter, Facebook, YouTube and More!
 - Grant Writing for Nonprofits and Government Agencies
 - Secrets of Great Customer Service
 - Understanding Financial Reports in QuickBooks
 - Etsy Marketing Strategies
 - Amazon Marketing Strategies
 - Legal Considerations for Business Owners and Entrepreneurs
- The NC Department of Public Safety requested that MCC conduct training in chainsaw safety for its personnel. Russell Strong offered the first session of this training on Tuesday, October 13, 2015 with 12 in attendance. More sessions will be offered throughout academic year 2015-2016.
- Jonathan Thill, Dean of Continuing Education, met with the new Montgomery County Department of Social Services Manager. They discussed a training opportunity that MCC may be able to offer relative to a Phase 2 on NCFASST. This training would be a computer program specific training. Update as of 6.30.2016: MCC will begin offering this training in fall 2016. The System Office would not allow all colleges to offer this training initially; it implemented pilots at 4 colleges and wanted the piloted program to complete before opening the door to all 58

colleges. That door has now been opened.

- Introduction to Microsoft Word and Quickbooks are a few of the software courses that Continuing Education offered during 2015-2016.
- MCC became a CompTIA Authorized Academy Partner during the 2015-2016 academic year. CTI students can get CompTIA vouchers at half-price through this program. CompTIA certifications are a must have for graduates seeking entry level support technician positions.
- MCC and Central Carolina Hosiery will partner to provide more than \$20,000 in customized training for CCH employees over the next 34 months. (February Montgomery Herald)
- Customized Training is starting some sessions at Central Carolina Hosiery today (April 26, 2016).
- A 3D printer was obtained through Duke Energy funds on June 1, 2016. It will be utilized in Continuing Education classes and in EST/IST curriculum.

b.) Provide certification and recertification courses; develop online versions as appropriate.

College Goals: 1, 2, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Three students in CTI 120: Network and Security Foundation passed the Microsoft Technology Associate: Security Fundamentals on 10/22/2015.
- Continuing Education offers Microsoft Office Specialist Certification in Excel, Word, Access and Powerpoint. Courses have been offered both online and face-to-face.
- Certified Production Technician training and certification is available through Continuing Education. This training is only offered face-to-face.
- Welding training is offered face-to-face in Continuing Education. The certification is from the American Welding Society.
- HVAC offers NATE certification. NATE stands for North American Technician Excellence. This training is also available via continuing education and is face-to-face, though some components have an online component.
- Continuing Education offered some Insurance Industry Continuing Education coursework in spring 2016. Participants for this course were licensed insurance agents who are required to take a certain number of continuing education courses per year in order to maintain their license or certification within the industry.
- Nurse Aide I and II certification can be obtained by Continuing Education students completing the related coursework.
- Phlebotomy certification is available to CE students upon completion of the training.
- CE students can receive Basic EMT certification upon completion of training and passing the board testing.

c.) Provide programming at a variety of locations within the community and through a variety of electronic modalities, as identified with the continued development of the MegaPark.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Beginning August 31, 2015, CCR began offering Adult Secondary Education classes at the Emmanuel Pentecostal Church in Candor. So far, 15 students have completed the orientation/registration process with more anticipated to enroll.

- Discussion at Board of Trustees' Retreat in February 2016 about the offer of space on Main Street in Troy where additional programming could be offered. Ongoing discussions continued on this topic throughout May. Final decision was to decline the offer due to insufficient funding needed to support the space.
- Prospectus submitted to SACSCOC on April 13, 2016 seeking approval to offer Nurse Aide Certificate at East and West Montgomery High Schools starting fall 2016. This would be our first offering of 50% or more of a credential at these off-campus sites, and as such, it requires SACSCOC approval.

d.) Aggressively engage advisory committees to ensure training is appropriate.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum

Evidence of Activities that Support Goal Attainment

- White Oak Family Physicians invited the second-year medical assisting students to work with their CMA (AAMA)'s. White Oak will host four occupational health fairs in late September and extended an invitation to our medical assisting students to participate.
- Air Conditioning Heating and Refrigeration Technology held an Advisory Meeting in September 2015, with four members present. Discussions included the current courses offered in the program, what employers needs, and NATE certification.
- Medical Assisting held an Advisory Committee meeting on March 24, 2016. Eight members were in attendance. Various topics were discussed at the meeting, including programming changes effective fall 2016, how MCC Medical Assisting could assist their practice, and completion of annual employer surveys.
- BLET/CJC held an electronic Advisory Committee meeting from May 23 to May 27, 2016. Eleven committee members participated. They discussed our current curriculum for the CJC and BLET programs, what hot topics are in the industry, ride-along training options, and whether Spanish for the Workplace should be a required course.
- The Business Technology Advisory Board held an electronic meeting in April 2016. An update on the following business programs was provided: Accounting, Business Administration, Information Technology, Office Administration, and Hunting and Shooting Sports Management. Members discussed the Microsoft Certification, the update to coursework to eliminate redundancy, and the need for IT skills in today's workforce.
- The Forestry Advisory Board met on June 6, 2016 with 8 members present. The Advisory Committee reviewed student enrollment and the program review completed during 15-16. Discussions were had about considering Wildlife tied to Forest Management, continuing to encourage students to get all the fire training, GPS/GIS and pesticide certifications they can get, and the PJF for a new full-time faculty position to aid in transitions between future retirements of existing personnel.
- The Taxidermy Advisory Council met on June 16, 2016 with all 5 members present. The Council discussed the new equipment Taxidermy has recently received, the curriculum improvement / update package submitted to NCCCS for their review and approval, which includes changes in the length of courses and some swapping of semesters when courses are offered. Further, a discussion about offering Taxidermy at the High Schools was undertaken.
- The Human Services Technology program held an Advisory Committee meeting on May 31, 2016 with six members in attendance. They discussed changes to the program courses, the program review which took place this year, the reaccreditation which Ms. Friery is working on, employer identified skill sets which need to be worked on, and how the Advisory Committee can help to market the program. A couple of employers asked for brochures to display in their respective locations.

