



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, April 10, 2019 at 7:00 p.m. in the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order Claudia Bulthuis, Chairman

Welcome.....Claudia Bulthuis

Approval of the Agenda – (Action)Claudia Bulthuis

Board of Ethics Reminder.....Claudia Bulthuis

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.

SECU Scholarship Awards George Vann, State Employees Credit Union

Board Presentation Mark Dye, Director of Gunsmithing and NRA Programs

Approval of March Board, Committee, Board Retreat and Called Personnel Committee Meeting Minutes – Appendix A (Action).....Claudia Bulthuis

Standing Committees

Budget & Finance Committee Susan Eggleston, Chairman

- March Financial Reports – **Appendix B-1 (Action)**.....Jeanette McBride
- Write Offs – **Appendix B-2 (Action)**Jeanette McBride
- February Foundation Fund Statements – **Appendix B-3** Korrie Ervin
- Foundation Update..... Korrie Ervin

Building & Grounds Committee Gordon Knowles, Chairman

- Facilities Report – **Appendix C-1**.....Jeanette McBride
- Construction Update – **Appendix C-2** Dr. Chad Bledsoe

Personnel Committee.....Gelynda Capel, Chairman

- Notice of Resignation
 - Psychology Instructor – **Appendix D-1**

Curriculum/Student Services Committee..... Bill Price, Chairman

- Update from Vice President of Instruction – **Appendix E-1** Lee Proctor
 - Continuing Education – **Appendix E-2**..... Lee Proctor
- Update from Vice President of Student Services – **Appendix E-3**..... Beth Smith

Legislative/Public Relations CommitteeAndrea Marshall, Chairman

- Legislative Update Dr. Chad Bledsoe
- Public Relations/Marketing Update – **Appendix F-1** Michele Haywood

Institutional Status Committee..... Dr. Johnny McKinnon, Chairman

- Board Policy Manual Dr. Chad Bledsoe
 - Review of Policy 3.1.9 – **Appendix G-1**
 - Section 3, Part 3.1 – **Appendix G-2 – Second Reading – (Action)**
 - Section 3, Part 3.2 – **Appendix G-3 – First Reading**

SGA Report – Appendix H Jennifer Haywood, SGA President

President’s Report – Appendix I Dr. Chad Bledsoe

Chairman’s Report Claudia Bulthuis

- Correspondence
- Calendar of Events – **Appendix J**
 - BLET Graduation – May 2, 2019 at 6:30 p.m.
 - LPN Pinning Ceremony – May 7, 2019 at 7:00 p.m.
 - Graduation – May 8, 2019 at 7:00 p.m.
- **Presidential Evaluation Schedule**
 - Results are discussed with Dr. Bledsoe at April BOT Meeting.
 - Presidential Evaluation – Closed Session – **(Action)** (Pursuant to North Carolina General Statue section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statue section 115D-27.)
 - Open Session – **(Action)**

Adjourn – (Action) Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, March 13, 2019

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:07 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher (via telephone)	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Paula Covington	Bill Price
Susan Eggleston	Jennifer Haywood, SGA President
George Gilbreath	

Absent

Robert Harris
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administration Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; Jennifer Garner, Department Chair, Medical Assisting; and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Jennifer Garner, Department Chair, Medical Assisting.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the March 13, 2019 meeting. 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.

No conflicts of interest were declared.

Board Presentation – Jennifer Garner, Department Chair, Medical Assisting

The Board received a presentation from Jennifer Garner on the Medical Assisting Program.

Approval of February Committee and Board Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the February Committee and Board Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS**Budget and Finance Committee – Susan Eggleston, Chairman**

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

- The committee reviewed the February financial reports presented by Mrs. McBride. The committee approved, and Mrs. Eggleston made a motion to approve, the financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the January Foundation Funds Statement presented by Mrs. Ervin.
- The committee received a Foundation update provided by Mrs. Ervin.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed Appendix C-1, the Facilities Report.
- The committee received Appendix C-2, the Incident Report.
- The committee reviewed Appendix C-3, an update on the Construction and Building Projects Timeline.
- The committee received Appendix C-4, the 3-1 for the Industrial Maintenance Building. The committee approved, and Mr. Knowles made a motion to approve, the Industrial Maintenance Building. Coming from committee that requires no second. The motion carried.

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:

- The committee received Appendix D-1, the 2019-2020 Additional Faculty Needs for Welding, Machining, Automotive, Facilities Maintenance, Sustainable Agriculture, Nursing, Culinary, Chemistry, Masonry and Communications/English. The committee approved, and Mrs. Capel made a motion to approve, the 2019-2020 Additional Faculty Needs for Welding, Machining, Automotive, Facilities Maintenance, Sustainable

Agriculture, Nursing, Culinary, Chemistry, Masonry and Communications/English.
Coming from committee that requires no second. The motion carried.

- The Personnel Committee went into closed session and no action was taken.

Curriculum/Student Services Committee – Bill Price, Chairman

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

- The committee received an update regarding Instruction from Mr. Proctor.
- The committee received an update regarding Continuing Education from Mr. Proctor.
- The committee received an update regarding Student Services from Mrs. Smith.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

The Legislative/Public Relations Committee met earlier this afternoon (see attached minutes- Attachment E) and Mrs. Marshall reported from the committee the following items:

- The committee received a Legislative update from Dr. Bledsoe. The annual Lunch with Legislators will be held on April 8, 2019 in the Multi-Purpose Room of Capel Hall. Dr. Bledsoe also presented the Governor’s Budget Request.
- The committee received a Public Relations/Marketing update from Michele Haywood.

Institutional Status Committee – George Gilbreath, Vice-Chairman

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and Mr. Gilbreath, Vice Chairman reported from the committee the following items:

- The committee received Appendix G-1, the 2018 MCC Fact Book.

SGA Update – Appendix H

Mrs. Haywood presented the SGA report.

President’s Report – Dr. Chad Bledsoe – Appendix I

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

- Dr. Bledsoe partnered with Dr. Ellis to give a presentation in Mt. Gilead.
- The NC Rural day is on March 26, 2019 in Raleigh.
- The NCACCT Seminar will be held on April 3-5, 2019 in Raleigh.

Chairman’s Report – Claudia Bulthuis, Chairman – Appendix J

Mrs. Bulthuis presented Appendix J, the calendar of events; she noted the following:

- The annual Board Retreat will be held on March 16, 2019 from 8:00 a.m. until 12:30 p.m.
- The NCACCT Seminar will be held on April 3-5, 2019 in Raleigh.
- Graduation will be held on May 8, 2019 at 7:00 p.m.

Presidential Evaluation Schedule

- **BOT returns completed forms by March BOT Meeting.**
- **Results are compiled and reviewed by BOT at Retreat in March.**
- **Results are discussed with Dr. Bledsoe at April BOT Meeting.**

There being no further business, Mr. Knowles made a motion, seconded by Mr. Price, to adjourn the meeting at 7:40 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, March 13, 2019 at 5:31 p.m. in the College Boardroom

Present

Susan Eggleston, Chairman
Susan Hershberger, Vice Chairman
Phil Absher (via telephone)
Gordon Knowles
Claudia Bulthuis

Absent

Others Present

Gelynda Capel
George Gilbreath
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the February committee minutes. The motion carried.

February Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the February Financial Reports.

- As of February 28, 2019, County fund expenditures were \$496,710 or, 64% of the budget.
- As of February 28, 2019, there were \$241,291 available for Capital Expenditures. This month, \$47,000 were used for floor repairs along with the Cannon Foundation funds.
- As of February 28, 2019, State funds expenditures were \$4,677,103 or, 61% of the budget.
- As of February 28, 2019, the Institutional Fund balance was \$633,911.
- As of February 28, 2019, the balance in the STIF account was \$193,317.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the February Financial funds report. The motion carried.

January Foundation Fund Statement – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the January Foundation Fund Statement. As of January 31, 2019, the balance of Foundation Funds totaled \$3,620,153. The attachment presented reflected a growth of \$166,000 due to market recovery.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. She presented a brochure for the golf tournament that will be held on April 12, 2019 at Denson's Creek Golf Course.

There being no further business, the meeting adjourned at 5:36 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 5:36 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel

Absent

Robert Harris
Johnny McKinnon

Others Present

Phil Absher (via telephone)
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present except for Mr. Harris and Dr. McKinnon.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve the February committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She reported that new stairs and safety railing has been installed at the Gunsmithing area.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-3, the Construction Update timeline. The roof replacement on Blair Hall will be complete at the end of this week. The schematics on Blair Hall are being addressed by the engineers. The floors in Blair Hall are complete. The HVAC in Capel Hall will be complete after several motors are installed.

3-1 Industrial Maintenance Building – Appendix C-4 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-4, The 3-1 Industrial Maintenance Building. The schematics are shown in Appendix C-4 and the Maintenance Building will be located behind Building 500.

Mrs. Capel made a motion, seconded by Mrs. Bulhuis, to approve the 3-1 Industrial Maintenance Building. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 5:47 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman (via telephone)
Paula Covington
George Gilbreath
Claudia Bulthuis

Absent

Others Present

Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Bill Price
Jennifer Haywood, SGA President

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the February committee minutes. The motion carried.

2019-2020 Additional Faculty Position Needs – Appendix D-1 – Lee Proctor

Mr. Proctor presented Appendix D-1, the 2019-2020 Additional Faculty Needs.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the 2019-2020 Additional Faculty Needs for Welding, Machining, Automotive, Facilities Maintenance, Sustainable Agriculture, Nursing, Culinary, Chemistry, Masonry and Communications/English Instructor. The motion carried.

Closed Session – Gelynda Capel

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss a personnel matter at 5:53 p.m. The motion carried.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to return to open session at 6:25 p.m. The motion carried. No action was taken during closed session.

There being no further business, the meeting adjourned at 6:25 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:25 p.m. in the College Boardroom.

Present

Bill Price, Chairman
Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Others Present

Phil Absher (via telephone)
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the February committee minutes. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

Update from Dean of Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

Update from Vice President of Student Services – Appendix E-3 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3

There being no further business, the meeting adjourned at 6:32 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:33 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Bill Price
Claudia Bulthuis

Absent

Others Present

Phil Absher (via telephone)
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mrs. Marshall, Chairman called the meeting to order.

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

Mr. Price made a motion, seconded by Mrs. Covington, to approve the February committee minutes. The motion carried.

Legislative Update – Appendix F-1 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix F-1. He noted that the Lunch with Legislators will be held on April 8, 2019 at 12:00 p.m. in the Multi-Purpose Room. He also presented the Governor's Budget Request.

Public Relations/Marketing Update – Michele Haywood – Appendix F-2

Mrs. Haywood presented Appendix F-2, the Public Relations/Marketing Update. She noted that the annual report is complete and will be presented at the Board Retreat on Saturday, March 16, 2019.

There being no further business, the meeting adjourned at 6:37 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:38 p.m. in the College Boardroom.

Present

George Gilbreath, Vice Chairman
Claudia Bulthuis

Absent

Johnny McKinnon, Chairman
Robert Harris

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Since there is not a quorum for this meeting, all action items will be tabled until the April Committee meeting.

Mr. Gilbreath, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Gilbreath, and all members were present except for Dr. McKinnon, Chairman and Robert Harris.

2018 MCC Fact Book – Appendix G-1 – Carol Holton

Mrs. Holton presented the 2018 MCC Fact Book. A link will be posted to the College's website.

There being no further business, the meeting adjourned at 6:39 p.m.

**Board of Trustees
Board Retreat
Montgomery Community College
March 16, 2019**

Minutes

The annual retreat of the Montgomery Community College Board of Trustees was held March 16, 2019 at 8:00 a.m. in the Boardroom. Those present were:

Present:

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Paula Covington	Johnny McKinnon
Susan Eggleston	Bill Price
George Gilbreath	Jennifer Haywood, SGA President

Absent:

Robert Harris

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administration Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mrs. Bulthuis, Chairman, called the meeting to order at 8:31 a.m.

2019-2020 Local Budget Request Draft – Jeanette McBride

Mrs. McBride presented the 2019-2020 Local Budget Request Draft. She noted that this will be presented to the County Commissioners at their Board Retreat. They will also be requesting nonrecurring funding for new faculty members for the 2019-2020 year. The total amount request from the County Commissioners will be based on federal support.

Strategic Plan – Dr. Chad Bledsoe

Dr. Chad Bledsoe presented the Strategic Plan. The Board reviewed the College Vision, Mission, and Goals. Going forward, the Board will conduct the planning process in the Fall of 2019 and implement the strategic plan in Spring of 2020.

Facility Master Plan – Jeanette McBride

Mrs. McBride presented the Facility Master Plan. Dr. Bledsoe reported on growth of classroom hours and the need to add classrooms.

2018 Annual Report – Michele Haywood

Mrs. Haywood presented the 2018 Annual Report. Mrs. Ervin, Mrs. McBride, Mrs. Smith and Mr. Proctor presented highlights from their departments that were listed in the Annual Report.

Team-Building Exercise

Everyone in attendance completed a team-building exercise.

CTE Building and Central High School Tour

Dr. Bledsoe led a tour of the CTE Building and Central High School construction site.

Closed Session – Presidential Evaluation

Mr. Price made a motion, seconded by Mr. Knowles, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 at 11:50 a.m. to discuss the Presidential Evaluation. The motion carried.

No action was taken in closed session. Mr. Knowles made a motion, seconded by Mrs. Eggleston, to return to open session at 12:50 p.m. The motion carried.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the meeting at 12:50 p.m. The motion carried.

**Called Meeting of the Personnel Committee
of the Board of Trustees
Montgomery Community College**

**Open Session
Minutes**

March 18, 2019

The called meeting of the Personnel Committee of the Board of Trustees of Montgomery Community College was called to order at 6:34 p.m. by Gelynda Capel, Chairman.

