



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, October 12, 2016 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

Board Presentation – Amy Friery, Department Chair Human Services

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

Standing Committees

- * **Budget & Finance Committee**
 - September Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**
 - August Foundation Fund Statements – **Appendix D**
 - Grants Update – **Appendix E**
 - Foundation Update – **Lynn Epps**

- * **Building & Grounds Committee**
 - Facilities Report – **Appendix G**
 - Approval of NCCCS 3-1 – Renovations for Center for Workforce Development – **Appendix H – Action**

- * **Personnel Committee**
 - Notice of Resignation – **Appendix J**

Revised Board Policies – Second Reading – Action

220.00 College Committees – **Appendix K**

410.00 Special Events Facilities Usage – **Appendix L**

713.00 Electronic Mail Policy – **Appendix M**

324.00 Sexual Offense/Harassment Policy – **Appendix N**

Revised Board Policies – First Reading

673.00 Articles of Student Conduct – **Appendix O**

318.00 Secondary Employment – **Appendix P**

Christmas Break – **Appendix P-1 – Action**

- * **Curriculum/Student Services Committee**
 - Update from Instruction – **Appendix R**
 - Update from Vice President of Student Services - **Appendix S**
 - Update from Dean of Continuing Education – **Appendix T**
 - New Curriculum Program Approval – Associate in Fine Arts, Music – **Appendix U – Action**

- * **Legislative/Public Relations Committee**
 - Legislative Update – Dr. Chad Bledsoe – **Appendix V**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix W**

- * **Institutional Status Committee**
 - 2016-2017 IE Plan – Information Only
 - (The document can be accessed online at:
www.montgomery.edu/images/pdf/ieplan_16-17.pdf)

- * **SGA Report - Appendix X**

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

- * **Chairman’s Report - Claudia Bulhuis**
 - Calendar of Events – **Appendix Z**

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, September 14, 2016

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:10 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Sharon Cupples
Susan Eggleston

Absent

Andrea Marshall

George Gilbreath
Anna Hollers
Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Katie Davis, Student Ambassador; Rebecca Nelson, Student Ambassador; Josh Floyd, Coordinator of Heritage Crafts; Dylan Hurley, Forestry Instructor; Mark Dye, Gunsmithing Instructor; Heather Seawell, Early College Principal; Allison Burns, Coordinator of Nurse Aide; Mary Anderson; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Katie Davis, Student Ambassador; Rebecca Nelson, Student Ambassador; Josh Floyd, Coordinator of Heritage Crafts; Dylan Hurley, Forestry Instructor; Mark Dye, Gunsmithing Instructor; Heather Seawell, Early College Principal; Allison Burns, Coordinator of Nurse Aide; and Mary Anderson

Mrs. Smith introduced Katie Davis and Rebecca Nelson, two of the 2016-2017 Student Ambassadors.

Dr. Bledsoe introduced Dr. Heather Seawell, Early College Principal.

Approval of the Agenda - Action

Mrs. Bulthuis noted two changes to the Board Agenda. There will be special recognition and Board Policy 673.00 Articles of Student Conduct will not be discussed at the meeting evening.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the September 14, 2016 meeting with the noted changes. The motion carried.

Board of Ethics

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

Mrs. Bulthuis introduced George Gilbreath, newly appointed trustee.

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

Mrs. Bulthuis administered the Oath of Office to Paula Covington, reappointed by the Montgomery County Board of Education and George Gilbreath, newly appointed by the Governor.

Board Presentation – Mark Dye, Director of Gunsmithing

The September Board presentation was given by Mark Dye, Director of Gunsmithing.

Approval of August Committee and Board Meeting Minutes – Appendix A

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

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Anna Hollers, Chairman

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

- The committee reviewed the August Local, State, and Institutional Funds Financial Reports. The committee approved and Mrs. Hollers made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the DCCC 2-1, 2016-2017 State and Local Budgets. The committee approved and Mrs. Hollers made a motion to approve the report. Coming from committee, this required no second. The motion carried.
- The committee received information from Dr. Bledsoe regarding the salary increases for employees.