- The Early Childhood Education Program Head met with seven of the Early Childhood Advisory Committee members during the month of June 2016; a meeting for all to attend at once was not feasible. The Program Head discussed the current course schedule, the Outcome Assessment Report, provided FAFSA applications, information about tuition and fees, and asked for input from each Advisory Committee member. The input provided included such items as work ethic instruction to students, interview preparation for students, and ways to manage behavioral issues of the pupils in childcare facilities.
- The Electrical Systems Technology program held an Advisory Committee meeting on June 27, 2016. Four were in attendance. The program head updated the committee on new equipment being assembled (lab volt trainers) for introduction this fall. Committee members expressed a need for MIG welding to be included in the WLD 112 class.

e.) Define and develop new programs that are timely, relevant and high quality which meet the needs of students, businesses and industries.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Computer Technology Integration (CTI) replaced Computer Information Technology (CIT) to offer a more updated technology program beginning fall of 2015. CTI covers various topics including computing fundamentals, information systems concepts, Microsoft Excel, Microsoft Access, networking, security, computer upgrade and repair, imaging and deploying PCs/laptops, creating a domain, setting up Active Directory, creating virtual machines, working with Linux, and training users. Many of the courses help prepare students for industry certifications such as CompTIA A+, CompTIA Security+, Microsoft Technology Associate: Networking Fundamentals, Microsoft Technology Associate: Security Fundamentals, Microsoft Office Specialist: Excel, Microsoft Office Specialist: Access, Certiport IC3 Digital Literacy, and VMware Certified Associate: Data Center Virtualization.
- The ISS Team and the Board of Trustees voted to make Phlebotomy a curriculum program, (August 2015).
- Robin Coates & Andrew Gardner met with Central Carolina Hosiery and Carolina Dairy the week of August 10, 2015 to discuss Customized Training needs.
- The Computer Technology Integration program has undergone an alignment project review at the NCCCS level as of fall 2015. An alignment project engages faculty from each of the North Carolina 58 community colleges to research, develop, and implement appropriate career pathways to support and improve the Information Technology programs in the NCCCS. Changes to the Information Technology program will be implemented fall 2016. (VPI report to BOT November 2015).
- Continuing Education is developing a Hospitality Program to offer at SCI.
- The Board of Trustees voted in favor of pursuing approval with the NCCCS to offer an Associate Degree in Nursing. (February 9, 2016)
- Dean of Continuing Education discussed ideas for new programming to offer in CE at the March 8, 2016 Cabinet meeting. Programming mentioned were:
 - 3D printing
 - Effective teacher training (required for substitutes and/or assistants)
 - Drone Use for Industry
 - Summer STEM Camp (Makey Makey video)
- Jonathan Thill, Dean of Continuing Education, will be conducting a survey of college employees, students and other identified stakeholders concerning a list of programs that may be offered at MCC. The list of programs is about 10 items, and we want to find out which of those 10 would be supported by local interest. (Cabinet April 5, 2016)
- The Board of Trustees voted in favor of offering Medical Office Administration as a curriculum

option. Approval by NCCCS and notification to SACSCOC still needs to be obtained. Goal is offer this new option as of spring 2017.

- Small Business Center will be offering some classes at the Front Porch Emporium. (CE report to Cabinet 5.10.2016)
- On Tuesday, June 7, 2016, Jonathan Thill attended a session at Sandhills CC with Philip Brown which addresses the impact of automation on local workforce and how education can adapt to better serve communities.
- The Board of Trustees voted in favor of offering an Associate in Engineering (A10500) curriculum. This is a transfer program in a STEM field. (BOT meeting 06.08.2016)
- Nurse Aide will be offered as a curriculum program option at the high schools in fall 2016.

f.) Increase course and program completion rates of MCC students by decreasing withdrawal rates to track student success.

College Goals: 1, 2, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education, Distance Learning, Student Services

Evidence of Activities that Support Goal Attainment

- The CATS lab hosted a “Retention Roundtable” on Tuesday, September 29th from 3:00 - 4:00 p.m. Nine individuals attended, which included faculty, counselors, distance learning and administrative personnel. The discussion focused on student retention in online courses.
- Withdrawal data for the fall semesters from 2008 to 2013 was pulled and reviewed by the QEP Coordinator for trends and/or information that would be helpful to the QEP. This same data was shared with the Cabinet since there are other non-QEP related withdrawal issues. (February 2016)
- On the 2015 Performance Measures, MCC exceeded the excellence level (45.6%) for curriculum completion. We had a 52.1% curriculum completion. Note: This is for the fall 2008 cohort.
- Natalie Winfree and Tammy Owens attended the 1st annual STRIVE conference in June of 2015. Ms. Winfree attended this year’s conference on June 15, 2016 which focused on Transition from military to academic, for DoD to VA Care, and from student to workforce.

2. Partners in Learning to Serve All Citizens

a.) Expand Basic Skills and developmental programs to emphasize writing and communication skills, use of technology tools, research techniques, time management and organizational skills.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education, Basic Skills

Evidence of Activities that Support Goal Attainment

- Beginning August 31, 2015 CCR began offering Adult Secondary Education classes at the Emmanuel Pentecostal Church in Candor. So far, 15 students have completed the orientation/registration process with more anticipated to enroll.
- Basic Skills Plus is working toward utilizing technical pathway textbook information in their english and math courses, so that Basic Skills Plus students will be immersed during their Basic Skills training on a topic that they plan to pursue later. As an example, a Basic Skills

Plus student that indicates they want to pursue HVAC as a field of study after they get their high schools equivalency, will work on their reading skills with a beginner HVAC textbook. Further, their math work may relate to actual calculations they have to do as an HVAC tech.

