

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, February 12, 2020 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 1.4 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.

State Ethics Commission Report.....Claudia Bulthuis

Board PresentationDeanne Brown, Director of Foundational Studies

Approval of November Board and Committee Minutes – Appendix A (Action)..... Claudia Bulthuis

Standing Committees

Budget & Finance Committee.....Susan Hershberger, Chairman

- January Financial Reports – **Appendix B-1 (Action)** Jeanette McBride
- December Foundation Fund Statement – **Appendix B-2**..... Korrie Ervin
- Foundation Update..... Korrie Ervin

Building & Grounds Committee.....Gordon Knowles, Chairman

- Facilities Report – **Appendix C-1** Jeanette McBride
- Incident Report – **Appendix C-2**..... Jeanette McBride
- Construction Update – **Appendix C-3** Dr. Chad Bledsoe
- Unauthorized Use of MCC Property..... Dr. Chad Bledsoe
- Change Orders for Blair Hall Renovations – **Appendix C-4** Dr. Chad Bledsoe
- Road Access Proposal – **Appendix C-5 (Action)** Dr. Chad Bledsoe
- DOL Complaint – **Appendix C-6** Dr. Chad Bledsoe

Personnel Committee..... Gelynda Capel, Chairman

- Personnel Appointment.....Gelynda Capel
 - Distance Learning Coordinator – **Appendix D-1**
- Notice of Retirement.....Gelynda Capel
 - Public Information Officer – **Appendix D-2**

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

- Update from Vice President of Instruction – **Appendix E-1** Lee Proctor
 - Continuing Education – **Appendix E-2**
 - Fall 2019 Class Visitation Report – **Appendix E-3**
- Update from Vice President of Student Services – **Appendix E-4**..... Beth Smith

Legislative/Public Relations Committee Paula Covington, Chairman

- Legislative Update Dr. Chad Bledsoe
 - Amendment of 1C SBCCC 300.1 - Presidential Selection Process – **Appendix F-1**
 - Amendment of 1D SBCCC 400.11 - Education Services through Career College Promise (Curriculum) Career Pathway – **Appendix F-2**
- Public Relations/Marketing Update – **Appendix F-3** Michele Haywood

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

- Board Policy Manual Dr. Chad Bledsoe
 - Section 2 – **Appendix G-1 – First Reading**
 - Policy 2.3.11, College Committees – **Appendix G-2 – Second Reading (Action)**
 - Policy 1.13, Adherence to General Statute and State Board Code – **Appendix G-3 – First Reading**
- Goals, Mission Statement & Core Values – **Appendix G-4 – Second Reading (Action)** – Dr. Chad Bledsoe
- 2019 Fact Sheet – **Appendix G-5**..... Dr. Chad Bledsoe

SGA Report – Appendix H..... Cole McQuinn, SGA President

President’s Report Dr. Chad Bledsoe

- Activities Since Previous Board Meeting – Appendix I

Chairman’s Report Claudia Bulthuis

- Trustee Handbook
- Calendar of Events – **Appendix J**
- Board Retreat, March 28, 2020
- SEI Forms to be completed by April 15, 2020
- Graduation, May 6, 2020

Presidential Evaluation Schedule

- BOT reviews Direct Report Forms at February BOT Meeting.
- BOT receives evaluation form at February BOT Meeting.
- BOT returns completed forms by March BOT Meeting.
- Results are compiled and reviewed by BOT at the Retreat in March.
- Results are discussed with Dr. Bledsoe at April BOT Meeting.

Closed Session – Presidential Evaluation – (Action) (Pursuant to North Carolina General Statute section 143-18.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27.)

Open Session – (Action)

Adjourn – (Action)..... Claudia Bulthuis



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

January 14, 2020

The Honorable Dottie Robinson, Chair
Montgomery County Board of Commissioners
102 East Spring Street
Troy, NC 27371

Via Email

Re: Evaluation of Statement of Economic Interest – Claudia Blair Bulthuis
Member – Montgomery Community College Board of Trustees

Dear Madam Chair:

Our office has received a 2019 Statement of Economic Interest from **Ms. Claudia Bulthuis** as a member of **Montgomery Community College Board of Trustees** (“the Board”). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes (“N.C.G.S.”), also known as the State Government Ethics Act (“the Act”).

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter’s contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution’s funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

The Honorable Dottie Robinson
January 14, 2020
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themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. Bulthuis is an At Large member of the Board of Trustees. She owns stock in multiple publicly traded companies, including CitiGroup, JP Morgan Chase and AT&T. Because an entity in which she has a financial interest may seek to do business with Montgomery Community College, she has the potential of a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should a company in which she has a financial interest come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Ms. Claudia Bulthuis
Ms. Courtney Atkins, Ethics Liaison

Attachment: Ethics Education Guide

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, January 8, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. in the College Boardroom by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath

Robert Harris
Kerry Hensely
Susan Hershberger
Johnny McKinnon
Bill Price
Cole McQuinn, SGA President

Absent

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; Courtney Atkins, Assistant to the President; Lucas Mingin, Lead Maintenance Technician; Tracey Wyrick, Dean of Career and Technical Education (CTE); George Vann, SECU; Bonnie McLeod, SECU; Shavier Mason, Assistant to the Dean of Continuing Education; Lisa Barret, SECU Scholarship Recipient; and Bryant Luke, SECU Scholarship Recipient.

Welcome

Mrs. Bulthuis welcomed all in attendance including Tracey Wyrick, Dean of Career and Technical Education (CTE); Lucas Mingin, Lead Maintenance Technician; Shavier Mason, Assistant to the Dean of Continuing Education; George Vann, SECU; Bonnie McLeod, SECU; Lisa Barret, SECU Scholarship Recipient; and Bryant Luke, SECU Scholarship Recipient.

Approval of the Agenda - Action

Mr. Price made a motion, seconded by Ms. Hensley, to approve the agenda for the January 8, 2020 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 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

SECU Scholarship Presentation

Mr. Vann and Mrs. McLeod presented two scholarships from the State Employees Credit Union. The two recipients were Bryant Luke and Lisa Barret.

Board Presentation – Tracey Wyrick, Dean of Career and Technical Education (CTE)

The Board received a presentation on Career and Technical Education from Tracey Wyrick, Dean of Career and Technical Education (CTE).

Approval of November & December Board and Committee Meeting Minutes– Appendix A

Mr. Price made a motion, seconded by Dr. Dunlap, to approve the November and December Board and Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Hershberger, Chairman

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

- The committee reviewed Appendix B-1, the November and December financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the November and December financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received Appendix B-2, the 2-1, 2019-2020 State and Local Budgets presented by Mrs. McBride. The 2-1 report included the State budget at \$7,765,778, the County budget at \$1,674,657, and the Institutional budget at \$1,674,657 for a grand total of \$10,224,369. The committee approved, and Mrs. Hershberger made a motion to approve, the 2-1, 2019-2020 State and Local Budgets. Coming from committee, this required no second. The motion carried.
- The committee received Appendix B-3, an update on the October and November Foundation Fund Statements presented by Mrs. Ervin. As of November 30, 2019, the total funds were \$4,012,259.42. This reflects a market increase of \$61,000 for the month of November.
- The committee received Appendix B-4, the Grants Update provided by Mrs. Ervin.
- The committee reviewed Appendix B-5, the In Kind Donation Report presented by Mrs. Ervin. The HVAC program received a ductless mini split system and the Gunsmithing program received an AR-15 lower. The committee approved, and Mrs. Hershberger made a motion to approve, the In Kind Donation Report. Coming from committee, this required no second. The motion carried
- The committee received a Foundation update provided by Mrs. Ervin. The employee annual fund drive kickoff began on January 2, 2020 with a goal of 100% giving.

Currently, 27% of employees have contributed. A prospective donor met with Dr. Bledsoe and Mrs. Ervin with intentions to create an endowed scholarship with a contribution of \$30,000. The endowed scholarship funds will be used specifically for Continuing Education students.

Building and Grounds Committee – Claudia Bulthuis, Vice Chairman

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

- The committee reviewed Appendix C-1, the Facilities Report presented by Mrs. McBride. The Facilities Maintenance building received the certificate of occupancy and maintenance staff has been working on moving into the new maintenance building. The only remaining work to be finished at the building is the parking area, which will be completed when weather permits.
- The committee reviewed Appendix C-2, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. The roof replacement on Blair Hall is complete. The contractors are in the second phase of schematics, which focuses on interior building renovations and HVAC upgrades. A tour of the Facilities Maintenance building will be set up for Trustees during the next board meeting.

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 Personnel Appointment of Lucas Mingin, Lead Maintenance Technician. Mrs. Capel introduced Mr. Mingin to the Board.
- The committee received Appendix D-2, the Notice of Resignation from Corina Hill, Distance Learning Coordinator and Appendix D-3, the Notice of Resignation from Mindy Joyner, Biology Instructor.

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 Appendix E-1, an update on instructional activities from Mr. Proctor. On Monday, January 20, 2020, Montgomery Community College Human Service Club along with Communities in Schools, Montgomery County Cooperative Extension, and Eckerd Connect will be hosting the 11th Annual MLK Challenge Day. The event this year will again be a meal packaging event.
- The College has been invited to the next round of applications for a \$1,000,000 grant to upgrade/add agriculture facilities, expand the Sustainable Agriculture Program and enhance science experiences for both secondary and post-secondary science students. The application is due in February.
- Due to the delay of construction on the CTE Building, the College has been working to make the transition easier by making space available on campus to meet the needs for the

programs that we have been running as well as the high school classes that will be coming to the CTE building.

- The College is currently working with Ameriquel Aseptic to install aseptic training equipment that would allow the College to develop a unique training program that would certify maintenance personnel with state of the art equipment. This would be an industry recognized certificate that students would be able to take the training and apply it to any aseptic environment. The positions that graduates would be qualified for are six-figure salary jobs.
- The Phi Theta Kappa Induction Ceremony was held in December with 20 inductees and around 100 friends and family in attendance. An additional induction ceremony is planned for late spring for students who wish to join Phi Theta Kappa and meet the academic requirements.
- The College will be offering advanced Calculus and Physics classes this spring for the first time to support the Associate Degree in Engineering.
- The committee received Appendix E-2, an update on continuing education activities from Mr. Proctor. Mr. Proctor shared a student success story about a student who was helped through the Finish Line Grant program.
- Seven inmates enrolled in the high school equivalency program have passed their High School Equivalency test, formerly known as the General Education Diploma (GED).
- Savannah Heath was nominated and accepted into the Leadership Enhancement and Development program. The Leadership Enhancement and Development program is led by the Small Business and Technology Development Center and is an engaging and intensive program that provides participants the opportunity to learn more about themselves as leaders, build skills that help them effectively lead others, and to manage change in their organization.
- The committee reviewed Appendix E-3, the 2020-2021 Academic Calendar. The committee approved, and Mr. Price made a motion to approve, the 2020-2021 Academic Calendar. Coming from committee, this required no second. The motion carried.
- The committee received Appendix E-4, an update on Student Services activities from Mrs. Smith. Several College employees attended a Student Conduct Symposium at Durham Tech. Several MCC employees attended the Minority Male Success Initiative Success Coach training held at Randolph Community College.
- Training was held on January 3, 2020 for Aviso, the new Early Alert system.
- The College raised \$250 for Montgomery County's Communities in Schools Backpack Pals Program through our Christmas Tour of Doors activity.
- The committee received Appendix E-5, the Compliance Review Final Report for fiscal year 2019-2020. The compliance review came back with no findings and staff was commended on their record keeping procedures as prescribed by the State Board of Community Colleges.

Legislative/Public Relations Committee – Paula Covington, Chairman

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

- The committee received a legislative update from Dr. Bledsoe. He reported that the mini budget, funding Community Colleges, was passed, excluding salaries/raises for Community College employees. It is expected that Legislators will discuss salaries/raises when they return to session this month.
- The committee received Appendix F-1, the Public Relations report from Mrs. Haywood. She noted that the annual report will be presented on March 28, 2020 at the Board Retreat. The new date for the CTE Open House is set for Tuesday, February 25, 2020 at 10:00 a.m. and invitations will be mailed out soon.
- Mrs. Haywood shared a sneak peek of the new College website design and she reported that the mascot is still in the design phase. The Gunsmithing Open House will be on Saturday, February 22, 2020.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and Dr. McKinnon reported from the committee the following items:

- The committee received Appendix G-1, Section 5 of the Board Policy Manual as second reading. The committee approved, and Dr. McKinnon made a motion to approve, Section 5 of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-2, Policy 3.4.3, Weapons on Campus, of the Board Policy Manual as second reading. Dr. Bledsoe noted that a section was added to the policy to cover students who take courses such as Gunsmithing and Bladesmithing. As part of an approved class project, if they have obtained and can provide prior permission from the class instructor, students will be allowed to have weapons on campus in their approved designated area. The committee approved, and Dr. McKinnon made a motion to approve, Policy 3.4.3, Weapons on Campus, of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-3, Policy 2.3.12, College Committees, of the Board Policy Manual as first reading. There were three new committees added to this policy. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee.
- Dr. Bledsoe presented Appendix G-4, Goals, Mission Statement and Core Values to the Board for first reading. The Committee discussed changes to the Goals, Mission Statement and Core Values. The CORE committee will be notified of these suggestions and will discuss those suggestions. The Goals, Mission Statement and Core Values will be brought back to the Board at the next meeting.

SGA Report – Cole McQuinn, SGA President –Appendix H

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H.

- She noted that The SGA sponsored a food drive in support of the Communities in Schools Backpack Pals Program.
- The SGA represented the College at the Mt. Gilead and Star Christmas parades.
- Students, faculty, and staff enjoyed the SGA's annual Holiday Meal on December 3, 2019.

- The SGA sponsored a Brain Boost exam break during the last week of the fall term.

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, Lee Proctor, Carol Holton and Tracey Wyrick attended the annual SACSCOC meeting in Houston, Texas.
- The county schools have offered their construction trailer to MCC for use as a temporary classroom due to space issues.
- Dr. Bledsoe and Lee Proctor will be attending the SHOT Show conference on January 21-24, 2020 with Gunsmithing.

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

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

- Work continues on the Trustee Handbook.
- The annual Board Retreat will be on March 28, 2020 at 8:00 a.m. in the Boardroom.
- The NCACCT Law/Legislative Seminar will be held in Raleigh March 18-20, 2020.
- Graduation is set for May 6, 2020 with NCCCS President Peter Hans as the guest speaker.

She also notified the Board on the timeline for the President's Evaluation:

Presidential Evaluation Schedule

- Direct Reports turn in forms by January 31.
- BOT reviews Direct Report Forms at February BOT Meeting.
- BOT receives evaluation form at February BOT Meeting.
- 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. Absher made a motion, seconded by Mrs. Capel, to adjourn the January 8, 2020 Board meeting at 7:34 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, January 8, 2020 at 5:30 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher
Kerry Hensley
Claudia Bulthuis

Absent

Gordon Knowles

Others Present

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Johnny McKinnon
Cole McQuinn, 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. Hershberger, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hershberger, and all committee members were present except Gordon Knowles.

Ms. Hensley made a motion, seconded by Mr. Absher, to approve the November committee minutes. The motion carried.

November and December Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the November and December Financial Reports.

- As of November 30, 2019, County fund expenditures were \$324,639 or, 41% of the budget.
- As of November 30, 2019, there were \$274,842 in funds for capital expenditures.
- As of November 30, 2019, State fund expenditures were \$2,966,412 or 40% of the current expense budget.
- As of November 30, 2019, the Institutional funds balance was \$572,931.
- As of November 30, 2019, the balance in the STIF account was \$196,028.
- As of December 31, 2019, County fund expenditures were \$378,578 or, 48% of the budget.
- As of December 31, 2019, there were \$309,978 available for Capital Expenditures.
- As of December 31, 2019, State funds expenditures were \$3,561,085 or, 46% of the budget. Longevity will be funded in January.
- As of December 31, 2019, the Institutional Fund balance was \$603,109.
- As of December 31, 2019, the balance in the STIF account was \$196,682.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the November and December Financial funds report. The motion carried.

Approval of 2-1, 2019-2020 State and Local Budgets—Appendix B-2 (Action – Jeanette McBride)

Mrs. McBride presented Appendix B-2, the 2-1, 2019-2020 State and Local Budgets. The 2-1 report was presented to the Board that included the State budget at \$7,765,778, the County budget at \$1,674,657, and the Institutional budget at \$1,674,657 for a grand total of \$10,224,369.

Mr. Absher made a motion, seconded by Mr. Price, to approve the 2-1, 2019-2020 State and Local Budgets. The motion carried.

October and November Foundation Fund Statements – Appendix B-3 – Korrie Ervin

Mrs. Ervin presented Appendix B-3, the October and November Foundation Fund Statements. As of November 30, 2019, the total funds were \$4,012,259.42. This reflects a market increase of \$61,000 for the month of November.

Grants Update – Appendix B-4 – Korrie Ervin

Mrs. Ervin presented Appendix B-4, the Grants Update. The Foundation received a grant for \$400 to assist with sponsoring an open house for MCC programs housed at the new FirstHealth off-site location.

The college submitted a letter of intent, which has been approved, to apply for a \$1,000,000 Golden Leaf grant with the purpose of advancing agricultural training in Montgomery County. The college submitted a letter of intent, which was not approved, to complete an application for Golden Leaf funds to assist with implementing a barber school program. Alternative funding sources for a barber school program are being discussed.

Three NRA grants have unofficially been approved, official documentation will come at a later date.