Present

Gelynda Capel, Chairman
Phil Absher
Claudia Bulthuis
Paula Covington
George Gilbreath

Also Present

Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Bill Price
Jennifer Haywood, SGA President

Welcome

Mrs. Capel welcomed all in attendance.

Approval of the Agenda - Action

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the agenda for open and closed session of the March 18, 2019 called meeting of the Personnel Committee. The motion carried.

Board of Ethics

Mrs. Capel 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.

No conflicts of interest were declared.

Closed Session

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the Board going into closed session at 6:35 p.m. to discuss a personnel issue. The motion carried.

Mr. Absher made a motion, seconded by Mrs. Covington, to return to open session at 9:12 p.m. The motion carried.

During the closed session, the Personnel Committee heard presentations, engaged in question and answer sessions and participated in discussion. A paper ballot vote was taken and the results were presented.

There being no further business, Mr. Absher made a motion, seconded by Mr. Gilbreath, to adjourn the meeting at 9:12 p.m. The motion carried.

**Budget and Finance Committee
Wednesday, April 10, 2019
5:30 p.m.**

Committee Members

**Susan Eggleston, Chairman
Susan Hershberger, Vice Chairman
Phil Absher
Gordon Knowles
Claudia Bulthuis**

Agenda Items

- **Call to Order..... Susan Eggleston, Chairman**
- **Approval of March Committee Minutes – Appendix B.....All**
- **March Financial Reports – Appendix B-1 (Action) Jeanette McBride**
- **Write Offs – Appendix B-2 (Action) Jeanette McBride**
- **February Foundation Fund Statements – Appendix B-3Korrie Ervin**
- **Foundation UpdateKorrie Ervin**
- **New Business**
- **Adjourn**

Budget & Finance Committee Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 5:31 p.m. in the College Boardroom

Present

Susan Eggleston, Chairman
Susan Hershberger, Vice Chairman
Phil Absher (via telephone)
Gordon Knowles
Claudia Bulthuis

Absent

Others Present

Gelynda Capel
George Gilbreath
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the February committee minutes. The motion carried.

February Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the February Financial Reports.

- As of February 28, 2019, County fund expenditures were \$496,710 or, 64% of the budget.
- As of February 28, 2019, there were \$241,291 available for Capital Expenditures. This month, \$47,000 were used for floor repairs along with the Cannon Foundation funds.
- As of February 28, 2019, State funds expenditures were \$4,677,103 or, 61% of the budget.
- As of February 28, 2019, the Institutional Fund balance was \$633,911.
- As of February 28, 2019, the balance in the STIF account was \$193,317.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the February Financial funds report. The motion carried.

January Foundation Fund Statement – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the January Foundation Fund Statement. As of January 31, 2019, the balance of Foundation Funds totaled \$3,620,153. The attachment presented reflected a growth of \$166,000 due to market recovery.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. She presented a brochure for the golf tournament that will be held on April 12, 2019 at Denson's Creek Golf Course.

There being no further business, the meeting adjourned at 5:36 p.m.

**Montgomery Community College
County Funds - Board Report for March 2019**

County Funds - March 2019		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	4,500	1,500	75%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	120,294	40,098	75%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	63,126	17,883	78%
518100	Social Security	18,989	1,539	13,998	4,991	74%
518200	Retirement	45,910	3,843	34,994	10,916	76%
518300	Medical Insurance	49,221	4,115	36,219	13,002	74%
518700	Longevity Payments	2,130	0	2,130	0	100%
519090	Waste Removal/Recycling	11,249	1,053	8,195	3,054	73%
519110	Pest Control Svcs Agreement	750	0	500	250	67%
519120	Lawn and Ground Service	0	0	0	0	0%
521000	Custodial Supplies	16,504	1,825	12,406	4,098	75%
522000	Maintenance Supplies	21,923	2,531	11,604	10,319	53%
524000	Repair Supplies	13,000	783	6,947	6,053	53%
525000	Gas/Travel/Reimbursement	3,000	(287)	321	2,680	11%
531110	In-State Ground	0	0	0	0	0%
531140	In-State Lodging	540	0	0	540	0%
531150	In-State Meals	78	0	0	78	0%
531210	Out-of-State Ground Transportation	188	0	188	0	100%
531240	Out-of-State Lodging	712	0	712	0	100%
531250	Out-of-State Meals	123	0	123	0	100%
531500	Registration Fees	1,577	50	1,516	61	96%
532200	Telephone	14,769	1,554	12,600	2,170	85%
532330	ISP Charges	800	65	561	239	70%
533100	Heat	40,512	4,051	38,345	2,167	95%
533200	Water	11,831	1,091	6,703	5,128	57%
533300	Electricity	193,000	13,178	146,936	46,064	76%
533400	Garbage/Sewage Disposal	10,930	477	6,351	4,579	58%
535100	Equipment Repair	2,552	54	2,551	1	100%
535200	Repairs to Facilities	15,313	883	9,307	6,006	61%
535201	Repairs to Grounds-Supplies	710	0	200	510	28%
535400	Service Contracts	12,017	284	3,461	8,556	29%
539200	PR-President's Office	600	0	216	384	36%
539500	Other Current Expense	533	26	474	59	89%
543000	Lease/Rental Other Equipment	4,650	383	3,451	1,199	74%
545000	Property Insurance	18,150	0	0	18,150	0%
545200	Liability Insurance	3,567	0	250	3,317	7%
545201	Workers Comp	5,147	0	(246)	5,393	-5%
545301	Life Insurance	2,200	179	1,592	608	72%
545302	EAP Program Expense	1,800	140	1,262	538	70%
546100	Membership & Dues	2,660	0	2,660	0	100%
555100	Minor Equipment Low Risk	964	0	964	0	100%
Total Current Expense		776,000	58,698	555,408	220,592	72%

**Montgomery Community College
County Funds - Board Report for March 2019**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's January 2019 Report	\$ 550,829
Add: FY16 Property Tax Allocation from County Report	58,669
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	61,881
Add: FY19 Property Tax Allocation from County Report	57,120
	789,173
Total Revenue	789,173
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,269)
Less: 2016-17 Projects	(60,729)
Less: 2017-18 Projects:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$18K), Sec Cameras (\$21.4K), Bldg 500 Roof (\$23.1K), Bldg 500 Wall & Foundation Repairs (\$3K), Bldg 200 Brick and Fence Work (\$17.6K), Lawn Equip (\$2.4K), Floor Care Equip (\$2.9K), BAS Controls (\$8.7K), Bldg 100 Flooring Repair and polishing (\$47.8K)	(144,992)
	73,826
Sub-total Life-to-date Revenues less Submitted Projects	73,826
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 3/31/19	\$ 248,826

Montgomery Community College
State Funds - Board Report for March 2019

State Funds - March 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	106,529	35,510	75%
511200 FT Senior Administrator	247,968	20,664	185,976	61,992	75%
511300 FT Professional Staff	1,073,261	88,279	773,351	299,910	72%
511310 PT Professional Staff	18,268	2,084	12,700	5,568	70%
511340 30 Hour Professional Staff	88,896	0	0	88,896	0%
512000 FT Support	62,304	5,192	46,670	15,634	75%
512010 PT Support	21,908	1,155	18,738	3,170	86%
513000 FT Faculty	2,002,732	174,019	1,488,996	513,736	74%
513010 PT Faculty	716,167	68,151	462,513	253,654	65%
513030 PT Teaching Assistant	19,175	1,440	13,135	6,040	69%
515000 FT Technical/Paraprofessional	542,113	46,778	394,888	147,225	73%
515010 PT Technical/Paraprofessional	91,361	5,407	50,859	40,503	56%
516020 Student Salaries - Instruction	1,660	280	1,660	0	100%
518100 Social Security	370,852	30,587	257,348	113,504	69%
518200 Retirement	786,112	64,735	581,210	204,902	74%
518300 Medical Insurance	474,056	39,855	339,378	134,678	72%
518500 Unemployment Compensation	3,905	0	3,905	0	100%
518700 Longevity Payments	46,866	717	43,003	3,863	92%
519000 Legal Services	1,830	1,666	1,828	3	100%
519010 Financial/Audit Service	50,000	0	0	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	0	0	6,000	0%
519040 Administrative Services	2,627	0	1,251	1,376	48%
519130 Misc Service Contract	500	0	0	500	0%
519140 WAN Support Services	30,000	0	30,000	0	100%
519142 LAN Support Services	13,000	250	12,750	250	98%
519200 Other Contractual Services	22,500	2,500	20,000	2,500	89%
519400 Contracted Instruction	52,241	3,793	33,956	18,285	65%
519401 Online Tutoring Contract	20,794	0	10,000	10,794	48%
519700 Custom Training 3rd Party Contract	4,728	0	4,728	0	100%
523XXX Copies & Instr Supplies	157,250	11,800	92,901	64,349	59%
527000 Other Supplies	78,888	8,039	43,482	35,406	55%
527005 Tires, Oil Changes, Other Maint	2,222	46	2,168	54	98%
531110 In-State Ground Transportation	31,189	1,793	11,618	19,571	37%
531140 In-State Lodging	21,581	1,837	9,780	11,801	45%
531150 In-State Meals	6,751	497	2,604	4,147	39%
531210 Out-of-State Ground Transportation	1,985	0	1,219	766	61%
531220 Out-of-State Air Transportation	4,786	0	3,038	1,748	63%
531240 Out-of-State Lodging	8,981	0	2,804	6,177	31%
531250 Out-of-State Meals	2,316	0	1,666	650	72%
531410 Board/Non-emp Transportation	200	0	55	145	28%
531420 Board Expense - Subsistence	3,860	0	2,362	1,498	61%
531500 Registration Fees	38,980	6,485	26,077	12,903	67%
532100 Postage	9,161	2,840	5,899	3,262	64%
532337 Managed Server Support	4,693	642	2,310	2,383	49%
532700 Software Subscriptions	8,905	81	7,619	1,286	86%
535100 Equipment Repair	15,670	121	6,850	8,820	44%

Montgomery Community College
State Funds - Board Report for March 2019

State Funds - March 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535120 Repairs-Voice Communication	2,000	0	0	2,000	0%
535400 Service Contracts	565	235	458	107	81%
535430 Maint Agreement-Equipment	5,431	53	3,560	1,871	66%
535450 Maint Agreement-NonWAN	46,266	6,269	33,054	13,212	71%
535495 Maint. Agree.-Server	2,985	0	0	2,985	0%
537000 Advertising	52,220	2,124	28,336	23,884	54%
535491 Maint. Agree LAN Equipment	13,380	875	13,375	5	100%
537100 Advertise Vacant Positions	6,979	0	3,682	3,297	53%
539400 Magazine/Newspaper Subs	5,249	0	3,164	2,085	60%
539500 Other Current Expense	1,905	0	75	1,830	4%
539520 Electronic Processing	12,000	1,591	9,348	2,652	78%
539591 Hazardous Waste Removal	815	0	542	273	67%
539700 Childcare - 530 Purpose	22,900	2,653	15,673	7,227	68%
539720 Project Skill-Up-Student Assistance	10,968	0	5,988	4,980	55%
542403 Rental/Lease Servers	3,840	320	2,880	960	75%
544000 NonWAN Data Process Software	5,925	900	2,940	2,985	50%
544010 Software License Renewal	30,722	0	6,143	24,579	20%
545100 Motor Vehicle Insurance	2,100	0	0	2,100	0%
545200 Liability Insurance	3,800	0	685	3,115	18%
546100 Membership & Dues	24,420	2,005	5,090	19,330	21%
546200 Accreditation Expense	9,195	0	2,725	6,470	30%
555100 Minor Equipment Low	26,325	0	6,750	19,575	26%
555200 Minor Equip High	71,745	0	35,409	36,336	49%
Total Current Expense	7,673,016	620,595	5,297,698	2,375,318	69%
551000 Office Equipment	18,269	0	0	18,269	0%
553000 Educational Equipment	377,325	(29,762)	48,813	328,512	13%
553700 Edu.Equip.Perkins Grant	20,697	0	0	20,697	0%
555100 Minor Equipment Low Risk	15,332	14,260	(1,498)	16,830	-10%
555200 Minor Equipment H Risk	1,803	0	1,803	0	100%
556100 Books	16,040	9,990	11,324	4,716	71%
Total Capital Expense	449,466	(5,512)	60,443	389,023	13%
Total Expenses	8,122,482	615,083	5,358,141	2,764,341	66%