- Basic Skills (a/k/a Career and College Readiness) is in the process of creating contextualized learning resources for students. Specifically, reading materials and vocabulary words to be used by Basic Skills students who may have an interest in our CNA program will have learning resources about CNA topics. The concept is that students who are interested in the reading material because it connects to their future career will be more invested in the learning process. Basic Skills plans to have contextualized materials for CNA, HVAC and welding students for fall 2016.

b.) Expand Career Readiness training to include high school students. (Note: Career Readiness is a Certificate through Continuing Education. There are 3 career readiness levels: bronze, silver and gold.)

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- No longer a viable goal. The high schools handle their own Career Readiness Certificate prep, test, and certificate printing at this point. The Continuing Education division does not actively promote the Career Readiness Certificate due to poor feedback from business and industry partners and on-going state-level challenges with the test provider, ACT.

c.) Explore expanded partnerships with 4-year institutions to provide additional post-secondary educational opportunities.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- The CACRAO Tour was held at James Garner Center on October 6, 2015. Students from East and West Montgomery High Schools participated. CACRAO is the Carolinas Association of Collegiate Registrars & Admissions Officers and they annually do a "CACRAO Tour" where various college representatives gather in a central location so that local high school students can visit and obtain program and other information about the represented schools.
- Dr. Bledsoe met with the new chancellor of UNC Pembroke on September 14, 2015 and discussed expanded partnerships between MCC and UNC Pembroke.
- MCC and Gardner-Webb University signed articulation agreements on Friday, March 11, 2016. Pathways covered by these agreements are: Associate in Arts, Associate of Applied Science Degrees in Accounting, Business Administration, Hunting and Shooting Sports Management, Criminal Justice, and Human Services Developmental Disabilities.
- Dr. Bledsoe attended the inauguration of the new president at Wingate College on April 7, 2016. Dr. Bledsoe will pursue partnerships with Wingate College going forward, to help our students' ability to carry credits from MCC to Wingate.

d.) Build a collegiate college campus atmosphere through the development of cultural, social, club, athletic activities, events and campus.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Student Services

Evidence of Activities that Support Goal Attainment

- Russell Strong, and the Forestry department, received an invitation to participate in the 2015 Sustainable Forestry Teachers' Academy. About 40 teachers from across the Piedmont region participated in the program and were on campus in mid-July 2015.
- SGA added items to the Outpost over the 2015 summer: New Competition Pool Table (free play), Foosball Table (free play), Direct TV (Outpost, Student Lounge & Student Services), and a Jukebox.
- Veteran meeting and education about resources available was held on August 25th from 11:30 - 12:30 in the Outpost. (Tammy Owens estimate of attendance: 40-50)
- 9/11 Remembrance Ceremony held on Thursday, September 10, 2015. (Attended by ~50)
- A Montgomery Back to School Rally was held on the campus of MCC in August, 2015. This event is hosted by MCS and MCC only provided the space. However, it does get a lot of people on the campus of MCC that might not otherwise visit.
- The annual Spooktacular event was held in the Outpost on Thursday, October 29, 2015. School sponsored clubs use this event to raise money for their individual club activities for the upcoming year. Approximately 50-75 students, staff and faculty participated in the costume contest, mummy wrapping, club raffles and just general socializing events.
- The Human Services Club hosted the Thanksgiving Luncheon on November 17 at 12:30 pm in the Student Union. The Criminal Justice Club and Early Childhood club assisted with this event. Approximately 40 attended.
- The Southern Correctional Institute SGA sponsored a Re-Entry program featuring a group from Winston-Salem. Approximately 150 students attended the event. The group works through Goodwill Industries. (November BOT report)
- About 30 students from East Middle AVID Program visited MCC on November 18, 2015. Riley Beaman gave them a tour of campus and of our program offerings.
- The SGA hosted a Holiday luncheon (11 to 1 and 5:30 - 7:30) for MCC employees, students and faculty on December 2, 2015. It was well attended and enjoyed by all. The estimated attendance is 400.
- MCC held its annual "Christmas Crawl" on Monday, December 14, 2015. All faculty, staff and administrative staff participated by preparing and partaking of food for breakfast, lunch and an afternoon dessert break. Additionally, a fund-raising event for a former colleague (maintenance) diagnosed with cancer was held in conjunction with "Christmas Crawl," which yield \$1600 to assist with the colleague's medical expenses. Approximately 90 MCC employees participated in the Christmas Crawl event.
- Quality Trails was held on January 5, 2016. Six separate training sessions were held throughout the day for full-time, permanent part-time and any adjuncts employees wishing to attend. Attendance at all sessions was good.
- The Continuing Education Division hosted the HR Associations meeting in April at MCC. There were 13 attendees.
- The SCI SGA hosted an Arts and Crafts show on Friday, April 29th from 9:30 - 10:30. A luncheon for the SGA followed the event. Approximately 100 individuals visited the show.
- Jonathan Thill, Dean of Continuing Education, announced at the June 2016 Employee Meeting that the NC State Board Code has recently changed to allow CC's to host classes in the fall and spring that serve students of any age. There are some restrictions in that the class must be a self-supporting and non-FTE generating course. Montgomery County Schools has already reached out to Mr. Thill about this prospect. Further, the programming can be located on non-MCC premises.

