

MONTGOMERY COMMUNITY COLLEGE
INSTITUTIONAL FACT BOOK



2014

PREFACE

The purpose of the Montgomery Community College Institutional Fact Book is to provide information to support decision making and long-range planning. Having this information available in a readily accessible document as well as on the college web site helps facilitate the college planning process.

The Institutional Fact Book is compiled from data found in college records, North Carolina Community College System records and other outside sources. The displays of data are designed to make the information understandable and to provide comparisons where they are logical. It is not intended to be a book of statistics but a book of relative information concerning the college's students and programs. Every effort has been made to ensure that the information presented is factual. Sources have been provided to support the reliability of the information.

Readers should keep in mind the fluid nature of data, realizing that the Fact Book is a snapshot taken once annually. Any questions or suggestions concerning the content, purpose, or format of the Fact Book should be directed to Carol Holton, Coordinator of Institutional Effectiveness at 910-576-6222 ext. 510, holtonc@montgomery.edu.

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VISION

Montgomery Community College will be
a place of discovery, critical thinking,
and educational excellence;
a centerpiece for life-long learning – for our
students, faculty, staff, and community.

MISSION STATEMENT

Montgomery Community College provides quality educational
opportunities.

CORE VALUES

Excellence

We value . . .

- . . . Continuous growth and improvement in every aspect of campus life.
- . . . Securing and providing adequate resources so that improvements can be seen and measured.
- . . . Freedom to instruct students using various techniques and the development of methods that will help them achieve their maximum potential.
- . . . Personal and professional development of all staff and faculty.
- . . . Courage to provide leadership, to take risks, to welcome change, and to persevere.

Honesty & Integrity

We value . . .

- . . . Academic and personal honesty as essential elements in education.
- . . . Integrity which binds us to fairness, to truth, and to actions and philosophies that meet the highest ethical standards.
- . . . Intellectual honesty and academic freedom, and pledge to foster an environment of trust and responsibility in the learning community.

Learning

We value . . .

- . . . Learning as a lifetime reward.
- . . . Input from learners in the achievement of their goals.
- . . . Empowered learning in a high-tech/human-touch environment.

Commitment

We value . . .

- . . . Prompt, fair, friendly, courteous, and people-oriented service to our communities, to our stakeholders, and to each other.
- . . . A safe and nurturing educational environment.
- . . . Opportunities to help make our community, state, nation, and the world a better place in which to live and to work.

Respect

We value . . .

- . . . Diversity of life experiences and contributions of the students, staff, and faculty that assist with enrichment of the learning community.
- . . . The responsibility of treating people with dignity and respect whereby each team member operates unselfishly for the benefit of all stakeholders.

Communication

We value . . .

- . . . Open and honest dialogue, feedback, and active listening, flowing in all directions.
- . . . Teamwork, cooperation, collaboration, innovation, and creative problem solving.

COLLEGE GOALS

In accomplishing our mission, we commit our resources to serving our community in the successful achievement of its educational goals through the implementation of these strategic college goals:

- GOAL 1:** Develop and implement **instructional programs and services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the College's service area and with state, regional and national standards.
- GOAL 2:** Provide **facilities, technologies**, and information services that enhance student learning.
- GOAL 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.
- GOAL 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- GOAL 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- GOAL 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness**.

PROFILE

Academic Year 2013-2014

PRESIDENT	Mary P. Kirk, Ed.D
BOARD OF TRUSTEES	Gelynda T. Capel, Chairman Earle A. Connelly, Vice-Chairman Claudia B. Bulthuis, Secretary Paula L. Covington Sharon M. Cupples Anna G. Hollers J. Ronald Kincaid Andrea P. Marshall Samuel C. Martin Dr. Johnny L. McKinnon, Jr. Ricardo Romero C. Lowell Russell Rose M. Reynosa, SGA President
LOCATION	Troy, Montgomery County, North Carolina
ACCREDITATION	Montgomery Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.
TYPE	Public co-educational community college
DEGREES OFFERED	Associate of Applied Science Associate in Arts, Associate in Science Associate in General Education Diplomas, Certificates
CALENDAR	Semester
ANNUAL ENROLLMENT	1,165 Curriculum students 3,750 Non-curriculum students
FULL-TIME FACULTY	34 curriculum
FACULTY CREDENTIALS	Doctorates 0% Masters 41% Bachelors 35% Associate/Others 24%
LIBRARY COLLECTION	24,000 books; 48 periodicals subscriptions
SEMESTER TUITION	In-state: \$71.50/credit hour Out-of-state: \$263.50

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's accreditation December 19, 1983.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, and again in December 2004, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs.

In 2009, new construction of a building for the Forest Management Technology program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program which was relocated to campus from a

rented facility in Biscoe. One forestry classroom was renovated to provide additional space for the practical nursing program as well as Continuing Education Nursing Assistant classes.

The MCC Child Development Center was closed in 2009 due to low enrollment. The former day care space was then renovated to provide a larger space for students and has been renamed the Outpost.

The MCC campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

GENERAL INFORMATION

MCC is a public, state-supported community college serving Montgomery County, North Carolina.

MCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.

ADMISSIONS

The college maintains an “open door” admissions policy; however, some programs have specific entrance requirements.

FINANCIAL AID

MCC has an active financial aid program which assists students with a broad range of financial aid, including:

- Federal Grants
- Institutional Scholarships
- Veteran’s Benefits
- Federal Work-Study Program
- Vocational Rehabilitation
- Foundation Scholarships

EDUCATIONAL SUPPORT SERVICES

- Academic Advising
- ADA Accessibility Support
- Assessment Testing
- Virtual Bookstore
- Career Assessment
- Counseling
- Distance Learning Center / Center for Academic and Technology Support
- Learning Lab
- Library /Learning Resource Center
- Student Government Association (SGA)
- SGA Clubs and Organizations
- Tutoring

GENERAL EDUCATION

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers are provided. All courses in the program are college-level courses.

COLLEGE TRANSFER

The Associate in Arts and the Associate in Science degree is granted for planned programs of study consisting of a minimum of 64-65 semester hours of college transfer courses. Courses are approved for transfer through the Comprehensive Articulation Agreement.

TECHNICAL PROGRAMS

Technical curriculum programs are designed for employment or further education in various technical fields. They are composed of collegiate-level studies that provide theoretical knowledge as well as technical skills. Completion of a technical curriculum program may lead to a certificate, diploma, or an Associate in Applied Science (AAS) degree.

OCCUPATIONAL EDUCATION

MCC offers non-curriculum programs based on the employment needs and interests of the local community. Specialty training is available in areas such as fire services, corrections and allied health. Occupational education provides training to help students upgrade occupational skills, obtain or maintain certification, and develop new skills.

CAREER AND COLLEGE PROMISE

The Career and College Promise (CCP) program offers motivated North Carolina high school students a clear, focused, and affordable path to future success, allowing them to get a head start on their career and college preparation. Through CCP pathways, qualified North Carolina high school juniors and seniors have the opportunity to enroll – tuition free – in community college courses that lead to certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned will enable students who continue into postsecondary education after high school graduation to complete a postsecondary credential in less time than would normally be required.

CAREER AND COLLEGE READINESS (*FORMERLY BASIC SKILLS*)

Career and College Readiness classes are offered for the adult who desires to complete a high school equivalency (GED diploma or high school diploma) or to review reading, math and English skills. Classes are offered both on and off campus. Instruction is individualized and students progress at their own pace. Several businesses and industries sponsor classes for employees.

COMMUNITY SERVICE PROGRAM

Self-enrichment programs provide non-credit courses to individuals for personal interest, development or occupational activities.

SMALL BUSINESS CENTER

The Small Business Center is a resource provided by the State of North Carolina and by the college to help small businesses succeed. The SBC provides free confidential business counseling services, free business seminars and workshops, and free access to vital resources and information. The SBC helps individuals collaborate with business and community leaders and local, state, and federal agencies

GENERAL INFORMATION

Size of Campus: 153 acres

Number of buildings: 6

Three maintained nature walking trails in the 100 acre Forestry lab, ranging from .3 to 2.0 miles in length

Firing Range for Gunsmithing and BLET programs

AAS degrees: 14

College Transfer degrees: 2

Endowed Scholarships: 78

Named Scholarships: 31

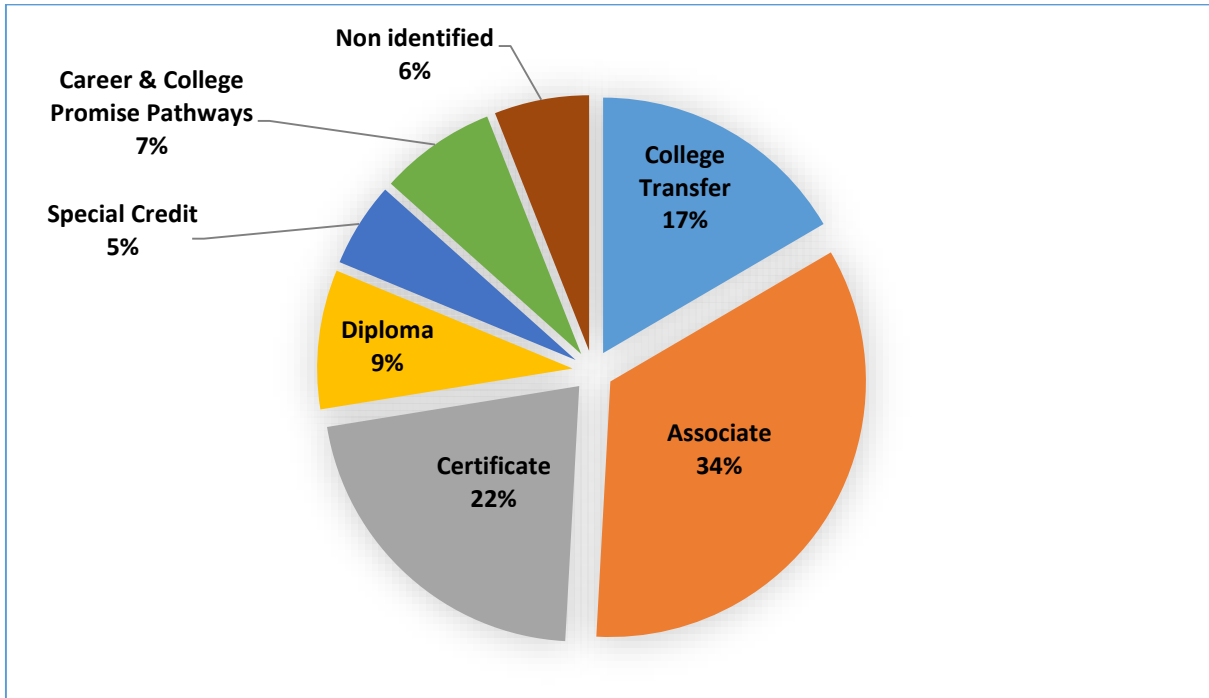
Student Organizations: 14

ABOUT OUR ENROLLMENT

HOW MONTGOMERY COMMUNITY COLLEGE RANKS AMONG THE 58 COMMUNITY COLLEGES

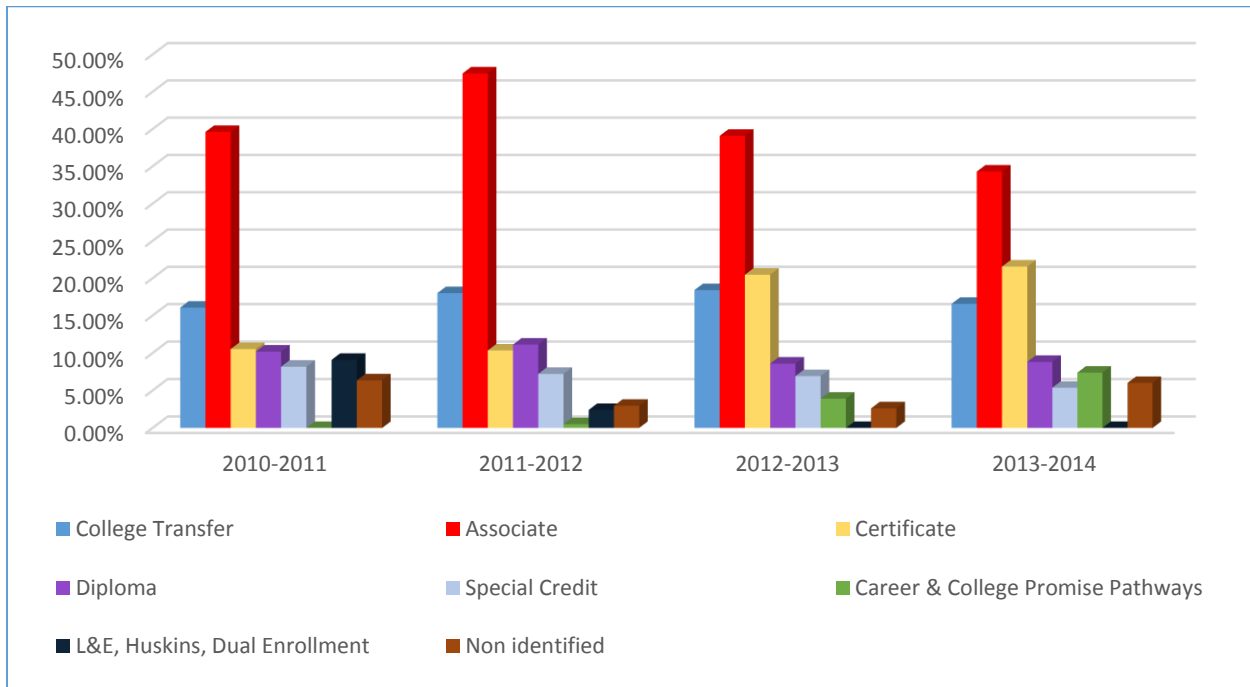
Curriculum Program Enrollment (Unduplicated Headcount)	55 th
Continuing Education Program Enrollment (Unduplicated Headcount)	52 nd
Total Enrollment (Unduplicated Headcount)	53 rd
Annual FTE	55 th

CURRICULUM ENROLLMENT BY DEGREE TYPE ACADEMIC YEAR 2014



Source: Informer Report

CURRICULUM ENROLLMENT BY DEGREE TYPE ACADEMIC YEAR 2014



STUDENT BODY 2013-2014

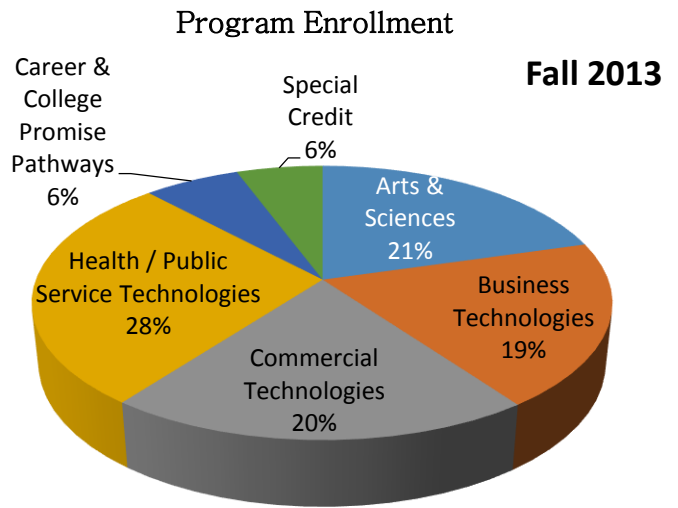
Fall 2013 Curriculum Students

Total: 920 (unduplicated headcount)