**Montgomery Community College
Institutional Funds - Board Report for March 2019**

Institutional Funds - March 2019		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
	01-121 Pell Overpayments	0	0	436	0	0
	01-128 Veterans Reporting Fee	630	0	630	(20)	676
	01-132 Overhead Receipts 75%	1,550	143	2,531	1,904	13,900
	01-133 Current General & Misc	114	114	1,066	1,041	10,672
	01-134 Admin Support	29	(1,298)	863	285	0
	01-135 Overhead Receipts 25%	517	0	844	0	9,233
	01-139 Excess Fee Receipts	0	0	800	800	0
1	01-142 Textbook Rental	0	458	19,410	23,249	(2,601)
	01-222 Forestry Program	0	0	0	127	8,606
	01-291 Specific Fees: Medical Assist	(15)	0	1,535	0	4,112
	01-291 Specific Fees: Electronics	25	0	488	0	3,425
	01-291 Specific Fees: Gunsmith	40	0	6,590	(20)	42,450
	01-291 Specific Fees: Phlebotomy	0	0	100	0	500
	01-291 Specific Fees: Taxidermy	125	0	1,555	0	12,770
	01-291 Specific Fees - LPN	0	0	1,700	0	10,119
	01-291 Specific Fees: Dental	(50)	0	1,895	1,376	5,668
	01-291 Specific Fees: NET/TEAS	780	1,450	6,168	6,717	4,664
	01-291 Specific Fees: HVAC	0	0	150	0	325
	01-294 Live Projects: Taxidermy	0	0	0	0	349
	01-314 Scrap Metal Fund HVAC	0	0	0	0	717
	01-315 Self Supporting	2,273	2,921	51,955	18,017	99,755
	01-331 Community Service	0	0	0	0	4,275
	01-352 Career Readiness	0	0	567	273	2,173
	01-363 Small Business Center	0	0	1,034	689	7,736
	01-391 Specific Fees: Occ. Ext	1,845	1,815	21,153	16,392	76,137
	01-394 Horticulture: Live Proj	0	0	0	0	878
	01-621 Operational Funds	505	2,618	1,431	10,773	58,737
	01-622 Sales Tax Utilization	20,650	2,000	147,684	144,992	692
	01-715 Vending	681	681	8,440	8,440	0
	01-716 Bookstore Vending	0	0	36,643	36,643	0
	02-131 College Work Study	5,017	5,017	22,471	22,471	0
	02-228 Self Supp. Curriculum	0	0	0	800	20,119
	02-229 Distance Learning	19	0	146	0	0
	02-292 Tech Fee-Curr	706	484	16,314	47,190	57,700
	02-340 Mont. Fund: ESL	0	0	3,000	1,044	1,956
	02-383 Fire Training Center Grant	0	0	5,085	5,619	12,312
	02-392 Tech Fee: Con Ed	0	0	(20)	0	1,938
2	02-425 NCWorks Grant Adult Services	0	7,787	58,550	88,700	(30,150)
2	02-427 NCWorks Grant Dislocated Worker	0	4,064	24,361	33,588	(9,226)
	02-823 FSEOG	8,353	8,353	16,695	16,695	0
3	02-824 Pell Grant	(7,428)	(7,428)	858,154	858,154	(4,334)
	02-831 Educ. Lottery Schol.	12,582	0	34,024	33,085	939
	02-833 Golden LEAF	0	5,966	11,746	11,746	0
	02-835 NC Comm Coll Grant	27,988	710	68,020	64,179	3,921
	02-836 High Demand/Low Enrollment	795	795	1,440	1,440	0
4	02-837 MCC Foundation Scholarship	4,172	470	149,280	150,019	(659)
	02-838 Wells Fargo Scholarship	0	0	250	250	0
	02-839 Less Than Half-time	(795)	420	990	990	0

**Montgomery Community College
Institutional Funds - Board Report for March 2019**

Institutional Funds - March 2019		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-842	SGA President Scholarship	0	0	1,500	1,500	0
02-845	SECU Scholarships	0	0	6,250	6,250	0
05-715	Vending	973	681	6,845	8,876	10,844
05-716	Bookstore Vending	0	1,472	6,892	43,841	44,336
05-720	Bookstore	112	0	849	0	0
05-721	General Store	1,903	2,712	20,480	20,480	0
05-740	Parking Fee	172	0	4,074	0	43,128
05-770	Stud Govt Assoc	533	222	24,812	16,282	29,796
05-771	Graduation Fund	3,139	18	4,579	18	5,856
05-774	Stud. Ambassador	69	1,500	2,777	2,995	25,798
07-925	Bond-Bldg 200 HVAC Replacement	22,408	22,408	895,345	665,308	0
07-925	Bond-Bldg 100 Int/HVAC/Roof	103,961	103,961	709,885	684,464	0
07-925	Bond-Capel Hall Office Reno	0	0	47,006	47,006	0
07-926	Golden Leaf FY2015-085	0	18,346	103,126	118,391	47,581
07-927	Canon Grant/ Blair Hall Floor	0	0	197,790	197,790	0
09-772	Club Accounts	0	0	0	0	67,775
5 09-773	Agency Fund	0	0	0	0	(17,339)
09-775	Funds for Others	0	0	0	0	5,527
Total	Institutional Funds: First Bank	214,379	188,860	3,618,385	3,420,849	693,784

STIF Account as of 3/31/19		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	80	606	43222	43828
02-229	Distance Learning	19	146	10448	10595
02-292	Technology Fees	142	1076	76742	77818
05-720	Bookstore	112	849	60580	61429
Total	Institutional Funds: State Treasury	353	2677	190992	193669

- 1 Due from MCS
- 2 Due from NC Works(WIOA Grant)
- 3 PELL Adjustment
- 4 Due from College Foundation
- 5 Financial Aid Bookstore Charges

Memorandum

TO: Montgomery Community College Board of Trustees
CC: Jennifer Gonzales, Controller; Tonya Luck, Accountant; Jessica Brower, A/R Specialist
From: Jeanette McBride, VP of Administrative Services
Date: March 26, 2019
Re: 2019 Write-Offs

According to the Collection Section of the Attorney General's Office regarding uncollectible accounts, the policy states "accounts should be written off an agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. Uncollectible accounts may be written off of an agency's financial accounting records and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debts still remains."

Due to the fact that the statute of limitations on most receivables is three years, I have compiled a list of balances that have had no activity in the last three years. According to the Policy and Procedures, Section 4, of the North Carolina Community College Accounting Procedures Manual, these balances may be written off once approval has been obtained from the college's Board of Trustees. These amounts will be written off as a receivable for financial statement purposes, but will continue to be on the Debt Setoff list for the Department of Revenue to continue collection attempts through their State Income Tax Refunds and Williams & Fudge Collection Agency.

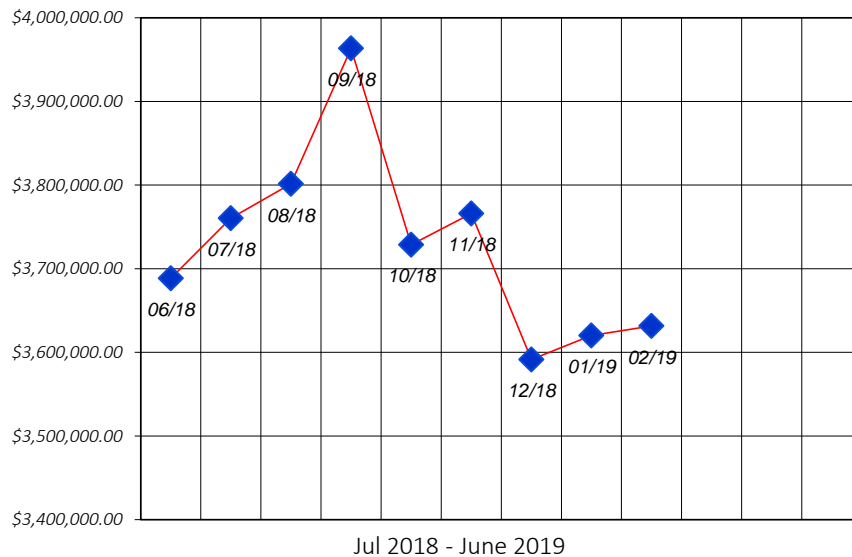
There were 36 students owing a total of \$21,718.65 for tuition, fees, and books. Past due letters were sent to each individual at 30, 60, and 90 days past due. If no payment efforts were made during that time the debt was turned into the North Carolina Department of Revenue and Williams and Fudge Collection Agency. There have been no collections on these accounts in the past three years and efforts to collect will continue after write-offs.

Montgomery Community College Foundation

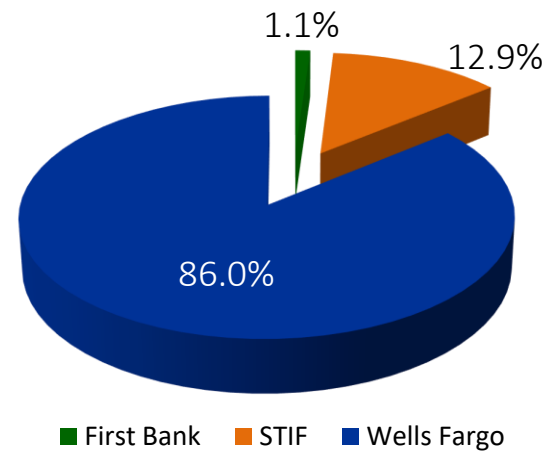
Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of February 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,107,600.04	\$470,341.89	\$42,211.11	\$3,620,153.04
Receipts								
Interest/Dividends	\$50,897.88	\$6,396.71	\$6.71	\$57,301.30	\$4,947.86	\$709.22	\$0.60	\$5,657.68
Deposits	\$8,570.00	\$206,636.34	\$240,929.90	\$456,136.24	\$160.00	\$4,870.00	\$4,937.74	\$9,967.74
Total Receipts	\$59,467.88	\$213,033.05	\$240,936.61	\$513,437.54	\$5,107.86	\$5,579.22	\$4,938.34	\$15,625.42
Disbursements								
Fees/Withdrawals	\$149,639.09	\$193,686.05	\$251,127.74	\$594,452.88	\$68,626.71	\$6,663.74	\$6,380.04	\$81,670.49
Total Disbursements	\$149,639.09	\$193,686.05	\$251,127.74	\$594,452.88	\$68,626.71	\$6,663.74	\$6,380.04	\$81,670.49
Market Value Net Change	\$24,102.87	\$0.00	\$0.00	\$24,102.87	\$77,468.03	\$0.00	\$0.00	\$77,468.03
Ending Value	\$3,121,549.22	\$469,257.37	\$40,769.41	\$3,631,576.00	\$3,121,549.22	\$469,257.37	\$40,769.41	\$3,631,576.00
Net Change	(\$66,068.34)	\$19,347.00	(\$10,191.13)	(\$56,912.47)	\$13,949.18	(\$1,084.52)	(\$1,441.70)	\$11,422.96

Foundation Funds Value



Foundation Funds Distribution



Building and Grounds Committee
Wednesday, April 10, 2019
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Robert Harris
Johnny McKinnon

Agenda Items

- **Call to Order Gordon Knowles, Chairman**
- **Approval of March Committee Minutes – Appendix C All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Construction Update – Appendix C-2Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 5:36 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel

Absent

Robert Harris
Johnny McKinnon

Others Present

Phil Absher (via telephone)
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present except for Mr. Harris and Dr. McKinnon.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve the February committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She reported that new stairs and safety railing has been installed at the Gunsmithing area.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-3, the Construction Update timeline. The roof replacement on Blair Hall will be complete at the end of this week. The schematics on Blair Hall are being addressed by the engineers. The floors in Blair Hall are complete. The HVAC in Capel Hall will be complete after several motors are installed.

3-1 Industrial Maintenance Building – Appendix C-4 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-4, The 3-1 Industrial Maintenance Building. The schematics are shown in Appendix C-4 and the Maintenance Building will be located behind Building 500.

Mrs. Capel made a motion, seconded by Mrs. Bulhuis, to approve the 3-1 Industrial Maintenance Building. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

Board Report

Facilities

April 2019

Prepared By: Wanda Frick

The maintenance crew has been performing preventative maintenance around the campus along with completing submitted work orders. Just some of the duties performed regularly are checking belts & filters on all building air handlers, checking roofs including roof drains, and monthly checks for all fire extinguishers, emergency lights, and emergency eyewash stations.

Montgomery Community College
Construction Update
April
2019

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**

1st phase for roof replacement – The roofing project is approximately 95% complete. The punch list for the project's completion is currently being addressed.

2nd phase schematics (building renovations and HVAC upgrades) – Comments from SCO engineers have been answered by the architects and engineers. The project will be resubmitted to SCO for approval to move forward with advertising and bidding.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$825,690 (Golden Leaf) \$135,545

- **Capel Hall (200) HVAC Replacement**

Project is currently 95% complete. The punch list from the engineer is currently being resolved and pending the state inspector's approval the project will move to completion phase.

- Budgeted: \$1,075,000
- Disbursed to Date: \$957,845

- **Blair Hall, 3rd Hall HVAC Renovations**

This project is currently out for bid to renovate existing 3rd hall units and remove a mezzanine air handling unit with comparable roof top units.

- Budget: \$250,000 (Golden Leaf)
- Disbursed to Date:

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2019												2020
	NC Connect Bond	Other	January	February	March	April	May	June	July	August	September	October	November	December	January
Capel Hall Roof Replacement (Complete)	\$ 174,430														
Capel Hall HVAC Replacement	\$ 1,075,000		Construction			Complete									
Center for Workforce Development (Complete)	\$ 111,449														
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877													
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565														
Capel Hall Office Renovations (Complete)	\$ 47,006														
Industrial Maintenance Building	\$ 495,000				(3-1)	(3-1)	State Board	Design/Build Bid	Construction			Complete			
Building 500 Roof (Original Building - 1987)		\$ 23,887													
Building 500 Renovation (timeline TBD)	\$ 25,000														
Building 500 HVAC (timeline TBD)	\$ 75,000														
Building 300 HVAC (timeline TBD)	\$ 75,000														
Firing Range Expansion		TBD													
Blair Hall 3rd Hall HVAC		\$ 250,000				Construction Bid	Construction			Complete					
Blair Hall Renovation	\$ 3,495,000	\$ 150,000													
Roof Replacement			Construction			Complete									
HVAC Replacement			2nd Design Phase	SCO Review		SCO Approval	Construction Bid	Contr Approved SCO	Construction						
Interior Renovation															
Blair Hall Entrance and Unassigned Funds	\$ 637,087														
Total Cost	\$ 6,334,537	\$ 430,764													

Board Approval
State Construction (3-1)
Architectural Bid
Architectural Design
Construction Bid
Construction

**Personnel Committee
Wednesday, April 10, 2019
6:00 p.m.**

Committee Members

**Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
George Gilbreath
Claudia Bulhuis**

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of March Committee Minutes – Appendix D.....All**
- **Notice of Resignation Gelynda Capel**
 - **Psychology Instructor – Appendix D-1**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 5:47 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman (via telephone)
Paula Covington
George Gilbreath
Claudia Bulthuis

Absent**Others Present**

Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Bill Price
Jennifer Haywood, SGA President

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the February committee minutes. The motion carried.