In-Kind Donation Report – Appendix B-5 (Action) – Korrie Ervin

Mrs. Ervin presented Appendix B-5, the In-Kind Donation Report. The HVAC program received a ductless mini split system and the Gunsmithing program received an AR-15 lower.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the In-Kind Donation Report. The motion carried.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The employee annual fund drive kickoff began on January 2, 2020 with a goal of 100% giving. Currently, 27% of employees have contributed. A prospective donor met with Dr. Bledsoe and Mrs. Ervin with intentions to create an endowed

scholarship with a contribution of \$30,000. The endowed scholarship funds will be used specifically for Continuing Education students.

There being no further business, the meeting adjourned at 5:42 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 5:42 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

Absent

Gordon Knowles, Chairman

Others Present

Phil Absher
Kerry Hensley
Susan Hershberger
Bill Price
Johnny McKinnon
Cole McQuinn, 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. Bulthuis, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Bulthuis, and all committee members were present except Mr. Knowles.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the November committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. The Facilities Maintenance building received the certificate of occupancy and Maintenance staff has been working on moving into their new building. The only remaining work to be finished at the building is the parking area, which will be completed when weather permits.

Construction Update – Appendix C-2 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project timeline. The roof replacement on Blair Hall is complete. The contractors are in the second phase of schematics, which focuses on interior building renovations and HVAC upgrades. A tour of the Facility Maintenance building will be set up for Trustees during the next board meeting.

There being no further business, the meeting adjourned at 5:49 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 5:49 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulthuis

Absent

Others Present

Katie Dunlap
George Gilbreath
Susan Hershberger
Bill Price
Johnny McKinnon
Cole McQuinn, 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.

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the November committee meeting minutes. The motion carried.

Personnel Appointments – Appendix D-1

The committee received Appendix D-1, the personnel appointment form for Lucas Mingin, Lead Maintenance Technician.

Notice of Resignation – Appendix D-2 and D-3

The committee received Appendix D-2, the notice of resignation from Corina Hill, Distance Learning Coordinator and Appendix D-3, the notice of resignation from Mindy Joyner, Biology Instructor.

There being no further business, the meeting adjourned at 5:51 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 5:51 p.m. in the College Boardroom.

Present

Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Johnny McKinnon
Claudia Bulthuis

Absent

Others Present

Phil Absher
Gelynda Capel
Robert Harris
Kerry Hensley
Cole McQuinn, 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.

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

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

Mrs. Hershberger made a motion, seconded by Mr. Gilbreath, to approve the November committee meeting 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.

On Monday, January 20, 2020, Montgomery Community College Human Service Club along with Communities in Schools, Montgomery County Cooperative Extension, and Eckerd Connect will be hosting the 11th Annual MLK Challenge Day. The event this year will again be a meal packaging event.

The College has been invited to the next round of applications for a \$1,000,000 grant to upgrade and implement the Sustainable Agriculture Program and enhance science experiences for both secondary and post-secondary science students. The application is due in February.

Due to the delay of construction on the CTE Building, the college has been working to make the transition easier by making space available on campus to meet the needs for the programs that we have been running as well as the high school classes that will be coming to the CTE building.

The college is currently working with Ameriquel Aseptic to install aseptic training equipment that would allow the college to develop a unique training program that would certify maintenance personnel with state of the art equipment. This would be an industry recognized

certificate that students would be able to take the training and apply it to any aseptic environment. The positions that graduates would be qualified for are six-figure salary jobs.

The Phi Theta Kappa Induction Ceremony was held in December with 20 inductees and around 100 friends and family in attendance. An additional induction ceremony is planned for late spring for students who wish to join Phi Theta Kappa and meet the academic requirements.

The college will be offering advanced Calculus and Physics classes this spring for the first time to support the Associate Degree in Engineering.

Update on Continuing Education – Appendix E-2 – Lee Proctor

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

Mr. Proctor shared a student success story about a student who was helped through the Finish Line Grant program.

Seven inmates enrolled in the high school equivalency program have passed their High School Equivalency test, formerly known as the General Education Diploma (GED).

Savannah Heath was nominated and accepted into the Leadership Enhancement and Development program. The Leadership Enhancement and Development program is led by the Small Business and Technology Development Center and is an engaging and intensive program that provides participants the opportunity to learn more about themselves as leaders, build skills that help them effectively lead others, and to manage change in their organization.

2020-2021 Academic Calendar – Appendix E-3 (Action) – Lee Proctor

Mr. Proctor presented Appendix E-3, the 2020-2021 Academic Calendar for approval.

Dr. Dunlap made a motion, seconded by Mr. Gilbreath, to approve the 2020-2021 Academic Calendar. The motion carried.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

Several college employees attended a Student Conduct Symposium at Durham Tech. Several MCC employees attended the Minority Male Success Initiative Success Coach training held at Randolph Community College.

Training was held on January 3, 2020 for Aviso, the new Early Alert system.

The college raised \$250 for Montgomery County's Communities in Schools Backpack Pals Program through our Christmas Tour of Doors activity.

Compliance Review Final Report FY 19-20 – Appendix E-5 – Beth Smith

Mrs. Smith shared the results of Appendix E-5, the Compliance Review Final Report for Fiscal Year 2019-2020. The compliance review came back with no findings and staff was commended on their record keeping procedures as prescribed by the State Board of Community Colleges.

There being no further business, the meeting adjourned at 6:04 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 6:04 p.m. in the College Boardroom.

Present

Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price

Absent

Also Present

Phil Absher
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Johnny McKinnon
Cole McQuinn, 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.

Ms. Covington, Chairman, called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

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

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe gave a legislative update to the Board. He reported that the mini budget, funding community colleges, was passed, excluding salaries/raises for Community College employees. It is expected that Legislators will discuss salaries/raises when they return to session this month.

Public Relations/Marketing Update – Michele Haywood – Appendix F-1

Mrs. Haywood presented Appendix F-1, the Public Relations/Marketing Update. She noted that the annual report will be presented on March 28, 2020 at the Board Retreat. The new date for the CTE Open House is set for Tuesday, February 25, 2020 at 10:00 a.m. and invitations will be mailed out soon.

Mrs. Haywood shared a sneak peek of the new college website design and she reported that the mascot is still in the design phase. The Gunsmithing Open House will be on Saturday, February 22, 2020.

There being no further business, the meeting adjourned at 6:10 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 6:10 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent

Also Present

Phil Absher
George Gilbreath
Kerry Hensley
Susan Hershberger
Bill Price
Cole McQuinn, 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.

Dr. McKinnon, Chairman, called the meeting to order.

Roll was taken by Chairman McKinnon, and all members were present.

Dr. Dunlap made a motion, seconded by Mr. Harris, to approve the November committee minutes. The motion carried.

Section 5 of the Board Policy Manual – Appendix G-1 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 5, of the Board Policy Manual to the Board for second reading.

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve Section 5 of the Board Policy Manual. The motion carried.

Policy 3.4.3, Weapons on Campus – Appendix G-2 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 3.4.3, Weapons on Campus to the Board for second reading. He noted that a section was added to the policy to cover students who take courses such as Gunsmithing and Bladesmithing. As part of an approved class project, if they have obtained and can provide prior permission from the class instructor, students will be allowed to have weapons on campus in their approved designated area.

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve Policy 3.4.3, Weapons on Campus of the Board Policy Manual. The motion carried.

Policy 2.3.12, College Committees – Appendix G-3 – First Reading – Dr. Chad Bledsoe

Policy 2.3.12, College Committees of the Board Policy Manual was presented to the Trustees as a first reading. There were three new committees added to this policy. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee.

Goals, Mission Statement and Core Values – Appendix G-4 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the Goals, Mission Statement and Core Values to the Board.

The Committee discussed changes to the Goals, Mission Statement and Core Values. The CORE committee will be notified of these suggestions and will discuss those suggestions. The Goals, Mission Statement and Core Values will be brought back to the Board at the next meeting.

There being no further business, the meeting adjourned at 6:26 p.m.

**Budget and Finance Committee
Wednesday, February 12, 2020
5:30 p.m.**

Committee Members

Susan Hershberger, Chairman

Bill Price, Vice Chairman

Phil Absher

Kerry Hensley

Gordon Knowles

Claudia Bulthuis

Agenda Items

- **Call to Order..... Susan Hershberger, Chairman**
- **Approval of January Committee Minutes – Appendix B All**
- **January Financial Reports – Appendix B-1 (Action)..... Jeanette McBride**
- **December Foundation Fund Statement – Appendix B-2.....Korrie 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, January 8, 2020 at 5:30 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher
Kerry Hensley
Claudia Bulthuis

Absent

Gordon Knowles

Others Present

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Johnny McKinnon
Cole McQuinn, 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. Hershberger, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hershberger, and all committee members were present except Gordon Knowles.

Ms. Hensley made a motion, seconded by Mr. Absher, to approve the November committee minutes. The motion carried.

November and December Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the November and December Financial Reports.

- As of November 30, 2019, County fund expenditures were \$324,639 or, 41% of the budget.
- As of November 30, 2019, there were \$274,842 in funds for capital expenditures.
- As of November 30, 2019, State fund expenditures were \$2,966,412 or 40% of the current expense budget.
- As of November 30, 2019, the Institutional funds balance was \$572,931.
- As of November 30, 2019, the balance in the STIF account was \$196,028.
- As of December 31, 2019, County fund expenditures were \$378,578 or, 48% of the budget.
- As of December 31, 2019, there were \$309,978 available for Capital Expenditures.
- As of December 31, 2019, State funds expenditures were \$3,561,085 or, 46% of the budget. Longevity will be funded in January.
- As of December 31, 2019, the Institutional Fund balance was \$603,109.
- As of December 31, 2019, the balance in the STIF account was \$196,682.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the November and December Financial funds report. The motion carried.

Approval of 2-1, 2019-2020 State and Local Budgets—Appendix B-2 (Action – Jeanette McBride)

Mrs. McBride presented Appendix B-2, the 2-1, 2019-2020 State and Local Budgets. The 2-1 report was presented to the Board that included the State budget at \$7,765,778, the County budget at \$1,674,657, and the Institutional budget at \$1,674,657 for a grand total of \$10,224,369.

Mr. Absher made a motion, seconded by Mr. Price, to approve the 2-1, 2019-2020 State and Local Budgets. The motion carried.

October and November Foundation Fund Statements – Appendix B-3 – Korrie Ervin

Mrs. Ervin presented Appendix B-3, the October and November Foundation Fund Statements. As of November 30, 2019, the total funds were \$4,012,259.42. This reflects a market increase of \$61,000 for the month of November.

Grants Update – Appendix B-4 – Korrie Ervin

Mrs. Ervin presented Appendix B-4, the Grants Update. The Foundation received a grant for \$400 to assist with sponsoring an open house for MCC programs housed at the new FirstHealth off-site location.

The college submitted a letter of intent, which has been approved, to apply for a \$1,000,000 Golden Leaf grant with the purpose of advancing agricultural training in Montgomery County. The college submitted a letter of intent, which was not approved, to complete an application for Golden Leaf funds to assist with implementing a barber school program. Alternative funding sources for a barber school program are being discussed.

Three NRA grants have unofficially been approved, official documentation will come at a later date.

In-Kind Donation Report – Appendix B-5 (Action) – Korrie Ervin

Mrs. Ervin presented Appendix B-5, the In-Kind Donation Report. The HVAC program received a ductless mini split system and the Gunsmithing program received an AR-15 lower.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the In-Kind Donation Report. The motion carried.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The employee annual fund drive kickoff began on January 2, 2020 with a goal of 100% giving. Currently, 27% of employees have contributed. A prospective donor met with Dr. Bledsoe and Mrs. Ervin with intentions to create an endowed

scholarship with a contribution of \$30,000. The endowed scholarship funds will be used specifically for Continuing Education students.

There being no further business, the meeting adjourned at 5:42 p.m.

**Montgomery Community College
County Funds - Board Report for January 2020**

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	251,358	145,665	105,693	58%
Benefits	126,051	73,998	52,053	59%
Contracted Services	12,361	9,402	2,959	76%
Supplies & Materials	42,527	26,765	15,762	63%
Professional Development (Travel)	3,573	1,267	2,306	35%
Utilities	290,863	164,788	126,075	57%
Repairs & Maintenance	16,595	8,922	7,673	54%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	1,682	29,490	5%
Other Current Expenses	5,876	2,889	2,987	49%
Non-Capitalized Equipment	964	947	17	98%
Total Current Expense	784,000	438,847	345,153	56%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's November 2019 Report	\$ 646,859
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Add: Prior FY Property Tax Allocations from County Report	244,389
Add: FY20 Property Tax Allocation from County Report	47,582
Total Revenue	1,113,830
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$14K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K)	(54,486)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 1/31/20	\$ 335,393

Montgomery Community College
State Funds - Board Report for January 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	4,065,141	2,265,145	1,799,996	56%
Salaries- Part Time	864,223	463,217	401,006	54%
Salaries- Full Time & Part Time	4,929,364	2,728,362	2,201,002	55%
Benefits	1,751,066	987,611	763,455	56%
Contracted Instruction	57,128	17,447	39,681	31%
Financial/Audit Services	12,500	11,371	1,129	91%
I.T. Contracted Services	95,500	42,070	53,430	44%
Other Contracted Services	27,810	3,000	24,810	11%
Contracted Services	192,938	73,888	119,050	38%
Supplies & Materials	224,854	78,880	145,974	35%
Professional Development (Travel)	150,372	48,690	101,682	32%
Communications	31,184	22,123	9,061	71%
Equipment Repair	25,422	10,104	15,318	40%
Maintenance Agreements	98,572	40,515	58,057	41%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	123,994	50,618	73,376	41%
Advertising	55,500	26,921	28,579	49%
Credit Card Electronic Processing	12,000	4,234	7,767	35%
Child Care Assistance Grant	22,862	7,500	15,362	33%
Project Skill-Up-Student Assistance	14,375	3,569	10,806	25%
Other Current Expense	19,799	7,631	12,168	39%
Other Current Services	69,036	22,934	46,102	33%
Software License Renewal	43,350	7,211	36,139	17%
Other I.T. Rentals/ Leases	60,666	55,097	5,569	91%
IT Rentals/Leases/Licenses	104,016	62,307	41,709	60%
Insurance and Bonding	4,700	-	4,700	0%

Montgomery Community College
State Funds - Board Report for January 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	29,558	7,715	21,843	26%
Minor Equipment Low Risk < \$5K	21,027	3,849	17,178	18%
Minor Equipment High Risk < \$5K	51,810	785	51,025	2%
Minor Equipment	72,837	4,634	68,203	6%
Total Current Expense	7,739,419	4,114,683	3,624,736	53%
Equipment	573,660	45,169	528,491	8%
Perkins Equipment	27,063	-	27,063	0%
Books	17,274	(10)	17,284	0%
Equipment & Books	617,997	45,159	572,838	7%
Total Expenses	8,357,416	4,159,842	4,197,574	50%

Montgomery Community College
Institutional Funds- Board Report for January 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 1/31/20
1 Pell Overpayments	-	-	(6,794)
Veterans Reporting Fee	-	50	626
Overhead Receipts 75%	917	1,398	12,472
Current General & Miscellaneous	786	789	12,390
Administrative Support	611	1,496	-
Overhead Receipts 25%	306	-	9,706
Excess Fee Receipts	1,576	1,468	-
2 Textbook Rental	16,952	25,110	(878)
College Work Study	13,280	13,280	-
Total Institutional Support	34,428	43,591	27,521
Forestry Program	-	-	8,606
CTE MCS	192,371	192,371	-
Specific Fees	47,022	55,020	76,866
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,576	20,237
Distance Learning	75	9,500	1,224
NC Live Grant	1,000	411	589
Technology Fee-Curriculum	12,351	43,714	73,478
Total Curriculum Instruction & Fees	252,819	302,592	181,348
Scrap Metal Fund HVAC	51	-	768
Self Supporting	34,420	22,396	92,399
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	684	-	8,561
Specific Fees: Occupational Extension	19,415	7,882	88,860
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	54,570	30,278	209,702
NCWorks Grant Adult Services/Dislocated Worker	89,692	99,318	(9,626)
NCWorks Finish Line Grant	2,676	5,172	(2,496)
3 Total NC Works	92,368	104,490	(12,122)
Operational Funds	629	5,219	53,062
Sales Tax Utilization	52,518	44,518	8,000
Total Plant Operation & Maintenance	53,147	49,737	61,062
Vending	13,079	14,449	9,617
Bookstore Vending	7,380	6,844	44,607
General Store	13,006	13,006	-
Parking Fee	3,342	-	47,656
Student Government Association	18,837	11,517	29,966
Graduation Fund	160	-	2,259
Student Ambassador	2,088	105	27,950
Club Accounts	-	-	62,475

**Montgomery Community College
Institutional Funds- Board Report for January 2020**

	2019-20 Revenue	2019-20 Expense	Cash Balance 1/31/20
4 Agency Fund	-	-	(19,471)
Funds for Others	-	-	2,844
Restricted Scholarships Held	-	-	4,889
Loan Funds Held for Others	-	-	5,500
Total Proprietary/Other	57,892	45,921	218,293
5 FSEOG	10,082	10,082	(524)
6 Pell Grant	542,329	542,329	(4,104)
Education Lottery Scholarship	10,731	10,731	126
Golden LEAF	5,750	5,750	-
NC Community College Grant	38,153	37,053	1,492
High Demand/Low Enrollment	2,531	1,100	1,431
7 MCC Foundation Scholarship	88,969	89,045	(76)
Wells Fargo Scholarship	-	-	-
Less Than Half-time	90	90	-
SGA President Scholarship	750	750	-
SECU Scholarships	5,000	2,500	2,500
Total Student Aid- Grants & Scholarships	704,385	699,430	845
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	476,198	403,566	-
Bond-Capel Hall Office Renovation	-	-	-
8 Golden Leaf FY2015-085	(7,957)	23,475	(80,000)
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	497,941	389,715	(80,000)
Total Institutional Funds: First Bank	1,747,550	1,665,754	606,649
STIF Account as of 1/31/20	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	529	44,053	44,581
Self Supporting- Continuing Education	53	-	10,777
Technology Fees	939	78,216	79,155
Bookstore	741	61,744	62,484
Total Institutional Funds: State Treasury	2,261	184,013	196,998