- The committee received information regarding the state allotment for a salary increase for Presidents. The committee approved and Mrs. Hollers made a motion to approve a salary increase for Dr. Bledsoe in line with all other employee raises. Coming from committee, this required no second. The motion carried.
- The committee received information regarding the Fair Labor Standards Act Update, July Foundation Fund Statement, grants and the Starry, Starry, Night Foundation Raffle.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed reports regarding Facilities.
- The committee received the Campus Security Report. The committee approved and Mr. Knowles made a motion to approve the Campus Security Report as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update from Dr. Bledsoe regarding the Connect NC Bond Funds and the Request for Property Transfer from the Montgomery County Board of Commissioners.
- The committee reviewed the Forms 3-1 to replace the roof and HVAC for Building 200. The committee approved and Mr. Knowles made a motion to approve the NCCCS 3-1 to replace the roof and HVAC for Building 200. Coming from committee, this required no second. The motion carried.
- The committee reviewed preliminary architectural designs for the Bell and the renovations to the student union.
- The committee approved and Mr. Knowles made a motion to approve the Student Union and Continuing Education renovations and architectural fees be approved. Coming from committee, this required no second. The motion carried.

Personnel Committee – Gelynda Capel, Chairman

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

- Mrs. Capel introduced Josh Floyd, Coordinator of Heritage Crafts; Dylan Hurley, Forestry Instructor; and Allison Burns, Nurse Aide Coordinator.
- The personnel committee received a notice of resignation from Abraham Encinas-Torres, ESL Coordinator.
- The Board reviewed the following policies for a first reading, 220.00 College Committees, 410.00 Special Events Facilities Usage, 713.00 Electronic Mail Policy, 324.00 Sexual Offense/Harassment Policy.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

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

- The committee heard a reports from Instruction, Student Services and Continuing Education.
- The committee reviewed revisions to the 2016-2017 Student Fee Chart. The committee approved and Mr. Kincaid made a motion to approve the 2016-2017 Student Fee Chart Revisions.

Legislative/Public Relations Committee – Paula Covington, Acting Chairman

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

- Dr. Bledsoe reported that the new system President, Dr. Jimmy Williamson, is keeping in contact with legislators.
- Mrs. Haywood gave an update on Public Relations/Marketing, as seen in Appendix AA.
- Mrs. Haywood gave an update on plans for the 50th anniversary. She will start a 50th anniversary Facebook page for people to share their memories of MCC. The historical book will recognize 50 trailblazers of MCC. There will be a 50th anniversary open house in conjunction with the Montgomery County Schools Back to School Bash on Thursday, August 10 beginning at 5:30 p.m. A 50th Birthday party will be September 7. The 50th Anniversary Gala will be Friday, September 22, 2017. Each event is being planned by a different committee.
- Mrs. Bulthuis presented an idea for 50 for 50 presentations. She asked the Board of Trustees to recognize 50 people who have been influential in the establishment of MCC. Mr. Kincaid made a motion, seconded by Mr. Knowles, to approve a 50 for 50 recognitions for the Board of Trustees. The motion carried.

Institutional Status Committee – Johnny McKinnon, Chairman

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

- Dr. Bledsoe reported that annually there is an employee survey. Last year the results of the survey lead to improvements in the areas of employee orientation, website, professional development and technology updates. This year the results of the survey will focus on Registration and Advising, Telephone and Network updrages and the Small Business Center. It was noted that the college has already began the working on ways to improve in these areas.
- Mrs. Holton presented Appendix AB, the Strategic Plan Activities. She noted that these are activities that have been accomplished over the past year in support of the Strategic Plan.

SGA Report – Appendix AC – Adam D. Sexton

The Student Government Association report is attached as Appendix AC.