2019-2020 Additional Faculty Position Needs – Appendix D-1 – Lee Proctor

Mr. Proctor presented Appendix D-1, the 2019-2020 Additional Faculty Needs.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the 2019-2020 Additional Faculty Needs for Welding, Machining, Automotive, Facilities Maintenance, Sustainable Agriculture, Nursing, Culinary, Chemistry, Masonry and Communications/English Instructor. The motion carried.

Closed Session – Gelynda Capel

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss a personnel matter at 5:53 p.m. The motion carried.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to return to open session at 6:25 p.m. The motion carried. No action was taken during closed session.

There being no further business, the meeting adjourned at 6:25 p.m.

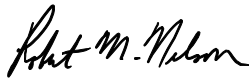
March 19, 2019

Chad Bledsoe, Ph.D.
1011 Page Street
Troy, NC 27371

Dr. Bledsoe,

It is with mixed emotion that I am formally tendering my resignation as Psychology and Sociology Instructor at Montgomery Community College. I first started work at MCC as a Psychology Instructor in August 1998 and through my almost 21 years of employment, I have had the opportunity to serve in a number of capacities. While it has always been my intention to retire from MCC, I feel it best to resign from my position at this time to pursue a new direction in my career. I count it an honor to have instructed with integrity all of the classes that I was tasked to teach as it was always my goal to provide high-quality instruction in order to prepare my students for transfer to a senior institution or to enter the workforce. One of the greatest accomplishments is to have provided transfer advising to our many students who pursue their educational goals of earning a baccalaureate degree. Given the proximity to the end of the term, I will fulfill the terms of my contract which ends on May 8th, 2019.

Sincerely,

A handwritten signature in black ink that reads "Robert M. Nelson". The signature is written in a cursive style with a large, prominent "R" at the beginning.

Robert M. Nelson

**Curriculum and Student Services Committee
Wednesday, April 10, 2019
6:05 p.m.**

Committee Members

**Bill Price, Chairman
Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulhuis**

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of March Committee Minutes – Appendix E.....All**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2 Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-3 . Beth Smith**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:25 p.m. in the College Boardroom.

Present

Bill Price, Chairman
Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Others Present

Phil Absher (via telephone)
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the February committee minutes. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

Update from Dean of Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

Update from Vice President of Student Services – Appendix E-3 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3

There being no further business, the meeting adjourned at 6:32 p.m.

Board Report
Vice President of Instruction
April, 2019

Natalie Winfree will complete the seven-month long North Carolina Community College Leadership Program on April 25. The program is designed to provide learning experiences that will acquaint participants with community college issues and to help them develop leadership skills. Dylan Hurley and Josh Hussey (Forestry) completed the requirements and the state exam to be a Certified Forester in March. They are waiting on the results of the exam at this time.

The Early College held its first Junior Prom on Saturday, March 30th at the Denson Creek Golf Course. Thirty-four students and their guest participated. Next year will be the first Junior/Senior Prom! The 2019 Freshman class of the Early College had 127 applicants for the selection lottery. Sixty-eight students have been selected and are in the process of being notified.

The MCC Forestry Club Woodsmen Team traveled to Waynesville for the 2019 Mid-Atlantic regional competition. MCC placed 3rd overall in the event and set a new MCC best record for points scored in a collegiate competition. The team scored 4th or better in 15 out of the 23 events. The team's female competitors were a dominating force for this year's team. Megan Strong walked away this year's overall point's winner and the team's Top Woods-women, contributing 24 of the overall 73 points. Maegan Byrd and Gavin Hailey tied for the second most points both contributing 15 points. All team members showed excellent sportsmanship and skill that greatly reflected the values and professionalism of MCC. Congratulations to those team members who finished 1st or set new personal best times in their events.

The delay in the opening date of the new Blair CTE Building has present new challenges for scheduling for Fall 2019. The expected date of mid-October (if ready) and anticipated construction on the MCC campus has caused some "growing pains". The MCC and MCS staff have been meeting to create a schedule that will work for Fall. The faculty who will be teaching in the Blair CTE Building were invited to tour the new facility on March 29. They had an opportunity to see the building up close and get a better idea about the facility.

Phi Theta Kappa (PTK) has invited 102 students who meet the academic requirements to join this Spring. Invitations along with a PTK video explaining what PTK is was mailed to all eligible students in March. An induction ceremony is planned for September along with PTK club kick-off for the Fall. Sam Britt (English) will serve as lead advisor and Dr. Natalie Winfree and Josh Hussey (Forestry) will serve as new co-advisors.

Board Report
Continuing Education Department
April, 2019

Business and Industry:

- **Customized Training and Business Outreach**
 - McRae Project ongoing
 - Jordan Lumber
 - Wallace and Dunn
 - Mohawk Industries
 - Carolina Dairy
 - Wright Foods

Health and Public Safety:

- Establishing drone training partnerships with Durham Tech and Central Piedmont Community College to best serve the state's public safety training needs.

NCWorks/WIOA

- Hosted over 400 people and 40 employers at the March 14, 2019 Career Fair

Dean:

- Attended Career Credit Leadership Conference.
- Attended Montgomery County's Business Advisory Council quarterly meeting.

MCC Board of Trustees – April 10, 2019 Update from the Student Services Division

Highlights & Previews

- On the road again....
 - Counselor Diana Sanchez
 - Student Conduct/Title IX meeting
 - College Transfer conference
 - Financial Aid Director Doni Hatchel
 - Regional meeting of financial aid administrators
 - NCASFAA (NC Association of Student Financial Aid Administrators) meeting
- West Montgomery high school and Montgomery County Early College students attended the MCC Diversity Event March 28.
- Allied Health applications for 2019-20....
 - Dental Assisting: 27 applicants qualified so far for 20 available positions; application deadline is April 15
 - Associate Degree Nursing: all 15 positions have been filled; 2 on alternate list
 - Practical Nursing: all 30 positions have been filled; 6 on alternate list

**Legislative/Public Relations Committee
Wednesday, April 10, 2019
6:15 p.m.**

Committee Members

**Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Bill Price
Claudia Bulhuis**

Agenda Items:

- **Call to OrderAndrea Marshall, Chairman**
- **Approval of March Committee Minutes – Appendix FAll**
- **Legislative UpdateDr. Chad Bledsoe**
- **Public Relations/Marketing Update – Appendix F-1.....Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:33 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Bill Price
Claudia Bulthuis

Absent

Others Present

Phil Absher (via telephone)
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mrs. Marshall, Chairman called the meeting to order.

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

Mr. Price made a motion, seconded by Mrs. Covington, to approve the February committee minutes. The motion carried.

Legislative Update – Appendix F-1 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix F-1. He noted that the Lunch with Legislators will be held on April 8, 2019 at 12:00 p.m. in the Multi-Purpose Room. He also presented the Governor's Budget Request.

Public Relations/Marketing Update – Michele Haywood – Appendix F-2

Mrs. Haywood presented Appendix F-2, the Public Relations/Marketing Update. She noted that the annual report is complete and will be presented at the Board Retreat on Saturday, March 16, 2019.

There being no further business, the meeting adjourned at 6:37 p.m.

Public Relations / Marketing Highlights March 2019

Assisted Early Childhood Education Program Chair with action plan for marketing and recruiting students to include marketing teaching certificate available through statewide transfer via print ads and social media, rack cards to be placed at child development centers, creating materials for EDU 119 course for Lead Teacher credential, for EDU 261 & 262 courses for Daycare Administrator credential, and for the Hispanic market.

Updated marketing materials for Metal Engraving program for direct mail and electronic mail to students inquiring about the program and about NRA classes.

Met with Financial Aid Department to draw up a marketing campaign to encourage students to complete their FAFSA and financial aid packets. Met with MCEC Journalism class – the target demographic for this campaign – to brainstorm ideas and implement a plan. More on this in future.

Met with Continuing Education to begin work on the Fall 2019 class schedule. The theme: *Fuel Your Fire*.

In the News

Dental Assisting Program Feature
Humanitarian and Fundraiser of the Year

Paid Advertising

Hunters Helping Kids sponsorship
Speckled Paw sponsorship
NC Works Career Fair – Montgomery Herald
Lunch With Legislators – Montgomery Herald
Try Troy – Montgomery Herald

Design Projects & Social Media Marketing

Phlebotomy fliers
2019 Camp Trailblazer Summer Camps
Electrical Systems Technology, Information Technology, Medical Assisting, Human Services Technology, Early Childhood Education, Criminal Justice Technology, Basic Law Enforcement Technology, Dental Assisting and Taxidermy brochures completed and printed. (samples on the end of the table)

Animated Video Projects

Industrial & Electrical Systems Technology
Early Childhood Education

Show And Tell

MCC Gunsmithing video submission to Brownells in a contest to be featured on next year's Big Book.

Facebook Top Posts for March

Total Likes 2391 (Up 11 from 2380 in February)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	3/1	Taxidermy at the Dixie Deer Classic	5,200	586	11%
MCC	3/21	Gunsmithing black power rifle shoot	2,100	379	18%
MCC	3/29	Gunsmithing students can act	1,300	230	18%
MCC	3/29	Diversity highlights*	1,200	687	57%

* Most Engaging Post of the Month

Instagram Posts for March

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Visits
320	10491	33	855	0	4

**Institutional Status Committee
Wednesday, April 10, 2019
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Robert Harris
Claudia Bulthuis**

Agenda Items:

- **Call to OrderDr. Johnny McKinnon, Chairman**
- **Approval of March Committee Minutes – Appendix G.....All**
- **Board Policy Manual..... Dr. Chad Bledsoe**
 - **Review of Policy 3.1.9 – Appendix G-1**
 - **Section 3, Part 3.1 – Appendix G-2 – Second Reading (Action)**
 - **Section 3, Part 3.2 – Appendix G-3 – First Reading**
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 13, 2019 at 6:38 p.m. in the College Boardroom.

Present

George Gilbreath, Vice Chairman
Claudia Bulthuis

Absent

Johnny McKinnon, Chairman
Robert Harris

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Since there is not a quorum for this meeting, all action items will be tabled until the April Committee meeting.

Mr. Gilbreath, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Gilbreath, and all members were present except for Dr. McKinnon, Chairman and Robert Harris.

2018 MCC Fact Book – Appendix G-1 – Carol Holton

Mrs. Holton presented the 2018 MCC Fact Book. A link will be posted to the College's website.

There being no further business, the meeting adjourned at 6:39 p.m.

I. President Selection Process

- A. When a presidential vacancy occurs or is anticipated, the Board shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.
- B. In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.
- C. The Board shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- D. While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:
 - 1. Social security number verification,
 - 2. Criminal history check,
 - 3. Civil litigation history check,
 - 4. Education verification,
 - 5. Employment verification, and
 - 6. Personal credit history check.
- E. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- F. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.
- G. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.
- H. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.

Policy 3.1.9

- I. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.
- J. The College shall **not** execute a contract prior to SBCC action to approve the Board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

II. Contract

The President shall receive a contract and Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

III. Duties

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

Adopted:

Legal Reference: N.C.G.S. § 115D-20; 1C SBCCC 300.1

The College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws. Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their job unless doing so would result in an undue burden for the College.

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination and compensation.

Any inquiries, questions or clarifications regarding this policy should be made to the College's Director of Human Resources.

Adopted:

Legal Reference: Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; The Genetic Information Nondiscrimination Act of 2008; Title IX of the Education Amendments of 1972; Family Medical Leave Act; The Equal Pay Act of 1963; Lilly Ledbetter Fair Pay Act of 2009; 1C SBCCC 200.95

I. FULL-TIME EMPLOYEES

- A. The Board authorizes the President to hire all full-time employees. The President shall inform the Board at the next regularly scheduled Board meeting of any new hires made since the last Board meeting.
- B. All newly hired full-time employees shall receive a letter of appointment stating that the employee shall serve a probationary period of at-will employment lasting one (1) academic year. After the probationary period, full-time employees may be eligible for annual employment contracts for at least nine (9) and no more than twelve (12) months dependent on the employee's duties. If an employee is hired after the academic semester has already begun and the employee's one-year probationary period ends during the subsequent academic year, the term of the employee's initial employment contract, if offered, shall only be for the remainder of that subsequent academic year. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract or contract renewal.

II. PART-TIME AND TEMPORARY EMPLOYEES

- A. The Board authorizes the President or designee to hire all part-time and temporary employees.
- A. Part-time instructional employees (adjuncts) shall be provided short-term contracts for no more than one semester.
- B. All other part-time and temporary employees shall be paid by timesheet. Nothing in this Policy shall entitle the employee to an employment contract.

III. INDEPENDENT CONTRACTORS

The President or Vice President of Administrative Services is authorized to enter non-construction service contractors with independent contractors for individual contracts and if the funds have been appropriated in the budget.

IV. MISCELLANEOUS PROVISIONS

- A. The quality of the College's programs and services are dependent on the skills, commitment and enthusiasm of all of its employees. The Board seeks to employ the best qualified personnel available. In return, the Board expects its employees to accept and support the College's mission and vision. Specifically, all employees are expected to know the College's policies and procedures, devote their professional services and individual skills to the realization of the College's objectives and to discharge their duties in such a manner as to reflect positively upon the College.