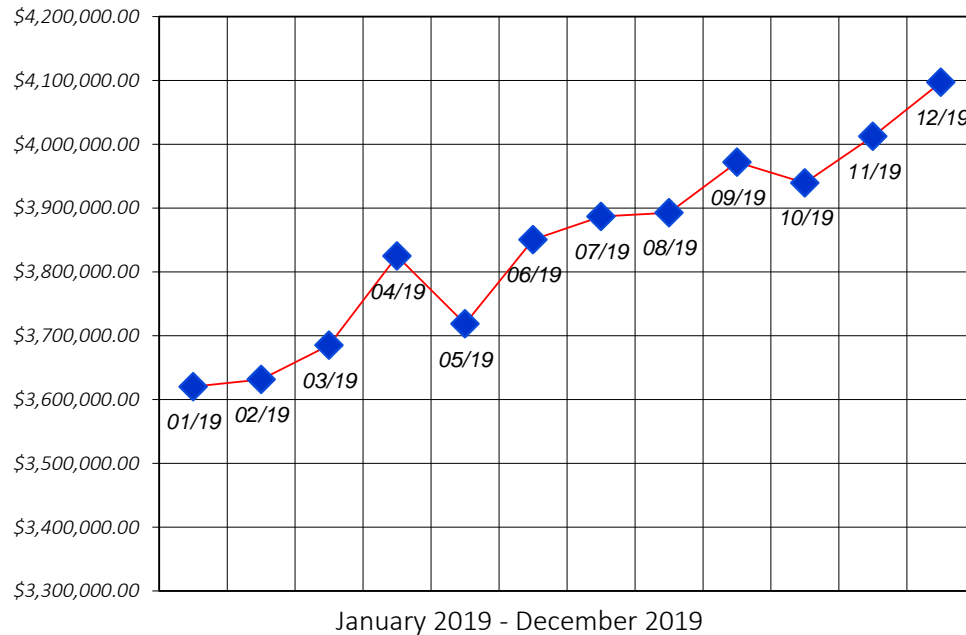
- 1 Pell Overpayment
- 2 Due from MCS
- 3 Due from NC Works (WIOA & Finish Line Grants)
- 4 Financial Aid Bookstore Charges
- 5 Excess Financial Aid
- 6 Excess Financial Aid
- 7 Due from MCC Foundation
- 8 Due from Golden Leaf Grant

Montgomery Community College Foundation

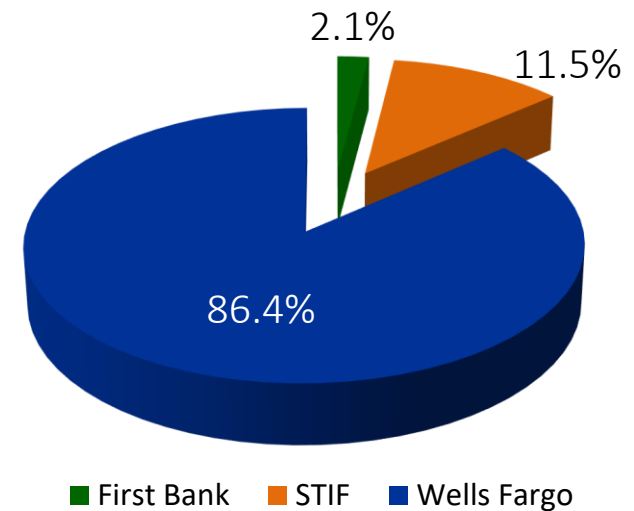
Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of December 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37	\$3,475,219.07	\$460,153.37	\$76,886.98	\$4,012,259.42
Receipts								
Interest/Dividends	\$41,093.26	\$4,772.91	\$7.59	\$45,873.76	\$12,454.25	\$776.17	\$1.34	\$13,231.76
Deposits	\$73,764.74	\$46,658.84	\$154,170.85	\$274,594.43	\$6,111.69	\$5,161.00	\$21,094.40	\$32,367.09
Total Receipts	\$114,858.00	\$51,431.75	\$154,178.44	\$320,468.19	\$18,565.94	\$5,937.17	\$21,095.74	\$45,598.85
Disbursements								
Fees/Withdrawals	\$78,623.81	\$47,801.26	\$148,162.08	\$274,587.15	\$2,103.08	\$2,778.44	\$14,276.59	\$19,158.11
Total Disbursements	\$78,623.81	\$47,801.26	\$148,162.08	\$274,587.15	\$2,103.08	\$2,778.44	\$14,276.59	\$19,158.11
Market Value Net Change	\$200,541.59	\$0.00	\$0.00	\$200,541.59	\$58,270.84	\$0.00	\$0.00	\$58,270.84
Ending Value	\$3,549,952.77	\$463,312.10	\$83,706.13	\$4,096,971.00	\$3,549,952.77	\$463,312.10	\$83,706.13	\$4,096,971.00
Net Change	\$236,775.78	\$3,630.49	\$6,016.36	\$246,422.63	\$74,733.70	\$3,158.73	\$6,819.15	\$84,711.58

Foundation Funds Value



Foundation Funds Distribution



**Building and Grounds Committee
Wednesday, February 12, 2020
5:45 p.m.**

Committee Members

**Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris**

Agenda Items

- **Call to Order Gordon Knowles, Chairman**
- **Approval of January Committee Minutes – Appendix C All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Incident Report – Appendix C-2..... Jeanette McBride**
- **Construction Update – Appendix C-3.....Dr. Chad Bledsoe**
- **Unauthorized Use of MCC PropertyDr. Chad Bledsoe**
- **Change Orders for Blair Hall Renovations – Appendix C-4Dr. Chad Bledsoe**
- **Road Access Proposal – Appendix C-5 (Action)Dr. Chad Bledsoe**
- **DOL Complaint – Appendix C-6Dr. 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, January 8, 2020 at 5:42 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

Absent

Gordon Knowles, Chairman

Others Present

Phil Absher
Kerry Hensley
Susan Hershberger
Bill Price
Johnny McKinnon
Cole McQuinn, 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. Bulthuis, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Bulthuis, and all committee members were present except Mr. Knowles.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the November committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. The Facilities Maintenance building received the certificate of occupancy and Maintenance staff has been working on moving into their new building. The only remaining work to be finished at the building is the parking area, which will be completed when weather permits.

Construction Update – Appendix C-2 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project timeline. The roof replacement on Blair Hall is complete. The contractors are in the second phase of schematics, which focuses on interior building renovations and HVAC upgrades. A tour of the Facility Maintenance building will be set up for Trustees during the next board meeting.

There being no further business, the meeting adjourned at 5:49 p.m.

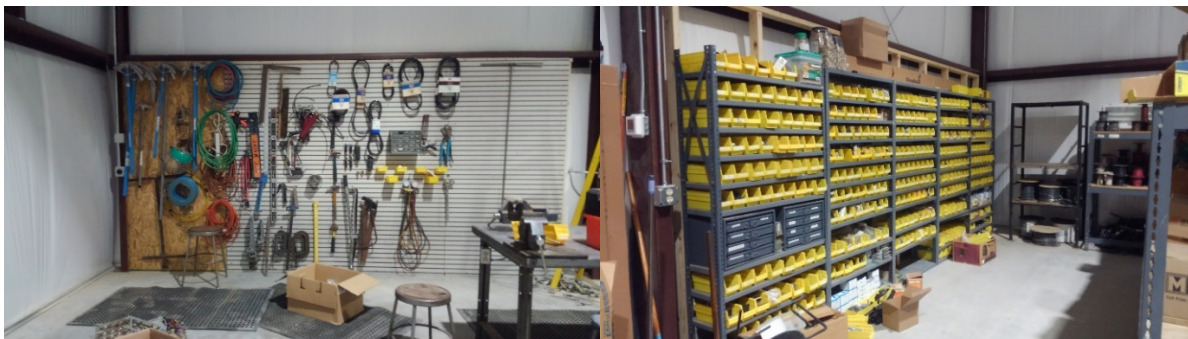
Board Report

Facilities

February 2020

Prepared By: Wanda Frick

The maintenance crew assisted in moving several instructors to the CTE Building as well as moving more of the maintenance supplies and equipment into the new maintenance building. Below are some pictures of areas they have organized already in the Facilities Services Building.



Maintenance staff also moved the Blue Miller welders to the CTE welding shop.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
EMS call, student medical issue	1/17/2020/7:55am	1/17/2020/7:55am	Building 200, restroom

Montgomery Community College
Construction Update
February 2020

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

1st phase for roof replacement – The roofing project has been completed.

2nd phase schematics (building renovations and HVAC upgrades) Doors are being installed. The State Construction Office will be conducting inspections for occupancy. Pending inspections, the second phase of renovations could begin in a couple weeks. Third hall ceilings and lighting are being reinstalled. Meanwhile, the area previously occupied by the mailroom is under demolition. Renovation will begin in this area in the next couple of weeks.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$1,329,329 (Golden Leaf) \$150,000

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

Project is currently 99% complete. The final punch list has been addressed and the designer is compiling the required documents for submittal to the state for close out of the project. Close out has been delayed due to mechanical issues with the boiler.

- Budgeted: \$1,075,000
- Disbursed to Date: \$980,377

- **Blair Hall, 3rd Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

The HVAC and replacement of the garage doors has been completed. The contractor for the arms room has completed the panels in the room. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

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

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. Outside the fenced area is complete. The parking area will begin as soon as weather permits.

- Budget: \$495,000
- Disbursed to Date: \$233,574

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2019									2020			
	NC Connect Bond	Other	April	May	June	July	August	September	October	November	December	January	February	March	April
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)	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								Construction		Complete			
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000	Construction Bid	Construction			Complete								
Blair Hall Renovation	\$ 3,495,000	\$ 150,000													
Roof Replacement (Complete)			Complete												
Interior Renovation / HVAC (excl. 3rd hall)			SCO Review	Construction Bid		SCO Review		Construction					Complete		
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
Complete

Summary of Proposal Requests

1723/MCC Building 100 Interior Renovation
Troy, NC

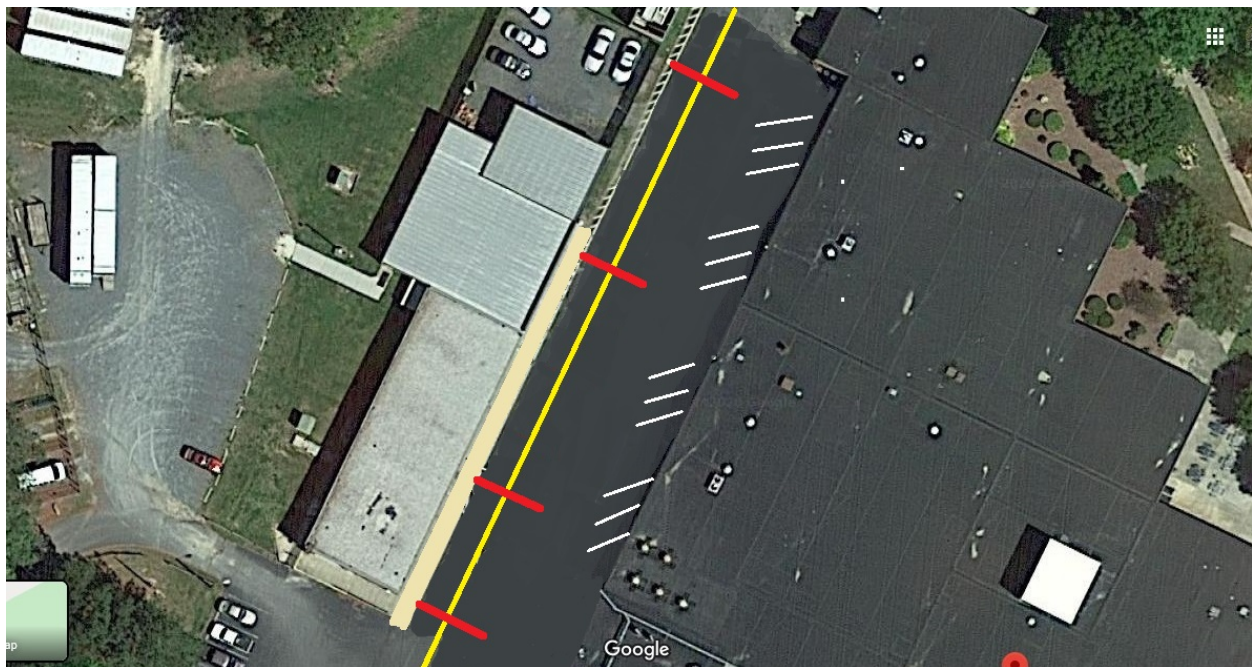


HM Kern General Contractor									
No.	Date	Recieved	Cost	Time (Days)	Discipline	A/E Approved/ Rejected	Owner Approved/ Rejected	Change Order	Description
01	11/04/19	11/04/19	\$588.00	0	Elec	Approved			Phase 1 electrical changes
02	11/25/19	11/25/19	\$2,545.00	2	Mech	Approved			Fire dampers per M202 dated 11/13/19
03	11/27/19	11/27/19	\$5,361.00	5	Arch	Approved			Add'l GWB per A102r1-4 dated 10/30/19
04	12/05/19	12/05/19	\$5,736.00	3	Elec	Approved			Light fixtures & access panels at Corridor 136
05	12/06/19	12/06/19	\$4,092.00	12	Arch	Revise/ Resubmit			Asbestos survey & report at 98/99
06	12/06/19	12/06/19	\$5,276.00	4	Arch	Approved			Demo 174A wood mezzanine & extend 1hr wall
07	12/09/19	12/09/19	(\$45,979.00)	0	Elec	Approved			Credit for light fixtures deleted from scope
08	12/13/19	12/13/19	\$1,812.00	6	M/E	Revise/ Resubmit			Install junction box & conduit; Honeywell connections
08r1	01/15/20	01/15/20	\$1,812.00	2	M/E	Approved			Install junction box & conduit; Honeywell connections
09	12/26/19	12/30/19	\$24,518.00	16	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r1	01/23/20	01/24/20	\$17,881.00	13	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r2	01/27/20	01/28/20	\$8,273.00	9	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r3	01/27/20	01/29/20	\$11,707.00	9	A/E	Approved			Material & labor to lower ceilings in corridors
Total:			(\$12,954.00)	25					

MONTGOMERY COMMUNITY COLLEGE ROAD ACCESS PROPOSAL

This proposal replaces the Loop Road Around Building 500 that was presented in the August 19, 2019 board of trustees meeting. Before grading could begin on the loop road it was discovered there were some underground cables that presented a problem. Also, there were obstacles in the proposed traffic flow. Therefore, a more viable option is being explored. The one-way road between buildings 100 (Blair Hall) and 500 would need to be widened and reassigned for two-way traffic. At present, there are many violators to the one-way traffic and 10mph rules. The road is narrow and unsafe for students, faculty, staff and visitor pedestrians, as well as vehicle occupants.

This project would involve taking out fencing, demolition of the lawn mower shed, widening the sidewalk adjacent to building 500, installing wide speed bump crosswalks and repaving. Additional parking spaces could be added beside Blair Hall between the bay doors. Also, alternates have been included to demolish the saw shop (slant roof shed) and installing a concrete dumpster pad. Quotes are being obtained from local contractors





CHERIE BERRY
COMMISSIONER OF LABOR

PAUL M. SULLIVAN
WEST COMPLIANCE BUREAU CHIEF
OCCUPATIONAL SAFETY AND HEALTH DIVISION

December 11, 2019

Wanda Frick
Montgomery Community College Foundation, Inc.
1011 Page St
Troy, NC 27371

Re: Complaint Number 209651413

Dear Ms. Frick:

Recently the North Carolina Department of Labor Occupational Safety and Health Division received a complaint concerning alleged health and/or safety hazards at your establishment at 1011 Page St, Troy, NC. The specific nature of the complaint is described in detail on the attached page.

We have not determined whether the hazards, as alleged, exist at your workplace; and we are not conducting an inspection, at this time. However, since allegations of violations have been made, you should investigate the alleged conditions and make any necessary corrections or modifications. Within 7 working days of your receipt of this letter, please advise us, in writing, by certified mail, or submitting electronically of your findings and of the action you have taken. Your response should be detailed stating specifically what action you have taken to correct each hazard. You should enclose any supporting documentation, such as monitoring results, equipment purchases, photographs etc.

The complainant has been advised of this preliminary response to the complaint and furnished a copy of this letter. An un-redacted employer response will be forwarded to the complainant. Please focus on providing documentation on the alleged conditions and do not include any comments or information about the person(s) that you believe filed the complaint. You should be aware that North Carolina General Statute '95-241 provides that "no person shall discriminate or take any retaliatory action against an employee because the employee in good faith does or threatens to file a claim or complaint, initiate any inquiry, investigation, inspection, proceeding or other action, or testify or provide information to any person with respect to... the Occupational Safety and Health Act of North Carolina."

This letter is not a citation nor is it a notification of proposed penalty, which according to the Occupational Safety and Health Act, may be issued only after an inspection or investigation of the workplace. If we do not receive a response from you within 7 working days of your receipt of this letter indicating that appropriate action has been taken or that no hazard exists and why, an inspection may be conducted.