- Financial Aid Assistant Tammy Owens, hosted 10-12 VA Coffee breaks in AY16. Attendance varied by date and time of break. At these sessions Ms. Owens provided information about any changes to financial aid which might affect veterans, they planned the Veterans Day Ceremony, and occasionally had guest speakers.

e.) Market College Transfer Program and CCP opportunities to local public and private high school students as well as home school students; provide information on college transfer options and the Comprehensive Articulation Agreement.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Arts and Sciences, Public Information Officer

Evidence of Activities that Support Goal Attainment

- Robert Nelson did a presentation to the Board of Trustees in September about the Arts & Science division of MCC, which includes the College Transfer Program, and the CAA & UGETC.
- Diana Sanchez and Riley Beaman set up MCC information tables at East and West Montgomery high schools on parent/teacher conference day in October.
- Diana Sanchez and Natalie Winfree attended college day events at Uwharrie Charter Academy in October and April.
- MCC hosted a College Transfer Day on Monday, November 30, 2015 from 8:30 - 10:30 am. Approximately 10-12 inquiries were made of the college representatives present on campus that date.
- Beth Smith and Diana Sanchez attended an EMHS Schedule Fair on March 3rd to provide information about MCC and/or CCP to interested students and parents. Approximately 35 students were provided information.
- Diana Sanchez, High School Liaison, will attend parent teacher conferences at East Montgomery High School on Thursday, March 10, 2016.
- Prospectus submitted to SACSCOC on April 13, 2016 seeking approval to offer Nurse Aide Certificate (CCP) at East and West Montgomery High Schools starting fall 2016. This would be our first offering of 50% or more of a credential at these off-campus sites, and as such, it requires SACSCOC approval. Once we receive approval for the first such programming, we can offer other approved programming at East and West Montgomery High Schools.
- PIO featured Career and College Promise homeschool success story, Tyler Thompson, in fall 2015 tabloid. Also featured Apprenticeship Montgomery/CCP success story in fall 2015, and two Apprenticeship Montgomery/CCP success stories, cover photo, and an ad in spring 2016 course schedules which are delivered to each household in Montgomery County.
- PIO created a new design for the billboard on I 73/74 utilizing a Career and College Promise student and a testimonial reflecting the college brand that "at MCC they treat you like family" and "come home to MCC."

f.) Support and expand Apprenticeship program opportunities for high school students.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- In an effort to promote the Apprenticeship Montgomery Program earlier in the year, 1400 flyers in both English and Spanish were distributed to the county's high schools during their Open

House nights. (Board Report September 2015)

- MCC hosted a committee meeting of Apprenticeship Montgomery on January 7, 2016 to discuss the future of the apprenticeship program and the importance of pre-screening apprentices with more rigorous standards.
- On February 4, 2016, MCC hosted the Montgomery County HR Association meeting. Part of the meeting included a presentation on the Apprenticeship Montgomery Program and solicited more Montgomery businesses to participate. Fifteen people attended the HR association Meeting.
- The Public Information Officer prepared an informational/recruiting video called “Manufacturing Works in Montgomery County” which promotes the Apprenticeship Montgomery Program, as well as other College education programs. This video will be shared with the Montgomery County School system, the Chamber of Commerce, the Economic Development Council, as well as any other stakeholders or avenues where it is appropriate.
- A Meeting of Apprenticeship Montgomery was held stakeholders during the week of May 2, 2016. A new employer is interested in participating - Paperworks in Mt. Gilead. Interviewing of high school students, tours of employers by students and parents is ongoing for the new cohort that will start Summer of 2016.
- Apprenticeship Montgomery is accepting 5 new apprentices to the program. Orientation meeting of new apprentices will take place on May 25, 2016. (Apprentices will be assigned to: 2 to Jordan Lumber, 1 at Unilin, and 2 at K&M).
- Aldofo Munoz-Aldape, an Apprenticeship Montgomery participant, successfully completed all four modules to become a Certified Production Technician (CPT). (*Montgomery Herald News Article on 05.18.2016*)

g.) Strategically invest in the external partnership with MCS to strengthen existing and create new educational pathways, transitions, and synergies.

College Goals: 1, 3

Key Divisions, Departments, or Programs: President, Student Services, Curriculum Continuing Education

Evidence of Activities that Support Goal Attainment

- MCC and MCS are exploring the possibility of Early College at MCC in fall 2017. (Discussed at August 2015 BOT)
- MCC BOT voted to apply to the NCCCS to have an Early College on MCC’s campus effective fall 2017. (October 14, 2015 BOT meeting)
- Ninety (90) 5th graders from Page Street Elementary visited MCC on October 8, 2015.
- Randy Gunter, Vice President of Instruction, held meetings with MCS personnel (East & West High School) to discuss new synergies between the college and the high schools (November 12, 2015). As a result of these meetings Nurse Aide and Phlebotomy courses will be offered on the campuses of East and West in fall 2016.
- Natalie Winfree and Diana Sanchez have met with two student clubs at West Montgomery and are finalizing plans to meet with clubs at East Montgomery in the spring. (Board report January 2016)
- The Montgomery County Education Task Force met on February 26, 2016. They reviewed their main objectives: to address the facility needs of MCC and MCS, to improve the quality and relevance of educational programs; and to develop the means to encourage students and the job force to undertake more challenging pathways. Four options were discussed. The County is pursuing a USDA loan. A decision may be reached in late May, early June.
- Jonathan Thill is representing MCC and Montgomery County in the NC Rural Center’s 26th REDI over the next three months. (March BOT 2016 report)
- Prospectus submitted to SACSCOC on April 13, 2016 seeking approval to offer Nurse Aide

Certificate at East and West Montgomery High Schools starting fall 2016. This would be our first offering of 50% or more of a credential at these off-campus sites, and as such, it requires SACSCOC approval.

- Continuing Education and Foundation and Grants are working with Montgomery County to offer some summer camp opportunities to MCS students. Camps that we plan to run are: Camp Start-up, Pottery Camp and Makey-Makey Camp. These camps will be offered the last week in July and the 1st two weeks of August, 2016. (Cabinet 05.10.2016)
- On Tuesday, June 7, 2016, Jonathan Thill attended a session at Sandhills CC with Philip Brown (MCS) which addresses the impact of automation on local workforce and how education can adapt to better serve communities.
- Approximately 60 middle-school students visited MCC on June 23, 2016. Their visit included a general information session and a tour of the facilities and programs.

h.) Solidify job placement services in a centralized effort.