Policy 3.1.2

- B. No applicant will be considered for any employment position who does not complete and submit a College employment application form.
- C. Employment preference will be given to eligible veterans, their spouses or surviving spouses and surviving dependents as defined by N.C.G.S. § 128-15. This preference applies to initial employment, subsequent hiring, promotions, reassignments and horizontal transfers when two or more candidates are equally qualified for the position. To claim veterans' employment preference, all eligible veterans shall submit a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty) along with a College application for employment. To claim veterans' employment preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.
- D. All employed instructional personnel shall meet Southern Association of Colleges and Schools/Advanced ED criteria.

Adopted:

Legal Reference: G.S. 115D-20; G.S.128-15; 1D SBCC 400.93(a)(1)

I. EMPLOYMENT CLASSIFICATIONS

- A. Full-Time Employee – any individual who occupies a College designated full-time position working at minimum of forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. All full-time employees shall receive annual contracts as stated in Policy 3.1.2. Full-time curriculum employees shall receive contracts for nine (9) and no more than twelve (12) months dependent on the employee’s duties. All other full-time non-curriculum employees shall receive contracts not to exceed one year.
- B. Part-Time Employee – any individual who is employed for less than thirty (30) hours per week. All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum. All part-time curriculum employees shall receive short-term contracts for no greater than one semester. All other part-time employees shall receive short-term contracts for no greater than six months.
- C. Full-Time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance. All full-time, temporary employees shall receive short-term contracts and be considered “at will”.
- D. Independent Contractors – any individual who is employed by the College pursuant to a written contract and provides specified services for the College and exercises his/her own degree of control and independence in providing those services. Independent contractors are not considered College employees.

II. WORKLOADS

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Adopted:

Compensatory time will be granted to all full-time, non-exempt employees under the provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in a given work week, that employee shall receive compensatory time.

For accrual and use of compensatory time, the following rules shall apply:

- A. The employee's immediate supervisor must approve, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due to an emergency or extraordinary situation. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime.
- B. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.
- C. Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used by the last day of the fiscal year (June 30th). If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.
- D. Employees are required to use compensatory time prior to using any other accrued leave (annual, bonus, sick, etc.)
- E. The employee's immediate supervisor must approve the use of compensatory time. To the extent possible, compensatory time should be used within the pay period it was received. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.
- F. In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater.

Policy 3.1.4

Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.

- G. Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.
- H. Any work from home is not allowed to be counted as part of the forty (40) hour workweek and/or compensatory leave unless pre-approved by the employee's immediate supervisor and appropriate Vice President.
- I. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.

Adopted:

Legal Reference: Fair Labor Standards Act (29 U.S.C. 201, *et seq.*)

It is the College's policy to re-employ retirees of the State of North Carolina when such employment is necessary for the College's efficient and effective operation. Such employment will be authorized by the President.

The College recognizes that a retired state employee has valuable experience to offer. The College further recognizes that the age of the College and the longevity of many employees will predicate an increase in retirements. A retiree of the Teachers' and State Employees' Retirement System ("TSERS") is subject to earnings limitations. The purpose of this Policy is to define and authorize benefits to be available to employees in this classification when the restricted earnings will be less than the employee will earn under the College salary plan. Retirees are subject to a mandatory six (6) month waiting period before re-employment may occur.

A. Benefits – Leave Accruals

Full-time employees who are also retirees of the TSERS will earn annual leave and sick leave under the same guidelines as active full-time employees.

B. Benefits – Longevity Pay

A full-time employee who is also a retiree of the TSERS is eligible for longevity pay subject to the earnings limitation.

C. Health Insurance

If a re-hired retiree returns to work and, as a result of the position and hours worked, qualifies for an offer of health insurance by the College, TSERS will transfer health insurance responsibilities back to the College and the retiree-employee will receive the legal, mandated health insurance coverage from the College as required by law.

Adopted:

Legal Reference: 1C SBCCC 300.99

**MONTGOMERY
COMMUNITY COLLEGE****HUMAN RESOURCES
EMPLOYMENT OF
RELATIVES****POLICY
3.1.6**

- A. The College shall not employ two (2) or more persons concurrently who are “closely related” in positions which would result in one person of such relationship supervising another closely related person or having a substantial influence over employment, salary or wages or other management or personnel actions pertaining to the close relative.
- B. “Closely related” is defined to mean mother, father, brother, sister, son, daughter, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother/sister, guardian/ward or some person engaged in a physical or romantic relationship without the benefit of marriage that live in the same house.
- C. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.
- D. Board members shall not take part in any official action regarding the employment of a closely related family member that results in financial gain to the Board member. For any official action regarding the employment status of a family member that would result in the financial gain to the Board member, the Board member shall disclose the conflict to the full Board and will not take part in the official action unless otherwise allowed by law.
- E. Employees with the authority to recommend the hiring of another employee shall not recommend the hiring of another person with whom they are “closely related.”
- F. The provisions of this section shall be prospective only with reference to appointments made after the adoption of this Policy.

Adopted:

Legal Reference: 1C SBCCC 200.98

The monthly and annual salaries or hourly rates of pay from state or county funds for full and part-time personnel shall be established by the President within a line item budget and as set forth in the College's Salary Plan ("Plan"). The Plan will take into account provisions and criteria for salary determination, requirements for annual salary review and establishment of salary formulas, ranges or schedules.

The President's salary will be established in accordance with the state salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county salary of the President. Any adjustment to the line item covering the President's salary must, as is the case with all line items, meet the approval of the County Commissioners and the North Carolina Community College System.

Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the State authorizes such action. Basic salary increments will be provided for all full-time employees based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.

Basic salary increments may be provided for all part-time employees each year based on premises similar to those outlined above; however, local autonomy shall be the procedure or philosophy under which such salaries are determined. Salary increments for part-time personnel will not necessarily match or follow those provided for full-time personnel.

Adopted: 1C SBCCC 200.94, -400.94

**MONTGOMERY
COMMUNITY COLLEGE****HUMAN RESOURCES
PRESIDENT – HIRING
AND DUTIES****POLICY
3.1.9**

I. President Selection Process

- A. When a presidential vacancy occurs or is anticipated, the Board shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.
- B. In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.
- C. The Board shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- D. While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:
 - 1. Social security number verification,
 - 2. Criminal history check,
 - 3. Civil litigation history check,
 - 4. Education verification,
 - 5. Employment verification, and
 - 6. Personal credit history check.
- E. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- F. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.
- G. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

Policy 3.1.9

- H. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.
- I. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.
- J. The College shall not execute a contract prior to SBCC action to approve the Board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

II. Contract

The President shall receive a contract and Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

III. Duties

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

Adopted:

Legal Reference: N.C.G.S. § 115D-20; 1C SBCCC 300.1

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The College shall make available a comprehensive benefit package to all permanent full-time employees and other employees as required by law.

The College reserves the right to amend or terminate any benefit plan at any time, or require or alter the amount of employee premium contributions. Master Plan contracts or documents will be maintained by the Director of Human Resources. In the event of a contradiction of information in communications such as memorandum, brochures, or summary plan documents, the contract or master plan document shall govern.

Adopted:

- I. Upon completion of at least ten (10) years of total qualifying service with the College in a full-time, permanent position or part-time, permanent position (employed at least nine (9) months per year and for at least twenty (20) hours per week), an employee is eligible for Longevity Pay.
- II. Qualifying service is based on a month-for-month computation of employment with:
- A. An institution in the North Carolina Community College System or a school administrative unit regardless of the source of salary and including state, local or other paid employment.
 - 1. Employment for a full school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
 - 2. In no event will an employee earn more than a year of aggregate service credit in a twelve (12) month period.
 - 3. If an employee is in pay status for one-half (i.e., working, exhausting leave, workers' compensation, or military leave) or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.
 - B. Departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, North Carolina Department of Revenue, University of North Carolina, North Carolina Community College System, State Department of Public Instruction).
 - C. Other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, the Judicial System).
 - D. County agricultural extension service.
 - E. Local mental health, public health, social services, or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.
 - F. Authorized military leave.
 - 1. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Section 2(a)-(e) herein who were granted leave without pay:
 - a. for a period of involuntary service plus ninety (90) days or for a period of voluntary enlistment for up to four years, plus ninety (90) days, so long as they returned to employment in a covered agency within the ninety (90) days; or

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- b. for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.
 - 2. Employees who enlist for more than four years or who re-enlist shall not be eligible for longevity consideration for military leave.
 - 3. Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus ninety (90) days or for twelve (12) months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.
 - III. Aggregate service to the State of North Carolina for the longevity pay plan does not include:
 - A. Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a full-time regular employee on leave of absence.
 - B. Periods of out-of-state employment with other states, schools, colleges or universities.
 - C. Periods of employment with agencies of the federal government.
 - D. Periods of military service other than those categories described above.
 - E. Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina Retirement System has been purchased for such employment.
 - IV. Annual longevity pay amounts are based on the length of aggregate service to the State of North Carolina, community colleges, and public schools as designated herein and a percentage of the employee's annual rate of pay on the date of eligibility.
 - A. Longevity pay amounts are computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

YEARS OF AGGREGATE STATE SERVICE	LONGEVITY PAY RATE
10 but less than 15 years	1.50 %
15 but less than 20 years	2.25 %
20 but less than 25 years	3.25 %
25 or more years	4.50%

Policy 3.2.2

- B. Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as part of annual base salary. (Salary increases effective on the same date as longevity eligibility date shall be incorporated in the base pay before computing longevity).
- V. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.
- A. Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.
- B. If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in the event of death.
- C. If on the effective date of these procedures, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.
- D. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a prorated payment in the event of:
1. separation from the College; or
 2. change in employment status to temporary part-time or to a position not covered in the Policy.
- E. If an employee separates from the College and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling twelve (12) months for an employee having a 12-month period of employment or upon completion of a lesser term for a teacher other than a 12-month contract. The balance due is computed on the annual salary being paid at the completion of the requirement.
- F. If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.
- G. Leave without pay in excess of half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.
- VI. Longevity pay shall be made from the same source of funds in the same prorated amounts from which the employee's regular annual salary is paid (e.g., state, federal, local fund).

- A. The Trustees may provide longevity payments to employees from other than state allotted funds.
 - B. Only personnel employed in positions allotted by the formula in Rule 1H SBCCC 200.87(d) shall receive longevity from the longevity reserve. An additional allocation will be made for this purpose.
 - C. Employees in state-allotted positions paid with state-allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.
- VII. The President shall:
- A. Determine the quality of qualifying service and the longevity anniversary date for each eligible employee.
 - B. Furnish to the State Board, on forms prescribed by NCCCS, data necessary for a determination of the cost of the longevity pay plan from state funds.
- VIII. The State President shall determine the total cost of the longevity pay plan from data submitted by each community college. The State President shall advise the State Board whether funds available for longevity pay are adequate. If funds are not adequate, the State President shall submit to the State Board, for its approval, a prorated reduction of all rates in order to cause the longevity payments to remain within the total available funds.

Adopted:

Legal Reference: 1C SBCC 400.~~898~~

**MONTGOMERY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
LEAVE**

**POLICY
3.2.3**

- A. The College President shall be responsible for the administration of the leave program. The College's Human Resources office shall maintain leave records for all employees. The College will retain leave records for all separated employees for a period of at least five (5) years from the date of separation or longer as determined by applicable law.
- B. The following types of leave are authorized for the College's employees in accordance with state and federal law and these policies and procedures:
- | | |
|---------------------|--------------------------|
| Sick Leave | Voluntary Shared Leave |
| Annual Leave | Family and Medical Leave |
| Educational Leave | Child Involvement Leave |
| Civil Leave | Military Leave |
| Workers' Comp Leave | Bereavement Leave |
| Bonus Leave | Leave without Pay |
| Adverse Weather | Holidays |
- C. Absences from work during scheduled working hours shall be charged to the employee's appropriate leave account.
- D. If an employee is unable to report for work, the employee shall notify the supervisor of the anticipated absence or tardiness as soon as possible stating the reason and the anticipated length of absence.

Adopted:

I. Amount Earned

- A. A full-time employee (including full-time probationary employee) working or on paid leave for one-half or more of the regularly scheduled workdays in any month shall earn eight (8) sick leave hours per month (ninety-six (96) sick leave hours per year for twelve (12) month employees).
- B. A permanent part-time employee (including a part-time probationary employee) shall earn sick leave on a pro rata basis if s/he works one half or more of the scheduled work days in as a month. The leave shall be computed on a percentage or total amount earned by a full-time employee.
- C. Unused sick leave may be used for credit towards retirement under the policies and regulations of the North Carolina Teachers' and State Employees' Retirement System.

II. Advancement

The College may advance sick leave not to exceed the amount of sick leave an employee can earn during the current fiscal year. Such sick leave advancement must be approved in advance by the President and will only be used in extraordinary situations.

III. Verification

The College may require a statement from a medical provider or other acceptable proof that the employee was unable to work for one of the accepted uses listed in Section IV.

IV. Accepted Uses

Sick leave may only be used for the following reasons:

- A. Illness or injury of the employee or the employee's immediate family. For purposes of this Policy, "immediate family" means the employee's spouse, parent, child, sibling, grandparent, or grandchild. This also includes all step, half, and in-law relationships;
- B. Bereavement Leave;
- C. Medical appointments for an employee or the employee's immediate family;
- D. Quarantine due to a contagious disease in the employee's immediate family living in the same house;
- E. The actual period of temporary disability due to childbearing and/or recovery therefrom or for the care of the mother or newborn during the mother's temporary disability.

V. Other Procedures**A. Leave Charges**

All sick leave shall be taken in one half hour increments. Only scheduled work hours shall be charged in calculating the amount of sick leave taken. Saturdays and Sundays are charged only if they are scheduled workdays.

Earned compensatory time must be used before using sick leave.

B. Transfer of Leave

An employee who transferred from a North Carolina public K-12 school, North Carolina community college, a UNC System University, or a state agency (“public employers”) to the College shall be credited with any sick leave which s/he had at the end of employment with the public employer provided that his/her employment was continuous.