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

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

- As Mrs. Haywood mentioned, there were radio announcements, promoting the college during high school football game announcements.
- Dr. Bledsoe lead campus tours for the ACA class.
- Dr. Bledsoe invited candidates for office to take a tour of campus and he was able to give a tour to Wayne Wooten and Cathy Dunn.
- The College celebrated the 49th birthday on September 7.
- NCACCT Fall Conference was held September 7-9, he noted that this conference is an excellent opportunity to meet with college presidents and trustees.
- The County is in the final phases of the USDA Loan application.
- The County has developed a committee including Mr. Absher and Dr. Bledsoe to oversee the goals and financial feasibility of the Central High School Project. Dr. Bledsoe gave an update from a recent meeting of this committee.
- The College is still having trouble getting in touch with contacts at CenturyLink regarding the pricing for the Voice Over IP system.
- Dr. Bledsoe asked the Trustees too look at the new wooden sign template at the front of campus.

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

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

- Mrs. Bulthuis gave an update from the NCACCT Legislative Seminar. Mrs. Eggleston encouraged all trustees to attend these seminars
- Mrs. Bulthuis and Dr. Bledsoe attended a regional meeting with Dr. Jimmy Williamson, new system president.
- MCC Foundation Raffle will be September 23, 2016.
- Veterans Day Celebration will be November 11.
- Graduation will be May 10, 2017.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 8:14 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, September 14, 2016 at 5:33 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Paula Covington
George Gilbreath
Johnny McKinnon
Adam Sexton,
SGA President

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

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

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

Approval of August Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of August 31, 2016, County fund expenditures were \$122,934, 16% of the budget.
- There were \$128,907 available for Capital Expenditures before the adjustment for previous Pinnacle Architects expenses.
- Dr. Bledsoe reported that at the last meeting there was discussion regarding the college being charged \$22,050 for architectural fees, the amount was in excess of what was expected. Following a conversation with County Manager, Matthew Woodard, he noted that these funds were in error and should be coming from the five cent property tax fund. There will be a full report presented to the County Commissioners regarding what these

funds were used for at the next County Commissioners meeting. The county is being charged a total of \$97,675 for architectural fees for a wide range of services.

- The State budget has been posted at \$7,026,566. As of August 31, 2016, State fund expenditures were \$1,007,522, 14% of the budget. Longevity will be requested and funded sometime before December.
- As of August 31, 2016, the Institutional Fund balance was \$639,197
- As of August 31, 2016, the balance in the STIF account was \$186,950.
- The college received an additional \$30,000 in Perkins Funding to be spent September 2016.

On a motion by Mr. Knowles, seconded by Mr. Kincaid, the August Local, State and Institutional Funds Financial Reports were approved. The motion carried.

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

Mrs. McBride presented Appendix D, the DCCC 2-1, 2016-2017 State and Local Budgets. The total State Budget is \$7,028,566, County \$750,800, Institutional \$1,614,832 for a total of \$9,394,198.

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the DCCC 2-1, 2016-2017 State and Local Budgets. The motion carried.

Employee Salary Increases – Dr. Chad Bledsoe

Dr. Bledsoe reported that funds were received to give a 1.5% salary raise to all full time and permanent part time employees retroactive to July 1 for those presently employed at MCC as of June 30 and still employed on September 1. This will be reflected in the September payroll. Those same employees with a fire date as of September 1, 2016 will receive a 1.5% bonus of their annualized salary in their October payroll. It was noted that in addition to these funds there were additional funds provided for salary increases, this was given on a merit basis to employees.

Dr. Bledsoe noted that there were salary adjustments made to keep employees in line with the salary scale. He noted that the salary scale is one set by Montgomery Community College but is in line with other colleges.

Presidents Salary Increase – Jeanette McBride – Action

Mrs. McBride reported that in the 2016-2017 State Aid Allocations and Budget Policies provided by the State Board of Community College is a 1.5% increase in President's state salaries. In addition to the State salary increases, Presidents are authorized but not mandated to receive a compensation bonus equivalent to 1.5% of their annual salary. These increases are included in the 2016-2017 budget.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the salary increase for Dr. Bledsoe in line with the employee increase of 1.5% raise and 1.5% bonus. During discussion, it

was noted that this salary allotment is mandated by the state and the local board cannot make any additional adjustments to the state salary. In the past the President received a salary supplement from the county, currently that is not available to the college. Mrs. Bulthuis noted that this could be discussed with the county at a later date if the Board wished. The motion carried.