Montgomery Community College Foundation, Inc.
Page 2

You are requested to post a copy of this letter and your response to it where it will be readily accessible for review by your employees. Please address response to:

N.C. Department of Labor
Occupational Safety & Health Division
Compliance Bureau
901 Blairhill Road, Suite 200
Charlotte, NC 28217

If you have any questions about this letter, please contact me at 704-665-4341. Your response may also be submitted electronically to laura.crawford@labor.nc.gov.

Your personal support and interest in the safety and health of your employees are appreciated.

Sincerely,



Laura Crawford
District Supervisor

Enclosure(s)

Complaint of Occupational Safety or Health Hazards

North Carolina Department of Labor Occupational Safety and Health Division	Complaint Number 209651413	Optional Number 1413
Employer Name Montgomery Community College Foundati		
Site Location (Street, City, State, ZIP) 1011 Page St Troy NC 27371		
Mailing Address (Street, City, State, ZIP) 1011 Page St Troy NC 27371		
Management Official Wanda Frick	Telephone Number 910-898-9600	
Complaint Assigned To O8312	SIC/NAICS 8222 611210	
Hazard Description: Employees are concerned for their health while working near the high noise levels of the renovations. Employees are experiencing breathing issues due to inhaling dust from the renovation project. The cement walls are being taken down and are creating clouds of dust.		
Hazard Location: Building 100, facility offices #100s		



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · 910-898-9600 · Toll Free 877-572-6222

December 16, 2019

Laura Crawford
N.C. Department of Labor
Occupational Safety & Health Division
Compliance Bureau
901 Blairhill Road, Suite 200
Charlotte, NC 28217

Re: Complaint Number 209651413

Dear Ms. Crawford:

In reference to your letter informing us of the above complaint (Appendix 01), please see the response below and attached documentation concerning safety precautions taken for on-site renovations of Blair Hall. As the Director Facilities and Capital Projects Coordinator, I monitor the construction areas daily and can attest to the fact that measures are being taken to ensure the safety and health of all employees, students, and visitors. After reviewing the enclosed documentation outlining safety measures taken for this project, please contact me if you have additional questions concerning the complaint.

The renovation project referenced in this complaint involves the interior renovation of Blair Hall, a classroom and office facility housed on the campus of Montgomery Community College (MCC). The project is overseen by the North Carolina Department of Administration State Construction Office; the project number is SCO ID#17-16802-01B. The project is being supervised by Boomerang Designs out of Charlotte, North Carolina (License Number 11364). Renovations are being performed by H.M. Kern Construction in Greensboro, North Carolina (General Contractor License Number 8542).

As part of this project, H.M. Kern Construction maintains safety measures in accordance with all OSHA approved standards. For the area in question, EME Industrial Services was contracted to demolish walls, floors, and ceilings in preparation for new renovations. Appendix 02 includes an email from H.M. Kern outlining safety measures taken for the demolition. Additionally, the subcontractor provided pictures showing the area and the safety measures that were taken throughout the demolition process. Appendix 03 contains field reports from Boomerang Designs documenting their inspections of the demolition process. To date, MCC administration has received no complaints or concerns from either the architect or contractor concerning the safety measures taken on this project.

MCC Administration takes safety and security of employees, students, and visitors seriously. We pride ourselves on our safety record and commitment to adhering to OSHA standards. As part of our safety efforts we contract with Environmental Health and Safety Institute (EHSI), a non-profit safety inspection corporation housed at Blue Ridge Community College, to conduct annual safety inspections of facilities and equipment on MCC's campus. This is a grant funded entity which supports community colleges in North Carolina by ensuring they maintain high standards of safety. Their most recent visit to campus was in March of 2019. As part of our commitment to safety, we have contacted EHSI and requested they inspect the area in question to ensure the contractor and architect's assessment of the working conditions are accurate and complete.

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EOE



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · 910- 898-9600 · Toll Free 877-572-6222

Lastly, MCC administration has taken efforts to ensure employees, students, and visitors have a safe and comfortable environment. Notifications of the renovations were sent to all parties, signs were posted around campus notifying visitors of construction, and employees were met in person and explained the renovation process. Appendix 04 contains a series of emails from Wanda Frick, Director of Facilities, to employees in affected areas detailing the impending renovations. Additionally, MCC has a formal process by which employees may express concerns or grievances for any matter relating to employment. Appendix 05 outlines the processes by which employees are to notify administration of their concerns. To date, the only informal complaints received related to this project involved noise during class. Those complaints were addressed. Administration has not received any formal complaints from any individual concerning health and safety related to this project.

We appreciate you relaying this complaint to us. The administration at Montgomery Community College takes these issues seriously and works to ensure everyone on MCC's campus has a healthy and safe environment. As mentioned previously, we will contract with EHSI to conduct an independent review of the current safety measures in place for this project and act upon the inspector's recommendations. However, since we have not received a formal complaint outlining specific concerns, we are limited in the steps we can take to address perceived issues at this time. Should you receive additional information regarding specific hazards we would be happy to address them.

Thank you again for sharing this complaint with us. We look forward to resolving any concerns in an expedient and efficient manner. If you have additional questions please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Wanda Frick". The signature is fluid and cursive, with a large initial "W" and "F".

Wanda Frick
Director of Facilities and Capital Projects Coordinator



CHERIE BERRY
COMMISSIONER OF LABOR

PAUL M. SULLIVAN
WEST COMPLIANCE BUREAU CHIEF
OCCUPATIONAL SAFETY AND HEALTH DIVISION

December 19, 2019

Wanda Frick
Montgomery Community College Foundation, Inc.
1011 Page St
Troy, NC 27371


Re: Complaint Number 209651413

Dear Ms. Frick:

Your letter received on December 17, 2019 concerning the above referenced complaint has been reviewed. Based on the information you have provided, OSHNC feels the case can be closed on the grounds that the alleged hazardous conditions have been corrected or no longer exist. This letter does not prohibit OSHNC from initiating an inspection of this complaint.

Your actions on behalf of safety and health in the work place are appreciated.

Sincerely,


Laura Crawford
District Supervisor



January 17, 2020

Wanda Frick
Montgomery Community College
1011 Page Street
Troy, NC 27371-8387

Dear Wanda:

Attached is a summary of services performed by the Environmental Health and Safety Institute (EHSI) Montgomery Community College on January 15, 2020. If you have any questions, or if you would like to schedule another visit, please call me at 828-694-1749.

Plan on attending our 2020 Safety Leadership Conference at Asheville-Buncombe Technical Community College in Asheville, NC April 14-15, 2020. Please save the date by putting this on your calendar today! This annual conference continues to grow each year and attendees appreciate the wealth of information and networking opportunities. We hope that you will join us! Look for updates in your email.

Sincerely,

J. Allen McCullough MESH, CESCO
Director-EHSI

cc. Dr. Chad Bledsoe, President



Environmental Health and Safety Institute Visit Report

College: *Montgomery Community College*
Location: *Troy, NC*
Date of Visit: *January 15, 2020*
Visited By: *Allen McCullough MESH, CESCO*
Primary Contact: *Wanda Frick*

Visit Activities:

Fume Hood Testing:

The fume hood in the science lab was tested to determine if it meets the standards set forth in OSHA 29CFR1910.1450(e)(3)(iii) and SEFA 1-2006 Rev. 1, Laboratory Fume Hoods Recommended Practices, Section 4.4.1 face velocity. The fume hood was found to be operating within the acceptable range and the results of the testing are listed below.

Room Number	Velocity fpm	Passed/Failed
Chemistry Lab 102	165 fpm	Passed

Campus Safety Inspection Follow Up

- The Delta drill press in the Gun Finishing Room has been equipped with a chuck guard.
- The fire extinguisher and eyewash station in the Gun Finishing Room are no longer inaccessible.
- The damaged cord on the Baldor grinder in the Machine Shop has been replaced.
- The fire extinguishers in the machine shop have been moved and are no longer inaccessible.
- The outlet box in taxidermy that was missing a knockout is now equipped with a plug.

There is a 6-foot type II wooden household stepladder in use in the taxidermy shop. EHSI recommends that this ladder is removed from the workplace and replaced with a heavy-duty type IA fiberglass stepladder. (Picture 1)



(Picture 1)

Contractor Safety

A safety inspection was performed in the 100 building where a renovation project is ongoing. The renovation is unusual in that it is taking place in stages while the building is still occupied by employees and students. Contractors were observed performing a number of tasks throughout the building. They were seen using appropriate sized stepladders and utilizing eye protection during their tasks and some of their tools and equipment are stored on mobile scaffolds so they can be moved from one task to another and not left in the hallways. Renovation projects include but aren't limited to new ceiling tiles, grids, and lighting fixtures, the demolition and replacement of restrooms, the construction of new walls, and the installation of new flooring. EHSI recommends the following actions be considered to enhance the overall safety for faculty, staff, and students while the 100 Building renovation project continues.

EHSI recommends that contractors performing demolition or working in areas where demolition is occurring be required to wear hardhats, steel-toed shoes, and safety glasses. Demolition areas should be off limits to anyone else.

- EHSI recommends that the mobile scaffold workstations, pallet jacks, building materials, and dollies are kept out of hallways as much as possible. When not feasible, EHSI recommends that warning devices such as orange cones be placed on each side of scaffolds and dollies to prevent passersby from accidentally running into materials and equipment.
- There are several stacks of carpet squares awaiting installation outside of the Student Services area. The stacks are over 5 feet high and are not secured from tipping over. EHSI recommends that the stacks of carpet squares be reduced by half so they are not at risk for being tipped over. (Picture 2)

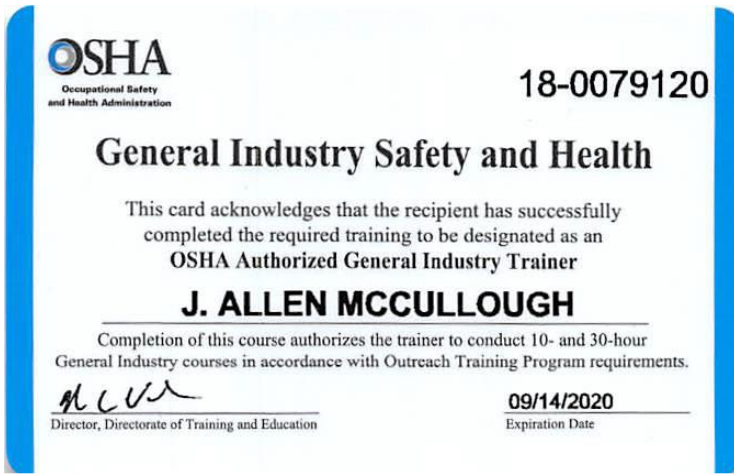
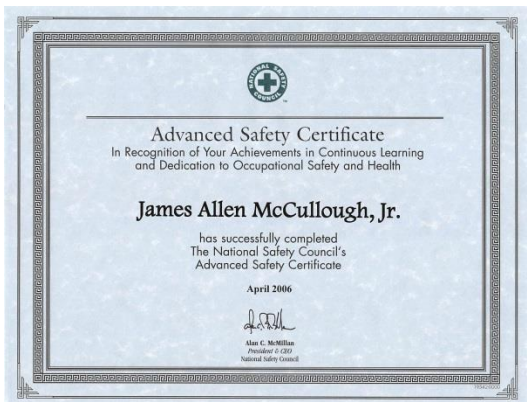


(Picture 2)

- A stack of approximately 14 4'x12' foot drywall panels is leaned up against the wall in the outside of Room 141. (Picture 3) These sheets, which weigh approximately 1120 pounds (14 sheets x 80 pounds per sheet), could cause significant injury if they were to tip over on someone. EHSI recommends that the drywall be relocated to an area where it can be stored in a manner that doesn't present a hazard.
- The Gypsum Association states "Gypsum board should always be stored flat. Placing it vertically on edge for an extended period may damage the edges and can cause the board to warp. Additionally, board stacked on edge can easily become unstable and accidentally fall over. Stacking gypsum board flat will lower the potential for a safety hazard."



(Picture 3)



**Personnel Committee
Wednesday, February 12, 2020
6:00 p.m.**

Committee Members

**Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulhuis**

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of January Committee Minutes – Appendix D.....All**
- **Personnel AppointmentGelynda Capel**
 - **Distance Learning Coordinator – Appendix D-1**
- **Notice of RetirementGelynda Capel**
 - **Public Information Officer – Appendix D-2**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 5:49 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulthuis

Absent**Others Present**

Katie Dunlap
George Gilbreath
Susan Hershberger
Bill Price
Johnny McKinnon
Cole McQuinn, 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.

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the November committee meeting minutes. The motion carried.

Personnel Appointments – Appendix D-1

The committee received Appendix D-1, the personnel appointment form for Lucas Mingin, Lead Maintenance Technician.

Notice of Resignation – Appendix D-2 and D-3

The committee received Appendix D-2, the notice of resignation from Corina Hill, Distance Learning Coordinator and Appendix D-3, the notice of resignation from Mindy Joyner, Biology Instructor.

There being no further business, the meeting adjourned at 5:51 p.m.

Personnel Appointment

Name of Person	Mallory Smith
Present Address	491 Fire Tower Rd., Ellerbe, NC 28338
Position	Distance Learning Coordinator
Position Category	Level 5
Salary	\$36,000
Effective Date of Employment	2-1-20
Budget Information	11.140.97.515000.80100

Position Description:

The Distance Learning Coordinator supports the implementation, development, integration and ongoing operation of the learning management system (Blackboard). Under limited supervision, the person will provide support to Blackboard users and administer the Blackboard (Bb) course management system. Additionally, the position will provide training to staff and faculty on the use of the college's LMS, as well as other topics related to teaching online.

The position also provides technical support to students and supervises a computer lab available for student use and academic testing.

Education and Certifications

School/Certification	Years Attended	Degree
The College of Charleston	2007-2011	BA, English (Creative Writing)

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	10/2019-current	Learning Resources Technical Assistant
Forest Hills Presbyterian Church	7/2015-4/2019	Office

		Administrator/Bookkeeper
Richmond County Schools	11/2012-1/2015	District Public Information Officer
Richmond County Journal	11/2011-8/2012	Writer/Reporter

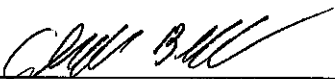
Professional Participation/Honors:

Hiring Committee

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Tracey Wyrick	Dean, Public Services
Natalie Winfree	Dean, Arts & Sciences
Amy Friery	Dean, Health & Human Services
Andrew Gardner	Dean, Continuing Education
Carol Holton	Director, Institutional Effectiveness

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Mallory Smith checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Mallory Smith for the Distance Learning Coordinator position.



 Chad A. Bledsoe
 President

January 21, 2020

Dr. Chad Bledsoe, President
Montgomery Community College
1011 Page Street
Troy, NC 27371

Dear Dr. Bledsoe,

The day has finally arrived. As of May 31, 2020, I will be officially retiring from Montgomery Community College. I have been very happy at MCC over the past 25 years and I would like to take my last few months here making the transition as seamless as possible.

I am so grateful to have had a job doing something I enjoy. It has been my privilege to meet so many students whose lives were changed at MCC, and my honor to tell their stories. It has also been my privilege to promote Montgomery Community College, a place that in every practical sense promotes itself through all the wonderful people who work here and the exceptional job that they do.

I want to thank our board of trustees for supporting this college through many changes and even some turbulent times. Being an MCC trustee may be a volunteer position, but in my opinion, they are all worth their weight in gold.

As the college continues to grow, I look forward to seeing all the wonderful changes in the future. I know Montgomery Community College will continue to stand as "a place of discovery, critical thinking, and educational excellence; a centerpiece for life-long learning."

I will miss my MCC family and would love to work for the college in some capacity in the future, should the opportunity present itself.

Sincerely,



Michele Haywood

**Curriculum and Student Services Committee
Wednesday, February 12, 2020
6:05 p.m.**

Committee Members

**Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Johnny McKinnon
Claudia Bulthuis**

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of January Committee Minutes – Appendix EAll**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2**
 - **Fall 2019 Class Visitation Report – Appendix E-3**
- **Update from Vice President of Student Services – Appendix E-4 . 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, January 8, 2020 at 5:51 p.m. in the College Boardroom.

Present

Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Johnny McKinnon
Claudia Bulthuis

Absent**Others Present**

Phil Absher
Gelynda Capel
Robert Harris
Kerry Hensley
Cole McQuinn, 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.

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

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

Mrs. Hershberger made a motion, seconded by Mr. Gilbreath, to approve the November committee meeting 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.

On Monday, January 20, 2020, Montgomery Community College Human Service Club along with Communities in Schools, Montgomery County Cooperative Extension, and Eckerd Connect will be hosting the 11th Annual MLK Challenge Day. The event this year will again be a meal packaging event.

The College has been invited to the next round of applications for a \$1,000,000 grant to upgrade and implement the Sustainable Agriculture Program and enhance science experiences for both secondary and post-secondary science students. The application is due in February.

Due to the delay of construction on the CTE Building, the college has been working to make the transition easier by making space available on campus to meet the needs for the programs that we have been running as well as the high school classes that will be coming to the CTE building.

The college is currently working with Ameriquel Aseptic to install aseptic training equipment that would allow the college to develop a unique training program that would certify maintenance personnel with state of the art equipment. This would be an industry recognized

certificate that students would be able to take the training and apply it to any aseptic environment. The positions that graduates would be qualified for are six-figure salary jobs.

The Phi Theta Kappa Induction Ceremony was held in December with 20 inductees and around 100 friends and family in attendance. An additional induction ceremony is planned for late spring for students who wish to join Phi Theta Kappa and meet the academic requirements.