College Goals: 1

Key Divisions, Departments, or Programs: Student Services

Evidence of Activities that Support Goal Attainment

- Natalie Winfree, Student Services Counselor, participated in Career Development Facilitator training on June 1 and 2, 2016. Ms. Winfree interacts with a broad spectrum of students, dealing with all types of issues, ranging from life events which interfere with their education, to entrance level testing and/or aptitude testing, to accommodation requests. This training provides common understanding of career development theory, practice and tools.

3. Promotion of Quality and Flexible Programs and Services

a.) Market programs and services to the appropriate segment of the community using creative and flexible methods.

College Goals: 3

Key Divisions, Departments, or Programs: Public Information Officer

Evidence of Activities that Support Goal Attainment

- The Public Information Officer created a recruiting postcard for MEG lead instructor to send to current GSM students, and local students on the GSM waiting list.
- MEG instructor & Public Information Officer discussed MEG instructor being at the GSM orientation/registration day and visiting GSM classes, upon approval by Head of GSM program, to promote MEG courses and certifications.
- MCC representatives attending the Peach Festival in Candor (July 18, 2015). Riley Beaman and student ambassadors, Kathy Garner-Smith and Andrew Gardner from CE, and Perry Harris (BLET) worked at the MCC booth.
- The BLET Director, through a former employer relationship, brought a PRISM system (Forced Option Decision Making) for law enforcement to campus for about a two week period in July and August 2015. He contacted local law enforcement agencies and allowed them to utilize the training device free of charge.
- The BLET Director worked with the Mount Gilead Police Department to help create a written test for use in the interviewing process.

- In an effort to promote the Apprenticeship Montgomery Program earlier in the year, 1400 flyers in both English and Spanish were distributed to the county's high schools during their Open House nights. (September Board report)
- The Forest Management Technology Program Head, Russell Strong, received a request for students to provide Timber Sport demonstrations in Mt. Gilead on Wednesday, September 30, 2015. This will be in conjunction with a statewide bicycle ride. The riders will come through Mt. Gilead from 12:00 PM – 3:00 PM on September 30. There are going to be several organizations in Mt. Gilead supporting the forestry industry providing a networking opportunity for our students and program. Approximately 1000 cyclists from around the state made the stop in Mt. Gilead. The PIO took photographs of the students at the event and submitted a press release to the Montgomery Herald.
- The Public Information Officer prepared an informational/recruiting video called "Manufacturing Works in Montgomery County" which promotes the Apprenticeship Montgomery Program, as well as other College education programs. This video will be shared with the Montgomery County School system, the Chamber of Commerce, the Economic Development Council, as well as any other stakeholders or avenues where it is appropriate.
- Taxidermy instructor Andy Speer, and Riley Beaman, Campus Life Coordinator, manned a booth at the Dixie Deer Classic in Raleigh, March 3-6, 2016. Thousands attend and visit our booth due to "Bigfoot."
- A Montgomery County Schools Fair was held at MCC on Thursday, April 7, 2016, from 8:30 a.m. to 11:30 a.m. Approximately 300 were in attendance. Information tables, tours and demonstrations were a part of the fair.
- Kathy Garner-Smith represented MCC Basic Skills at May Day in Mt. Gilead on Saturday, May 7, 2016. She answered questions about Basic Skills and HRD. She responded to approximately 25-30 inquiries. (Cabinet 5.10.2016)
- The PIO is conducting an ongoing online campaign that has served up MCC ads on computers, laptops and mobile devices of all "connected" persons in Montgomery County zip codes. Ads are geocentric, and 'follow' users to pages they visit most, resulting in visits to a landing page, increased activity on MCC's website, requests for information, and applications for admission.
- The PIO routinely advertises Continuing Education classes on the MCC sign on Page Street. PIO also maintains a presence on Facebook to keep the public informed of activities, events, and success stories on campus.
- The PIO conducted an awareness campaign for the ConnectNC Bond that included an informational flier, posts on MCC's Facebook page and the ConnectNC Bond Twitter account, a guest editorial for MCC President, Dr. Bledsoe, for the Montgomery Herald, and a press release.
- The PIO created a new design for the billboard on I 73/74 utilizing a Career and College Promise student and a testimonial reflecting the college brand that "at MCC they treat you like family" and "come home to MCC."
- Financial Aid Assistant Tammy Owens, hosted 10-12 VA Coffee breaks in AY16. Attendance varied by date and time of break. At these sessions Ms. Owens provided information about any changes to financial aid which might affect veterans, they planned the Veterans Day Ceremony, and occasionally had guest speakers.
- Montgomery Community College hosted a Financial Aid Night on February 16, 2016 and a FAFSA day on February 20, 2016. Approximately 25 attended the event which provides help and information about the FAFSA form and process.
- Twelve Leadership Montgomery 2016 participants visited the MCC campus on January 21, 2016. This particular day of training for the Leadership Montgomery cohort was focused on the topic of education. They visited Montgomery County Schools on this date as well. At MCC, they toured the college, learned what programs we offered, and had an in depth discussion with the Taxidermy instructor about that curriculum.

b.) Provide marketing at a variety of locations within the community; host activities and invite the community to the campus.