Full-time Students	39.19%
Part-time students	60.81%
Female students	63.04%
Male students	36.96%
Minority students	31.08%
Average age of students	29

Employment

Full-time	17.61%
Part-time	19.46%
Unemployed	62.93%



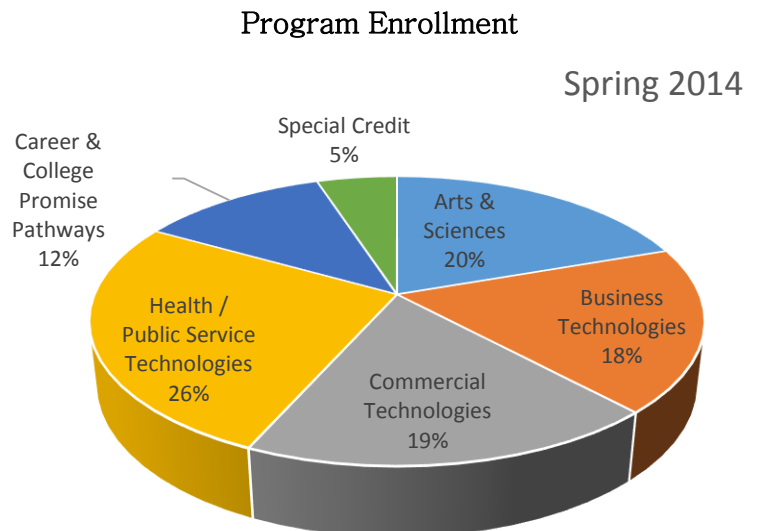
Spring 2014 Curriculum Students

Total: 875 (unduplicated headcount)

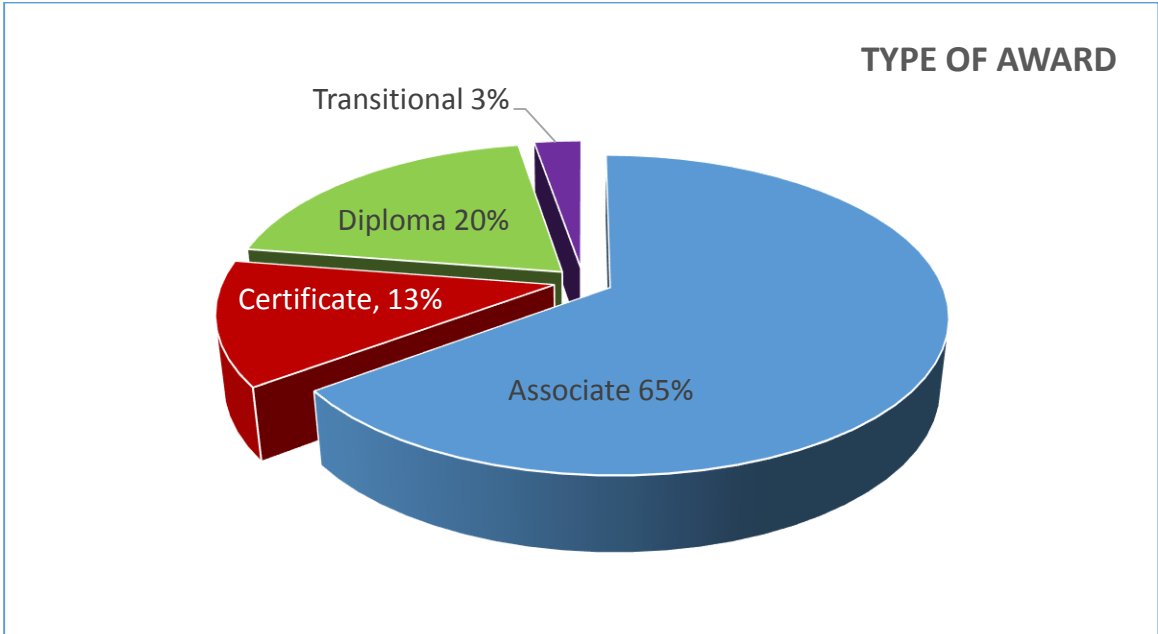
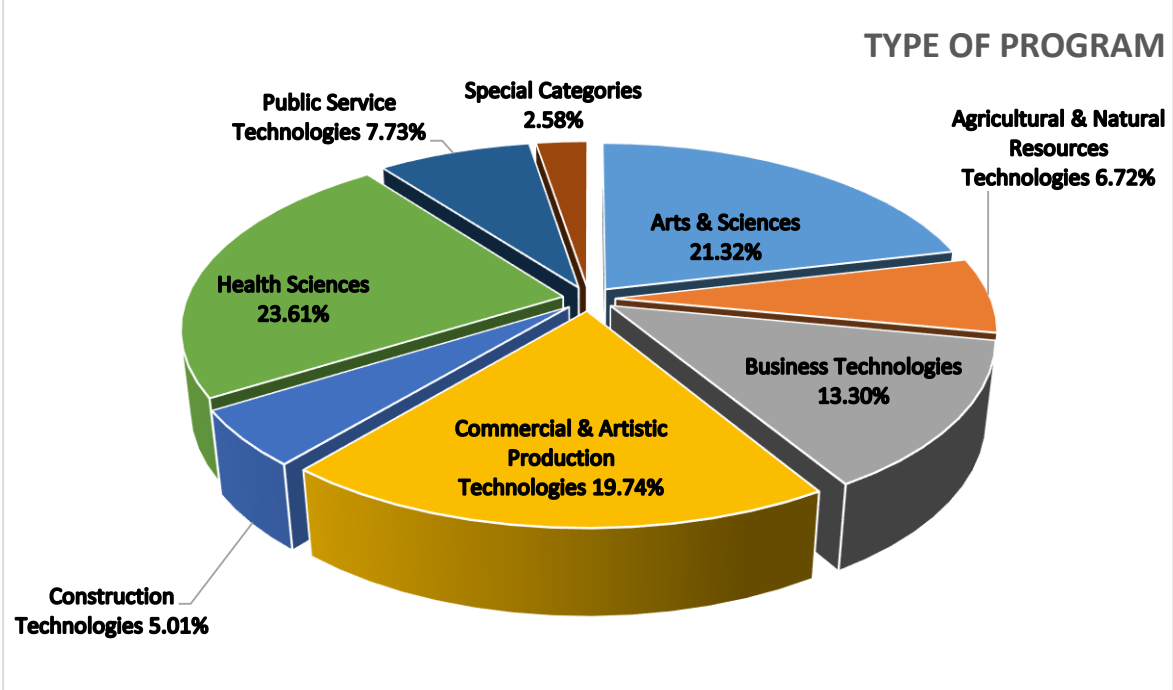
Full-time Students	33.98%
Part-time students	66.02%
Female students	65.49%
Male students	34.51%
Minority students	32.03%
Average age of students	28

Employment

Full-time	18.40%
Part-time	18.63%
Unemployed	62.97%



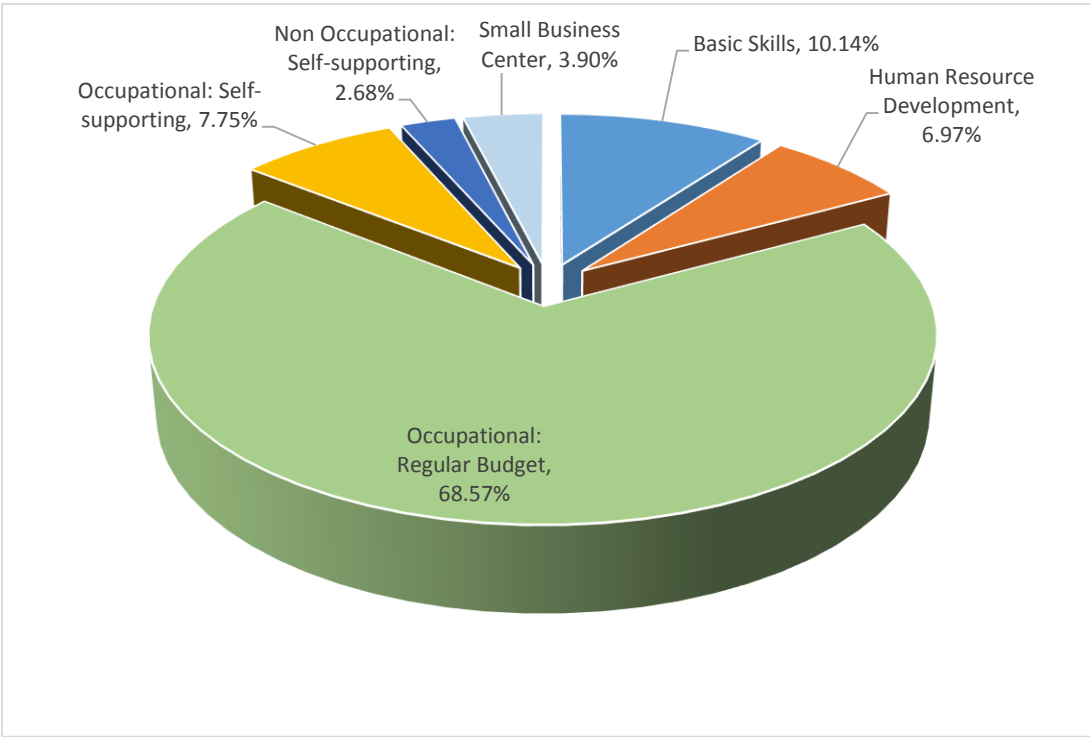
CURRICULUM ANNUAL FTE, 2013-2014



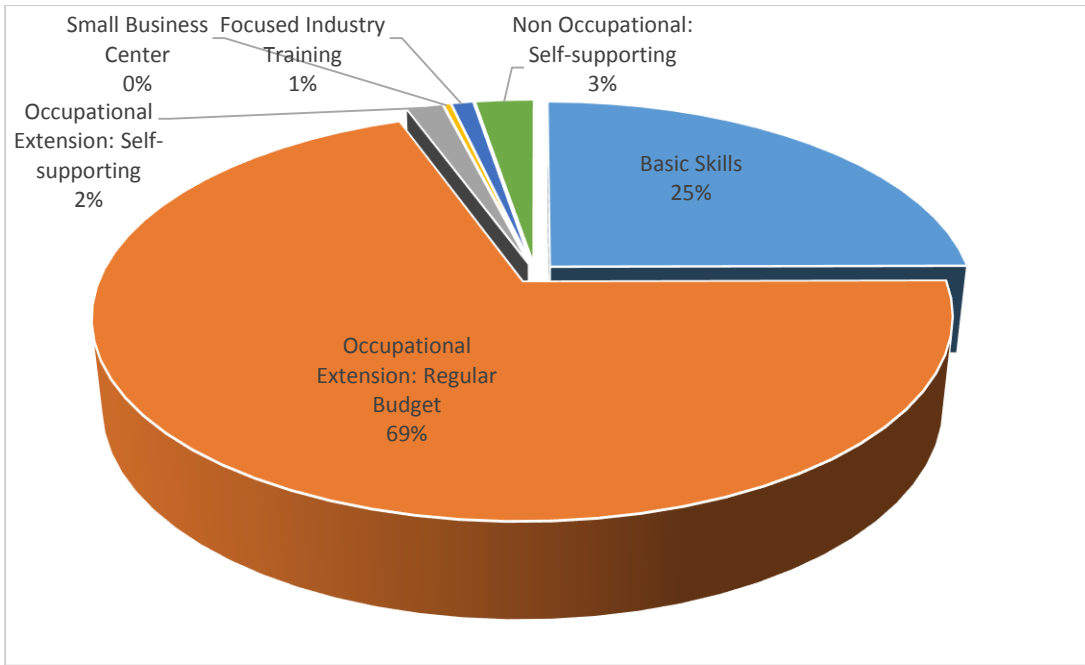
Source: Data Warehouse

CONTINUING EDUCATION, 2013-2014

PROGRAM ENROLLMENT



PROGRAM FTE



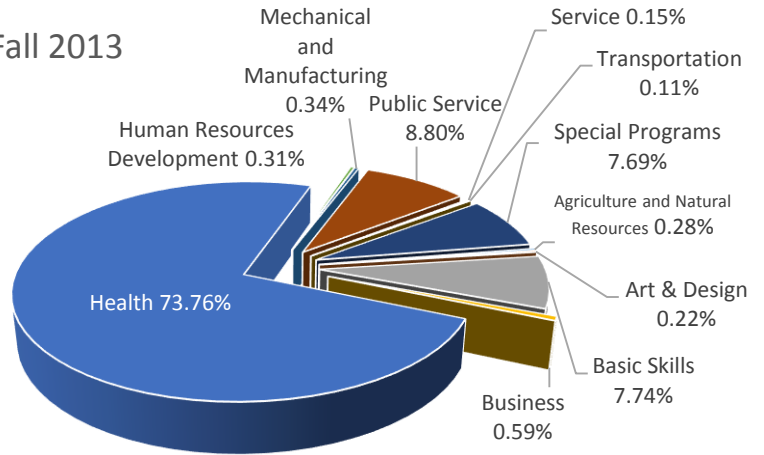
Source: Data Warehouse

Fall 2013 Continuing Education Students

Students	2350
Inmates	159
Female students	56.38%
Male students	43.62%
Minority students	34.66%
Average age of students	41
Employment	
Full-time	74.43%
Part-time	6.21%
Unemployed	19.36%

Registrations by Program Prefix

Fall 2013

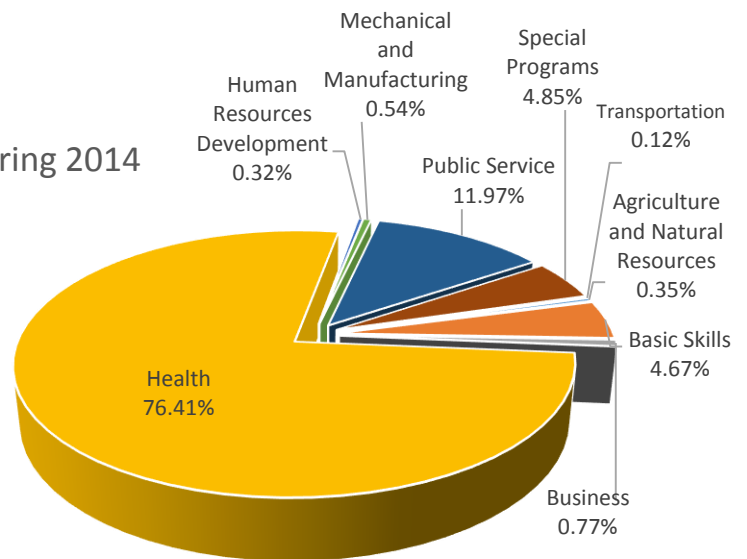


Spring 2014 Continuing Education Students

Students	2275
Inmate	143
Female students	55.78%
Male students	44.22%
Minority students	34.73%
Average age of students	41
Employment	
Full-time	74.59%
Part-time	6.51%
Unemployed	18.90%