The college will be offering advanced Calculus and Physics classes this spring for the first time to support the Associate Degree in Engineering.

Update on Continuing Education – Appendix E-2 – Lee Proctor

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

Mr. Proctor shared a student success story about a student who was helped through the Finish Line Grant program.

Seven inmates enrolled in the high school equivalency program have passed their High School Equivalency test, formerly known as the General Education Diploma (GED).

Savannah Heath was nominated and accepted into the Leadership Enhancement and Development program. The Leadership Enhancement and Development program is led by the Small Business and Technology Development Center and is an engaging and intensive program that provides participants the opportunity to learn more about themselves as leaders, build skills that help them effectively lead others, and to manage change in their organization.

2020-2021 Academic Calendar – Appendix E-3 (Action) – Lee Proctor

Mr. Proctor presented Appendix E-3, the 2020-2021 Academic Calendar for approval.

Dr. Dunlap made a motion, seconded by Mr. Gilbreath, to approve the 2020-2021 Academic Calendar. The motion carried.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

Several college employees attended a Student Conduct Symposium at Durham Tech. Several MCC employees attended the Minority Male Success Initiative Success Coach training held at Randolph Community College.

Training was held on January 3, 2020 for Aviso, the new Early Alert system.

The college raised \$250 for Montgomery County's Communities in Schools Backpack Pals Program through our Christmas Tour of Doors activity.

Compliance Review Final Report FY 19-20 – Appendix E-5 – Beth Smith

Mrs. Smith shared the results of Appendix E-5, the Compliance Review Final Report for Fiscal Year 2019-2020. The compliance review came back with no findings and staff was commended on their record keeping procedures as prescribed by the State Board of Community Colleges.

There being no further business, the meeting adjourned at 6:04 p.m.

Board Report
Vice President of Instruction
February,2020

CTE Building Opens – The Joseph Blair Technical Education Center is officially open for classes! Classes begin on January 23, 2020 and we have students enrolled in Welding, Agriculture, Masonry, Automotive, Heating and Air Conditioning Phlebotomy, and Carpentry. Electrical, Industrial Systems, and Nursing Assistance will be moving prior to fall semester. Culinary will move as soon as an equipment issue can be resolved. In addition, MCS classes in Woodworking, EMT, Health Sciences, and Fire Fighting are up and running.

The Gunsmithing program attended the annual National Sport Shooting Foundation Shot Show in Las Vegas January 21- 24. The 25 students, 2 instructors, Dr. Bledsoe and myself spent the four days meeting with industry representatives thanking them for their support in the past and requesting that the support continue. On February 21, the Small Business Center along with the Gunsmithing program will host the second annual Guns, Goals, and Grit. The business summit is a free full-day event designed to help participants start and grow firearm-related businesses. February 22 the Gunsmithing program will be hosting an open house from 10 – 2 to give interested potential students the opportunity to explore the program.

CCP Tours- the College hosted the eight-grade through 11th grade students from Montgomery County Schools on the MCC campus and at the new CTE building. Approximately 871 potential students toured the CTE programs to give them a better idea of the options available to them for next year. This event was scheduled prior to students meeting with their counselors to sign-up for classes for 2020-2021.

Enrollment Numbers Curriculum Fall 2019 Unduplicated Headcount and FTE increase 17% over Fall 2018. Overall FTE in Continuing Education increased 6% with Adult Basic Skills FTE double from 8 Fall 2018 to 16 Fall 2019. The Continuing Education Unduplicated Headcount increased 23% over Fall 2018.

Nursing Application deadline for both the LPN and ADN Programs was the end of January. Currently there are over 55 Associate Degree Nursing applicants and 75 Practical Nursing applicants. That is a 14% increase over 2019. There approximately 21 space available in the 1st year ADN program (the currently enrolled 9 students will move to the 2nd year class) and 20 – 30 spaces in the LPN program.

Board Report
Continuing Education Department
February, 2020

Student Success Story: Beth Smith

- Beth Smith: Worked as a Registered Nurse for close to 40 years in the specialty areas of psychiatry, substance abuse, and HIV/AIDS. She had the privilege of meeting and caring for hundreds of people, but like any high pressure job it takes a toll on you. She realized she needed a creative outlet to recharge her emotional batteries or she was going to “burn out” real fast. Her solution in the 1990’s was to enroll in MCC’s pottery program. She did this for a number of years until the commute from Rowan County was too much. Upon retirement she rejoined the MCC pottery program this year. We are happy to have her back and continuing the practice of lifelong learning here at MCC.

Foundational Studies

- Reinforced Instruction for Student Excellence (RISE) is a new NC Community College System initiative that we have incorporated into our Foundational Studies program. The intent of the program is to best prepare and accelerate students into college level math and english classes by equipping them with the necessary skills and knowledge to succeed.
- 17 students are actively progressing through our newly established RISE English and Math program.

Small Business Center

- Hosting our annual Guns, Goals, & Grit Business Summit February 21 from 9 AM to 4PM at MCC. We had over 400 participants last year.

Business & Industry Services

- Established a new training program with AmeriQual Aseptic that will commence March 19, 2020.
- The program is an Aseptic Process Technician training program that will meet the needs of local industry. In addition to meeting the needs of local industry this training will afford students a high demand high paying job anywhere in the United States.

Health & Public Safety

- MCC delivered a two-day tactical operations class focused on tracking and capturing escaped prisoners in both a commercial business and the Uwharrie National Forest to 85 Department of Public Safety (DPS) Special Operations Officers. Top DPS Officers stated, “this is the best training they have received in the past three years and we will now be utilizing MCC for all our scenario-based training. 5 more training programs are planned to commence in the coming months.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9600 • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Andrew Gardner, Dean of Continuing Education

Date: January 22, 2020

Subject: Fall 2019 Class Visitation Log Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Dean of Continuing Education is required to visit a minimum of 10% of off-campus classes.

During the fall semester 2019 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 96 courses on campus and 63 courses at off campus distant learning venue for a total of 159 courses. Of the 96 courses offered on campus, 54 required verification. Of the 63 courses offered off campus, 23 required verification. Please see enclosed chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR FALL SEMESTER 2019

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	65	29	29	100%
Williams, Sydney	5	5	5	100%
Hamilton, Jessica	15	12	11	100%
Thomas, Crystal	-	-	-	-
Brown, Deanne	2	2	2	100%
Williams, Alex	9	6	6	100%
TOTALS	96	54	53	100%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	36	4	4	100%
Williams, Sydney	-	-	-	-
Hamilton, Jessica	13	4	4	100%
Thomas, Crystal	7	7	7	100%
Brown, Deanne	8	8	8	100%
Williams, Alex	-	-	-	-
TOTALS	63	23	23	100%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2019

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	62	23	6	26%

**MCC Board of Trustees – February 12, 2020
Update from the Student Services Division**

Highlights & Previews

- Student Services staff are scheduled to attend a Behavioral Health Convention in Chapel Hill and a N3C2A (NC Community College Advising Association) conference in Sanford in February.
- Success Coaches Diana Sanchez and Jessica Latham have begun introducing themselves to the students they are following through the new early alert system. Allie Morgan, who began her position as Student Success & Retention Specialist in November, will begin her Success Coach role soon.
- Jessica Latham and Andy Speer visited Central Davidson High School in January to conduct an information session and demonstration of taxidermy.
- Congratulatory letters to students placed on Fall 2019 achievement lists were mailed February 4 and included a small token in appreciation of their hard work.

**Legislative/Public Relations Committee
Wednesday, February 12, 2020
6:15 p.m.**

Committee Members

**Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price**

Agenda Items:

- **Call to OrderPaula Covington, Chairman**
- **Approval of January Committee Minutes – Appendix F.....All**
- **Legislative UpdateDr. Chad Bledsoe**
 - **Amendment of 1C SBCCC 300.1 – Presidential Selection Process – Appendix F-1**
 - **Amendment of 1D SBCCC 400.11 – Education Services through Career College Promise (Curriculum) Career Pathway – Appendix F-2**
- **Public Relations/Marketing Update – Appendix F-3.....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, January 8, 2020 at 6:04 p.m. in the College Boardroom.

Present

Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price

Absent**Also Present**

Phil Absher
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Johnny McKinnon
Cole McQuinn, 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.

Ms. Covington, Chairman, called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

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

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe gave a legislative update to the Board. He reported that the mini budget, funding community colleges, was passed, excluding salaries/raises for Community College employees. It is expected that Legislators will discuss salaries/raises when they return to session this month.

Public Relations/Marketing Update – Michele Haywood – Appendix F-1

Mrs. Haywood presented Appendix F-1, the Public Relations/Marketing Update. She noted that the annual report will be presented on March 28, 2020 at the Board Retreat. The new date for the CTE Open House is set for Tuesday, February 25, 2020 at 10:00 a.m. and invitations will be mailed out soon.

Mrs. Haywood shared a sneak peek of the new college website design and she reported that the mascot is still in the design phase. The Gunsmithing Open House will be on Saturday, February 22, 2020.

There being no further business, the meeting adjourned at 6:10 p.m.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM***Peter Hans, President*

22 January 2020

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Chairs of the Boards of Trustees
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Amendment of 1C SBCCC 300.1 – Presidential Selection Process**

On 17 January 2020, the State Board of Community Colleges voted to amend **1C SBCCC 300.1 – Presidential Selection Process**. This amendment would prevent colleges from publicly communicating or publicly confirming or denying the name of the final presidential candidate submitted to the SBCC until the SBCC votes to approve the final candidate.

The amendment will be effective 1 February 2020. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the changes made to the rule, click on the February 1, 2020 hyperlink found at the end of the attached rule.

**CC20-005
E-mail Copy**

Attachment

1C SBCCC 300.1 is amended as follows:



1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

7
8 **1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS**

- 9 (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees
10 shall notify the System President and invite the System President or the System
11 President's designee to meet with the board of trustees to discuss legal
12 requirements and other procedural matters while also providing technical assistance
13 to the board of trustees as needed.
- 14 (b) In the selection of the college president, the board of trustees shall, at minimum,
15 consider general input from college and community stakeholders on the desired
16 attributes of a college president and evaluate more than one candidate for the
17 position. The State Board may waive this requirement at the request of the board of
18 trustees if the State Board determines it is in the college's interest to do so.
- 19 (c) The board of trustees shall submit at least one candidate to the System President
20 for review at least ten business days prior to the next regularly scheduled SBCC
21 Personnel Committee meeting or at least ten business days prior to a special called
22 SBCC Personnel Committee meeting.
- 23 (d) While completing the review process, the System President or the System
24 President's designee shall confirm that the board of trustees completed a
25 background check to include the following:
- 26 (1) Social security number verification,
27 (2) Criminal history check,
28 (3) Civil litigation history check,
29 (4) Education verification,
30 (5) Employment verification, and
31 (6) Personal credit history check.

1C SBCCC 300.1 is amended as follows:

- 1 (e) Upon completion of the review process, the System President shall present the
2 name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration
3 and assessment.
- 4 (f) Following consideration and assessment of the candidate(s), the Personnel
5 Committee of the SBCC or the SBCC shall authorize the System President to
6 communicate the Personnel Committee's or the SBCC's assessment to the board of
7 trustees.
- 8 (g) The board of trustees shall proceed with the final election process and submit the board
9 of trustees' final election to the SBCC for approval. The board of trustees shall submit
10 the board's recommendation in writing to the System President at least five business
11 days prior to the next meeting of the SBCC.
- 12 (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly
13 scheduled meeting following receipt of the local board's election unless delayed for
14 cause as determined by the SBCC.
- 15 (i) The System Office shall convey in writing to the chairman of the board of trustees the
16 SBCC's action on the board of trustees' election. The action of the SBCC is final.
- 17 (j) Until the SBCC votes to approve the final candidate and communicates its approval
18 to a college, no college shall publicly communicate or publicly confirm or deny the
19 name of the final candidate submitted to the SBCC for approval.
- 20 (k) No college shall execute a contract prior to SBCC action to approve the local board's
21 presidential election without a provision specifying that the effective date of the
22 contract is subject to the SBCC's approval of the presidential election.

23

24 *History Note: Authority G.S. 115D-5 and 115D-20*

25 *Eff. [October 1, 2018](#).*

26 *Amended Eff. [February 1, 2020](#).*

27



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

22 January 2020

MEMORANDUM

- TO:** Members of the State Board of Community Colleges
 Community College Presidents
 Chairs of the Boards of Trustees
 Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Jonathan R. Harris, *NCCCS General Counsel*
- RE:** **Amendment of 1D SBCCC 400.11 – Education Services through Career & College Promise (Curriculum)**

On 17 January 2020, the State Board of Community Colleges voted to amend **1D SBCCC 400.11 – Education Services through Career & College Promise (Curriculum)**. This amendment addresses a legislative change that allows 9th and 10th graders to enroll in a College Transfer Pathway. The amendment sets out the requirements that must be met prior to a 9th or 10th grader enrolling in a College Transfer Pathway. The amendment also adds an Associate in Fine Arts in Music and an Associate in Fine Arts in Theater to the College Transfer Pathway program of study.

The rule will be effective 1 February 2020. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the changes made to the rule, click on the February 1, 2020 hyperlink found at the end of the attached rule.

**CC20-012
 E-mail Copy**

Attachment

1D SBCCC 400.11 is amended as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION PROGRAMS**

5
6 **SUBCHAPTER 400. CURRICULUM**

7
8 **1D SBCCC 400.11 Education Services through Career and College Promise**
9 **(Curriculum)**

10 The purpose of Career and College Promise is to offer structured opportunities for
11 qualified high school students to dually enroll in community college courses that provide
12 pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs
13 skills. Academic credits earned through Career and College Promise shall enable
14 students who continue into postsecondary education after graduating from high school to
15 complete a postsecondary credential in less time than would normally be required. All
16 previous high school transition programs, including Huskins, Concurrent Enrollment,
17 Cooperative and Innovative High Schools, Learn and Earn, and Learn and Earn Online
18 were consolidated and replaced by Career and College Promise.

19 (a) The major purpose of community colleges is to serve students who have graduated
20 from high school or are beyond the compulsory age limit of the public school and have
21 left public school. However, a minor may seek admission to a community college
22 subject to the conditions in this Section.

23 (b) Career and College Promise is a dual enrollment program for eligible North Carolina
24 high school students. Community colleges may collaborate with local school
25 administrative units to offer courses through the following Career and College Promise
26 program pathways:

27 (1) A College Transfer Pathway approved by the State Board of Community Colleges
28 including transfer courses in English and mathematics;

29 (2) A Career and Technical Education Pathway leading to a certificate, diploma or
30 degree;

1D SBCCC 400.11 is amended as follows:

- 1 (3) Career and Technical Education – Workforce Continuing Education leading to a
2 State or industry recognized credential. Career and College Promise rules
3 applicable to Workforce Continuing Education are provided in 1D SBCCC
4 300.4(c)(1)(D).
- 5 (4) A Cooperative Innovative High School Pathway approved under Part 9 of Article
6 16 of Chapter 115D of the North Carolina General Statutes.
- 7 (c) All non-self-supporting curriculum courses taken by high school students at
8 community colleges in accordance with this Section are tuition-waived.
- 9 (d) High school students may not audit courses offered under the Career and College
10 Promise Program.
- 11 (e) High school students enrolled in a College Transfer Pathway or a Career and
12 Technical Education Pathway may not enroll in developmental education courses, but
13 may enroll in supplemental courses. For the purposes of this section, the phrase
14 “supplemental courses” shall have the same meaning as in 1D SBCCC 400.8(b)(1).
- 15 (f) A college shall submit a program of study for each Career and College Promise
16 program it plans to offer, to the North Carolina Community College System Office
17 using program codes provided by the North Carolina Community College System
18 Office.
- 19 (1) Career and Technical Education programs of study must be in compliance with the
20 State Board approved curriculum standard and must include a minimum of twelve
21 (12) semester hours of credit from core courses or consist of courses as listed in
22 the college’s catalog as a local, traditional certificate. General education courses
23 for career and technical education programs of study shall be directly related to
24 student success in the selected major. All courses in the program of study must
25 be required courses. Course options are prohibited.
- 26 (2) College Transfer Pathway programs of study shall be in compliance with the State
27 Board approved Associate in Arts, Associate in Engineering, Associate in Science,
28 Associate in Fine Arts in Music, Associate in Fine Arts in Theater, Associate in
29 Fine Arts in Visual Arts or Associate Degree Nursing Transfer Pathways approved
30 by the State Board of Community Colleges.