College Goals: 3

Key Divisions, Departments, or Programs: Public Information Officer, Student Services, Foundation

Evidence of Activities that Support Goal Attainment

- MCC participated in the Peach Festival, July 18, 2015.
- MCC participated in “Front Porch Picking” Open House on Saturday, September 12th. Information about MCC programs and scholarship opportunities were provided to the public. Riley Beaman, Andrew Gardner and Michele Haywood manned the MCC table, and approximately half-dozen persons asked for information. This was a “trial” event for MCC. The “venue” is more of a product sales and not an information or services available facility.
- A group of 46 enthusiastic students from Rockingham Middle School toured the MCC campus in January 2016.
- NC Legislative Brunch was hosted at MCC on March 31, 2016. There were 6 legislative representatives who presented information and answered questions. Audience attendance was approximately 60 persons.
- The NCCCS Board of Trustees meeting was hosted at MCC on March 17 and 18, 2016. Approximately 25 board members were hosted. Tours were provided, as well as meeting space and meals. The event was well received and appreciated by the State Board members, as reflected by the “Thank you” notes received.
- On April 7, 2016, the MCS schools held an event on the campus of MCC whereby approximately 300+ middle school students participated in campus tours, a career information fair, and other presentations about the college and/or occupations within Montgomery County.
- Ryan Cobb, Electrical Instructor, presented information about the EST program at MCC to a Career Exploration event held on April 13, 2016 at West Pine Middle School. Approximately 70 students participated in the event.
- Gunsmithing instructor, Matt Mutarelli, hosted twelve home school students at his gunsmithing shop. With the help of Gunsmithing student, Tom Alt, the students learned STEM skills in a hands-on project where they made a 6 oz. brass hammer to take home with them. They learned various machining skills as well as learned to measure, drill, turn knurl, fit and tap metal parts. The PIO wrote a press release about the project that appeared in the Montgomery Herald.

c.) Leverage the marketing potential of advisory committees.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Public Information Officer

Evidence of Activities that Support Goal Attainment

- Monarch, with the assistance of adjunct instructor Amanda Nicholson, is advertising the HS-Developmental Disabilities Technology in their company newsletter. (Monarch is on the advisory committee for HST.)
- The Human Services Technology program held an Advisory Committee meeting on May 31, 2016 with six members in attendance. They discussed changes to the program courses, the program review which took place this year, the reaccreditation which Ms. Friery is working on, employer identified skill sets which need to be worked on, and how the Advisory Committee can help to market the program. A couple of employers asked for brochures to display in their respective locations.

d.) Create flexibility in all divisions of the College in order to adapt and respond quickly to economic and cultural changes and resulting needs within the community.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Vice Presidents

Evidence of Activities that Support Goal Attainment

- President Bledsoe requested that Cabinet members be cross-trained on the Communication System used for such things as inclement weather. (Cabinet Meeting 2/2/2016)
- A new Organizational Chart was approved by the Board of Trustees at their April 2016 meeting. Distance Education, Library Resources and the IT Department were all put under one Director. Developmental Studies and Basic Skills (a/k/a Career and College Readiness) were combined into a new Foundational Department.

e.) Offer programs that meet the needs and interests of older community members and retirees.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- Older community members and retirees participate in the following Continuing Education programming:
 - Art (painting)
 - Pottery
 - Fitness (Zumba, kickboxing)
 - NRA courses
 - Funeral Director continuing education
 - Insurance continuing education

f.) Ensure high quality and comprehensive services that reflect the needs of all students.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Student Services, Distance Learning, Library

Evidence of Activities that Support Goal Attainment

- Natalie Winfree and Diana Sanchez attended a Student Support Services conference at Wilson Community College on February 1, 2016. The conference was centered around the CbD concept of loss and momentum framework (the connection, progress, entry, and completion of students). It was a great opportunity to hear about processes other colleges have in place, as well as learn that they are experiencing the same issues as MCC, despite size, structure, and/or processes.
- Natalie Winfree participated in an "Upswing" Webinar on March 29, 2016 at 9:30 a.m. Upswing is an online tutoring option that the college is considering. She also reviewed ThinkingStorm, another online tutorial program.

4. Resource Procurement and Allocation

a.) Examine College processes and employees' responsibilities to determine the best and most efficient use of physical and human resources while minimizing the impact on the quality of instruction and services provided to students and the community.

College Goals: 2,4,5,6

Key Divisions, Departments, or Programs: Vice Presidents

Evidence of Activities that Support Goal Attainment

- Cabinet reviewed the New Employee Orientation Checklist (July 2015). HR Coordinator will oversee an update to the New Employee Orientation checklist and process.
- Wayne Madry, from the System Office, visited with CE department on July 21 to conduct a process audit. Any opportunities identified will be addressed.
- The Student Services area had two Subject Area Experts visit the college during the week of January 25, 2016. They spent three (3) intense days looking at our Admissions and Financial Aid processes. The SME's will prepare a report which will include their findings and recommendations, and this will be sent to President Bledsoe in about one month's time.
- The Safety Team and the Director of Facilities has developed an Emergency Action Plan for Montgomery Community College which was presented to the Board of Trustees' at their February 2016 Retreat. A security threat assessment of our plan, as well as our facilities by a professional in the business will be done before the end of the spring semester. Further, we anticipate conducting a mock drill to provide training for staff and faculty no later than the beginning of the fall 2016 semester.
- A new Organizational Chart was approved by the Board of Trustees at their April 2016 meeting. Distance Education, Library Resources and the IT Department were all put under one Director. Developmental Studies and Basic Skills (a/k/a Career and College Readiness) were combined into a new Foundational Department.
- A Purchase Compliance Audit took place on April 21st, and a report on the findings took place on May 6th. There were 3 findings which will be addressed. Auditor commended Connie's attention to detail in providing correct commodity codes on all her submissions.
- Joel Brubaker from the System Office visited the IT department late in June to assess our system and needs as they relate to Colleague. Mr. Brubaker made several recommendations which are being implemented.

b.) Seek grant and foundation funding to provide educational financial assistance to the underserved and needy populations.