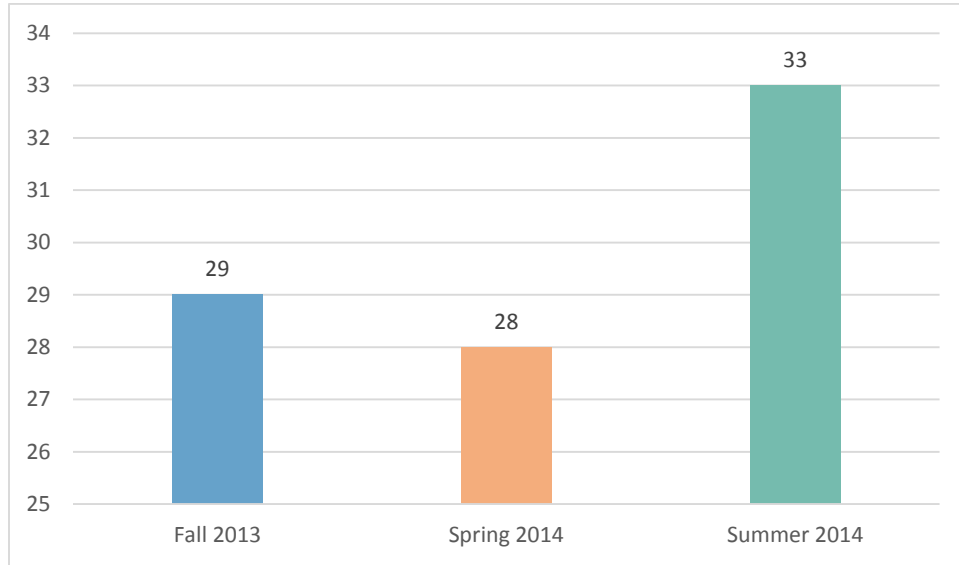
Registrations by Program Prefix

Spring 2014



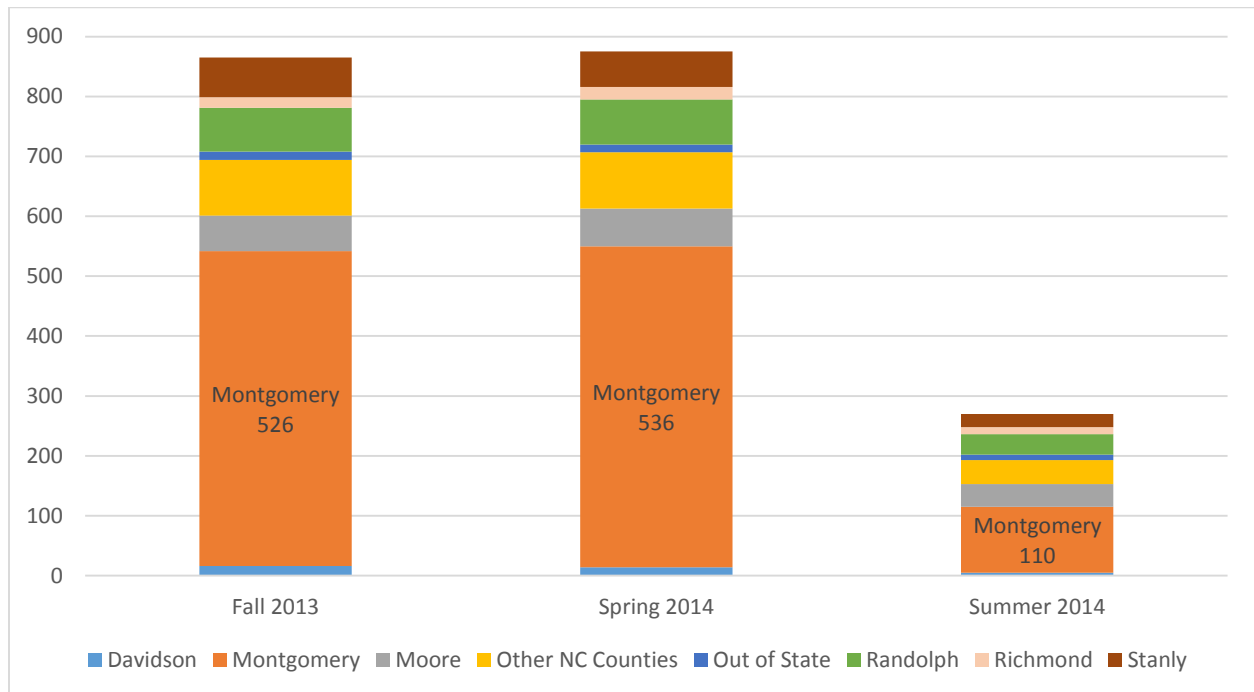
ABOUT OUR STUDENTS

AVERAGE AGE OF CURRICULUM STUDENTS



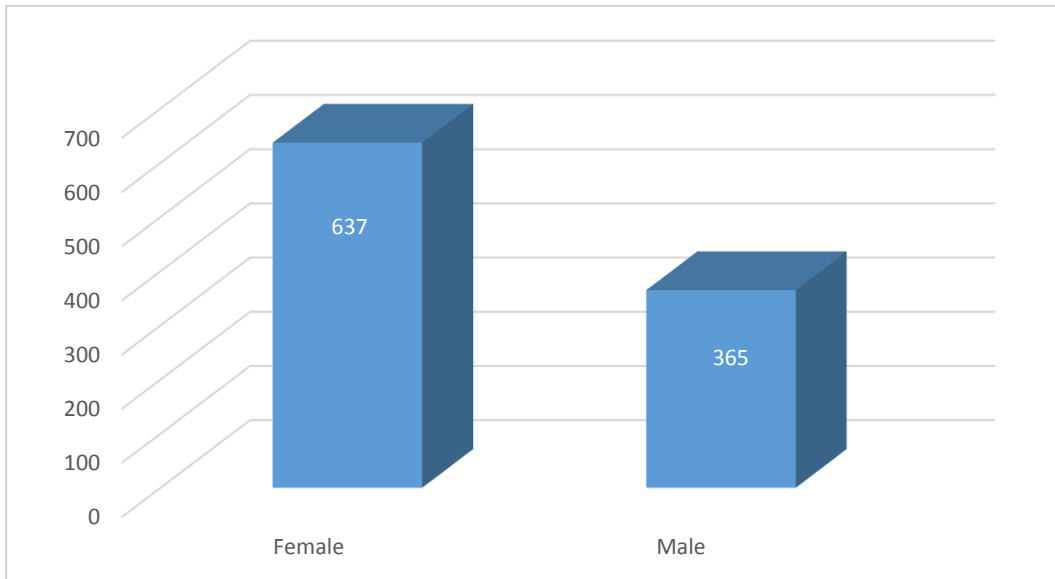
Source: Data Warehouse

RESIDENCE STATUS OF CURRICULUM STUDENTS



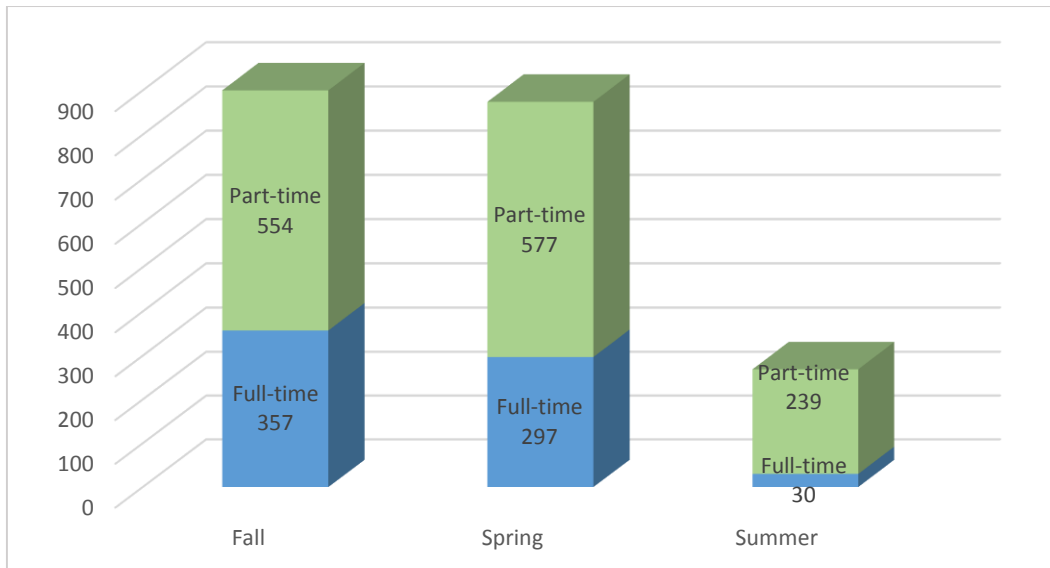
Source: Data Warehouse

ENROLLMENT BY GENDER OF CURRICULUM STUDENTS



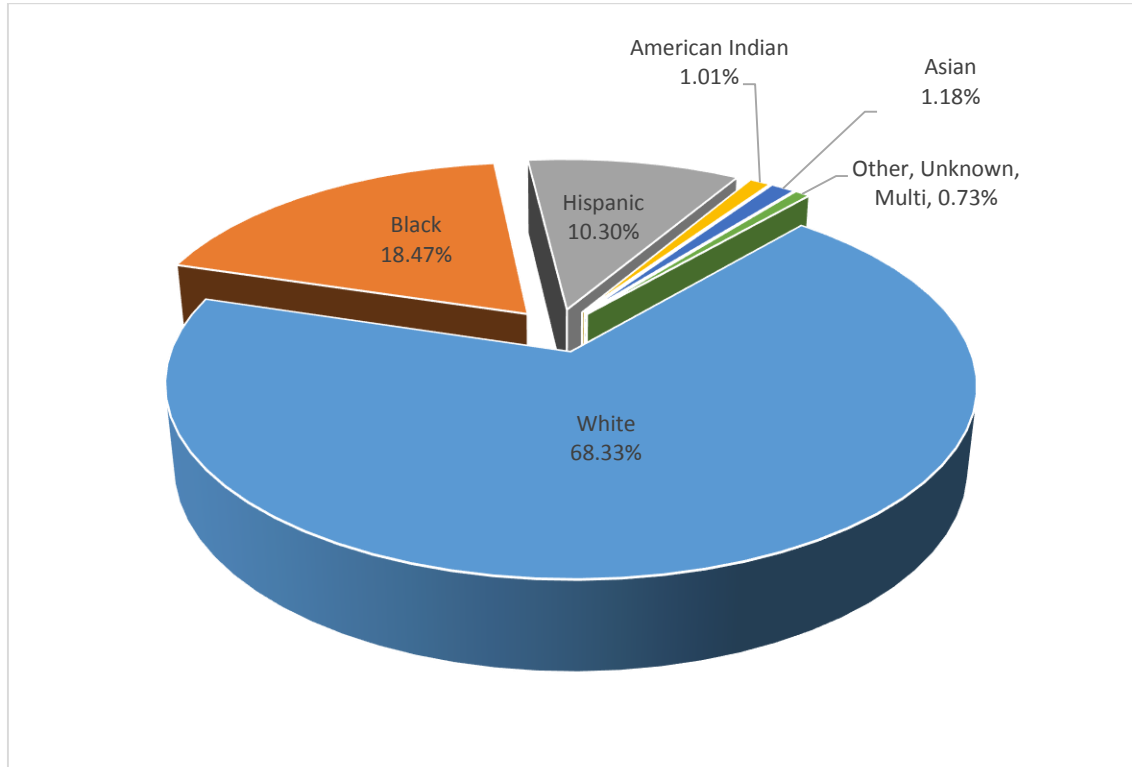
Source: Informer Report

CURRICULUM STUDENTS' ENROLLMENT TYPE: PART-TIME/FULL-TIME



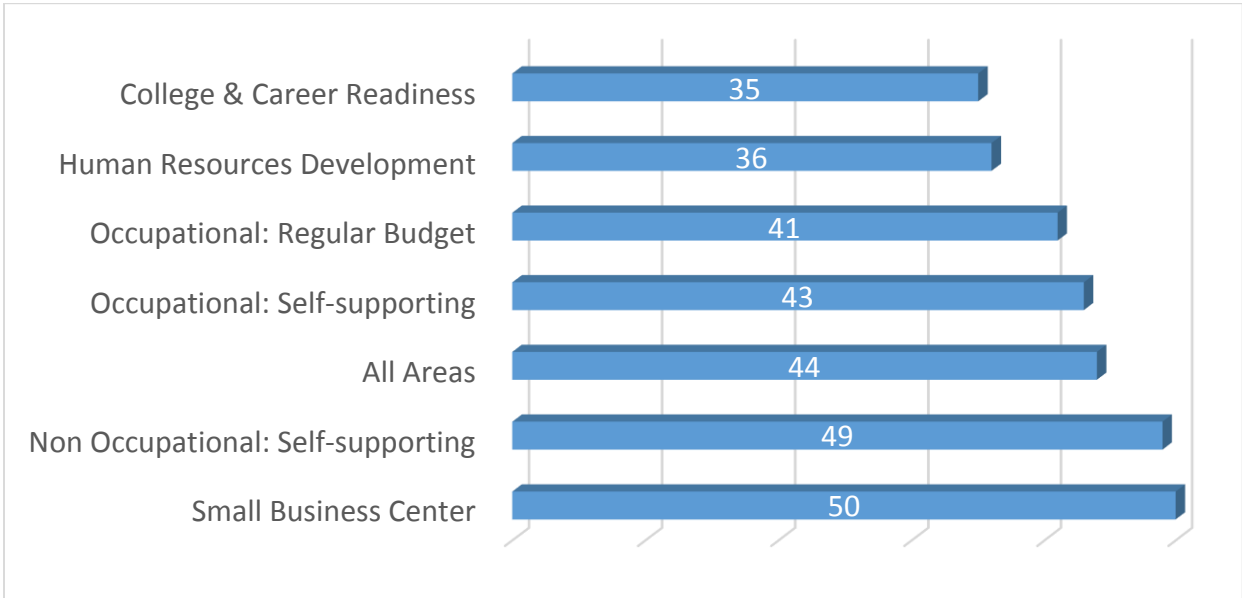
Source: Data Warehouse

CURRICULUM STUDENTS' ENROLLMENT BY RACE

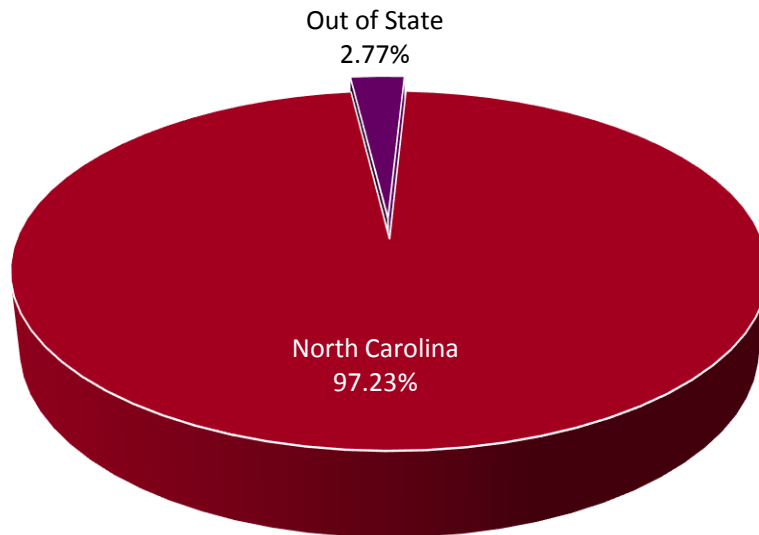


Source: Data Warehouse

AVERAGE AGE OF CONTINUING EDUCATION STUDENTS

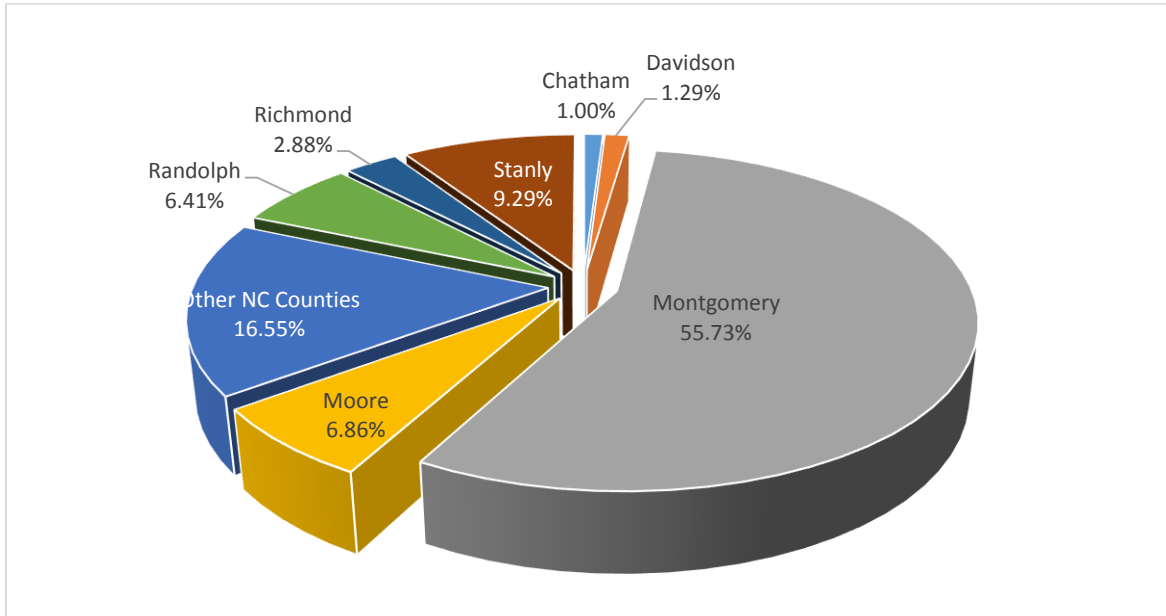


RESIDENCY OF CONTINUING EDUCATION STUDENTS

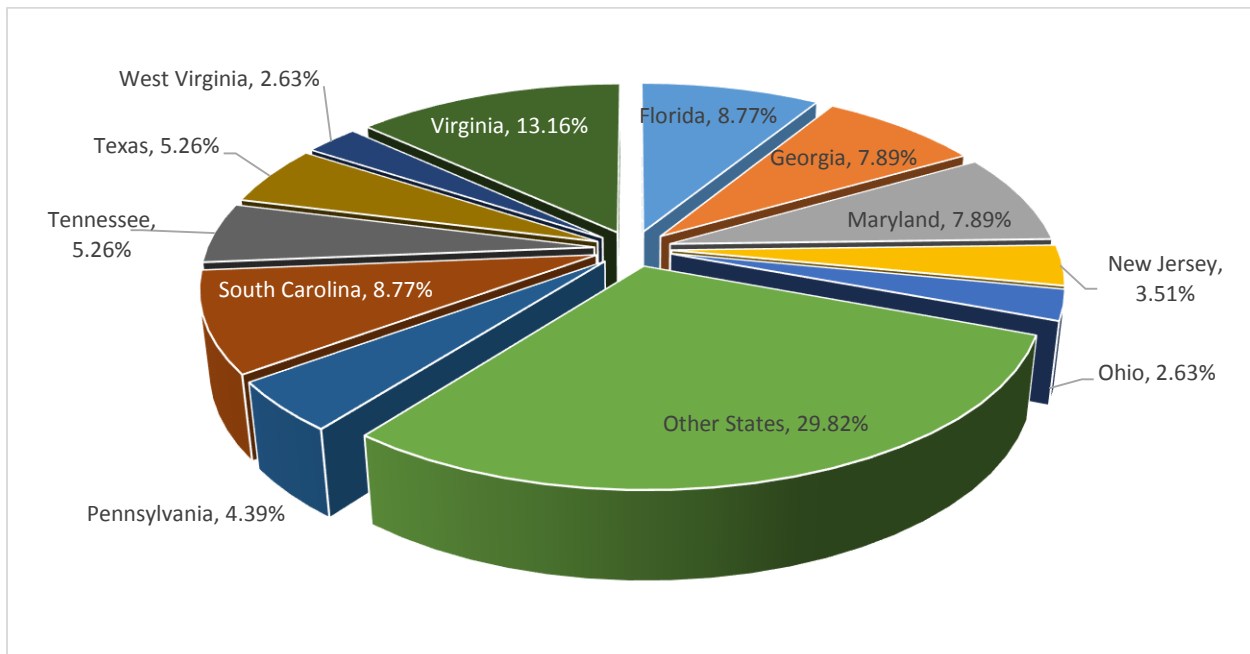


Source: Data Warehouse

Montgomery Community College Continuing Education students are residents in 72 out of 100 counties in North Carolina,



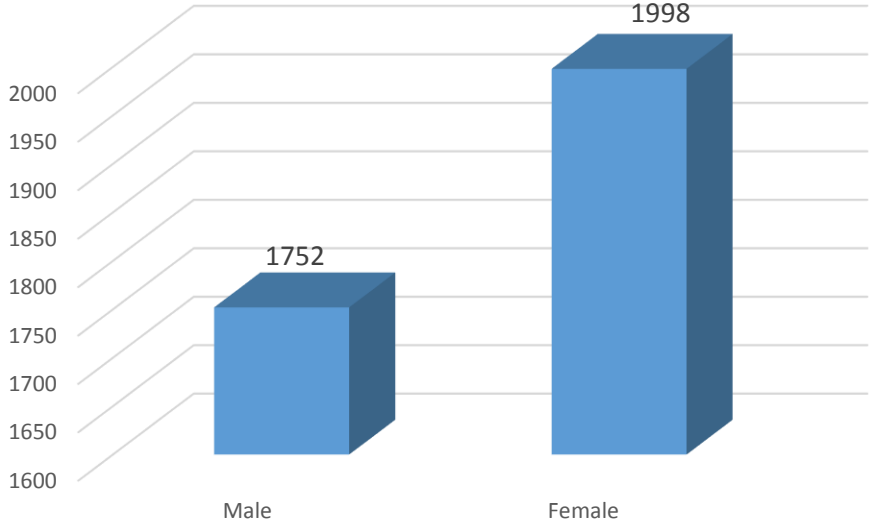
and 31 out of 50 states.



(Chart excludes NC)

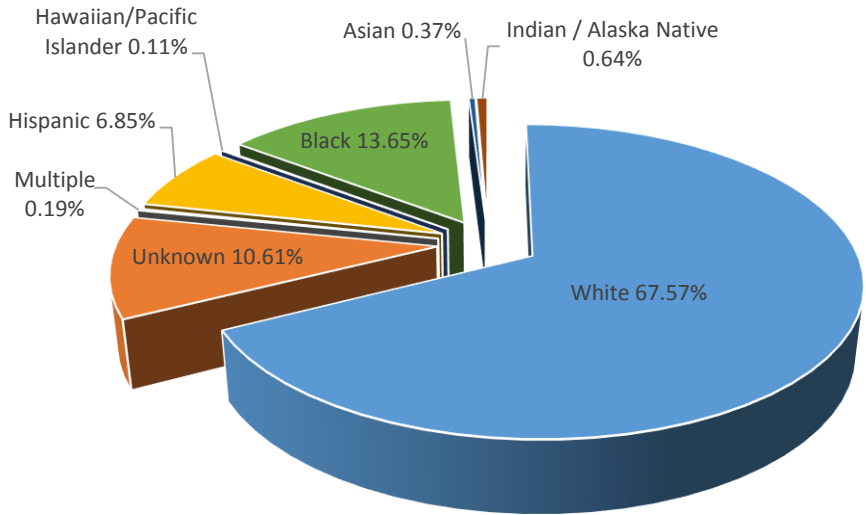
Source: Data Warehouse

CONTINUING EDUCATION STUDENTS' ENROLLMENT BY GENDER



Source: Data Warehouse

CONTINUING EDUCATION STUDENTS' ENROLLMENT BY RACE



Source: Data Warehouse

ABOUT OUR PROGRAMS

CURRICULUM PROGRAMS OF STUDY

ARTS & SCIENCES

COLLEGE TRANSFER

MCC offers college transfer programs through the AA and AS degrees. The AA and the AS programs are part of the Comprehensive Articulation Agreement (CAA). The CAA addresses the transfer of students between institutions in the N. C. Community College System and the constituent institutions of the University of North Carolina. Many independent colleges and universities endorse the CAA.

GENERAL EDUCATION

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers are provided. All courses in the program are college-level courses. The program is not principally designed for college transfer.

Program	Associate Degree	Diploma	Certificate
Associate in Arts (college transfer)	day/evening		day/evening
Associate in Arts: Elementary Education Pre-Major (college transfer)	day/evening		
Associate in Science (college transfer)	day/evening		day/evening
Associate in General Education	day/evening		

TECHNICAL CURRICULA

BUSINESS TECHNOLOGIES

Business Technologies programs offer training in traditional business and support areas, and in business-related fields, including computer and related technology programs. All programs include appropriate technology components and other essential workplace skills, such as communication, critical thinking, problem solving, and team building.

Program	Associate Degree	Diploma	Certificate
Accounting			day
Business Administration	day/evening/online	day/evening/online	day/evening/online
Business Administration: Shooting & Hunting Sports Management	day/online		online
Computer Information Technology			day
Office Administration	day	day/evening	day/evening/online
Office Administration: Legal Concentration	evening		evening/online

COMMERCIAL TECHNOLOGIES

Commercial Technologies programs prepare individuals to work in occupations whose focus is on data analysis and application techniques in a variety of settings and provide opportunities for the specialized training of individuals with artistic and creative abilities.

Program	Associate Degree	Diploma	Certificate
Air Conditioning, Heating, & Refrigeration Technology	day	day	day
Electrical Systems Technology	day	day	day/evening
Forest Management Technology	day		day
Gunsmithing	day	day/evening	day/evening/weekend
Metal Engraving			weekend
Professional Crafts: Clay	day	day	day/evening
Taxidermy		day	day

HEALTH/PUBLIC SERVICES TECHNOLOGIES