1D SBCCC 400.11 is amended as follows:

- 1 (3) Programs of study must be approved by the North Carolina Community College
2 System Office assigned Academic Programs staff before students can be enrolled.
- 3 (4) Within the Career and College Promise program of study, a college must verify its
4 capacity to teach all courses in the program of study.
- 5 (5) Career and College Promise Students may not be enrolled in the Associate in
6 General Education or General Occupational Technology programs with the
7 exception of the Associate in General Education in Nursing degree.
- 8 (6) Students enrolled in Adult Basic Education or Adult Secondary Education are not
9 eligible for Career and College Promise.
- 10 (g) High school students shall complete a college application, provide a high school
11 transcript which demonstrates eligibility to enroll in Career and College Promise as
12 outlined in 1D SBCCC 400.11 (l), (n), or (o), and provide evidence of college readiness
13 as outlined in 1D SBCCC 400.11(k)(1), (l)(1)-(5), (n)(1), or (o)(3) to be admitted into a
14 Career and College Promise transfer pathway. The student shall provide a copy of
15 the high school transcript or a copy of an assessment report from diagnostic
16 assessment tests approved by the State Board of Community Colleges verifying that
17 the eligibility requirements have been met. Colleges must verify eligibility prior to
18 enrollment of the student in the Career and College Promise Program. Colleges shall
19 maintain verification of student eligibility for a Career and College Promise Pathway.
- 20 (h) Colleges shall assign student codes provided by the North Carolina Community
21 College System Office and shall update the student code to reflect when the student
22 transitions out of the Career and College Promise program and is no longer eligible to
23 participate in the program and receive a tuition waiver.
- 24 (i) Colleges must be in compliance with 1D SBCCC 400.96(a) regarding Level I
25 Instructional Service Agreements when providing courses (on-line or traditional) or
26 services to groups of Career and College Promise students outside of their service
27 area.
- 28 (j) High school graduation may not be delayed in order to continue a student's eligibility
29 for the Career and College Promise Program.
- 30 (k) College Transfer Pathway (Juniors and Seniors)

1D SBCCC 400.11 is amended as follows:

1 (1) To be eligible for enrollment, a high school student must meet the following
2 requirements:

- 3 (A) Be a high school junior or senior; and
- 4 (i) Have an unweighted GPA of 2.8 on high school courses; or
- 5 (ii) Demonstrate college readiness in English, reading and mathematics by
- 6 meeting benchmarks on diagnostic assessment tests which have been
- 7 approved by the State Board of Community Colleges.

8 (l) College Transfer Pathway (Freshmen and Sophomores)
9 To be eligible for enrollment, a high school student must meet the following
10 requirements:

- 11 (1) Be a high school freshman or sophomore; and
- 12 (A) Be identified as academically or intellectually gifted in English, reading and
- 13 math as outlined in the local board of education’s Academically and
- 14 Intellectually Gifted (AIG) local plan (General Statute 115C-150.7.); or
- 15 (B) Be identified as academically or intellectually gifted in English, reading and
- 16 math on an aptitude and achievement test as evidenced by a score in the range
- 17 between the 92nd percentile and the 99th percentile on an aptitude and an
- 18 achievement test included in the Mental Measurements Yearbook published by
- 19 the Buros Institute of Mental Measurements; and
- 20 (2) Demonstrate college readiness in English, reading and mathematics by meeting
- 21 benchmarks on diagnostic assessment tests which have been approved by the
- 22 State Board of Community Colleges; and
- 23 (3) Have the maturity to justify admission to the community college, as demonstrated
- 24 by obtaining all of the following:
- 25 (A) A recommendation from the student’s principal or equivalent administrator
- 26 explaining why they believe the student has the requisite maturity to enroll at
- 27 the community college;
- 28 (B) A recommendation from the academically gifted coordinator, if one is employed
- 29 by the high school or local school administrative unit, explaining why they
- 30 believe the student has the requisite maturity to enroll at the community college;
- 31 and

1D SBCCC 400.11 is amended as follows:

- 1 (C) Approval to enroll by the community college president or their designee. Prior
2 to requesting approval by the community college president or their designee,
3 the student must deliver the recommendations described in (A) and (B) to the
4 community college president or their designee.
- 5 (4) Have the written consent of the student's parent or guardian granting permission
6 for the student to participate in the program; and
- 7 (5) The student must participate in academic advising with representatives from the high
8 school and community college prior to enrollment in the program. This advising shall
9 be focused on the implications of being admitted to college early.(m) Maintaining
10 Eligibility for Continued Enrollment, Changing Pathways, and Other Rules Applicable
11 to College Transfer Pathways
- 12 (1) To maintain eligibility for continued enrollment in the pathway, a student must:
- 13 (A) Continue to make progress toward high school graduation as outlined in G.S.
14 115C-105.35 and
- 15 (B) Maintain a 2.0 GPA in college coursework after completing two courses.
- 16 (2) A student who falls below a 2.0 GPA after completing two college courses will be
17 subject to the college's policy for satisfactory academic progress.
- 18 (3) A student may only enroll in one College Transfer Pathway program of study.
19 Course substitutions may be approved by the chief academic officer for individual
20 students. Course substitutions for individual students must be documented and
21 maintained on file.
- 22 (4) A student may change the student's pathway major with approval of the high
23 school principal or the high school principal's designee and the college's chief
24 student development administrator or the college's chief academic officer. The
25 college's chief student development administrator or the college's chief academic
26 officer shall approve a change in pathway based on verification that the program
27 change allows the student to meet their newly chosen career path.
- 28 (5) High school students in a College Transfer Pathways must complete the
29 entire pathway before taking additional courses in the Associate degree with the
30 exception of mathematics courses.
- 31

1D SBCCC 400.11 is amended as follows:

1 (6) With approval of the high school principal or the high school principal's designee
2 and the college's chief student development administrator or the college's chief
3 academic officer, a student who completes a College Transfer Pathway, while
4 still enrolled in high school, may continue to earn college transfer credits leading
5 to the completion of the Associate in Arts, Associate in Science, Associate in
6 Engineering, Associate in Fine Arts in Music, Associate in Fine Arts in Theater,
7 Associate in Fine Arts in Visual Arts or Associate in General Education Nursing
8 degree.

9 (7) With approval of the high school principal or the high school principal's designee
10 and the college's chief student development administrator or the college's chief
11 academic officer, a student may enroll in both a College Transfer Pathway and a
12 Career Technical Education Pathway.

13 (8) A student may change the student's program of study major with approval of the
14 high school principal or the high school principal's designee and the college's
15 chief student development administrator or the college's chief academic officer.
16 The college's chief student development administrator or the college's chief
17 academic officer shall approve a change in pathway based on verification that
18 the program change allows the student to meet their newly chosen career path.

19 (9) The college may award the Associate in Arts, Associate in Science, Associate in
20 Engineering, Associate in Fine Arts, or Associate in General Education – Nursing
21 to the Career and College Promise student prior to high school graduation.

22 (10) Students pursuing credits beyond the initial transfer associate degree must
23 provide documentation of justification based upon career pathway needs or
24 transfer program requirements (i.e. bachelor degree plan published by the
25 university). The high school principal or the high school principal's designee and
26 the college's chief student development administrator or the college's chief
27 academic officer must approve prior to enrollment in credits beyond the initial
28 transfer program. Approval is contingent upon the student's documentation of
29 justification based upon career pathway needs or transfer program requirements.

30 (n) Career Technical Education Pathway (Juniors and Seniors)

31 (1) To be eligible for enrollment, a high school student must:

1D SBCCC 400.11 is amended as follows:

- 1 (A) Be a high school junior or senior; and
- 2 (B) Have an unweighted GPA of 2.8 on high school courses; or
- 3 (C) Demonstrate college readiness in English, reading and mathematics by
- 4 meeting benchmarks on diagnostic assessment tests which have been
- 5 approved by the State Board of Community Colleges.
- 6 (D) Juniors or seniors who do not meet the eligibility requirements in 1D SBCCC
- 7 400.11(n)(1)(A) – (C) shall have the recommendation of the high school
- 8 principal or the high school principal's designee and the college's chief student
- 9 development administrator or the college's chief academic officer. A
- 10 recommendation is only allowed for entry into Career and College Promise
- 11 Career and Technical Education Pathway that does not include Universal
- 12 General Education Transfer Component (UGETC) courses.
- 13 (2) College Career Technical Education courses may be used to provide partial or full
- 14 fulfillment of a four-unit high school career cluster. The college will grant articulated
- 15 credit to students based on the then-current local or state North Carolina High
- 16 School to Community College articulation agreement.
- 17 (3) To maintain eligibility for continued enrollment, a student must:
- 18 (A) Continue to make progress toward high school graduation as outlined in G.S.
- 19 115C-105.35, and
- 20 (B) Maintain a 2.0 GPA in college coursework after completing two courses.
- 21 (4) A student who falls below a 2.0 GPA after completing two college courses will be
- 22 subject to the college's policy for satisfactory academic progress.
- 23 (5) Course substitutions may be approved by the chief academic officer for individual
- 24 students. The college will document course substitutions for individual students
- 25 and maintain those course substitutions in the student's file.
- 26 (6) With approval of the high school principal or the high school principal's designee
- 27 and the college's chief student development administrator or the college's chief
- 28 academic officer, a Career Technical Education Junior or Senior may concurrently
- 29 enroll in two Career and Technical Education Pathways or in one College Transfer
- 30 Pathway and one Career Technical Education Pathway.

1D SBCCC 400.11 is amended as follows:

- 1 (7) The student may change the student's pathway major with approval of the high
2 school principal or the high school principal's designee and the college's chief
3 student development administrator or the college's chief academic officer. The
4 college's chief student development administrator or the college's chief academic
5 officer shall approve a change in pathway based on verification that the program
6 change allows the student to meet their newly chosen career path.
- 7 (8) With approval of the high school principal or the high school principal's designee
8 and the college's chief student development administrator or the college's chief
9 academic officer, a student who completes the Career and Technical Education
10 certificate or diploma may continue in the same traditional associate in applied
11 science program as long as they are still eligible for the Career and College
12 Promise program. The high school principal or the high school principal's designee
13 and the college's chief student development administrator or the college's chief
14 academic officer must approve prior to enrollment in credits beyond the initial
15 Career and Technical Education program. Approval is contingent upon
16 documentation that the credits beyond the initial program allow the student to
17 support the student's chosen career path (i.e. a career pathway plan).
- 18 (9) The college may award the certificate, diploma, or degree to the Career and
19 College Promise student prior to high school graduation.
- 20 (o) Career Technical Education Pathway (Freshmen and Sophomores)
- 21 (1) Colleges may enroll eligible high school Freshmen and Sophomores only in
22 industrial technologies (program code 50xxx), engineering technologies (program
23 code 40xxx), agriculture and natural resources (program code 15xxx), and
24 transportation (program code 60xxx), construction (program code 35xxx), and
25 business technologies (program code 25xxx) certificate and diploma programs.
- 26 (2) Freshmen and Sophomores may not enroll in Career and Technical Education p
27 Pathways that include Universal General Education Transfer Component
28 (UGETC) courses.
- 29 (3) To be eligible for enrollment, a high school student must be a high school
30 Freshman or Sophomore. A Freshman or Sophomore must:
31 (A) Have passed Math I with a grade of "C" or better;

1D SBCCC 400.11 is amended as follows:

- 1 (B) Test college ready in mathematics as determined by the assessment given by
2 the North Carolina Department of Public Instruction;
- 3 (C) Test college ready in English and reading as determined by the assessment
4 given by the North Carolina Department of Public Instruction;
- 5 (D) Have received information outlining program requirements for completion of the
6 certificate or diploma; and
- 7 (E) Have the recommendation of the high school principal or the principal's
8 designee and the college's chief student development administrator or the
9 college's chief academic officer; or
- 10 (F) Demonstrate college readiness in English, reading and mathematics by
11 meeting benchmarks on diagnostic assessment tests which have been
12 approved by the State Board of Community Colleges and have the
13 recommendation of the high school principal or the high school principal's
14 designee and the college's chief student development administrator or the
15 college's chief academic officer.
- 16 (4) College Career Technical Education courses may be used to provide partial or full
17 fulfillment of a four-unit career cluster. The college will grant articulated credit to
18 the students based on the then-current local or state North Carolina High School
19 to Community College articulation agreement. To maintain eligibility for continued
20 enrollment, a student must:
- 21 (A) Continue to make progress toward high school graduation, and
- 22 (B) Maintain a 2.0 GPA in college coursework after completing two college
23 courses. A student who falls below a 2.0 GPA after completing two college
24 courses will be subject to the college's policy for satisfactory academic
25 progress.
- 26 (5) A student must enroll in one pathway and may not substitute courses in one
27 pathway for courses in another.
- 28 (A) The student may change the student's pathway major to another eligible
29 program of study with approval of the high school principal or the high school
30 principal's designee and the college's chief student development administrator
31 or the college's chief academic officer. The college's chief student development

1D SBCCC 400.11 is amended as follows:

- 1 administrator or the college's chief academic officer shall approve a change in
2 pathway based on verification that the program change allows the student to
3 meet their newly chosen career path.
- 4 (B) A student may concurrently enroll in two Career and Technical Education
5 Pathways in allowable program areas provided the exception has been
6 approved by the college's chief student development administrator or the
7 college's chief academic officer. The college's chief student development
8 administrator or the college's chief academic officer shall approve an exception
9 if concurrent pathways are aligned to the student's career pathway interest and
10 career goals.
- 11 (6) With approval of the high school principal or the high school principal's designee
12 and the college's chief student development administrator or the college's chief
13 academic officer, a student who completes a Career Technical Education
14 Pathway, while still enrolled in high school may continue to earn college credits
15 leading to the completion of a higher level credential within the same program
16 code. The college's chief student development administrator or the college's chief
17 academic officer shall approve the continuation if the credential is in the same
18 program code.
- 19 (7) With approval of the high school principal or the high school principal's designee
20 and the college's chief student development administrator or the college's chief
21 academic officer, a student who completes the Career and Technical Education
22 certificate or diploma may continue in the same traditional associate in applied
23 science program as long as they are still eligible for the Career and College
24 Promise program.
- 25 (8) The college may award the certificate, diploma, or degree to the Career and
26 College Promise student prior to high school graduation.
- 27 (9) The high school principal or the high school principal's designee and the college's
28 chief student development administrator or the college's chief academic officer
29 must approve prior to enrollment in credits beyond the initial Career and Technical
30 Education program. Approval is contingent upon documentation that the credits

1D SBCCC 400.11 is amended as follows:

- 1 beyond the initial program allow the student to support the student's chosen career
2 path (i.e. a career pathway plan).
- 3 (p) Cooperative Innovative High School Programs (CIHSP)
- 4 (1) Cooperative Innovative High School Programs are jointly established by local
5 boards of education and local boards of trustees.
- 6 (2) CIHSP enroll 100 or fewer students per grade level.
- 7 (3) Students enrolled in CIHSP have the opportunity to complete an associate degree
8 program, diploma, certificate, or earn up to two years of college credit while
9 completing a high school diploma within five years.
- 10 (4) Cooperative Innovative High School (CIHS) student may enroll in
- 11 (A) One College Transfer program of study;
- 12 (B) One College Transfer program of study and one Career and Technical
13 Education program of study; or
- 14 (C) Two Career and Technical Education programs of study.
- 15 (5) Students pursuing credits beyond the initial transfer associate degree must provide
16 documentation of justification based upon career pathway needs or transfer
17 program requirements (i.e. bachelor degree plan published by the University of
18 North Carolina). The high school principal or the high school principal's designee
19 and the college's chief student development administrator or the college's chief
20 academic officer must approve prior to enrollment in credits beyond the initial
21 transfer program of study. Approval is contingent upon documentation of
22 justification based upon career pathway needs or transfer program requirements
23 (i.e. bachelor degree plan published by the University of North Carolina).
- 24 (6) CIHSP are located on college campuses. A school shall obtain approval from the
25 State Board of Community Colleges for exceptions to this requirement. Exceptions
26 are based on local needs as outlined in the location waiver request. The approved
27 waiver shall be maintained locally for documentation. The State Board of
28 Community Colleges shall use the following factors to determine whether to
29 approve location waivers:
- 30 (A) Space availability;
- 31 (B) School capacity;

1D SBCCC 400.11 is amended as follows:

- 1 (C) Proximity to the student population;
2 (D) Suitable, available space with equipment specific to the curriculum; or
3 (E) Articulate, imminent, and significant health or safety concerns.
4 (7) Student eligibility requirements for CIHSP are determined locally.
5 (8) CIHS students may not audit courses.
6 (9) CIHS students may not enroll in developmental education courses but may enroll
7 in supplemental courses.
8 (10) CIHS students may not be enrolled in the Associate in General Education or
9 General Occupational Technology programs with the exception of the Associate
10 in General Education in Nursing degree.
11 (11) Colleges may award the certificate, diploma, or degree prior to high school
12 graduation.

13

14 *History Note: Authority G.S. 115D-20(4);*

15 *Eff. [November 1, 2017](#).*

16 *Amended Eff. [June 1, 2019](#).*

17 *Temporary Amendment Eff. [August 20, 2019](#).*

18 *Amended Eff. [December 1, 2019](#).*

19 *Amended Eff. [February 1, 2020](#).*

Public Relations / Marketing Highlights January 2020

Carolina All-Out MCC Taxidermy videos on YouTube have netted over 519,000 views to date, which is a record-breaker for *Carolina All-Out*. Students in the program say they have seen these videos and were impressed with the program. Taxidermy now has 11 night students and 9 day students – its highest enrollment since 2013.

Plans are underway for the CTE Open House on Tuesday, January 25th. We're working with our Culinary program to provide finger foods for the 10:00 a.m. reception and tours.

Video Presentation: In preparation for our annual report, I have been collecting photographs from 2019 and thought you'd like to see a partial year in photos. It was impossible to include everything in a 2-minute video, but I wanted to emphasize the new CTE building and CTE programs. Please enjoy!

Facebook *Top Post* for January

Total Likes 2626 (Up 11 from 2615 in December)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	1/20/20	MLK Day On event photos	1,630	800	49%

MCC Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
208	8708	13	1068	2	2598

Gunsmithing Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
94	1973	8	168	3	657

**Institutional Status Committee
Wednesday, February 12, 2020
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulhuis**

Agenda Items:

- **Call to Order Dr. Johnny McKinnon, Chairman**
- **Approval of January Committee Minutes – Appendix G All**
- **Board Policy Manual.....Dr. Chad Bledsoe**
 - **Section 2 – Appendix G-1 – First Reading**
 - **Policy 2.3.11, College Committees – Appendix G-2 – Second Reading (Action)**
 - **Policy 1.13, Adherence to General Statute and State Board Code – Appendix G-3 – First Reading**
- **Goals, Mission Statement & Core Values – Appendix G-3 – Second Reading – Dr. Chad Bledsoe**
- **2019 Fact Sheet – Appendix G-5.....Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 8, 2020 at 6:10 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent**Also Present**

Phil Absher
George Gilbreath
Kerry Hensley
Susan Hershberger
Bill Price
Cole McQuinn, 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.