C. Separation

When an employee separates from College employment, the College shall not pay the employee for any accrued, unused sick leave. Sick leave must first be exhausted before going on leave without pay or extended illness. While an employee is exhausting sick leave, s/he earns all benefits for which s/he is entitled.

If an employee separates from College employment and is overdrawn on sick leave, the College shall make deductions from the employee’s final pay check. All deductions shall be made in one half hour increments. As consideration for providing sick leave, employees voluntarily agree to such deductions from their final pay check.

D. Reinstatement of Sick Leave

Employees separated from College employment for reasons unrelated to disciplinary reasons shall be credited with all accrued, unused sick leave at the time of their separation if reinstated within one year from the date of separation.

E. Recordkeeping

The College shall maintain annual records for sick leave earned and taken for each employee. The College shall retain all sick leave records of all separated employees for a period of at least five (5) years from the date of separation.

Adopted:

I. Amount Earned

Each full-time employee, eligible to earn annual leave, who is working or on paid leave for one-half or more of the workdays in any month earns annual leave. Employees shall earn annual leave rate at the following rate:

Years of Total State Service¹	Hours Earned Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 2	7.83 hrs.	94	11.75
2 but less than 5	9.17 hrs.	110	13.75
5 but less than 10	11.17 hrs.	134	16.75
10 but less than 15	13.17 hrs.	158	19.75
15 but less than 20	15.17 hrs.	182	22.75
20 or more	17.17 hrs.	206	25.75

II. Maximum Accumulation

Annual leave may be accumulated without any applicable maximum until June 30th of each fiscal year. On June 30th of each fiscal year, or upon separation of service, any employee with more than 240 hours of accumulated annual leave shall have the excess (i.e., the amount over 240 hours) converted to sick leave.

III. Advancement

- A. Annual leave may be advanced by the President in an amount not to exceed what an employee can earn during the remainder of the fiscal year.
- B. For the first six (6) months of service, new employees can only earn annual leave as stipulated in Section I. Thereafter, an employee may be advanced the amount of leave s/he would earn during the remainder of the fiscal year.
- C. An employee desiring an advancement of annual leave must submit, in addition to the requested form, a statement of need outlining the circumstances which require use of as-yet-uneared annual leave. Each case will be assessed on its merits and considerations given as to the urgency of the request and the College's business needs.

IV. Accepted Uses

The primary purpose of annual leave is to allow for employee vacations.

Annual leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the

¹ "Total State Service" means an employee working in a permanent position (working at least 30 hours per week) for a North Carolina K-12 school, North Carolina Community College, a UNC System University, a state agency or service with the United States Armed Forces or North Carolina National Guard.

Policy 3.2.5

immediate family when the employee has exhausted sick leave. Annual leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under Policy 3.2.13 – Family and Medical Leave Act.

V. Other Procedures**A. Scheduling Annual Leave**

Annual leave shall be taken only upon authorization of the employee's supervisor, who shall designate such time or times when it will least interfere with the College's efficient operation. Employees must request annual leave in advance. A supervisor may deny an employee's request to use annual leave if the leave would otherwise hinder the efficient operation of the College or the employee has not provided reasonable notice of the request. Annual leave must be taken in units of thirty (30) minute increments.

Only scheduled work hours shall be charged in calculating the amount of annual leave taken. Weekends and/or holidays are charged only if they are scheduled workdays.

B. Separation from Employment

1. Lump sum payment for annual leave is made only at the time of separation from employment. An employee shall be paid in a lump sum for accumulated annual leave not to exceed a maximum of two-hundred forty (240) hours when separated from employment from the College due to resignation, dismissal, reduction-in-force, death or service retirement. Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
2. If an employee separates from employment and is overdrawn on annual leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn. As consideration for providing annual leave, employees voluntarily agree to such deductions from their final pay check.
3. Payment for annual leave will be made on the regular payroll, reflecting the number of days of leave and the amount of payment. Annual leave may be paid through the last full hour of unused leave.
4. Retirement deductions shall be made from all annual leave payouts.
5. The last day of work is the date of separation, except when an employee exhausts sick and annual leave before disability retirement.

C. Transfer of Annual Leave

Policy 3.2.5

For new employees, the College does not accept annual leave from other state agencies or local educational entities.

D. Annual Leave Records

The College shall maintain records for annual leave earned and taken for each employee. The College shall retain all annual leave records of all separated employees for a period of at least five years from the date of separation.

It is the employee's responsibility to report any discrepancy or problem with his/her annual leave balance to Human Resources.

Adopted:

Educational leave refers to the release from duties or time normally required of a full-time employee in carrying out his/her full load of assigned responsibilities for the purpose of furthering the employee's education. State funds may be used to pay employee salaries while they are on educational leave if the following criteria are fulfilled:

- A. The employee is employed full-time on a nine (9), ten (10), eleven (11), or twelve (12) month basis;
- B. The employee has been a full-time College employee for at least three (3) years; ¹
- C. Any employee granted educational leave shall complete a promissory note and contract for the full amount of salary and benefits. The contract will include a provision that the employee will remain employed by the College for at least one year after the educational leave ends;
- D. An employee who fails to honor the contract shall be required to repay the full amount of salary and benefits expended for the educational leave. If the employee fulfills a portion of the contract but does not work the entire year after the educational leave, the employee shall be required to repay a pro-rata portion of the salary and benefits expended by the College for the educational leave.
- E. Educational leave will not exceed a period of one (1) semester during a fiscal year;

The President is hereby authorized to develop procedures to implement this Policy.

Adopted:

Legal Reference: 1C SBCCC 400.96

¹ You can require more years of employment.

For jury duty and other court attendance, it is the employee's responsibility to inform his/her immediate supervisor when the duty is scheduled and the expected duration. Employees shall provide notice of the required jury or court appearance as soon as practical.

I. Jury Duty

All employees who serve on a jury are entitled to civil leave with pay plus fees received for jury duty. The employee should report back to work as soon as jury duty is completed. S/he must report back to work the day following completion of the duty. If jury duty occurs on a scheduled day off, s/he is not entitled to additional time off.

II. Court Attendance

When an employee attends court in his or her official capacity as a College employee, the employee is entitled to civil leave with pay. The employee is required to give any fees received as a witness while serving in an official capacity to the College. (If court is on a day that would normally be an off-day, the time is to be considered as working time and included in total hours worked per week). After the employee's appearance in court is over, the employee must immediately return to work.

If an employee is a party or subpoenaed to appear as a witness in a court matter where the employee's appearance is not related to his/her College duties, the employee shall be allowed to take annual leave, compensatory leave or leave without pay for purpose of attending court.

Employees sued in their official capacities (or individual capacities but engaging in activities within the course and scope of their duties) shall be granted civil leave with pay.

Adopted:

I. Use of Leave due to Workers' Compensation Injury

When an employee suffers an accidental injury or contracts an occupational disease within the meaning of the North Carolina Workers' Compensation Act ("Act"), the employee is entitled to benefits provided by the Act. The employee is entitled to medical benefits and compensation for time lost from work due to the injury. The Act does not entitle an employee to job protection due to a workers' compensation injury.

If an employee is not able to work because of the accident, the Act requires a seven (7) day waiting period before the employee is eligible for weekly benefits. After the seven (7) day waiting period has expired, if an employee is not able to work because of the accident, an employee qualifies for compensation under the Act at the rate of sixty-six and two-thirds percent (66-2/3%) of an employee's average weekly wage, but no more than the amount established by the Act.

If the injury results in disability of more than twenty-one (21) calendar days from the date of disability, the Act provides that compensation shall be allowed for the seven (7) day waiting period. At any time during the period of disability, an employee may use accrued leave in order to make up the difference between the compensation provided under the Act and their average weekly wage.

II. Responsibility of Employer and Employee

In accordance with N.C.G.S. 97-22, the employee or his/her representative must provide written notice of an accident to the employee's supervisor as soon as possible. No compensation shall be payable unless such written notice is given within thirty (30) days after occurrence of the accident or death, unless reasonable excuse is made to the satisfaction of the North Carolina Industrial Commission ("Commission") for not providing adequate notice and the Commission is satisfied that the employer has not been otherwise prejudiced by the delay.

The College is required to report an employee injury to the Commission using I.C. Form No. 19. The injured employee is responsible for claiming compensation. A claim must be filed by the employee through the College with the Commission within two (2) years from the date of injury. Otherwise, the claim is barred by law.

III. Continuation of Benefits

- A. Performance Increase. Upon reinstatement, an employee's salary will be computed based on the last salary plus any legislative increases to which the employee is entitled.
- B. Annual and Sick Leave. While on workers' compensation leave, an employee will continue to accumulate annual and sick leave to be credited to his/her account for use upon return.

Policy 3.2.8

Accumulation of annual leave may in some cases exceed the 240-hour maximum as set forth in Policy 3.2.6. In those cases:

1. The maximum to be carried forward to the next fiscal year may be exceeded by the amount of vacation accumulated while the employee is out of work due to their workers' compensation injury. The excess may be used after returning to work or be added to the employee's remaining balance of leave carried until the end of the fiscal year following a full year after the employee's return to work, at which time the excess will be paid in a lump sum to the employee.
2. If the employee separates during the period that excess annual leave is allowed, the excess annual leave to be paid in a lump sum may not exceed the amount accumulated during the first twelve (12) months of when the employee is out of work and receiving workers' compensation benefit.

C. Health Insurance

While an employee is out of work and receiving compensation under the Act, the employee is in pay status and will continue coverage under the state's health insurance program.

Adopted:

Legal Reference: N.C.G.S. Chapter 27 – Workers' Compensation Act

The College may award bonus leave to full-time employees only when authorized by the General Assembly. The award of bonus leave may be prorated based on the months of employment the employee works.

- A. Scheduling Bonus Leave – Bonus leave may be used under the same circumstances as annual leave pursuant to Policy 3.2.6 and shall be taken only upon authorization of the appropriate Vice President. Based on the College's staffing needs, an individual may be required to take bonus leave at a different time than the employee requested.
- B. Maximum Accumulation – There is no maximum accumulation of bonus leave.
- C. Transfer of Bonus Leave – Bonus leave may be transferred into the College from other state agencies or community colleges at the time of hire. Upon separation due to resignation, dismissal or a reduction-in-force, bonus leave is transferable to an employee's account with another state agency or community college.
- D. Separation – Payment of Bonus Leave:
 - 1. Lump sum payment for bonus leave is made only at the time of separation from the College service due to resignation, dismissal, reduction-in-force, death or service retirement.
 - 2. Employees retiring on disability may exhaust bonus leave rather than be paid in a lump sum.
 - 3. Payment for bonus leave may be made on the regular payroll, reflecting the number of days of bonus leave and the amount of payment. Bonus leave may be paid through the last full hour of unused bonus leave. Overdrawn annual or sick leave amounts may be deducted from bonus leave prior to payment.

Adopted:

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take steps necessary to deal with the situation and notify College employees.

A. Use of Leave

1. If the President closes the College as a result of adverse weather or emergency, no employees will be required to take any leave. Essential employees (i.e., security, grounds, maintenance, etc.) who are required to work on closed days will be provided with comparable time-off at a later date with supervisor approval.
2. If the College is open but the employee believes s/he cannot make it to the designated work site safely, the employee will be required to do one of the following:
 - a. Make-up the time on a schedule approved by the employee's immediate supervisor, if feasible;
 - b. Take annual, bonus or compensatory leave; or
 - c. Take leave without pay.

Make-up time must be completed before the end of the fiscal year.

Adopted:

I. PURPOSE

The Voluntary Shared Leave Program ("Program") allows a College employee to voluntarily donate a portion of his/her leave to a fellow College employee who, due to that employee's serious or prolonged medical condition or that employee's immediate family member's serious or prolonged medical condition, has exhausted all his/her bonus, annual, and sick leave and is being placed on leave-without-pay status.

Based on the rules as contained herein, College employees may participate in the Program by:

- A. Donating annual, bonus or sick leave to an immediate family member in any State agency, public school or community;
- B. Donating annual or bonus leave to a coworker's immediate family member who is an employee in a State agency or public school provided the employee and coworker both work at the College; and/or
- C. Donating annual, bonus or sick leave to a non-immediate family member employee at a North Carolina community college.

II. DEFINITIONS

- A. **Donor** - the employee who donated leave.
- B. **College Employee** - a permanent or probationary full-time employee that accrues sick and annual leave.
- C. **Immediate Family Member** - a spouse, parent, child, brother, sister, grandparent or grandchild. The term also includes the step, half, foster and in-law relationship and dependent living in the employee's household.
- D. **Recipient** - the employee or the employee's immediate family who receives leave.
- E. **Serious or Prolonged Medical Condition** - a medical condition of an employee or his/her immediate family that will require his/her absence from duty for a period of at least twenty (20) consecutive workdays. If an employee has had previous random absences for the same condition that has caused excessive absences or if the employee has had a previous, but different serious or prolonged medical condition within the last twelve (12) months, the College may make an exception to the twenty (20) day period.

III. LEAVE REASONS

- A. Qualifying Reasons

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To receive voluntary shared leave, a prospective recipient must have complied with existing leave rules and:

1. Have a serious and prolonged medical condition (or a member of the employee's immediate family has a medical condition that requires the employee's absence for a prolonged period);
2. Apply for or be nominated to become a recipient;
3. Produce medical evidence to support the need for leave beyond the available accumulated leave; and
4. Be approved by the President to participate in the Program.

A College employee on maternity leave may be eligible to receive voluntary shared leave to cover the period of disability related to the pregnancy and/or birth as documented by a physician.