Health Sciences programs prepare individuals to work closely with professionals in providing health care services. The programs are designed to provide a base in general education and specific training in a variety of health care settings. Public Service Technologies programs are designed to prepare people for employment in the public and private sector in service-related careers.

Program	Associate Degree	Diploma	Certificate
Basic Law Enforcement Training			evening
Criminal Justice Technology	day/online		day/online
Dental Assisting		day	
Early Childhood Education	day/weekend/online	day/evening/weekend/ online	day/evening/weekend /online
Foodservice Technology			day (Correctional only)
Human Services Technology	day	day	day
Human Services Technology: Developmental Disabilities Concentration	day	day	day
Infant/Toddler Care			day/online
Medical Assisting	day		day
Practical Nursing		day/evening/weekend	
School-Age Care			day/online

Source: MCC Website

STUDENT ENROLLMENT BY CURRICULUM 2009-2014

	2009-10	2010-11	2011-12	2012-13	2013-14
Arts & Sciences					
Associate in Arts (college transfer)	114	119	111	112	100
Associate in Science (college transfer)	9	4	2	2	15
Associate in Elementary Education	8	10	7	5	3
Associate in General Education	111	106	106	108	130
Business Technologies					
Accounting	18	10	14	10	6
Business Administration	131	64	42	53	85
Business Administration: Shooting & Hunting Sports Management	10	11	15	20	20
Computer Information Technology	38	50	65	78	106
Networking Technology	2	3	1	1	
Office Administration	106	77	36	51	58
Office Administration: Legal Concentration	10	13	10	9	4
Commercial Technologies					
Air Conditioning, Heating, & Refrigeration Technology					12
Autobody Repair	12	13	1		
Electrical & Electronics Technology	38	27	25	26	26
Forest Management Technology	45	46	44	44	47
Gunsmithing	54	62	61	76	76
Metal Engraving	8	7	7	3	4
Professional Crafts: Clay	35	31	29	28	20
Taxidermy	38	35	32	18	21
Health/Public Service Technologies					
Basic Law Enforcement Training	20	10		8	
Criminal Justice Technology	55	50	54	57	45
Dental Assisting	16	17	17	17	16
Early Childhood Education	74	74	74	48	45
Emergency Medical Science					
Foodservice Technology	17	30	30	15	23
Human Services Technology	43	48	74	115	98
Infant/Toddler Care		1	1		
Medical Assisting	34	36	46	80	49
Practical Nursing	50	53	56	50	58
Other Programs					
Huskins	37	10	42	0	0
Dual Enroll	12	6	2	0	0
Learn & Earn	197	150	1	0	0
Special Credit	169	119	93	93	107
Career & College Promise Pathways			10	56	126
	1511	1292	1108	1183	1300
<i>Students may be enrolled in multiple academic programs during a term or academic year.</i>					

Source: Data Warehouse Custom Report (Student Enrollment by Curriculum By Year)

CAREER & COLLEGE PROMISE

Enrollment By Program									
Career & College Promise Students									
Program Name	Fall 2011	Spring 2012	Summer 2012	Fall 2012	Spring 2013	Summer 2013	Fall 2013	Spring 2014	Summer 2014
Forest Management HS CCP Certificate				6	3	3	1		
Accounting HS CCP Certificate								2	
Business Administration HS CCP Certificate				2	10		4	17	
Computer Info Technology HS CCP Certificate		28		37	31		66	46	
Professional Office Administration Certificate		7		4	4		6	5	
Professional Crafts: Clay Certificate HS CCP							1		
Mammal Taxidermy Certificate HS CCP								1	
Electrical Systems Technology HS CCP Certificate							1		
Electrical / Electronics HS CCP Certificate		1		1					
Human Services Technology HS CCP Certificate		21	4	51	50		43	40	
Medical Assisting HS CCP Certificate	1	1	1	29	20		20	8	
Criminal Justice Certificate HS CCP		8		12	7		6	7	
Early Childhood Education Certificate HS CCP				1	2		1		
Pathways Humanities & Social Sciences		5		17	18		43	68	2
Pathways Business & Economics		1		13	10		12	16	
Pathways Life & Health Sciences		3		7	8		2	1	
Pathways Engineering & Mathematics		1			1		2	5	

NOTE: CCP Students can be enrolled in more than one program per semester.