Dr. McKinnon, Chairman, called the meeting to order.

Roll was taken by Chairman McKinnon, and all members were present.

Dr. Dunlap made a motion, seconded by Mr. Harris, to approve the November committee minutes. The motion carried.

Section 5 of the Board Policy Manual – Appendix G-1 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 5, of the Board Policy Manual to the Board for second reading.

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve Section 5 of the Board Policy Manual. The motion carried.

Policy 3.4.3, Weapons on Campus – Appendix G-2 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 3.4.3, Weapons on Campus to the Board for second reading. He noted that a section was added to the policy to cover students who take courses such as Gunsmithing and Bladesmithing. As part of an approved class project, if they have obtained and can provide prior permission from the class instructor, students will be allowed to have weapons on campus in their approved designated area.

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve Policy 3.4.3, Weapons on Campus of the Board Policy Manual. The motion carried.

Policy 2.3.12, College Committees – Appendix G-3 – First Reading – Dr. Chad Bledsoe

Policy 2.3.12, College Committees of the Board Policy Manual was presented to the Trustees as a first reading. There were three new committees added to this policy. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee.

Goals, Mission Statement and Core Values – Appendix G-4 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the Goals, Mission Statement and Core Values to the Board.

The Committee discussed changes to the Goals, Mission Statement and Core Values. The CORE committee will be notified of these suggestions and will discuss those suggestions. The Goals, Mission Statement and Core Values will be brought back to the Board at the next meeting.

There being no further business, the meeting adjourned at 6:26 p.m.

Section 2 – Administrative

- **Part 2.1 – Campus Safety and Emergencies**
 - Policy 2.1.1 – Visitors and Minors on Campus
 - Policy 2.1.2 – Campus Safety and Emergency Planning
 - Policy 2.1.3 – Weapons on Campus (cross reference Policy 3.4.3)
 - Policy 2.1.4 – Alcohol and Drugs on Campus
 - Policy 2.1.5 – Campus Security Reporting – Clery Act (cross reference Policy 5.4.2)
 - Policy 2.1.6 – Reporting Crimes and Emergencies on Campus
 - Policy 2.1.7 – Communicable Diseases and Occupational Exposure to Bloodborne Pathogens (cross reference Policy 3.4.5)
 - Policy 2.1.8 – Adverse Weather/Emergency Closings (cross reference Policy 3.2.11)
 - Policy 2.1.9 – Sex Offender Information
 - Policy 2.1.10 – Firing Range
 - Policy 2.1.11 – Accident/Injury Reporting

- **Part 2.2 – Facilities**
 - Policy 2.2.1 – Tobacco Free Campus
 - Policy 2.2.2 – Protection and Care of College Property
 - Policy 2.2.3 – Facility Use
 - Policy 2.2.4 – Naming Buildings and Programs
 - Policy 2.2.5 – Use of Alcohol at Campus Events
 - Policy 2.2.6 – Service Animals and Other Animals on Campus (cross reference Policy 3.4.8; Policy 5.4.5)

- **Part 2.3 – Miscellaneous**
 - Policy 2.3.1 – College Mission Statement
 - Policy 2.3.2 – College Planning
 - Policy 2.3.3 – Charitable Donations
 - Policy 2.3.4 – Traffic Regulations
 - Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly
 - Policy 2.3.6 – College Publications
 - Policy 2.3.7 – Americans with Disabilities
 - Policy 2.3.8 – College Records (cross reference policy 7.1.3)
 - Policy 2.3.9 – Personal Use of College Property
 - Policy 2.3.10 – Public Information
 - Policy 2.3.11 – College Committees

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
VISITORS AND MINORS ON
CAMPUS****POLICY
2.1.1**

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

I. Visitors

- A. Visitors are always welcome at Montgomery Community College and should register at the Information Desk in Blair Hall upon their arrival on campus. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited.
- B. Under no circumstances will visitors be allowed in classrooms, laboratories, or off-campus sites without appropriate approval. Faculty members are not to be interrupted during class by sales representatives and visitors. Sales representatives and visitors must obtain clearance from the appropriate Vice President prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.
- C. Individuals who are loitering or who have not registered at the Information Desk will be asked to leave the campus. Should a visitor refuse to leave, law enforcement will be called.

II. Minor Children

To guard against the disruption of Montgomery Community College's educational environment:

- A. Minor Children are defined as children under the age of eighteen (18).
- B. Children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation sessions, and computer or library labs/sessions.
- C. Children of employees should not be brought to campus during the employee's regular working hours.
- D. Children of visitors must be supervised by the parent or guardian while on the campus of Montgomery Community College or at any approved off-campus class site.

The college assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

III. Removal from Campus

To ensure a safe and secure campus environment, the President, his/her designees and senior administrators (Vice Presidents) have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
CAMPUS SAFETY AND
EMERGENCY PLANNING**

**POLICY
2.1.2**

The safety of the College's employees, students and visitors is of the utmost importance. To that end, the Board of Trustees hereby authorizes the President to develop campus safety and emergency plans to deal with safety and/or other emergency situations that could arise at the College.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
WEAPONS ON CAMPUS****POLICY
2.1.3**

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Adopted:

Legal Reference: N.C. Session Law 2013-369; N.C.G.S. 14-269.

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
ALCOHOL AND DRUGS
ON CAMPUS****POLICY
2.1.4**

The illegal use of controlled substances, substances that cause impairment and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

I. Visitors and Guests

All visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

For more specific definitions of "controlled substance", "alcohol" and "impairing substance", consult Policy 3.4.4 – Alcohol and Drugs on Campus.

II. Employees and Students

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using, or being under the influence of substances that cause impairment is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

For more information regarding employees, including student employees, consult Policy 3.4.4 – Alcohol and Drugs on Campus. For more information regarding students, consult Policy 5.3.5 – Alcohol and Drugs on Campus.

Adopted:

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services; and
4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/vandalism of property that was motivated by bias towards race, religion,

ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings, or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Vice President of Student Service’s Office to ensure statistical inclusion of all Clery Act Crimes in the College’s Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all persons with this designation. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim’s identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

- A. Submit crime statistics to the United States Department of Education;
- B. Maintain a daily crime log (open to public inspection);
- C. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
- D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
- E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Adopted:

Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>)

Cross Reference Policy 5.4.2

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
REPORTING CRIMES AND
EMERGENCIES ON CAMPUS**

**POLICY
2.1.6**

In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students and visitors should immediately call 9-1-1 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws should be reported to the immediate supervisor who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off-campus involving students participating in a College function should be immediately reported to law enforcement and to the Vice President of Student Services as soon as possible if a student is involved.

For more information on dealing with campus emergencies, please see the Emergency Action Plan in Policy 2.1.2.

Adopted:

I. COMMUNICABLE DISEASE

The College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those with a communicable disease on an individual basis. Communicable diseases as defined in this Policy include, but are not limited to, acquired immunodeficiency syndrome (“AIDS”), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

A. Procedure

1. All information and records that identify a person as having a communicable disease are strictly confidential.
2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of employment.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College’s services or facilities unless, in individual cases, the

College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.

7. Included in making decisions in individual cases which restrict access to employment shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases to the College community, especially AIDS.
9. Should influenza reach a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should influenza reach a pandemic level in a county contiguous to the College's Service Area, the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area, the President, after consulting with local health officials, may close the College temporarily if s/he feels it is in the best interest of the College and community. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has had exposure to blood or body fluid may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and
5. Training.

A copy of the Exposure Control Plan is available in the office of Administrative Services.

Adopted:

Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code
41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV)

Cross Reference Policy 3.4.5

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, students and the public.

For specific information relating to emergency closings, please refer to the Emergency Action Plan in Policy 2.1.2.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
SEX OFFENDER INFORMATION****POLICY
2.1.9**

In accordance with the Campus Sex Crimes Prevention Act of 2000 (“Act”), the College is providing to its campus community a link to the [National Sex Offender Public Website](#) and [North Carolina Sex Offender and Public Protection Registry](#) (“Registry”). The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice of each institution of higher education in North Carolina at which the person is employed, carries a vocation or is a student. North Carolina law requires sex offenders who have been convicted of certain offenses to register with their county’s sheriff. Information about sex offenders is then entered into the Registry database by the sheriff’s office and transmitted to the N.C. State Bureau of Investigation. The N.C. State Bureau of Investigation collects information submitted by sheriffs in all one hundred (100) counties in the state and makes it available to the public via the Registry.

Adopted:

Legal Reference: P.L. 106-386

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
FIRING RANGE**

**POLICY
2.1.10**

Approved use of the firing range is limited to College instructional use, functions sponsored by the College or classes conducted through the College. The firing range shall not be used by outside schools, companies and individuals.

Use of the firing range will be conducted under the direct supervision of an authorized College instructor, a qualified College Range Instructor, a State Certified Fire Arms Instructor or an Armed Forces Fire Arms Instructor. The supervisor will be responsible for all safety rules, regulations, and maintenance of the firing range while on the range

All users will observe the following regulations:

1. Any firearm entering or exiting the range area must be fully unloaded and cased. Exception: Law enforcement officers may leave the range with a loaded and holstered duty weapon.
2. The use of steel reactive targets is restricted to straight-walled pistol or rimfire calibers.
3. Steel targets must be of quality, hardened steel is designed for use as targets. The use of damaged or pock steel is prohibited.
4. No random shooting is permitted.
5. All targets must be made of cardboard, paper, steel or other material specifically designed for use as a target. No bottles, cans or other unapproved objects may be used as targets.
6. Targets must be positioned so that all bullets will strike the rear berm. No targets should be placed in the fairway of the range.
7. The rear berm is the only permissible impact area for bullets. No rounds should be fired in the direction of the side berms.
8. No firearms should be handled in any manner while persons are downrange. When bringing a firearm to the line of fire on the range, the firearm should be cased, holstered or have a visible chamber flag inserted into the chamber.
9. No vehicles will be permitted off pavement except for handicapped users or in-service law enforcement vehicles when used as a class requirement.
10. Range flag must be displayed when the range is in use.

Appendix G-1

11. Weapons may be displayed and transported only for the purpose of entering and leaving the firing range.
12. A “Firing Range Use Form and Waiver of Liability” must be completed and kept on file by the school administrative personnel.
13. The firing range is available for use from 6:00 am until 10:00 pm upon request.
14. Anyone found to be creating an unsafe condition or damaging College property through either intentional actions or negligence may be removed from the range and/or have future range use privileges revoked.
15. Intentionally shooting at posts, ropes or other College range equipment is prohibited.

Requirements for certification as a qualified College Range Instructor will be the successful completion of the Range Instructor’s Certification Class offered through the Continuing Education Division at the College and proof of certification must be on file with the Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and Office of the Evening Administrator. In addition, qualifications for authorized College instructors, State Certified Fire Arms Instructors or Armed Forces Fire Arms instructors must be on file before a “Firing Range Use Form and Waiver of Liability” is issued.

Scheduling of the range and the issuance of the “Firing Range Use Form and Waiver of Liability” will be the responsibility of the Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and/or office of the Evening Administrator and must bear the issuer’s signature.

The Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and/or Office of the Evening Administrator will investigate any complaints against approved users and disciplinary action will be taken as appropriate. Appeals to disciplinary action will be to the President of the College.

Adopted:

MONTGOMERY ADMINISTRATIVE POLICY
COMMUNITY COLLEGE ACCIDENT/INJURY REPORTING 2.1.11

All injuries incurred on campus shall be reported to the employee or student's immediate supervisor. Employee accidents should be reported to the Director of Human Resources, curriculum student accidents should be reported to the Vice President of Student Services and continuing education student accidents should be reported to the Dean of Continuing Education/Occupational Extension. It is the responsibility of these positions to report the accident to the Business Office within twenty-four (24) hours.

The Business Office will file all relevant claims with the College's insurance company as needed.

Adopted:

I. Definitions

- A. Tobacco Product – cigarettes, cigars, blunts, bidis, pips, chewing tobacco, snus, snuff and other items containing or reasonably resembling tobacco or tobacco products. Tobacco Products also includes e-cigarettes and vapor cigarettes.
- B. Tobacco Use – smoking, chewing, dipping or any other use of tobacco products.

II. Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all College employees, students, vendors, contractors and visitors to campus.

III. Prohibition

All individuals shall comply with the Policy. Enforcing the Policy is the responsibility of the entire campus community. Failure to adhere to the Policy could result in disciplinary action for students and employees. Visitors, vendors and contractors who violate this Policy could lose their access to campus.

IV. Public Education

The College shall post appropriate signage on the campus educating students, employees and visitors that the College is a tobacco product free campus and use other methods to further inform and educate the public of this prohibition.

Adopted:

Legal Reference: N.C.G.S. § 115D-20.1

¹ Optional Policy.

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
PROTECTION AND CARE OF
COLLEGE PROPERTY**

**POLICY
2.2.2**

It is the responsibility of all members of the College community to protect College buildings, grounds and equipment.

1. Any person who willfully damages or destroys any College property will be liable for the replacement or repair of such property and may be subject to disciplinary and legal action.
2. Employees shall promptly report in writing to their supervisors the loss of any College property or loss and/or destruction of any official College records or documents. Students and visitors should report property loss or destruction of College property, records or documents to the Vice President of Administrative Services.
3. Records and documents in the College's custody are for official purposes only. It is unlawful to remove, tamper or destroy records and documents from files without approval from proper authority or as otherwise authorized under the records retention schedule. Individuals who remove, tamper or destroy College records will be subject to disciplinary and legal action.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
FACILITY USE**

**POLICY
2.2.3**

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal manner. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

The Board hereby delegates to the President to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.

Adopted: June 12, 2019

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
NAMING BUILDINGS AND
PROGRAMS****POLICY
2.2.4**

The Montgomery Community College Board of Trustees has the legal responsibility and authority for officially naming, when appropriate, all properties and facilities under the jurisdiction of the College. The naming of a facility, part of a facility, or other property in honor of an individual or organization is considered to be one of the highest recognitions the College can bestow.

Purpose

The purpose of this policy is to provide a standard at Montgomery Community College for naming buildings, facilities, sites, interior and exterior spaces, and other auxiliary facilities under the jurisdiction of the College. Naming opportunities may be granted in recognition of service distinction and/or in recognition of financial support.

Policy Criteria

The Board of Trustees may choose to name a facility in honor of living or deceased persons or organizations who meet one or more of the following criteria:

1. A former or current member of the Board of Trustees or Foundation Board who has given outstanding service and/or made a substantial monetary contribution to the institution.
2. A former employee who has made an outstanding personal service and/or substantial monetary contribution to the institution.
3. A citizen who has made an outstanding personal service and/or substantial monetary contribution to the institution.
4. An organization that has made a substantial in-kind or monetary contribution to the institution.
5. "Substantial" is deemed to mean that the contribution would not have been available from another source or is in some way integral to project completion.
6. If the request is to honor a deceased individual, the request should not be submitted for at least one year after the death of that person.
7. Montgomery Community College Board of Trustees reserves the right to change a building's name or to remove the naming right due to significant changes in circumstances.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
USE OF ALCOHOL
AT CAMPUS EVENTS¹****POLICY
2.2.5**

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- A. **Use of Alcoholic Beverages Approval Required.** Alcoholic beverages may be permitted at off campus College events under special approval by the President provided, however, that student groups are never allowed to have alcoholic beverages at College for any events.
- B. **ABC Permits.** Upon such preliminary approval, a limited Special Occasion Permit and all other applicable permits for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission. ABC permits must be presented to the President no less than two (2) business days prior to the event. A copy of the permit must be displayed during the event.
- C. **Security.** For any event where alcohol is served, a uniformed sheriff's deputy or approved private security officer must be present on the premises. The College will determine the number of officers that will be needed to cover the event. The applicant shall pay the full cost of providing such security.
- D. **Liability Insurance.** The applicant must provide to the College a certificate of liability insurance in the amount of no less than one million dollars (\$1,000,000) and naming the College as an additional insured on said policy. A copy of the certificate of insurance must be received by the President no less than five (5) business days prior to the event.
- E. **Service of Alcoholic Beverages.** The following regulations shall apply:
1. Alcoholic beverages may be served only by and to adults age twenty-one (21) or older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of twenty-one (21) is served.
 2. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.
 3. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of a College official, a bartender or a security officer on duty.
 4. The caterer or applicant must arrange to obtain the alcoholic beverages and transport them to and from the College facility.
 5. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.

¹ Optional policy.

- F. **No Use of Public Money.** No state or local tax dollars can be used to acquire or serve alcoholic beverages.

Adopted:

I. OVERVIEW

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This Policy addresses the use of Service Animals and other animals on campus by qualified individuals with disabilities or individuals authorized to provide training.

II. DEFINITIONS

- A. **Emotional Support Animal** – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal".
- B. **Service Animal** – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. Service Animals are limited to service dogs and, in some cases, miniature horses.
- C. **Pets** – any animal that is not an Emotional Support Animal or a Service Animal.

III. ANIMALS ON CAMPUS

Pets are not permitted on campus and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. Subject to the

rules set forth in section IV and V below, Emotional Support Animals and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons.