College Goals: 2, 5

Key Divisions, Departments, or Programs: Foundation

Evidence of Activities that Support Goal Attainment

- Dr. Bledsoe met with representatives of the Cannon Foundation on September 28, 2015.
- NCSU has made a request to partner with MCC on an NSF grant as per information shared by Gay Roatch at Cabinet on 7.7.2015
- Financial Aid sent out a survey on 7.9.2015 to all students and MCC employees in an attempt to identify veterans that may be eligible for veteran related financial assistance.
- The MCC Foundation held a Beach Party fundraising event on September 18, 2015. Over 200 attended the event, with a net profit of \$22,452.76 being raised.
- Jonathan Thill and Gay Roatch are looking at an available grant opportunity that may provide

funding for CE programming on Export, as it relates to agricultural industries or goods. (Cabinet 2/2/2016)

- Jonathan Thill announced that Kathy Garner-Smith and Abraham Encinas-Torres are planning to apply for an EL Civics Grant which would provide support to ESL English classes to provide Civics classes. (Cabinet 3.1.2016)
- Russell Strong, Program Head for Forestry, made inquiry of Duke Energy for a grant in order to hire a full-time instructor. As a part of this new hire, the Forestry curriculum will include Transmission Line Forestry, which is a hot topic for Duke Energy and other utility companies.
- Dr. Bledsoe and other MCC employees met with a Cannon Foundation representative on April 13, 2016 to discuss a possible grant related to “sim-man” technology for the nursing program.
- June 9, 2016 received notice from Cannon Foundation that we were receiving a \$100,000 grant for the “sim-man” technology.

c.) Procure additional funding for capital projects as outlined in the Facility Master Plan

College Goals: 2, 5, 6

Key Divisions, Departments, or Programs: President, Foundation

Evidence of Activities that Support Goal Attainment

- Discussion at Cabinet on 3.1.2016 concerning a potential building on Main Street. (Bulthius) Unfortunately, the final decision was made in May 2016 to decline the offer due to lack of funding.
- \$6.3 million will be forthcoming to MCC through the NC Bond Referendum which passed by majority vote on March 15, 2016.
- It was planned to submit the GoldenLeaf grant in late June 2016 with a modification to show that the matching funds would come from the NCConnect (the bond referendum) instead of the County. (June 14, 2016 Cabinet) Unfortunately, the County would not sign off on the proposed modification.

5. Leverage and the Power of Technology

a.) Increase online curriculum and continuing education course offerings and instructional support in areas identified as high need.

College Goals: 1, 2, 3

Key Divisions, Departments, or Programs: Distance Learning, Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- New Certificate, Administrative Business Specialist, received approval from Department of Corrections. Will be offered at Southern Correctional Institute beginning fall 2015.
- Counseling and Career Development Center hosted Study Hall sessions for PSY 150 and MAT 110 in fall 2015. (Yourspace)
- Medical Office Administration was approved by the Board of Trustees at the April 13, 2016 as a new curriculum offering. MCC hopes to have this option in place as of spring 2017.

b.) Maintain instructional spaces equipped with state-of-the-art technology and equipment.

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- Five new AED's (Automatic External Defibrillator) machines were installed in five (5) of the MCC buildings. 15 MCC employees received CPR and AED training. (July 2015).
- Brownell donated a lathe to the Gunsmithing department.
- Completion of Mutli-purpose room replacement of walls and carpet (August 2015).
- A complete upgrade to the Blackboard Learning Management System deployed between spring and summer semesters. Full implementation of the new system happened in the fall 2015 semester.
- Approximately 20 faculty, administrators and staff attended a demonstration of "Clear Touch Interactive" on November 20, 2015. A repeat demonstration was held on January 7, 2016 for those who could not attend in November.
- The Dean of Continuing Education in conjunction with the Foundation Director are exploring the possibility of using remaining Duke Energy funds on a 3D printer that will be utilized by the Industrial Systems Technology program.
- At the April 13, 2016 Board of Trustees meeting, priorities for use of the \$6.3 million to be forthcoming from the bond referendum were presented to the Board. Use of the funding is restricted to building repair, renovation or new construction.
- MCC has purchased two Clear Touch Interactive panels for use in classrooms. Taxidermy has been utilizing one during the Summer 2016 semester and the students are loving it! (Employee Meeting 06.09.2016)
- A 3D printer was obtained through Duke Energy funds on June 1, 2016. It will be utilized in Continuing Education classes and in EST/IST curriculum.

c.) Maintain and improve all aspects of the College network to facilitate the use of new, more effective technologies.

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- Voice over internet protocol (VOIP) telephone cabling is being installed in all campus buildings to enhance the current emergency communications system. This is an in-house job so it is not happening overnight. We hope to have the cabling completed by June 30, 2016, but there will still be some UPS switches and telephones to install thereafter. The entire project should be completed by spring 2017. (2015 Annual Report)
- Joel Brubaker from the System Office visited the IT department late in June 2016 to assess our system and needs as they relate to Colleague. Mr. Brubaker made several recommendations which are being implemented.
- Old Personal Computer Towers are being replaced with Lenova ThinkCentre Tiny. The "Tiny" is an ultra-compact footprint which means it saves space and it is energy efficient (lower power consumption). The technology is based on a 3rd Generation Intel Core vPro Processor so it has ample performance to support video, Flash, and collaboration-based (video conference) applications while ensuring the user experience/productivity is not jeopardized. Looking forward to desktop virtualization, this technology can help improve the ability to manage and control remote systems while supporting stronger security. Approximately 12 have been deployed thus far. (06.30.2016)

d.) Monitor effective implementation of QEP to ensure integration of expected outcomes and technology to enhance the online learning experience.