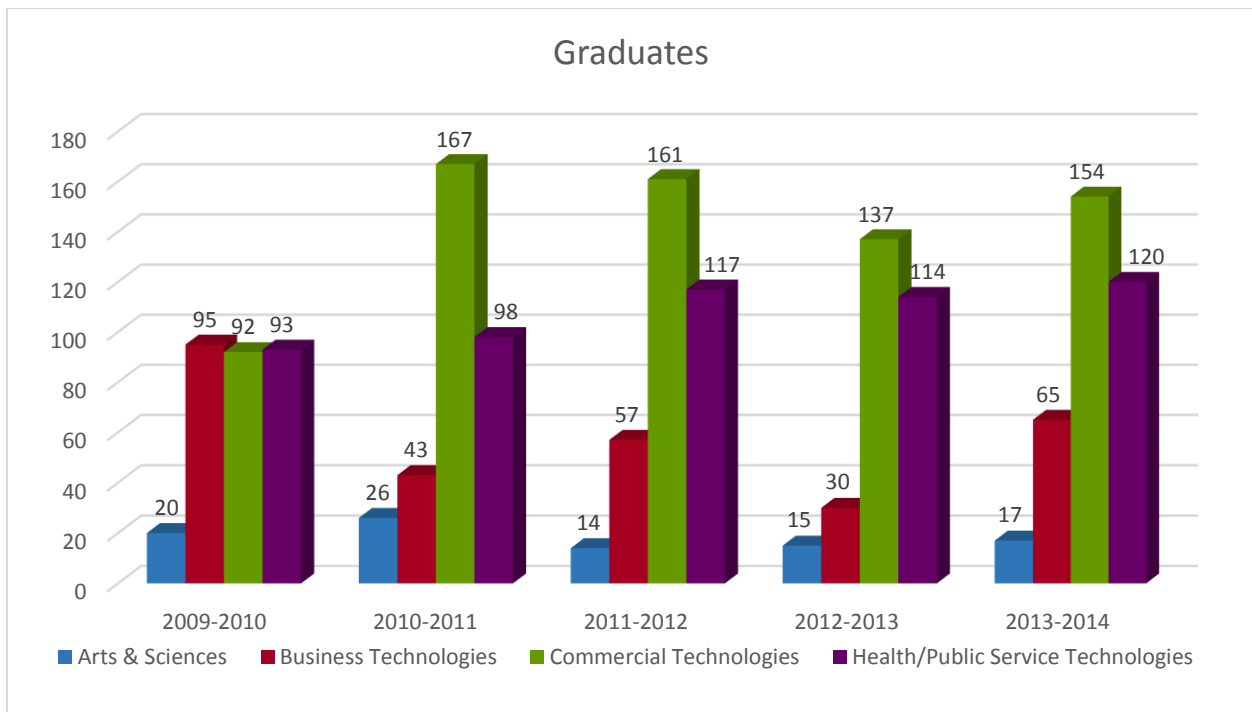
Source: Informer Report (CU Enrolled by Program)

CCP Statistics						
	Spring 2012	Fall 2012	Spring 2013	Fall 2013	Spring 2014	Summer 2014
Approximate Number of Students	67	155	147	186	134	2
Enrolled in X Classes	100	237	182	255	223	2
From East Montgomery HS	38	90	68	109	72	
From West Montgomery HS	29	57	74	66	59	2
From North Moore HS			1			
From Wescare Academy			3	6	1	
From Home School			1	3	2	
From Other				2		

Source: VP of Student Services
& Informer Report (CCP Enrollment Details by Term)

CURRICULUM PROGRAM GRADUATES 2009-2014

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	Dept. Total
Arts & Sciences	20	26	14	15	17	92
Business Technologies	95	43	57	30	65	290
Commercial Technologies	92	167	161	137	154	711
Health/Public Service Technologies	93	98	117	114	120	542
TOTAL	300	334	349	296	356	1635



Source: Data Warehouse

NC LABOR MARKET PROJECTIONS AS RELATED TO PROGRAMS

	2010 Employment	2020 Employment Projections	Annualized Growth Rate
Programs / Occupations	NC	NC	NC
Arts & Sciences			
College Transfer Programs			
Business Technologies			
Accounting			
Accountants and Auditors	31,300	35,700	1.3
Bill and Account Collectors	11,330	12,410	0.9
Billing and Posting Clerks and Machine Operators	15,960	18,200	1.3
Bookkeeping, Accounting, and Auditing Clerks	50,940	56,470	1.0
Budget Analysts	980	1,150	1.6
Credit Authorizers, Checkers, and Clerks	880	900	0.2
Financial Analysts	6,780	8,450	2.2
Financial Examiners	970	1,290	2.9
Financial Specialists, All Other	7,740	8,550	1.0
New Accounts Clerks	2,570	2,970	1.5
Payroll and Timekeeping Clerks	5,550	6,150	1.0
Personal Financial Advisors	4,880	6,480	2.9
Statistical Assistants	300	320	0.7
Tax Preparers	2,330	2,500	0.7
Business Administration			
Administrative Services Managers	3,680	4,110	1.1
Business Operations Specialists, All Other	102,020	119,440	1.6
First-line Supervisors of Office and Administrative Support Workers	38,980	43,790	1.2
General and Operations Managers	52,170	52,940	0.2
Managers, All Others	20,420	22,100	0.8
Marketing Managers	4,990	5,600	1.2
Business Administration: Shooting & Hunting Sports			
Retail Salespersons	131,650	145,910	1.0
Sales and Related Workers, All Other	4,160	4,900	1.7
Sales Managers	7,870	8,350	0.6
Sales Representatives, Services, All Other	14,870	17,030	1.4
Wholesale and Retail Buyers, Except Farm Products	3,740	3,960	0.6

Computer Information Technology			
Computer Hardware Engineers	1,270	1,260	-0.1
Computer and Information Scientists, Research	250	270	0.8
Computer Programmers	8,680	9,130	0.5
Computer Software Developers Applications	15,120	18,280	1.9
Computer Software Developers, Systems Software	10,220	11,890	1.5
Computer Specialists	95,720	110,960	1.5
Computer Support Specialists	22,240	25,220	1.3
Computer Systems Analysts	14,240	16,360	1.4
Computer, Automated Teller & Office Mach. Repairer	5,840	6,020	0.3
Computer and Information Systems Managers	10,530	11,870	1.2
Networking Technology			
Database Administrators	2,920	3,670	2.3
Network and Computer Systems Administrators	7,620	9,450	2.2
Computer Systems Analysts	14,240	16,360	1.4
Office Administration			
Computer Operators	2,020	1,860	-0.8
Correspondence Clerks	110	90	-2.0
Data Entry Keyers	7,340	6,780	-0.8
Desktop Publishers	490	400	-2.0
Executive Secretaries & Administrative Assistants	35,140	38,760	1.0
File Clerks	2,610	2,530	-0.3
Information and Record Clerks, All Other	4,370	4,690	0.7
Office and Administrative Support Workers, All Other	5,310	6,120	1.4
Office Clerks, General	58,170	65,520	1.2
Receptionists & Information Clerks	30,770	37,130	1.9
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	67,800	70,110	0.3
Word Processors and Typists	990	910	-0.8
Office Administration: Legal			
Court, Municipal, and License Clerks	5,140	5,660	1.0
Legal Secretaries	2,000	2,220	1.1
Legal Support Workers, All Other	740	800	0.8

Commercial Technologies			
Air Conditioning, Heating & Refrigeration Technology			
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	11,480	13,910	1.9
Electrical Systems Technology			
Electrical & Electronic Engineering Technicians	3,250	3,430	0.5
Electrical and Electronics Drafters	560	620	1.0
Electrical and Electronics Repairers, Commercial	2,710	2,810	0.5
Electrical and Electronic Equipment Assemblers	5,280	5,410	0.2
Electro-Mechanical Technicians	120	140	1.6
Electrical and Electronic Equipment Mechanics, Installers and Repairers	20,640	23,220	1.2
Industrial Engineering Technicians	1,600	1,710	0.7
Industrial Machinery Mechanics	8,130	9,910	2.0
Forest Management Technology			
Environmental Engineering Technicians	990	1,120	1.2
Fallers	450	380	-1.7
First-line Super./Man. of Farming, Fishing, & Forestry Workers	1,150	1,060	-0.8
Forest and Conservation Technicians	1,600	1,710	0.7
Forest, Conservation and Logging Workers	2,740	2,380	-1.4
Fire Inspectors and Prevention Specialists	12,810	15,110	1.7
Foresters	390	400	0.3
Logging Equipment Operators	1,680	1,460	-1.4
Surveying and Mapping Technicians	2,360	2,820	1.8
Tree Trimmers and Pruners	2,730	3,580	2.8
Gunsmithing			
Etchers and Engravers	210	200	-0.5
Lathe and Turning Machine Tool Setters, Operators	1,130	1,070	-0.5
Machinists	11,440	13,350	1.6
Tool and Die Makers	1,490	1,570	0.5
Woodworkers, All Other	130	130	0.0
Metal Engraving			
Etchers and Engravers	210	200	-0.5
Professional Crafts: Clay			
Commercial and Industrial Designers	810	910	1.2
Craft Artists	360	390	0.8
Fine Artists, Including Painters, Sculptors	380	400	0.5

Taxidermy			
Commercial and Industrial Designers	810	910	1.2
Fine Artists, Including Painters, Sculptors	380	400	0.5
Set and Exhibit Designers	180	190	0.5
Health/Public Service Technologies			
Criminal Justice Technology / BLET			
Bailiffs	320	370	1.5
Correctional Officers and Jailers	19,140	20,380	0.6
Detectives and Criminal Investigators	3,720	4,180	1.2
First-line Super. /Man. Of Correctional Officers	1,720	1,900	1.0
First-line Super. /Man. Of Police & Detectives	4,380	4,850	1.0
Transportation and Security Screeners (Federal)	1,250	1,560	2.2
Police and Sheriff's Patrol Officers	19,410	22,510	1.5
Security Guards	28,060	32,380	1.4
Probation Officers & Correctional Treatment Spec.	2,870	3,340	1.5
Dental Assisting			
Dental Assistants	8,310	10,290	2.2
Early Childhood Associate / Infant Toddler Care / School-Age Care			
Child Care Workers	36,230	41,150	1.3
Preschool Teachers, Except Special Education	15,110	16,660	1.0
Foodservice Technology			
Combined Food Preparation and Serving Workers	114,040	132,650	1.5
Cooks, Fast Food	3,750	3,660	-0.2
Cooks, Institution and Cafeteria	8,030	8,980	1.1
Cooks, Restaurant	28,580	32,020	1.1
Cooks, Short Order	4,250	4,410	0.4
First-line Supervisors/Managers Of Food Preparation	31,430	34,450	0.9
Food Preparation & Serving Related Workers, Other	34,640	36,120	0.4
Food Preparation Workers	27,200	29,890	1.0
Food Service Managers	8,770	8,320	-0.5

Human Services Technology / HST: Developmental Disabilities			
Child, Family, and School Social Workers	9,810	11,340	1.5
Community & Social Service Specialists, All Other	2,470	2,890	1.6
Mental Health and Substance Abuse Social Workers	4,660	5,240	1.2
Mental Health Counselors	3,820	4,380	1.4
Rehabilitation Counselors	3,880	4,200	0.8
Social and Community Service Managers	2,910	3,240	1.1
Social and Human Service Assistants	8,730	9,870	1.2
Social Workers, All Other	1,560	1,680	0.7
Substance Abuse & Behavioral Disorder Counselors	1,470	1,610	0.9
Medical Assisting			
Health Technologists and Technicians, All Other	85,340	101,440	1.7
Medical Assistants	13,150	15,920	1.9
Medical Records and Health Information Technicians	5,490	6,230	1.3
Medical Secretaries	10,780	13,790	2.5
Practical Nursing			
Licensed Practical and Licensed Vocational Nurses	17,570	19,240	0.9
Continuing Education			
Probation Officers & Correctional Treatment Spec.	2,870	3,340	1.5
Security Guards	28,060	32,380	1.4
Correctional Officers and Jailers	19,140	20,380	0.6
Brick masons and Block masons	3,320	4,240	2.5
Helpers--Brick masons, Block masons, Stonemasons	1,900	2,630	3.3
Welders, Cutters, Solderers, and Brazers	6,970	7,850	1.2
Welding, Soldering, and Brazing Machine Setters	1,520	1,720	1.2
Structural Iron & Steel Workers	1,130	1,210	0.7
Structural Metal Fabricators and Fitters	2,130	2,530	1.7
Sheet Metal Workers	4,280	4,630	0.8
Appraisers and Assessors of Real Estate	1,720	1,970	1.4
Real Estate Brokers	10,680	11,840	1.0
Real Estate Sales Agents	8,990	10,230	1.3
Property, Real Estate & Community Assoc. Manager	4,910	5,180	0.5

Continuing Education			
Automotive Service Technicians and Mechanics	23,380	24,980	0.7
Bus & Truck Mechanics & Diesel Engine Specialists	6,570	6,940	0.6
Healthcare Support Workers, All Other	7,350	8,260	1.2
Home Health Aides	55,560	67,570	2.0
Nursing Aides, Orderlies, and Attendants	47,810	52,710	1.0
Health Technologists and Technicians, All Other	4,680	5,500	1.6
Personal Care and Service Workers, All Other	1,120	1,220	0.9
Emergency Medical Technicians and Paramedics	9,290	12,150	2.7
Police, Fire, & Ambulance Dispatchers	3,510	4,120	1.6
Computer-Controlled Machine Tool Operators	3,730	4,830	2.6