B. Non-Qualifying Reasons

A College employee who is receiving benefits from the Disability Income Plan of North Carolina ("DIPNC") is not eligible to participate in the Program. Shared leave may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.

This Policy does not apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, but not all inclusive. Each case, however, must be examined and decided based on its conformity to this Policy's intent and must be handled consistently and equitably. Voluntary shared leave cannot be used for parental care of a newborn child absent a documented prolonged health condition.

IV. APPLICATION FOR LEAVE

A prospective recipient may apply or be nominated by a fellow employee to participate in the Program. The application may be in the form of a letter or statement to the President or to the Human Resources Department. The request must include a description of the medical condition, the estimated duration of the illness and, in most cases, a certification

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from a physician. After review of the current leave status and eligibility by the Director of Human Resources, the request will be presented to the President for approval.

V. LEAVE CONTRIBUTION AND DONATION

- A. An employee may begin using voluntary shared leave after all available bonus, annual and sick leave has been exhausted. While using voluntary shared leave, employees continue to earn leave.
- B. The amount of voluntary shared leave a recipient may receive is one thousand forty (1,040) hours per year, either continuously or, if for the same condition, on a recurring basis. However, the President may grant continuation, on a month-to-month basis, to a maximum of two thousand eighty (2,080) hours, if the President would have otherwise granted leave without pay.
- C. A College employee donating sick leave to an immediate family member may donate up to one thousand forty (1,040) hours but may not reduce the donor's sick leave account below forty (40) hours. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.
- D. A College employee may donate up to five (5) days of sick leave to a non-immediate family member employee of a North Carolina community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed twenty (20) days per year. Donated sick leave shall not be used for retirement purposes. Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave. The minimum amount of sick leave to be donated is four (4) hours.
- E. The minimum amount of annual and/or bonus leave that may be donated per recipient is four (4) hours per year. The maximum amount of annual leave that may be donated:
 - 1. May not be more than the amount of the donor's annual accrual rate; and
 - 2. May not reduce the donor's annual leave balance below one-half of the yearly annual leave accrual rate.
 - 3. Bonus leave may be donated without regard to the above limitations on annual leave.
- F. All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to sixty (60) calendar days to substitute for advanced vacation or sick leave already granted to the recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.
- G. To donate voluntary shared leave, a donor must, at the time of donation:

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1. Be an active employee (not separated);
2. Be in a position that earns leave; and
3. Have sufficient leave balances.

VI. UNUSED SHARED LEAVE**A. End of Medical Condition**

Any unused leave at the expiration of the medical condition, as determined by the President, shall be treated as follows:

1. The recipient's sick leave account balance shall not exceed a total of forty (40) hours.
2. Any additional unused donated leave shall be returned to donor(s) on a pro-rata basis and credited to the leave account from which it was donated.

B. Separation from Service

If a recipient separates from service due to resignation, death, or retirement, participation in the Program ends. Unused leave shall be returned to the donor(s) on a pro-rata basis and credited to the same account from which it was donated.

C. Transfer

If a recipient transfers to another North Carolina state agency, public education system or community college, unused voluntary shared leave shall be returned to the donor(s) and credited to the same account from which it was donated.

VII. CONFIDENTIALITY

An employee's medical information is confidential. When disclosing information on an approved recipient, only a statement that the recipient has a prolonged medical condition (or the family member) needs to be made. If the employee wishes to make the medical status public, the employee must sign a release to allow the status to be known.

VIII. INTIMIDATION OR COERCION PROHIBITED

An employee may not intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any right which the employee may have with respect to donating, receiving, or using leave under this Program. Such action shall be grounds for disciplinary action, up to and including, dismissal.

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Adopted:

Legal Citation: G.S. 115D-25.3; 1 SBCC 200.94(c); 25 NCAC 01E.1301-.1307; 25; NCAC 01E .0707; S.L. 2016-94, § 36.19

I. OVERVIEW

Pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), any eligible employee may be granted up to a total of twelve (12), or in some cases twenty-six (26), weeks of unpaid, job-protected family and medical leave in any twelve (12) month period for one or more of the following reasons:

- A. For the birth of a child and to care for the child after birth, provided the leave is taken within a twelve (12) month period following birth;
- B. For the employee to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a twelve (12) month period following adoption;
- C. For the employee to care for the employee's child, spouse or parent, where that child, spouse or parent has a serious health condition;
- D. Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position;
- E. Because of any qualifying exigency where the employee's spouse, child of any age or parent is a military service member under a call or order to federal active duty in support of a contingency operation; or
- F. Because of the need to care for a family member or next of kin who has been injured while serving in the armed forces. For this provision, the amount of FMLA is up to twenty-six (26) weeks within a twelve (12) month period.

II. DEFINITIONS

The following definitions shall apply to this policy:

- A. "Eligible employee" means an employee who has been employed: (a) for at least twelve (12) months by the College; and (b) for at least one thousand two hundred fifty (1250) hours of service with the College during the previous twelve (12) month period.
- B. "Health care provider" means:
 - 1. Doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State in which the doctor practices; or
 - 2. Any of the following individuals as long as they are authorized to practice medicine in the State and are performing within the scope of their practice as defined under state law:

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- a. Podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner, nurse-midwife and clinical social worker;
 - b. A health care provider from whom the College's group health plan's benefit manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
 - c. A health care provider listed above who is authorized to practice in accordance with the laws of that country and who is performing within the scope of his/her practice as defined under those laws.
3. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:
- a. inpatient care in a hospital, hospice or residential medical care facility;
 - b. a period of incapacity of more than three (3) consecutive days that also involves continuing treatment by a health care provider; continuing treatment means one in-person visit to a health care provider within the first seven (7) days of incapacity and either a second visit within the first thirty (30) days or a regimen of continuing treatment under the supervision of a health care provider;
 - c. any period of incapacity due to pregnancy or for pre-natal care;
 - d. chronic conditions requiring treatment;
 - e. permanent/long-term conditions requiring supervision; or
 - f. multiple treatments for non-chronic conditions.
4. Family Definitions
- a. "Son or daughter" includes a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is: (1) under eighteen (18) years of age; or (2) eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.
 - b. "Spouse" means a partner joined in marriage recognized by the State of North Carolina or any other state, including common law marriages.
 - c. "Parent" means the biological, step, adoptive or foster parent or an individual who stood *in loco parentis* to an employee when the employee was a child. This term does not include parents "in-law".

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5. Military Service Member Definitions

- a. "Next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions; brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of FMLA military caregiver leave. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- b. "Military service member" means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty.
- c. "Qualifying exigency" means short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities.
- d. "Active duty or call to active duty" means duty under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation pursuant to Sections 688, 12301(a), 12302, 12304, 12305, and 12406 of Title 10 of the United States Code, Chapter 15 of Title 10 of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation.

III. PROCEDURE**A. Paid/Unpaid Leave**

When applicable, all eligible employees are required to use appropriate accrued paid leave (i.e., annual, bonus, compensatory and sick leave) for any portion of

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FMLA leave. All benefits accrue during any period of paid leave; however, no benefits or seniority will be accrued during a period of unpaid FMLA leave. Any use of paid leave runs concurrently with FMLA leave and counts toward the FMLA leave entitlement.

Holidays occurring during an FMLA period of a full week count toward the FMLA leave entitlement. Holidays occurring in a partial week of FMLA do not count toward the FMLA leave entitlement unless the employee was scheduled to work on the holiday.

B. Intermittent Leave or Reduced Work Schedule

Under certain circumstances, FMLA leave may be taken intermittently or on a reduced leave schedule which reduces the regular workday or workweek. If the employee's request for intermittent leave or leave on a reduced work schedule is foreseeable because of a planned medical treatment, the College may transfer the employee temporarily to another position for which the employee is qualified and which better accommodates recurring periods of leave. The alternative position must have equivalent pay and benefits. There is no limit on the size of an increment of leave when intermittent or reduced leave is taken. The College may limit leave increments to the shortest period of time that the payroll system uses to account for absences or leave, provided it is one (1) hour or less. An employee may not be required to take more FMLA leave than necessary to address the circumstances that precipitated the need for the leave.

C. Notices**1. Notice to Employer**

In all instances where the employee is required to provide the College notice of requested FMLA leave, the employee shall inform the Human Resources office and his/her immediate supervisor. It is the responsibility of the employee to explain the reasons for FMLA leave in sufficient detail as to allow the College to determine that the leave qualifies under the FMLA. If the employee fails to adequately explain or document FMLA qualifying reasons for the leave after a request by the College, leave may be denied. Where the necessity for FMLA leave for the birth or placement of a child is foreseeable, the employee shall notify the College at least thirty (30) days before the date the leave is to begin or the employee's intention to take such leave. In other cases, the employee shall provide such notice as soon as practicable. For foreseeable leave where it is not possible to give as much as thirty (30) days' notice, "as soon as practicable" means at least verbal notification within one (1) or two (2) business days of when the need for leave becomes known to the employee. An employee shall provide at least verbal notice sufficient to make the College aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. The College may also require an employee to comply with the College's usual

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and customary notice and procedural requirements for requesting leave. If the employee fails to give timely advanced notice when the need for FMLA leave is foreseeable, the College may delay the taking of FMLA leave until thirty (30) days after the date the employee provides notice to the College of the need for FMLA leave. An employee may not be entitled to FMLA leave if he or she fails to provide adequate notice of the leave and certification of the medical condition as provided within this policy and the law.

2. Notice to Employee

Within five (5) business days of the employee notifying the College of the need for FMLA leave, the College shall give the employee a written notice detailing the specific rights, expectations and obligations of the employee on FMLA leave. The College shall use the U.S. Department of Labor model notice form. Within five (5) business days after receiving sufficient information to determine whether the need for leave is FMLA qualifying, the College shall give the employee notice that informs the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. The College shall use the U.S. Department of Labor model designation form.

D. Medical Certification

Any request for FMLA leave for a serious health condition shall be supported by a certification issued by the health care provider of the eligible employee or of the son, daughter, spouse or parent of the employee as appropriate. Such medical certification should be attached to the employee's request for FMLA leave, or in the case of unforeseen leave, generally within two (2) business days after the leave begins. In the case of foreseeable leave, the College may delay the taking of FMLA leave to an employee who fails to provide timely certification after being requested by the College to furnish such certification (within fifteen (15) calendar days, if practicable) until the required certification is provided. In the case of unforeseeable leave, if the employee does not provide the medical certification within a reasonable time under the pertinent circumstance, the College may delay the continuation of FMLA leave. If the employee never produces the required medical certification, or if the certification does not confirm the existence of a serious health condition as defined under FMLA, then the leave is not FMLA leave. In any case in which the College has reason to question the appropriateness of the leave or its duration, the College may request certification at some later date. If the College has reason to doubt the validity of the certification provided, the College may require, at its expense, that the eligible employee obtain the opinion of a second (or third) health care provider. Second and third opinions are not permitted for the military caregiver leave.

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If the College deems a medical certification to be incomplete or insufficient, the College must specify in writing what information is lacking and give the employee seven (7) calendar days to cure the deficiency.

The College may not ask for recertification any more frequently than every thirty (30) days. If the initial certification is for more than thirty (30) days, the College must wait for the initial leave period set forth in the certification to run before asking for recertification. Recertification may only be required when employees are taking leave for their own serious health conditions. Under the qualified exigency leave, the College may not request recertification of the covered service member's active duty or call to active duty orders. Also, recertification is not permitted for the military caregiver leave.

The College's representative contacting the health care provider must be a health care provider, human resource professional, a leave administrator, or a management official, but in no case may it be the employee's direct supervisor. Further, the College may not ask health care providers for additional information beyond that required by the medical certification form.

E. Confidentiality

All records and documents relating to medical certifications, recertification or medical histories of an employee or an employee's family members shall be maintained in a separate medical file from the employee's personnel file and shall be treated as confidential medical records in accordance with the Americans with Disabilities Act of 1990 ("ADA").

F. Fitness-for-Duty/Notice of Intent to Return to Work

The College may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. The College shall require that the employee provide reasonable notice within two (2) business days, where foreseeable, of a change in circumstances or duration of FMLA leave. As a condition of restoration for any employee who has taken FMLA leave for the employee's own serious health condition (except for intermittent leave), the College shall require each such employee obtain (at the employee's expense) and present certification from the employee's health care provider, with regard to the particular health condition that caused the employee's need for FMLA leave, that the employee is able to resume work, if such certification is job-related and consistent with business necessity. The College may delay restoration to employment until an employee submits a required fitness-for-duty certification. Unless the employee provides either a fitness-for-duty certification or a new medical certification for a serious health condition at the time FMLA leave is concluded, the employee may be terminated.

G. Restoration to Work

Except as provided under "Exemption" below, any eligible employee who takes approved FMLA leave shall be entitled upon return from such leave:

1. To be restored by the College to the same position of employment held by the employee when the leave commenced; or
2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

If the employee is unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition, the employee has no right to restoration to another position under the FMLA. However, the College will review such situations on a case-by-case basis under the ADA.

Exemption:

If the employee is a salaried FMLA-eligible employee who is among the highest paid ten percent (10%) of all College employees (i.e., a "key employee"), the College may deny restoration of such employee if the denial is necessary to prevent substantial and grievous economic injury to the operations of the College, and after notification to the employee to that effect, the employee elects not to return to employment.

Taking FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, an employee is not entitled to the accrual of any seniority or employment benefits during unpaid FMLA leave.

H. Group Health Coverage

The College shall maintain the employee's coverage under any group health plan (as defined in the FMLA regulations) on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire FMLA leave period. However, the College may recover the premium that it paid for maintaining such group health plan coverage for the employee under certain circumstances set forth in the Notice provided to employees when they request FMLA leave. The College's obligation to maintain health insurance coverage ceases under FMLA if an employee's premium payment is more than thirty (30) days late, after the College has provided written notice to the employee, mailed at least fifteen (15) days before coverage is to cease, that the payment has not been received.