College Goals: 1, 2, 4

Key Divisions, Departments, or Programs: Distance Learning, QEP Implementation Committee, Curriculum

Evidence of Activities that Support Goal Attainment

- QEP Outcome Assessment Reports for AY15 were completed and shared with the QEP Implementation Team (July 2015).
- CIS 110 & CIS 111 Instructors did a postcard mailing to all students registered for the online sections (fall 2015). The card welcomed them as students and offered information about the rigors and responsibility of online learning.
- The CATS lab hosted a “Retention Roundtable” on Tuesday, September 29th from 3:00 - 4:00 p.m. Nine individuals attended, which included faculty, counselors, distance learning and administrative. The discussion focused on student retention in online courses.
- Cindy Ellison, Director of Distance Learning and Coordinator of QEP, Mike Collins, Business Faculty, and Andrew Gardner, CE, Customized Industry Training, participated in the Virtual Learning Community Institute during 2015-2016. The VLC is an institute that the NCCCS provides to the 58 community colleges as a means to pull resources and provide up-to-date information and/or training. Andrew Gardner was a member of a team focused on “Growing & Marketing a Distance Learning Program; Mike Collins was on the “Increasing Academic Integrity/Test Security Options” team; and Cindy Ellison participated on two teams, “Efficient Ways to Provide Meaningful Feedback” and “Using Advanced LMS Features.” The knowledge that these 3 participants gained about various online learning topics will be shared with all of MCC.
- Quality Trails in January 2016 had several training sessions which related to online learning; specifically, ADA requirements, Powtoons, and Advising. Each of these sessions were well attended by instructors and student support staff.
- Withdrawal data for the fall semesters from 2008 to 2013 was pulled and reviewed by the IE and QEP Coordinators for trends and/or information that would be helpful to the QEP. The findings are that very few students list reasons which relates to the QEP. (February 2016) The withdrawal data was shared with the Cabinet.

e.) Integrate evaluative measures of student success and program/services review to ensure funding decisions are data driven.

College Goals: 1, 5

Key Divisions, Departments, or Programs: Curriculum, Continuing Education, Student Services

Evidence of Activities that Support Goal Attainment

- Conversations initiated by Dr. Bledsoe regarding MCC’s assessment planning process began in July 2015. Changes made concerning old versions and manner of handling Diversity, Marketing & Technology Plans. These will be integrated into the annual IE Plan using Outcome Assessment Reporting.
- Program Review process was enhanced in fall 2015. Curriculum programs and support units went on a 3 year cycle of review, the program review form was modified, and a type of “peer” review committee was engaged.
- Dr. Bledsoe shared a Cost Analysis worksheet with Cabinet, Directors, Division Chairs, and

Program Heads. This Cost Analysis worksheet shows five academic years of data. This data includes the cost (personnel and equipment), as well as the enrollment, completers, and FTE earned by curriculum programs. (February/March 2016)

- Program Reviews on the following curriculum and/or support services were conducted in spring 2016: Forestry, HVAC, Business Office, Taxidermy, Purchasing, Counseling, Institutional Effectiveness, Career & College Readiness, Early Childhood, Foundational Studies, Human Services, and Office Administration.
- Employee Survey was conducted in May 2016. Cabinet will review it and pick top 3 or 4 items of concern for appropriate department(s) to work on in 2016-2017.

Montgomery Community College
SGA Report
September 14, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- MCC program heads and lead instructors are finalizing their selections of students to serve as SGA Senators for the 2016-17 year.
- The SGA is sponsoring a Welcome Back Snack Attack September 20.
- The SGA is also sponsoring a quiz related to Constitution Day. Students submitting correct answers will have their names entered into a drawing for a gift card to the MCC General Store.
- The SGA's annual Spooktacular event will be held Monday, October 31.

**President's Report
September 14, 2016**

Activities since the August Board Meeting

8/11/16	Recorded Radio Spots
8/13/16	Educator/Teacher Town Hall Meeting
8/15/16	ACA Tours
8/16/16	ACA Tours
	County Commissioners Meetings
8/19/16	CIS Board Meeting
	Budget Meeting in Raleigh
8/22/16	Meeting with Dale Ellis and Heather Seawell, Early College Principal
8/23/16	Meeting with Dr. Bob Shackelford, President of Randolph Community College
8/24/16	MCC Tour with Wayne Wooten
8/25/16	County Commissioners Meeting
8/27/16	Friends of the NRA Dinner
9/1/16	Meeting with Montgomery County Schools Staff
9/5/16	Labor Day – College Closed
9/6/16	Meeting with Pinnacle Architecture
	Meeting with Cathy Dunn
9/7/16	MCC's 49 th Birthday
9/7-9/16	NCACCT Leadership Seminar
9/12/16	NCCCS President Jimmie Williams Regional Meeting
9/13/16	Meeting with Beth Walker, FirstHealth
	NC Lottery Town Hall Meeting, Asheboro Zoo
9/14/16	MCC Board of Trustees Meeting

Upcoming Activities

9/15/16	Employee Meeting
	Biscoe Lions Club
9/16/16	Employee Orientation
9/21/16	MCC SBC Advisory Board Luncheon
9/23/16	MCC Foundation Starry Starry Night Raffle
10/8-10/16	NCACCP Quarterly Meeting/System Conference
10/12/16	MCC Board of Trustees Meeting



Board of Trustees Calendar of Events

2016/2017

September 14, 2016	5:30 p.m.	Committee/Board Meeting
September 23, 2016	6:00 p.m.	**MCC Foundation Raffle**
October 12, 2016	5:30 p.m.	Committee/Board Meeting
November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting
November 11, 2016		Veterans Day Celebration
January 11, 2017	5:30 p.m.	Committee/Board Meeting
February 8, 2017	11:30 a.m.	Foundation Board Meeting
February 8, 2017	5:30 p.m.	Committee/Board Meeting
March 8, 2017	5:30 p.m.	Committee/Board Meeting
March 29-31, 2017		NCACCT Law Seminar, Raleigh
April 12, 2017	5:30 p.m.	Committee/Board Meeting
May 10, 2017	5:00 p.m.	Board of Trustees Meeting
May 10, 2017	7:00 p.m.	Graduation