Source: NC Department of Commerce, Occupational Projections

ABOUT OUR EMPLOYEES

LONGEVITY OF MCC EMPLOYEES

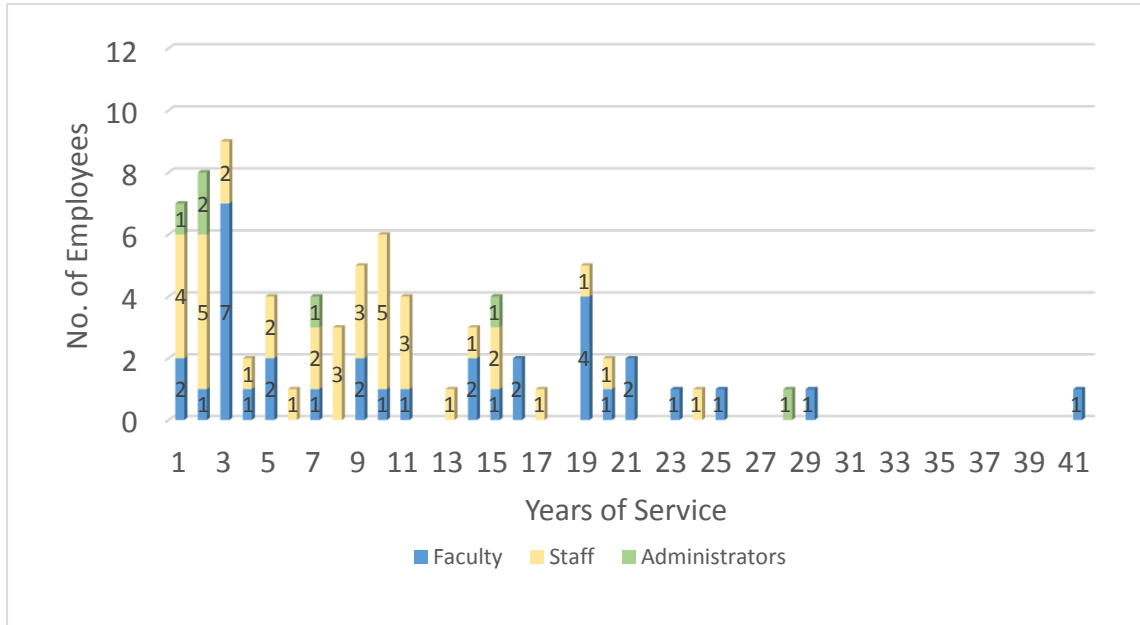
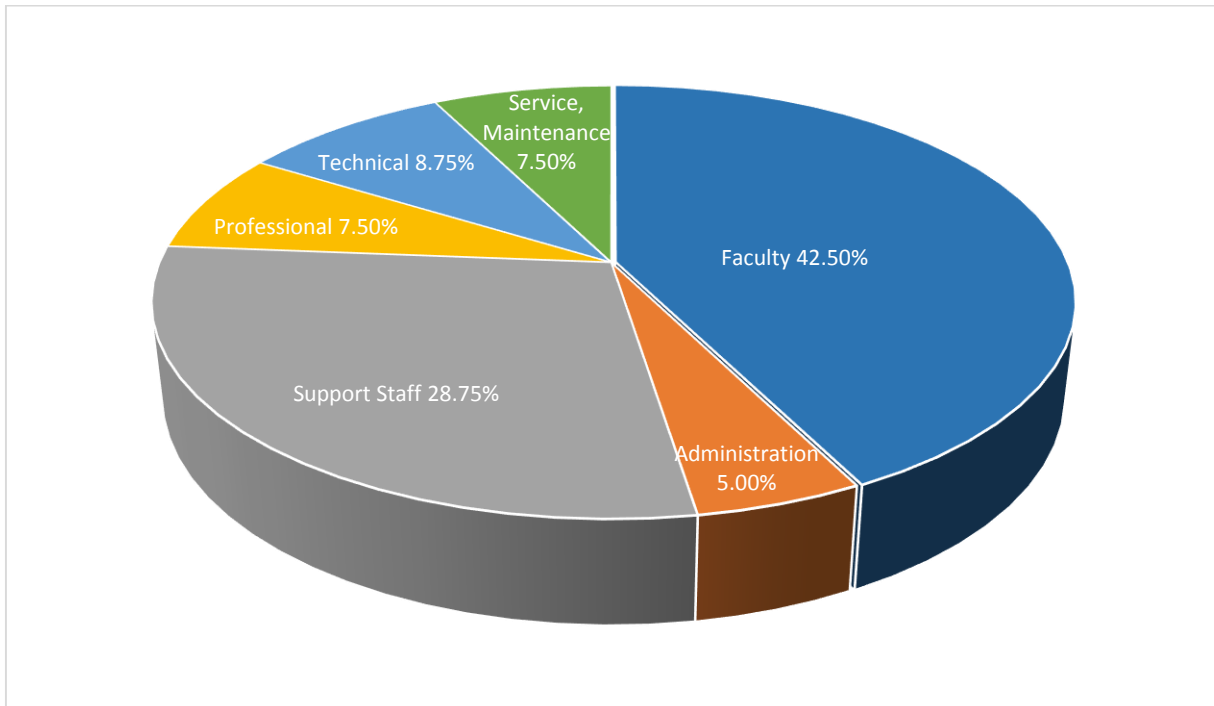


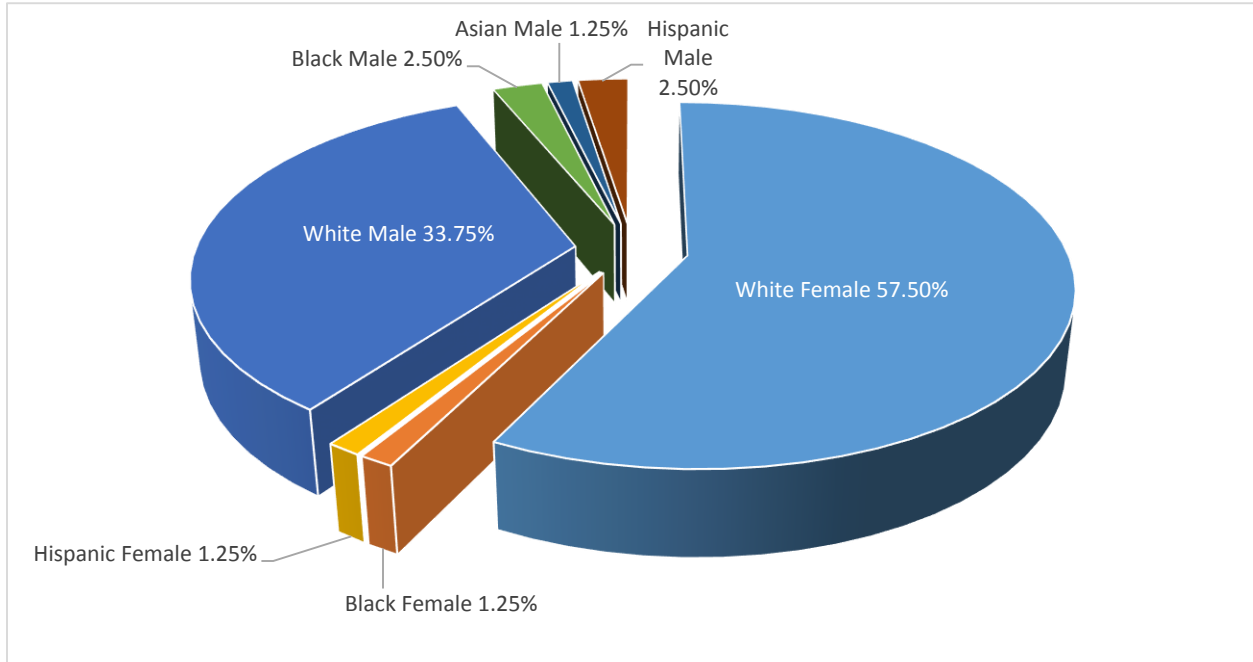
Chart represents employees' total years at MCC; some years are not consecutive
 Source: Data Warehouse

FULL-TIME STAFF BY AREA OF RESPONSIBILITY

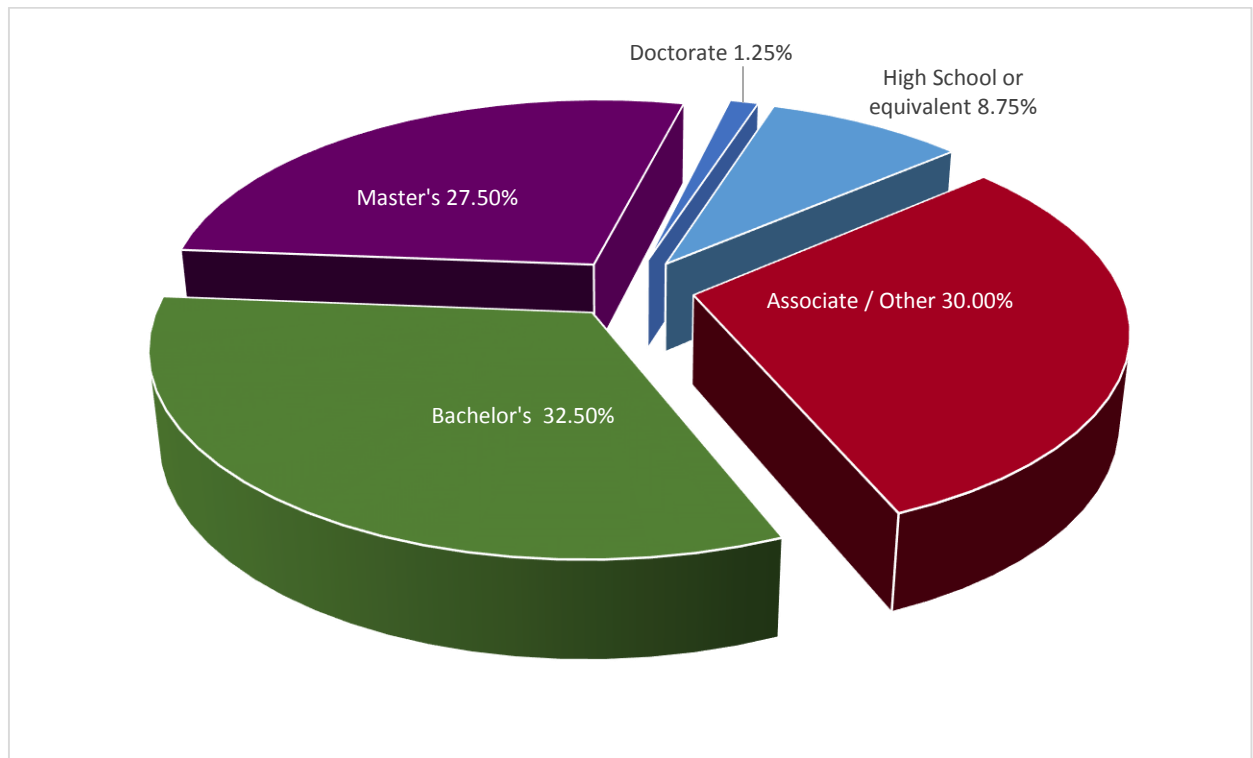


Source: Data Warehouse

FULL-TIME & PERMANENT PART-TIME EMPLOYEES BY RACE/GENDER



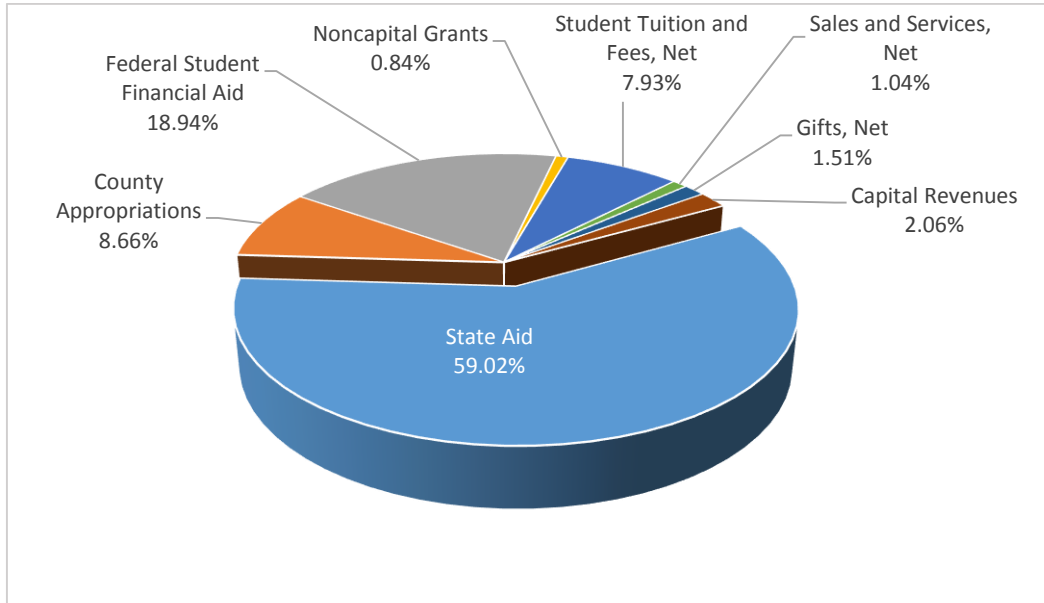
DISTRIBUTION OF DEGREES HELD BY FULL-TIME FACULTY & STAFF



Source: Data Warehouse

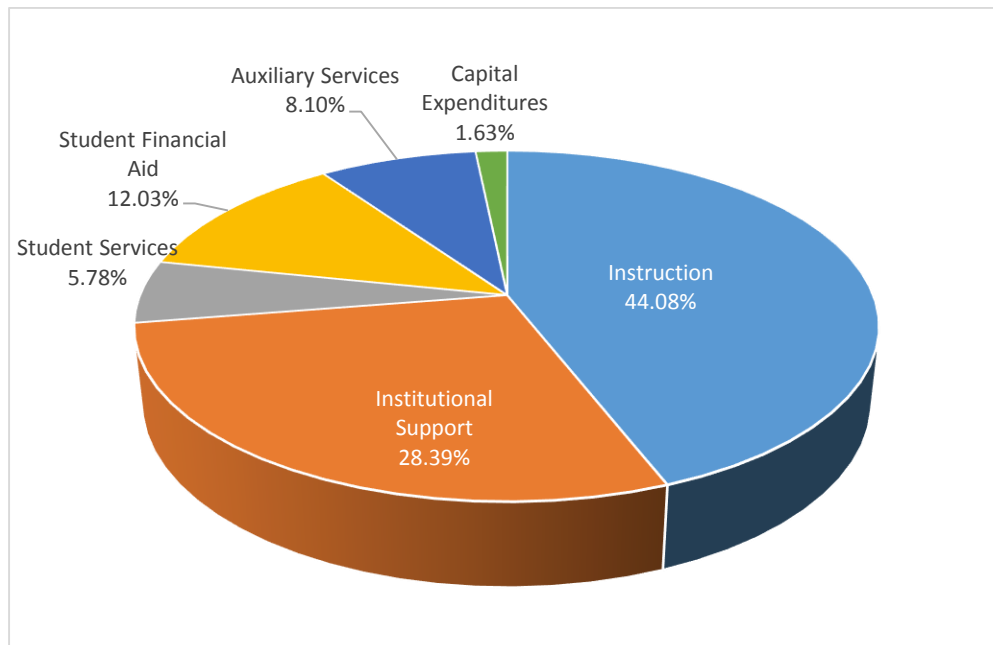
ABOUT OUR FINANCES

REVENUE SOURCES, FISCAL YEAR 2014



Source: VP of Administrative Services

EXPENDITURES, FISCAL YEAR 2014



Source: VP of Administrative Services

ABOUT MONTGOMERY COUNTY

LOCATION:

Geographic Region – Piedmont
Greensboro – 50 miles
Charlotte – 60 miles
Raleigh – 105 miles

Rural
Land Area (sq. mi.) – 491
Elevation – 664 ft.