Fair Labor Standards Act Update

Mrs. McBride reported that effective December 1, 2016 the salary threshold considering an employee exempt has been raised from \$23,660 annually to \$47,476 annually. All employees not meeting the threshold must be informed on or before November 1, 2016. This applies to all employees other than exemptions mandated for higher education. These include any employees whose primary position is teaching, instructing, lecturing or counseling. Any employees not meeting these criteria will transition to maintaining time sheets beginning on December 1, 2016. MCC will have the option of offering comp time at a rate of time and a half in lieu of paying over time wages. Direct supervisors will be given the accountability to ensure that employees are not working over the allotted 40-hour work week.

July Foundation Fund Statement – Appendix E

Mrs. Epps presented Appendix E, the July Foundation Fund Statement.

Grants Update – Appendix F

Mrs. Epps presented Appendix E, the Grants Update. The college is pursuing a grant for \$5,000 with The NC Problem Gambling Program to use for outreach in the college community.

The college recently received the Minority Male Mentoring grant which is \$17,234 per year for the next three years.

Foundation Update – Lynn Epps

Mrs. Epps reported that she awarded 70 scholarships in the amount of \$61,000 at the Awards Ceremony on August 8. So far this semester, the Foundation has paid \$4,800 in Continuing Education Scholarships.

The Starry, Starry Night raffle we have reached the \$5,000 goal in sponsorships. The goal is to have something for everyone in silent auction. Phyllis Parsons and Jane Van Sinderen have been the top sellers for tickets.

There being no further business, the meeting adjourned at 6:00 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:00 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Anna Hollers
Johnny McKinnon
Adam Sexton,
SGA President

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

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

Mr. Knowles acknowledged all of the hard work that Sam Martin, former trustee and Chair of the Building and Grounds Committee, did on behalf of the college and the Board of Trustees.

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

Approval of August Committee Minutes – Appendix F – Action

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the August Committee minutes. The motion carried.

Facilities Report – Appendix H

Mrs. McBride presented Appendix H, the facilities report.

Campus Security Report – Appendix I – Action

Mrs. McBride reported that in accordance with the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013, MCC publishes a Campus Security Report in October of each year.

It was noted that there was no criminal activity that had to be disclosed in the report.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the Campus Security Report. The motion carried.

NC Connect Bond Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that bond receipts are coming in and we can begin requesting funds for construction. He noted that first requests will be for a new roof and HVAC system for Building 200 and the renovations for the Student Union into a Continuing Education Building. He noted that part of the original plan included a metal building to house industrial classrooms and maintenance storage and would like to move this project up on the list of upcoming projects.

Request for Property Transfer – Appendix I-1

Last year, the college sent a letter requesting the property associated with Building 200 be transferred from the Montgomery County Commissioners to the Montgomery Community College Board of Trustees. At that time, the request was denied due to the possibility of an additional loan being needed for campus expansion. Appendix I-1, is a revised letter to the County Commissioners referencing the need for the property to be in the name of the Board of Trustees prior to bond funds being used on construction projects on campus.

Approval of NCCCS 3-1 – Building 200 Roof – Appendix J – Action

Mrs. McBride presented Appendix J, the 3-1 for the Building 200 Roof replacement.

Approval of NCCCS 3-1 – Building 200 HVAC – Appendix K – Action

Mrs. McBride presented Appendix K, the 3-1 for Building 200 HVAC replacement. The estimated cost is between \$850,000 and \$1,000,000. This system comes with a 25 year manufactures warranty and a two year workmanship warranty. All companies are eligible to bid

Mrs. Eggleston made a motion, seconded by Mr. Gilbreath, to approve the NCCCS 3-1 for the replacement of the roof and the HVAC of Building 200. The motion carried.