IV. PROCEDURES REGARDING SERVICE/ EMOTIONAL SUPPORT ANIMALS

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

a. Service Animals

Students and employees are not required to register Service Animals. However, they are encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a Service Animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus. Visitors with Services Animals are not required to register their animals.

b. Emotional Support Animals

After the College has made a determination that an Emotional Support Animal is allowed on campus (see Section B.2), the student or employee must register the animal with the Disability Services Office (students) or the Office of Human Resources (employees).

2. Care and Supervision

a. The care and supervision of a Service/Emotional Support Animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The Service/Emotional Support Animal must be under the control of the handler at all times and may not be left alone. A Service/Emotional Animal must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length. In situations where a leash or other device interferes with a Service Animal's ability to perform its task or service, the Service Animal must remain under the control of the handler at all times.

- c. The owner and handler of the Service/Emotional Support Animal is responsible for any damage of personal property or any injuries to an individual caused by the Service/Emotional Support Animal.
- d. The handler must ensure the animal is “housebroken” and trained and must clean up and remove all animal waste created by the animal.
- e. The Service/Emotional Support Animal may not disrupt the operation of the College or any class.

B. Responsibilities of the College Community

1. Service Animals

If the need for a Service Animal is obvious, College officials may not question the presence of the animal on campus. If the need for a Service Animal is not obvious, College officials are permitted to ask the handler two questions:

- a. Is the animal required because of a disability?
- b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual’s disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

2. Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus. The College is not required to grant reasonable accommodations that would result in a fundamental alternation of a program or would constitute an undue burden. Any requests for a reasonable accommodation for an Emotional Support Animal shall be

directed to the Disability Service Office (students) or the Office of Human Resources (employees).

In determining request for accommodations for an Emotional Support Animal, the consideration is: 1) does the person have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities); 2) does the Emotional Support Animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more of the identified symptoms or effects of the person's existing disability; and 3) is the request an undue burden on the College or does it fundamentally alter a College program.

C. Removal of Service/Emotional Support Animals

The College has the authority to remove a Service/Emotional Support Animal from its facilities or properties if the Service/Emotional Support Animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training". N.C.G.S. § 168-4.5. In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal.

Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

Adopted:

Cross Reference: Policy 3.4.8; Policy 5.4.5

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
MISSION STATEMENT**

**POLICY
2.3.1**

The College shall periodically review and update its mission statement through a strategic planning process and submit any revisions to the Board for ratification. The College's mission statement must be consistent with requirements contained in the North Carolina General Statutes and by the North Carolina Community College System.

Adopted:

Legal Reference: N.C.G.S. § 115D-1; 1A SBCCC 200.1

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
COLLEGE PLANNING**

**POLICY
2.3.2**

To fulfill its mission, the College shall maintain an ongoing planning process which provides for development of a strategic plan. This plan will be a campus-wide, continuous improvement model which addresses facility and program needs, encompasses research and assessment, planning and goal setting, evaluation and action.

Adopted:

Legal Reference: 1B SBCCC 400.2

Charitable donations are anything of value given to the College including, but not limited to: restricted and unrestricted gifts of cash, property, equipment or other forms of gifts-in-kind. Except in instances of donor preference or for some other compelling reason, gifts to the College should be channeled through the Foundation.

The President is authorized to develop procedures to address charitable donations made directly to the College.

Adopted:

I. General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations.

- A. Chapter 20 of the North Carolina General Statutes regarding the operation of motor vehicles on North Carolina highways shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations contained herein. These regulations shall apply on a twenty-four (24) hour basis.
- B. While on the College campus, all drivers shall comply with the Campus Resource Officer's legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.
- C. The College shall ensure that information about operating a motor vehicle on the College's campus is given out at every student orientation and registration. A copy of this Policy shall be included in all student handbooks. Failure to obtain a copy of this Policy or not knowing the traffic laws is not an excuse or justification for violation of the laws and regulations.
- D. All vehicles operated on campus must be properly registered and display a College parking decal on the rear of the vehicle (the right side of the rear bumper or the lower, right corner of the back window being the preferred location). Students, faculty and staff must register their vehicles within the first five (5) business days of being hired (for employees) or within two (2) business days of class (for students).
- E. Any vehicle that is driven by or is transporting a person who is handicapped and that displays a state-issued license plate, a removable windshield placard or a temporary removable windshield placard may park in designated handicap spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard.
- F. Visitors and clients may park in any legal parking space on campus. Visitors and clients must have a state-issued distinguishing license plate, a removable windshield placard or a temporary removable windshield placard to park in designated handicapped spaces.

Adopted:

Legal Reference: N.C.G.S. Chapter 20; N.C.G.S. § 115D-21.

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
CAMPUS FREE SPEECH,
DISTRIBUTION OF MATERIAL
AND ASSEMBLY**

**POLICY
2.3.5**

Free speech, which includes the right to distribute material and peacefully assemble, is central to the College's academic mission. The College encourages and supports open, vigorous and civil debate across the full spectrum of society's issues as they present themselves to the College community. At the same time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students. The use of outdoor space on the College's campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

The President is authorized to develop procedures for public use of the College's outdoor spaces for distribution of material and assembly.

For issues dealing with the use of indoor spaces and facilities, see Policy 2.2.3 – Facility Use.

Adopted:

The President shall establish procedures concerning who is responsible for all College publications and pre-publication review of all promotional and marketing materials which pertain to the College or its programs and which are designed for public viewing. Materials under this Policy include, but are not limited to: brochures, handbooks, catalogs, multimedia and programs for special events. Instructional classroom materials generated and used by instructors in their classrooms are not subject to this Policy.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	ADMINISTRATIVE AMERICANS WITH DISABILITIES	POLICY 2.3.7
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The College shall comply with the Americans with Disabilities Act of 1990, As Amended ("ADA"). To achieve compliance, the College shall:

1. Provide notices concerning the ADA.
2. Designate a responsible employee to coordinate ADA compliance.
3. Ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective to make services, programs and activities accessible.
4. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity being offered.
5. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
6. Take appropriate steps to ensure that communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

The College may from time to time engage in an accessibility audit of its facilities and programs. The College will maintain the self-evaluation and make it available to the public for three (3) years. All allegations concerning disability discrimination or harassment shall be addressed through Policy 3.3.7 – Discrimination and Harassment (employees) or Policy 5.3.4 – Discrimination and Harassment (students).

Adopted:

Legal Reference: 42 U.C.S. § 12101, P.L. 110-325

I. GENERAL POLICY

The College will retain and destroy records in accordance with this Policy and the approved Record Retention and Disposition Schedule (“the Schedule”) for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges.

This Policy deals with general College records. For more specific information regarding personnel and student records and clarification regarding electronic records, see:

- A. Policy 3.3.1 – Personnel Files.
- B. Policy 5.4.3 – Students Records – FERPA.
- C. Policy 7.3 – Electronic Records Retention.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Unless otherwise exempt by law, all records made or received regarding the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 *et seq.* Records may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the record determines its retention requirement.

III. RECORDS CUSTODIAN

Inquiries regarding student records should first be made to the Vice President for Student Services and inquiries regarding personnel records should first be made to the Director of Human Resources. For clarification as to electronic records, see Policy 7.1.3 – Electronic Records Retention.

VI. LITIGATION HOLD

A litigation hold is a directive not to destroy records which might be relevant to a pending or imminent legal proceeding. The President may establish a committee to oversee and monitor litigation holds; this committee may contain a member of the Information Technology Services Department (“ITS”), the College’s legal counsel and a member of the Administrative Team. In the case of a litigation hold, the committee shall direct employees and the ITS Department, as necessary, to suspend the normal retention procedure for all related records.

Adopted:

Legal Reference: N.C.G.S. §§ 121-5; 132-1 *et seq.*;

Cross Reference Policy 7.1.3

Personal use of College property, which includes but is not limited to: real property, vehicles, equipment, tools and supplies, is not permitted for personal use and gain. The use of College property off campus is only permitted in the performance of position responsibilities.

Adopted:

The College Administration ensures that the academic calendar, grading policies, cost of attendance, refund policies, and other information that directly affects students will be available in a timely fashion on the College's website and/or in an official College publication.

Reference: SACSCOC Standard 10.2

Adopted: September 11, 2019

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

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

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

Threat Assessment & Behavioral Intervention Committee

The purpose of the Threat Assessment and Behavioral Intervention Team (BIT) is to evaluate and address concerns raised regarding student/employee/visitor behavior that may be considered disruptive and/or a possible threat to the safety of others. Additionally, the team will utilize College resources to promote a safe and healthy campus community. The BIT will meet on an ad hoc basis as concerns are brought to the attention of administration or BIT Team members.

CORE Committee

The purpose of the CORE Committee is to guide the development, evolution, and coordination of projects and business processes that rely upon the Colleague system or integrated applications. Develop, review, and implement an operational process calendar to effectively plan and coordinate Colleague software updates and enhancements. To serve as the primary liaison between functional areas and the IT department. Establish, review, and maintain a Colleague software update testing and approval process. Establish, review, and maintain MCC's Colleague Core data standards. Share information and best practices with their respective service area co-workers and colleagues. Share and review professional development and training opportunities.

Diversity & Cultural Activities Committee

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

Emergency Action Committee

The Emergency Action Committee is an internal group of employees with expertise in public safety, facilities, counseling, and administration. They are charged with assessing the safety and security issues on campus. The primary responsibility of this group is to address potential emergencies before they occur and to respond to campus emergencies before the arrival of public service agencies.

Faculty Senate

The Faculty Senate membership shall consist of all faculty. The Senate is recommended to meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request.

Financial Aid Committee

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

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

Instructional & Student Services Committee

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

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

Information Services Committee

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

Marketing Committee

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

Planning Committee

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

President's Administrative Cabinet

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

Professional Development Committee

The purpose of the Professional Development Committee is to provide ongoing research, philosophical, procedural and technical support and feedback to ensure and promote a variety of professional development activities for all employees of the College. It is responsible for providing opportunities for growth with the ultimate goal of improvement of the educational process. This committee will make recommendations to the Cabinet for changes in the professional development arena.

Safety Committee

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

Staff Senate

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate is recommended to meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request-

Hospitality and Wellness Committee

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

Approved:

Montgomery Community College shall fully adhere to all North Carolina General Statues contained in Section 115-D “Community Colleges” and all applicable policies set forth in the North Carolina Community College State Board Code.

Approved:

PROPOSED

2.12.2020

MISSION STATEMENT

Montgomery Community College provides life-long educational opportunities that prepare **individuals** for existing and emerging careers and personal growth.

CORE VALUES

- C Collaboration
- A Accessibility
- R Respect
- E Excellence
- S Scholarship

Strategic Planning Goals

STRATEGIC GOAL 1 - Montgomery Community College employees will promote the College's services and programs through targeted marketing, **increased** community presence and effective public communications. (*MARKETING, COMMUNITY ENGAGEMENT & COMMUNITY COMMUNICATION*)

STRATEGIC GOAL 2 - Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students. (*STUDENT & STUDENT RECRUITMENT & RETENTION*)

STRATEGIC GOAL 3 – Montgomery Community College employees will integrate the College’s instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their **communities**. (*COURSES/PROGRAMMING*)

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**MONTGOMERY COMMUNITY COLLEGE
INSTITUTIONAL FACT SHEET ~ 2018-2019**

MCC is a state-supported community college with an "open door" policy that serves Montgomery County, NC. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. It is the MISSION of MCC is to provide quality educational opportunities.

MONTGOMERY COUNTY

County Population: 27,271 (2018 Certified) County Area: 491 square miles Population Density: 56.5

Educational Level age 25+

Less than HS-22%	Associate degree-9.6%	HS Graduation rate: 77.9%
HS-33.2%	Bachelor's degree-10.2%	Per-student K-12 expenditure
Some college-21.2%	Graduate degree-3.8%	by Montgomery County \$1,332

HISTORY

1967-Charter issued for Montgomery Technical Institute
 1968-MTI operates out of a building on Page Street
 1975-A bond referendum is passed for Building 100 / Blair Hall (64,000 sq. ft.) on 149 acres of donated land.
 1983-Name changed to Montgomery Technical College
 1987-Name changed to Montgomery Community College
 1992-A bond referendum is passed for building 200 / Capel Hall (44,800 sq. ft.)
 2009-The Forest Management Technology Building is constructed (6,400 sq. ft.)
 2009-Conversion of the child care center to The Outpost Student Center
 2016-Connect NC Bond passed, of which ~ \$6.3 million is MCC's share
 2017-Began conversion of Outpost Student Center to Workforce Development Center
 2018 – Montgomery County Early College enrolled its first cohort of students (fall 2018)
 2019-The campus of MCC includes facilities of approximately 134,400 sq. feet on 153 acres of land

TUITION

Per credit hour:	2018FA In state--\$76.00	Out of state--\$268.00
	2019SP In state--\$76.00	Out of state--\$268.00

It costs approximately \$9,025.00 (in-state) and \$22,375 (out-of-state) to earn an associate degree.

ENROLLMENT CURRICULUM STUDENTS

AY19	
Number of Students	974
FTE earned	746.05
Average age of students	24
Enrollment by Gender:	
Female	60%
Male	40%

Graduates 2018-2019	
	108 Degrees
	228 Certificates
	41 Diplomas

GRADUATES BY PROGRAM	2018-2019
Arts & Science	22
Business Technologies	34
Commercial Technologies	186
Health/Public Service Technologies	135
TOTAL	377

ENROLLMENT CONTINUING EDUCATION STUDENTS

AY19	
Number of Students	2,556
FTE earned	267
Average age of students	43
Enrollment by Gender:	Female 34%
	Male 66%

CAREER AND COLLEGE PROMISE HIGH SCHOOL STUDENTS

AY19	
Number of Students	130 unduplicated
Registrations	800
Enrollment by Gender:	Female 67%
	Male 33%

MONTGOMERY COUNTY EARLY COLLEGE STUDENTS

AY19	
Number of Students	182 unduplicated
Registrations	1025
Enrollment by Gender:	Female 64%
	Male 36%

FACULTY AND STAFF

Faculty	35	Service Maintenance	8	Support	3
Senior Administration	4	Staff	20	Technical Paraprofessional	15

FOUNDATION

The Montgomery Community College Foundation was reactivated in 1995 to support the college by soliciting and managing funds for scholarships, awards, equipment, books and other purposes to enable and enrich the college experience for students. The community has strongly supported the Foundation and its assets grew to 3.85 million dollars, with 80 students receiving scholarship support during the three semesters in academic year 2019. The Montgomery Scholars program offers every student who graduates from high school in the county a scholarship to cover tuition and \$250 toward books beginning in the fall semester in the year of graduation. Sixteen (16) first year Montgomery Scholars were awarded in academic year 2019, and five (5) second year scholarships were awarded.

**Montgomery Community College
SGA Report
February 12, 2020 Board of Trustees Meeting**

SGA Updates and Highlights

- The SGA's "Nacho Average Thursday" held January 23 was a hit.
- The SGA is sponsoring a Valentine guessing game contest.
- ADN student, Krystal Debray, won the SGA's Super Bowl Trivia contest.
- Spring Fling is scheduled for Thursday, April 9.

**President's Report
February 12, 2020**

Activities since the January Board Meeting

1/6/20	Construction Meeting
1/7/20	Meeting with Endowed Scholarship Donor
1/8/20	Board of Trustees Meeting
1/9/20	MCC & MCS Meeting
1/9/20	Employee Meeting
1/10/20	Meeting and Tour with Rep. Jarvis
1/15/20	NCHEA Presentation
1/20/20	MLK Day Event at MCC
1/21-25/20	SHOT Show
1/28/20	Central President's Meeting
1/30/20	MCC/MCS Partnership Meeting

Upcoming Activities

2/5/20	Board of Trustees/President Employee Appreciation Day
2/6/20	Meeting and Tour with Senator Gallimore
2/7/20	CIS Meeting
2/10/20	MyFutureNC Facilitator
2/12/20	Foundation Board Meeting
2/12/20	Board of Trustees Meeting
2/13/20	Adult Promise Symposium
2/18/20	Program Review Meetings
2/22/20	Gunsmithing Open House
2/25/20	CTE Open House
2/27/20	Monthly Construction Meeting

Board of Trustees Information

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



Board of Trustees Calendar of Events
2020-2021

February 12, 2020	11:30 a.m.	Foundation Board Meeting
February 12, 2020	5:30 p.m.	Committee/Board Meeting
February 25, 2020	10:00 a.m.	CTE Open House
March 11, 2020	5:30 p.m.	Committee/Board Meeting
March 18-20, 2020		NCACCT Law/Legislative Seminar - Raleigh
March 28, 2020	8:00 a.m.	Board Retreat
April 3, 2020		Annual Foundation Golf Tournament
April 8, 2020	5:30 p.m.	Committee/Board Meeting
April 15, 2020		SEI Forms Due
April 20, 2020	12:00 p.m.	Lunch with Legislators
May 6, 2020	11:30 a.m.	Foundation Board Meeting
May 6, 2020	5:00 p.m.	Board of Trustees Meeting
May 6, 2020	7:00 p.m.	Graduation
June 10, 2020	5:30 p.m.	Committee/Board Meeting
July, 2020		No Board Meeting
August 12, 2020	11:30 a.m.	Foundation Board Meeting
August 12, 2020	5:30 p.m.	Committee/Board Meeting
August 26-28, 2020		NCACCT Seminar - Asheville
September 9, 2020	5:30 p.m.	Committee/Board Meeting
October 14, 2020	5:30 p.m.	Committee/Board Meeting
November 11, 2020	11:30 a.m.	Foundation Board Meeting
November 11, 2020	5:30 p.m.	Committee/Board Meeting
December, 2020		No Board Meeting
December 4, 2020	5:30 p.m.	Board Christmas Dinner
January 13, 2021	5:30 p.m.	Committee/Board Meeting