Largest town and county seat – Troy
Regional Partnership Workforce Development Board
Montgomery County Economic Development Corporation

CLIMATE:

Annual average temperature – 58°F
Average annual high temperature – 65°F
Average annual low temperature – 40°F
Annual average rainfall – 51 inches
Annual average snowfall – 6 inches

TRANSPORTATION:

Highways
Interstate 73/74
NC 24/27
NC 109
NC 134
NC 73

Air
Local Airport: Star
Commercial Airport: Piedmont Triad Airport, Greensboro (55 mi.)

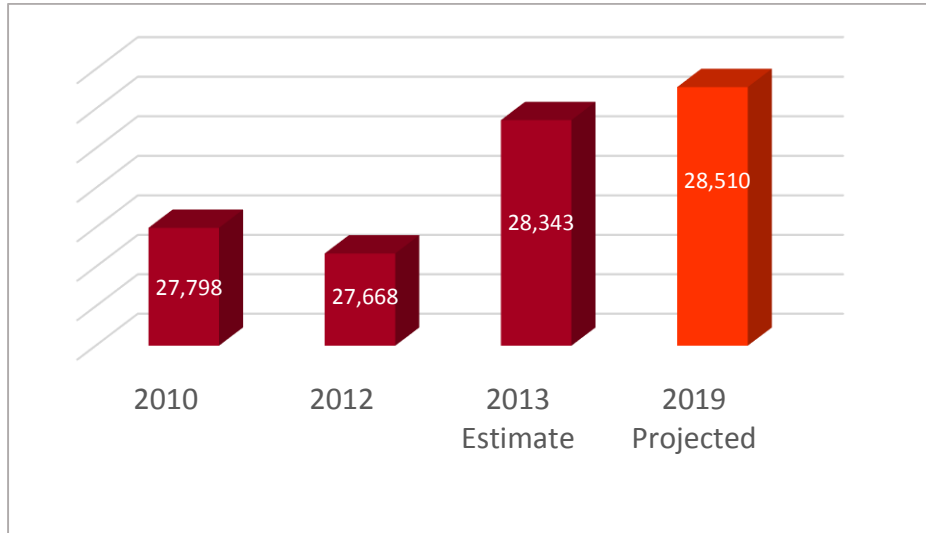
Railroads (freight)
Aberdeen Carolina & Western Railway

Source: Montgomery Economic Development Corporation

POPULATION:

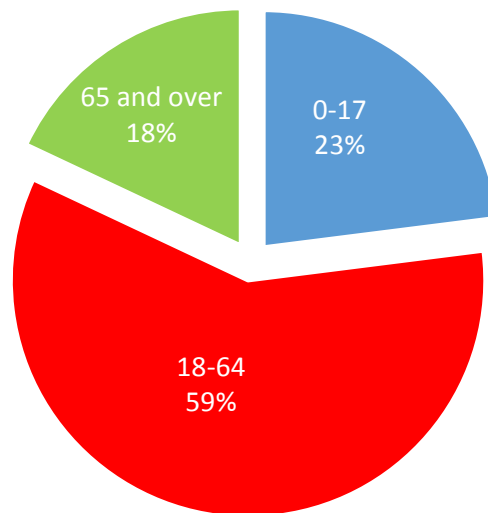
Population 2019 Projected	28,510
Population 2013 Estimated	28,343
Population 2012	27,668
Population 2010	27,798
Population 2008	27,358
Population Density (per sq. mi.)	56.5

COUNTY POPULATION GROWTH



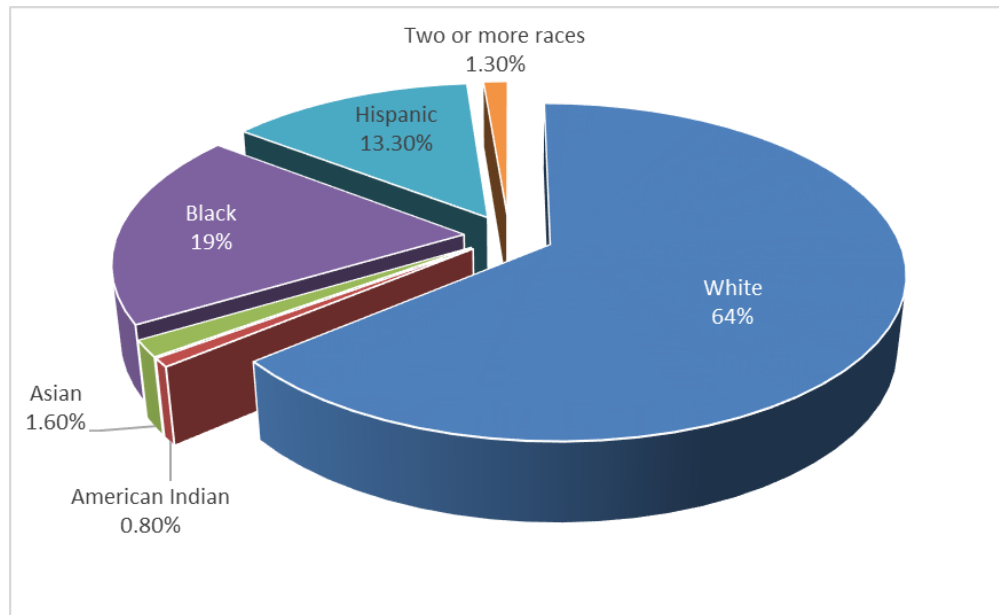
Source: MC Economic Development
& US Census Bureau

AGE DISTRIBUTION OF POPULATION



Source: Quickfacts.census.gov

COUNTY POPULATION BY RACE



Source: Quickfacts.census.gov
2012 data

Other Population Statistics (2008–2012 American Community Survey):

- Percent Born in NC – 75.6%
- Percent Born in another State – 15.1%
- Percent Born outside the U.S. – 8.6%
- Percent English Speakers – 84.5%
- Percent Spanish Speakers – 13.5%
- Median Age – 37.4

INCOME AND POVERTY:

Median Household Income 2008–2012	\$32,798
Per Capita Income 2008–2012	\$18,834
Population in Poverty 2008–2012	7,276
Poverty Rate 2008–2012	26.3%
Child Poverty Rate	38.1%
Elderly Poverty Rate	16.2%
Percent Receiving Food Stamps	20%

HOUSING (NC Rural Economic Development Center):

Home-ownership Rate (2010)	73%
Percent Unaffordable Housing (2006–2010)	30%
Percent Substandard Housing (2006–2010)	14%

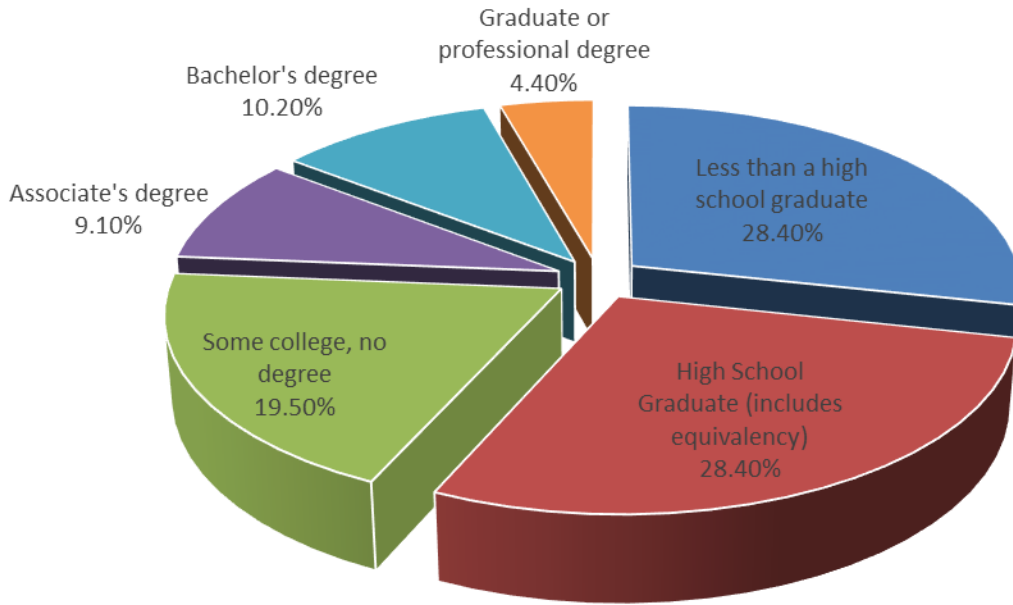
HEALTH:

Physicians Per Population (2010)	5
Percent Uninsured	15.1%
Infant Mortality Rate, per 1,000 live births (2010)	10.3%

EDUCATION:

Graduation Rate	81%
Per Student Expenditures K-12	\$9,017
Average SAT Score	1277

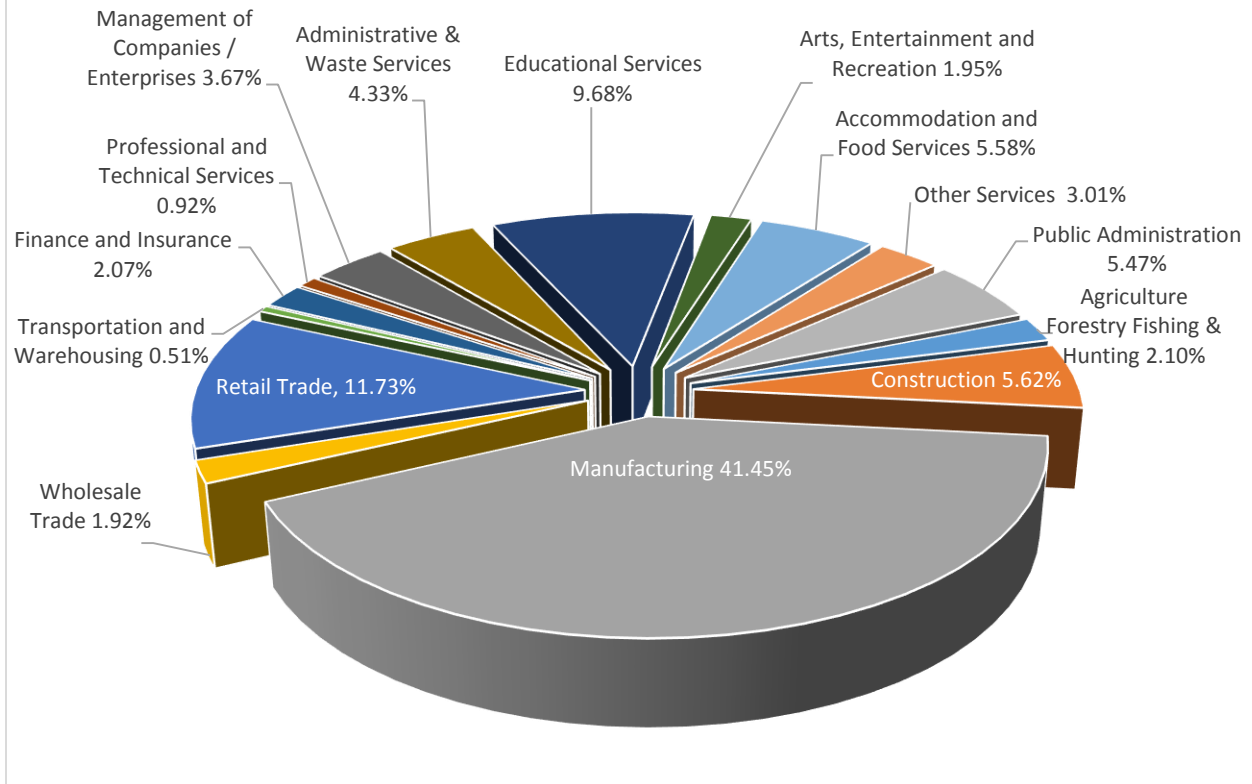
Education Level of Montgomery County Population
(2012 American Community Survey)



LABOR FORCE AND EMPLOYMENT:

Unemployment Rate 2008-2012	8.3%
Percent Working Age Population	55.8%
Average Commute	24.7
Percent Commuting to Another County	32.7%

Working Population: Types of Employment



Source: AccessNC.commerce.state

NATIONAL PROJECTIONS

Selected information from the Bureau of Labor Statistics:
[2012-22 EMPLOYMENT PROJECTIONS \(Dec. 2013\)](#)

Occupations and industries related to healthcare are projected to add the most new jobs between 2012 and 2022. Total employment is projected to increase 10.8 percent, or 15.6 million, during the decade.

In addition to projecting employment for each detailed occupation, BLS depicts the education, related work experience, and on-the-job training typically needed for occupations. Occupations that typically require postsecondary education for entry are expected, on average, to grow faster than occupations that require a high school diploma or less.

Labor Force and the Aggregate Economy

Projections of the labor force and the aggregate economy serve as the basis for employment projections. Slower projected growth in the civilian noninstitutional population and declining labor force participation rates limit growth in the labor force, which in turn limits economic growth.

- The labor force is projected to grow 0.5 percent per year from 2012 to 2022, compared with an annual growth rate of 0.7 percent during the 2002-12 decade. Due to the aging baby-boom generation, workers ages 55 and older are expected to make up over one-quarter of the labor force in 2022.
- Projected declines in the labor force participation rates for both men and women are expected to slow labor force growth. The overall labor force participation rate is projected to decline from 63.7 percent in 2012 to 61.6 percent in 2022, continuing the trend from the past decade.
- Slower labor force growth is expected to limit potential economic growth. Gross domestic product (GDP) is projected to increase by 2.6 percent annually from 2012 to 2022, slower than the 3 percent or higher rate often posted from the mid-1990s through mid-2000s.

Industry Employment

BLS analyzes future demand for different types of goods and services, and then projects the employment necessary to produce them. Most of the 10.8 percent employment growth is projected to be in service-providing industries.

- The health care and social assistance sector is projected to grow at an annual rate of 2.6 percent, adding 5.0 million jobs between 2012 and 2022. This accounts for nearly one-third of the total projected increase in jobs. The growth reflects, in part, the demand for healthcare workers to address the needs of an aging population.
- Employment in the construction sector is projected to grow 2.6 percent annually. This equates to 1.6 million new jobs over the 2012-22 decade, the most among goods-producing sectors and third most among all major industry sectors. Despite expected fast growth, construction sector employment in 2022 is projected to be below the peak level (7.7 million; 2006).