I. Miscellaneous

An employee's entitlement to benefits other than group health benefits during a period of FMLA leave shall be determined by the College's policy regarding benefits for other types of leave (paid or unpaid, as appropriate). Maintenance of health insurance policies that are not a part of the College's group health plan (where no contributions are made by the College) is the sole responsibility of the employee.

The College shall not interfere with an eligible employee's rights under the FMLA, shall not discharge or otherwise discriminate against employees who exercise such rights, and shall not retaliate against employees who file, initiate or otherwise assist in charges or investigations against the College.

J. Posting and Requirements

The Director of Human Resources or designee shall ensure that notices of FMLA provisions and information on procedures for filing complaints are posted in places that are readily accessible to employees and applicants.

Adopted:

Legal Reference: Americans with Disabilities Act of 1990, 42 U.S.C. 12101, *et seq.*; Family and Medical Leave Act of 1993, 29 U.S.C. 2601, *et seq.*, 29 C.F.R. pt. 825

**MONTGOMERY
COMMUNITY COLLEGE**

**HUMAN RESOURCES
CHILD INVOLVEMENT LEAVE**

**POLICY
3.2.13**

- A. Purpose – The purpose of child involvement leave is to promote employees’ involvement in the education of youth and to promote employees’ assistance to schools. Full-time employees may take leave under this policy to:
1. Meet with a teacher or administrator of any elementary school, middle school, high school or child care program authorized to operate under the laws of the state of North Carolina concerning the employee’s children, step-children or children over whom the employee has custody. For purposes of this policy, "school" means any: (i) public school; (ii) private church school, church of religious charter or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of grade school instruction; (iii) preschool; and (iv) child care facility as defined in N.C.G.S. 110-86(3).
 2. Attend any function sponsored by the school or child care program as defined above in which the children, step-children, or children over whom the employee has custody are participating. This provision shall only be utilized in conjunction with non-athletic programs that are a part of or a supplement to the school’s or daycare’s academic or artistic program.
 3. To perform, by any employee, without regard to parental status, school-approved volunteer work approved by a teacher, school administrator, or program administrator.
- B. Amount of Leave
1. Employees, including new employees, may take up to four (4) hours of unpaid leave each calendar year regardless of the number of children. The four (4) hours of leave will be credited to employees on July 1 of each year.
 2. For each leave period requested, leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter.
- C. Approval of Leave
1. Employees must receive approval from their immediate supervisor to use this leave. The College may require acceptable proof that leave taken is within the purpose of this policy and a forty-eight (48) hour advanced notice.
 2. The College will endeavor to grant the leave as requested by the employee but, based on the College’s needs, the leave may need to be taken at a different time.
 3. Leave not taken in a fiscal year in which it is earned will be forfeited.

Adopted:

Legal Reference: N.C.G.S. 95-28.3

Pursuant to federal and state law, military leave shall be granted to College employees for certain periods of service in the uniformed services.

- A. Military Leave with pay shall be granted to members of the uniformed services of the U.S. Armed Forces for certain periods of active duty training and for State military duty. Such leave shall be granted to full-time, part-time, regular, provisional, trainee, and probationary employees for up to one hundred twenty (120) working hours annually for any type of active duty not considered to be “Extended Active Duty”.
- B. Leave with Pay for Reserve Active Duty. Members of the uniformed services reserve components who are called to “Involuntary Active Duty” shall receive up to thirty (30) calendar days of leave with pay. After the thirty (30) day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee’s annual College salary, if military pay is the lesser.
- C. Retention and Continuation of Benefits During Leave with and without Pay. Retention and/or continuation of benefits are dependent upon the type and duration of leave granted and is determined on an individual basis.
- D. Additional Leave Requirements. Members of the uniformed services are granted leave with pay for infrequent special activities in the interest of the State when so ordered by the Governor or his/her authorized representative. Members shall be granted leave with pay for active State duty for periods not exceeding thirty (30) consecutive calendar days; for periods in excess of thirty (30) calendar days, employees shall be entitled to military leave with differential pay.
- E. Military Leave without pay shall be granted for the following periods:
 - 1. Regularly scheduled unit assemblies usually occurring on weekends and referred to as “drills”;
 - 2. Duties resulting from disciplinary actions imposed by military authorities;
 - 3. Unscheduled or incidental military activities such as volunteer work at military facilities, unofficial military activities, etc.;
 - 4. Inactive duty training, “drills” performed for the convenience of the member, such as equivalent training, split unit assemblies, make-up drills, etc.;
 - 5. Extended active duty for a period not to exceed five (5) years;
 - 6. Full time National Guard duty (usually a three (3) year contract);
 - 7. Initial active duty for training (initial enlistment); and/or
 - 8. Certain periods of incapacity in a medical facility resulting from injuries sustained while on active or inactive duty.

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- F. Reinstatement/Reemployment from Military Duty. Members of the uniformed services shall have reinstatement/reemployment rights as defined by prevailing law and/or guidelines established by Federal and State law.

No agent or employee of the College shall discriminate against any College employee or applicant for employment because of their membership, application for membership, performance of service, application for service, or obligation for service in the Uniformed Services. The President is authorized to develop procedures consistent with this policy.

Adopted:

Legal Reference: Uniformed Services and Reemployment Act of 1994; N.C.G.S. 127A-116; and 25 NCAC 01E.8002

**MONTGOMERY
COMMUNITY COLLEGE****HUMAN RESOURCES
BEREAVEMENT LEAVE****POLICY
3.2.15**

All employees shall be granted up to three (3) days for bereavement leave for the death of an immediate family member. For purposes of this Policy, “immediate family member” means the employee’s spouse, parent, child, sibling, grandparent and grandchild. This also includes all step, half and in-law relationships.

Any leave taken beyond the three (3) days must be charged to annual, sick, or leave without pay. An employee should notify his/her immediate supervisor when a death in the immediate family occurs. If leave is taken beyond the three (3) days of bereavement leave, the employee and supervisor must ensure that the employee’s job duties are adequately covered.

Adopted:

Leave without pay may be granted to an employee for educational purposes which will better equip the employee for the performance of his/her duties and responsibilities, to do special work for the federal government in cases of emergency or when the College is to profit by the experience gained or the work performed, for vacation purposes, for reasons specified in College policy, or for other reasons deemed justified by the appropriate Vice President and the President or otherwise required by law.

I. Maximum Amount

Leave without pay normally shall not exceed twelve (12) months. Any exception to this should be agreed upon by the appropriate Vice President and the President. For military leave without pay, see Policy 3.2.15 – Military Leave.

II. Employee Responsibility

The employee shall apply in writing to his or her supervisor for leave without pay at least two (2) weeks prior to such leave. The employee is obligated to return to duty within or at the end of the time granted. If the employee finds s/he will not return to work, the employee must notify the College immediately. Failure to report to work at the expiration of a leave without pay, unless an extension has been requested, shall be treated as a resignation.

III. College Responsibility

The decision to grant leave without pay is an administrative one for which the Vice President and President must assume full responsibility. Factors to consider are workload, need for filling employee's job, chances of employee's returning to duty and chances of the College's ability to reinstate employee to a position of similar status and pay. If it is necessary to fill a position vacant by leave without pay or if it is necessary to terminate an employee on leave without pay, the position may be filled by a temporary or permanent appointment provided the employee on leave without pay is notified of such action immediately.

IV. Retention of Benefits

While on leave without pay, the employee shall retain all accumulated annual leave and sick leave and time earned towards salary increments; however, the employee ceases to earn any additional sick or annual leave on the date leave without pay begins except in cases where an employee is receiving worker's compensation benefits. The employee also ceases to earn time toward salary increments except while on military leave, educational leave or while receiving worker's compensation benefits.

V. Payment for Non-Workdays – Short Periods of Leave without Pay

A short period of leave without pay is a period of not more than 10 workdays. An employee on leave without pay for a short period is entitled to be paid for non-workdays (weekends

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and holidays), if they are scheduled to work that day and only when he or she is in pay status at least half the day immediately preceding or following the non-workdays.

Adopted:

The College shall designate and observe certain days each year as holidays. All eligible employees will be given a day off with pay for each holiday as stated herein.

- A. The President shall cause to be published the schedule of holidays to be observed before July 1st each year for the next academic year. A holiday that occurs on a Saturday or Sunday generally will be observed by the College on either the preceding Friday or following Monday. The holiday schedule shall not exceed twelve (12) paid holidays per academic year.
- B. An eligible employee is an employee who:
 - 1. Is in pay status through the day on which the holiday is scheduled; or
 - 2. On a leave of absence without pay but was in pay status for half or more of the workdays in the month.
- C. The College recognizes that some eligible employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the College's regular holiday schedule. In such cases, eligible employees may take other earned leave for those reasons if it does not unduly disrupt the College's business and is approved by the employee's immediate supervisor.
- D. The College retains the right to schedule work on a holiday for some or all eligible employees should it become necessary and critical to the College's operation. In such cases, the employee will be given the time-off at another time on a hour-for-hour basis unless the Fair Labor and Standards Act stipulates otherwise. For purposes of this Policy, a holiday is a total of eight (8) hours.
- E. In the event the College must establish an alternative operational schedule, an alternative holiday schedule may be developed in keeping with the College's operational needs provided that all employees are given the same number of holidays and the holidays do not exceed twelve (12) days. The alternative holiday schedule must be approved by the President prior to any observed holidays.
- F. When a holiday falls during a week in which an employee is taking FMLA leave for the entire week, the entire week is counted toward the employee's FMLA entitlement. However, if the employee is also using accrued paid leave during FMLA leave, the employee will not be charged accrued leave on the holiday. If the College closes for an extended holiday lasting a week or more while an employee is taking FMLA leave, the extended holiday does not count against the employee's FMLA leave entitlement.

Legal Citation: 1C SBCCC 200.94(a)(d)

Adopted:

College classes that are missed or not held for any reason, including inclement weather, natural disasters or other emergencies, should be rescheduled or the instruction should be made-up by some other alternative. Alternatives include: extra class sessions, extended class sessions, individual conferences or others approved by the Vice President of Instruction.

The Vice President of Instruction will schedule make-up days whenever the College is closed beyond four (4) days/evenings due to inclement weather, natural disasters or other emergencies. Instructors will be responsible for making-up instruction by an approved alternative for the first four (4) days.

When illness or other personal emergency leave causes an instructor to miss class, he/she must report this absence to the appropriate supervisor. Instruction should be made up by an approved alternative.

Instruction made-up by an approved alternative for reasons of inclement weather, natural disasters, or other emergencies, illness, personal emergency leave, or educational leave assignments, must be approved by the Vice President of Instruction (or designee) and documented on the instructors' Class Attendance Report to be turned in at the end of the term. Instruction should be made up at a time convenient to the majority of students. No punitive action may be taken against students who are unable to attend make up sessions for legitimate reasons.

All Continuing Education classes will be rescheduled and documented on the Class Attendance Report. Classes should be made up when convenient to the majority of students. There are no approved alternative methods to make up Continuing Education classes.

Adopted:

Montgomery Community College
SGA Report
April 10, 2019 Board of Trustees Meeting

SGA Updates and Highlights

- Spring Fling is scheduled for April 9.
- Student Ambassadors for the 2019-20 academic year have been selected.
- A list of potential candidates for the 2019-20 SGA President is being finalized.

**President's Report
April 10, 2019**

Activities since the March Board Meeting

3/13/19	Board of Trustees Meeting
3/14/19	Employee Meeting
3/14/19	NC Works Career Fair
3/26/19	NC Rural Day
4/3-5/19	NCACCT Seminar
4/8/19	Lunch with Legislators
4/9/19	Spring Fling
4/10/19	Board of Trustees Meeting

Upcoming Activities

4/11/19	Employee Meeting
4/12/19	Annual Foundation Golf Tournament
4/15/19	Partners Meeting
4/25-26/19	NRA Event
5/2/19	BLET Graduation
5/7/19	LPN Pinning Ceremony
5/8/19	Board of Trustees Meeting
5/8/19	Graduation

Board of Trustees Information

<https://www.montgomery.edu/bot>



Board of Trustees Calendar of Events
2019-2020

April 10, 2019	5:30 p.m.	Committee/Board Meeting
April 12, 2019		Foundation Golf Tournament
April 15, 2019		SEI Forms Due
May 2, 2019	6:30 p.m.	BLET Graduation
May 7, 2019	7:00 p.m.	LPN Pinning Ceremony
May 8, 2019	11:30 a.m.	Foundation Board Meeting
May 8, 2018	5:00 p.m.	Board of Trustees Meeting
May 8, 2019	7:00 p.m.	Graduation
June 12, 2019	5:30 p.m.	Committee/Board Meeting
July, 2019		No Board Meeting
August 14, 2019	11:30 a.m.	Foundation Board Meeting
August 14, 2019	5:30 p.m.	Committee/Board Meeting
August 27, 2019	5:30 p.m.	Scholarship Awards Ceremony
September 7, 2019		Foundation Dinner and Raffle
September 11, 2019	5:30 p.m.	Committee/Board Meeting
October 9, 2019	5:30 p.m.	Committee/Board Meeting
November 13, 2019	11:30 a.m.	Foundation Board Meeting
November 13, 2019	5:30 p.m.	Committee/Board Meeting
December 6, 2019	6:30 p.m.	Board Christmas Dinner
December, 2019		No Board Meeting
January 8, 2020	5:30 p.m.	Committee/Board Meeting
February 12, 2020	11:30 a.m.	Foundation Board Meeting
February 12, 2020	5:30 p.m.	Committee/Board Meeting
March 11, 2020	5:30 p.m.	Committee/Board Meeting