--Five industry sectors are projected to have decreases in employment: manufacturing (-549,500); federal government (-407,500); agriculture, forestry, fishing, and hunting (-223,500); information (-65,200); and utilities (-56,400).

Occupational Employment

Projected industry employment is distributed among occupations based on how industries are expected to use those occupations.

--Of the 30 occupations projected to have the largest percentage increase between 2012 and 2022, 14 are related to healthcare and 5 are related to construction.

--The 30 occupations with the largest projected increase in employment from 2012 to 2022 will account for 7.4 million new jobs, almost half of the total projected employment growth.

--Four major occupational groups are projected to grow more than 20 percent--nearly double the overall growth--from 2012 to 2022: health-care support occupations (28.1 percent), healthcare practitioners and technical occupations (21.5 percent), construction and extraction occupations (21.4 percent), and personal care and service occupations (20.9 percent).

--Every major occupational group except farming, fishing, and forestry occupations is projected to gain jobs between 2012 and 2022.

Education and Training Categories

In addition to projecting employment for each detailed occupation, BLS depicts the education, related work experience, and on-the-job training typically needed for occupations.

--Nineteen of the 30 occupations projected to grow fastest from 2012 to 2022 typically require some form of postsecondary education for entry.

--Two-thirds of the 30 occupations with the largest projected employment increase from 2012 to 2022 typically do not require postsecondary education for entry.

--Occupations typically requiring postsecondary education for entry generally had higher median wages (\$57,770) in 2012 and are projected to grow faster (14.0 percent) between 2012 and 2022 than occupations that typically require a high school diploma or less (\$27,670 and 9.1 percent).

--Occupations that do not typically require postsecondary education are projected to add 8.8 million jobs between 2012 and 2022, accounting for more than half of all new jobs. These occupations employed nearly two-thirds of workers in 2012.

--Occupations that typically require an apprenticeship are projected to grow 22.2 percent from 2012 to 2022, faster than any other on-the-job training assignment.

Replacement needs

Employment growth is not the only source of job openings. BLS also projects job openings resulting from the need to replace workers who retire or otherwise permanently leave an occupation. Job openings due to replacement needs are expected in every occupation, even in those projected to decline in employment.

--Over the 2012-22 decade, 50.6 million total job openings are expected. While growth will lead to many openings, more than two-thirds--67.2 percent--are projected to come from replacement needs.

--In more than 4 out of 5 occupations, openings from replacement needs are projected to exceed openings from growth.

--Nearly two-thirds of all job openings are expected to be in occupations that typically do not require postsecondary education for entry.

--Twenty-two of the 30 occupations with the largest number of projected job openings are classified as not typically requiring postsecondary education.

The Ten Industries with the Largest Wage and Salary Employment Growth, 2012–2022
(In thousands)

Industry Description	Employment		Change	Percent Change
	2012	2022	2012 - 2022	
Construction	5640.9	7263.0	1622.1	28.76%
Offices of health practitioners	3968.0	5193.8	1225.8	30.89%
Employment services	3147.9	3929.6	781.7	24.83%
Nursing and residential care facilities	3193.5	3954.2	760.7	23.82%
Home health care services	1198.6	1914.3	715.7	59.71%
Individual and family services	1311.4	2022.9	711.5	54.25%
Computer systems design and related services	1620.3	2229.0	608.7	37.57%
Outpatient, laboratory, and other ambulatory care services	1151.4	1673.7	522.3	45.36%
Management, scientific, and technical consulting services	1121.1	1577.1	456.0	40.67%
Junior colleges, colleges, universities, and professional schools	1763.2	2196.6	433.4	24.58%

Source: Employment Projections Program, U.S. Department of Labor, U.S. Bureau of Labor Statistics

The Thirty Occupations with the Largest Employment Growth, 2012–2022
(In thousands)

Occupation	Employment		Change	Most significant source of postsecondary education or training
	2012	2022	Percent	
Personal care aides	1,190.6	1,771.4	48.8	Short-term on-the job training
Home health aides	875.1	1,299.3	48.5	Short-term on-the job training
Medical secretaries	525.6	714.9	36.0	Moderate-term on-the-job training
Medical assistants	560.8	723.7	29.0	Moderate-term on-the-job training
Licensed practical and licensed vocational nurses	738.4	921.3	24.8	Associate's degree
Construction laborers	1,071.1	1,331.0	24.3	Short-term on-the job training
Carpenters	901.2	1,119.4	24.2	Long-term on-the-job
Software developers, applications	613.0	752.9	22.8	Bachelor's degree
Nursing assistants	1,479.8	1,792.0	21.1	Postsecondary non-degree award
Registered nurses	2,711.5	3,238.4	19.4	Associate's degree
Management analysts	718.7	852.5	18.6	Bachelor's or higher degree, plus work experience
Cooks, restaurant	1,024.1	1,174.2	14.7	Moderate-term on-the-job training
Combined food preparation and serving workers, including fast food	2,969.3	3,391.2	14.2	Short-term on-the job training
Childcare workers	1,312.7	1,496.8	14.0	Short-term on-the job training

Receptionists and information clerks	1,006.7	1,142.6	13.5	Short-term on-the job training
Secretaries and administrative assistants, except legal, medical, and executive	2,324.4	2,632.3	13.2	Short-term on-the job training
Accountants and auditors	1,275.4	1,442.2	13.1	Bachelor's degree
Maids and housekeeping cleaners	1,434.6	1,618.0	12.8	Short-term on-the job training
Customer service representatives	2,362.8	2,661.4	12.6	Moderate-term on-the-job training
General and operations managers	1,972.7	2,216.8	12.4	Bachelor's degree
Landscaping and groundskeeping workers	1,124.9	1,264.0	12.4	Short-term on-the job training
Elementary school teachers, except special education	1,361.2	1,529.1	12.3	Bachelor's degree
Janitors and cleaners, except maids and housekeeping cleaners	2,324.0	2,604.0	12.1	Short-term on-the job training
First-line supervisors of office and administrative support workers	1,418.1	1,589.6	12.1	Moderate-term on-the-job training
Bookkeeping, accounting, and auditing clerks	1,799.8	2,004.5	11.4	Moderate-term on-the-job training
Heavy and tractor-trailer truck drivers	1,701.5	1,894.1	11.3	Moderate-term on-the-job training
Laborers and freight, stock, and material movers, hand	2,197.3	2,439.2	11.0	Short-term on-the job training
Retail salespersons	4,447.0	4,881.7	9.8	Short-term on-the job training
Sales representatives, wholesale and manufacturing, except technical and scientific products	1,480.7	1,612.8	8.9	Moderate-term on-the-job training
Office clerks, general	2,983.5	3,167.6	6.2	Short-term on-the job training

Source: Employment Projections program, U.S. Department of Labor, U.S. Bureau of Labor Statistics

The Thirty Fastest-Growing Occupations, 2012-2022
(In thousands)

Occupation	Employment		Percent Change	Most significant source of postsecondary education or training
	2012	2022		
Industrial-organizational psychologists	1.6	2.5	53.4	Master's degree
Personal care aides	1,190.6	1,771.4	48.8	Short-term on-the-job training
Home health aides	875.1	1,299.3	48.5	Short-term on-the-job training
Insulation workers, mechanical	28.9	42.4	46.7	Apprenticeship
Interpreters and translators	63.6	92.9	46.1	Bachelor's degree
Diagnostic medical sonographers	58.8	85.9	46.0	Associate's degree
Helpers--brickmasons, blockmasons, stonemasons, and tile and marble setters	24.4	34.9	43.0	Short-term on-the-job training
Occupational therapy assistants	30.3	43.2	42.6	Associate's degree

Genetic counselors	2.1	3.0	41.2	Master's degree
Physical therapist assistants	71.4	100.7	41.0	Associate degree
Physical therapist aides	50.0	70.1	40.1	Short-term on-the-job training
Skincare specialists	44.4	62.0	39.8	Postsecondary vocational award
Physician assistants	86.7	120.0	38.4	Master's degree
Segmental pavers	1.8	2.4	38.1	Moderate-term on-the-job training
Helpers--electricians	60.8	83.3	36.9	Short-term on-the-job training
Information security analysts	75.1	102.5	36.5	Bachelor's degree
Occupational therapy aides	8.4	11.4	36.2	Short-term on-the-job training
Health specialties teachers, postsecondary	190.0	258.6	36.1	Doctoral or professional degree
Medical secretaries	525.6	714.9	36.0	Moderate-term on-the-job training
Physical therapists	204.2	277.7	36.0	Doctoral or professional degree
Orthotists and prosthetists	8.5	11.5	35.5	Master's degree
Brickmasons and blockmasons	71.0	96.2	35.5	Apprenticeship
Nursing instructors and teachers, postsecondary	67.8	91.8	35.4	Master's degree
Nurse practitioners	110.2	147.3	33.7	Master's degree
Audiologists	13.0	17.3	33.6	Doctoral or professional degree
Dental hygienists	192.8	256.9	33.3	Associate's degree
Meeting, convention, and event planners	94.2	125.4	33.2	Bachelor's degree
Therapists, all other	28.8	37.9	31.7	Bachelor's degree
Market research analysts and marketing specialists	415.7	547.2	31.6	Bachelor's degree
Substance abuse and behavioral disorder counselors	89.6	117.7	31.4	Bachelor's degree

Source: Employment Projections program, U.S. Department of Labor, U.S. Bureau of Labor Statistics

GLOSSARY

Academic Semester — A sixteen-week period during which credit classes are offered.

Academic Year — The academic year includes fall and spring semesters as well as an eleven-week summer term.

Accreditation — A formal means of recognizing an institution for maintaining standards that qualify the graduates for admission to higher institutions or for professional practice. Accrediting agencies are responsible for establishing the standards and evaluating the schools' compliance with them (e.g. Southern Association of Colleges and Schools, American Dental Association, Engineering).

Accountability — The acceptance of personal responsibility for the achievement of predetermined measurable objectives.

Adult Basic Education (ABE) — A program of basic skills for adults, 16 years of age or older and out of school, who function at less than a high school level.

Adult Education — Programs that provide opportunities for adults and out-of-school youth to further their education.

Affirmative Action — The planned, aggressive, coherent, management program to provide for equal employment opportunity. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program, it requires periodic evaluation.

Appropriation — The act by which the legislature provides the state dollars for the operation of an institution. Funds are appropriated to the State Board of Community Colleges to be distributed to the institutions.

Associate in Applied Science Programs (AAS) — These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

Base Budget — Appropriations made by the Legislature to fund the current level of operation.

Capital Outlay — Capital outlay expenditures are those that result in the acquisition of fixed assets or additions to fixed assets (i.e. expenditures for land, buildings, or equipment).

Categorical Funds (restricted) — Funds from a federal, state, local, or private source that are restricted to expenditures in a particular category or program.

Certificate Programs — These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

Certification — A voluntary form of recognition for knowledge and skill in a particular profession.

Clock Hour — One hour of instruction given one student. Class periods from 50–60 minutes may be counted as one clock hour depending on the type of instruction delivered.

College Transfer Programs — These programs are offered through the Associate in Arts (AA), Associate in Fine Arts (AFA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

Compensatory Education — A special state-funded educational program for mentally retarded adults (over 17 years of age).

Competency-Based Instruction — Instruction based on measurable student performance outcomes consistent with the skills and knowledge needed by entry-level employees in a particular field.

Cooperative Skills Training — A training program specifically designed to provide customized training for existing industry. This training can be provided on campus or at the industrial site.

Credit Hour — An instructional unit used for recognition of the amount of credit a student earns for a given course. Example: Semester Credit Hour—A student who spends one classroom hour per week in a class for sixteen weeks earns one semester hour credit.

Current Expense — Funds used for the general operation of the institution to include salaries, benefits, and other instructional costs.

Curriculum Programs — A term used to describe a wide variety of planned educational programs which range in length from one semester to two years. These programs lead to certificates, diplomas or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied

Science, Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education programs.

Developmental Education — A program providing specialized credit courses for students who need to improve their basic skill in order to perform at the level required for admission to degree and diploma programs. Usually these courses are in reading, writing, and mathematics.

Diploma Programs — These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

English as a Second Language (ESL) — A program of instruction to help adults with limited or no English language proficiency.

Expansion Budget — Additional funds from the legislature to increase the quantity or quality of services rendered.

Fiscal Year — The twelve-month period upon which the institution's budget is based, July 1–June 30.

Full-Time Equivalent (FTE) — One full-time equivalent (FTE) student represents 16 student membership hours per week for 16 weeks or 256 student membership hours for each semester enrolled.

- **Annual Curriculum FTE** — The total of fall and spring FTE.
- **Annual Extension FTE** — The total of spring, summer and fall sequenced periods FTE.
- **Budget Full-Time Equivalent (B/FTE)** — Used to prepare the operating budget and to provide for an equitable distribution of the operating funds allocated by the State Board to the institutions.
- **Equipment Full-Time Equivalent (E/FTE)** — Used to prepare the equipment budget and to provide for an equitable distribution of the equipment funds allocated by the State Board to the institutions.
- **Library Full-Time Equivalent (L/FTE)** — Used to prepare the library budget to provide for an equitable distribution of library funds allocated for the purchase of library books and audiovisual materials.
- **Credit Hour Full-Time Equivalent (H/FTE)** — Used in furnishing data to the North Carolina Commission on Higher Education Facilities and the University of North Carolina.
- **Construction Full-Time Equivalent (C/FTE)** — Used to determine priorities and institutional eligibility for federal and state construction funds for the institutions.

Full-Time Students — A student is considered full time if he/she carries 12 or more semester credit hours of classes.

General Educational Development (GED) — A high school equivalency program enabling adults to take the General Education Development Tests to determine if they are at the 12th grade completion level of English, social studies, science, reading, and math. Individuals achieving the required scores on the GED are awarded the High School Equivalency Diploma. The program is open to individuals 18 years or older.

General Education Programs — These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64–65 semester hour credits leads to an associate in general education degree (AGE).

Human Resource Development (HRD) — A program with prevocational training and counseling for chronically unemployed adults.

Non-Credit (Extension) Courses — Courses for professional training, upgrading or general interest.

Occupational Education — Any type of instruction or training (credit or non-credit) that prepares one to enter an occupation.

Other Costs — A term used to describe current instructional and operating instructional support costs excluding personnel and the associated fringe benefits. The term is used for supplies, travel, postage, etc.

Pell Grants — Needs-based federally funded grants.

Transitional — Programs that do not lead to a formal award. They include special credit, Huskins Bill, high school, and dual enrolled high school programs.

Unduplicated Headcount — The total number of students (both full-time and part-time) enrolled in all courses during a year. Each student is counted only once during the year regardless of the number of classes he/she takes or the number of semesters for which he/she registers.

Source: A Matter of Facts, NC Community College Fact Book, 2008