Bell Design – Dr. Chad Bledsoe

Dr. Bledsoe presented conceptual designs for the bell setting. Initial cost estimates would be between \$5,000-\$6,000 for a basic installation. Pinnacle Architecture is completing this work for the bell pro bono.

Student Union/Continuing Education Renovations – Appendix K-1

Dr. Bledsoe presented Appendix K-1, the architectural renderings and fees for the conversion the Student Union to the Continuing Education/Workforce Development suite. The suite will include

the Continuing Education offices, Small Business Center and the NC Works Center. The Student Union would be moved to another area on campus.

At this point, the students have not been involved in this transition.

Mr. Sexton noted that from his experience that the student union has not been utilized to the fullest.

Mr. Kincaid made a motion, seconded by Mrs. Bulhuis, discussion included Mrs. Eggleston recommended moving forward to the extent of getting the students involved in the decision. The motion carried.

Dr. Bledsoe will meet with Mr. Sexton to discuss the new student space on campus.

There being no further business, the meeting adjourned at 6:31 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:31 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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

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

Mrs. Capel reported that Appendix U, 673.00 Articles of Student Conduct, will be tabled for this month.

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

Approval of August Committee Minutes – Appendix L – Action

Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the August Committee Minutes. The motion carried.

Introduction of New Employees

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

Notice of Resignation – Appendix P

Mrs. Capel presented Appendix P, the notice of resignation of Abraham Encinas-Torres, ESL Instructor.

Revised Board Policies – First Reading

220.00 College Committees – Appendix Q

Dr. Bledsoe presented revisions to Appendix Q, 220.00 College Committees. He noted that all teams are now being referred to as committees. Several committees have been combined.

Mrs. Bulthuis noted that there are some still referred to as teams instead of committees. Dr. Bledsoe noted that this will be revised.

410.00 Special Events Facility Usage – Appendix R

Dr. Bledsoe reported that the following policy revisions are related to the recommended revisions from the Alliance for Defending Freedom organization. The college contracted with Campbell Shatley Attorneys in Asheville, NC regarding these revisions and the policies being revised reflect the recommendations received from Campbell Shatley Attorneys.

Dr. Bledsoe presented revisions to Appendix R, 410.00 Special Events Facility Usage.

713.00 Electronic Mail Policy – Appendix S

Dr. Bledsoe presented revisions to Appendix S, 713.00 Electronic Mail Policy.

324.00 Sexual Offense/Harassment Policy – Appendix T

Dr. Bledsoe presented revisions to Appendix T, 324.00 Sexual Offense/Harassment Policy.

Mrs. Bulthuis recommended removing the first sentence of policy referencing moral judgement. Dr. Bledsoe will contact Campbell Shatley Attorneys to confirm this statement isn't required for any legal reason.

673.00 Articles of Student Conduct – Appendix U

Board Policy 673.00 Articles of Student Conduct has been tabled until the next meeting.

There being no further business, the meeting adjourned at 6:38 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:38 p.m. in the College Boardroom.

Present

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

Absent

Andrea Marshall, Vice Chairman

Others Present

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

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

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

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

Mr. Kincaid welcomed George Gilbreath to the committee.

Approval of August Committee Minutes – Appendix V – Action

Mr. Absher made a motion, seconded by Mrs. Bulthuis, to approve the August Committee minutes. The motion carried.

Update from Instruction – Appendix W

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

Update from Vice President of Student Services – Appendix X

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

Update from Dean of Continuing Education – Appendix Y

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

2016-2017 Student Fee Chart Revisions – Appendix Z

Mr. Thill presented Appendix Z, the 2016-2017 Student Fee Chart Revisions. He noted that the only change is a fee to cover any fees the students may incur while in the Continuing Education Taxidermy class.

Mrs. Bulhuis made a motion, seconded by Mr. Absher, to approve the 2016-2017 Student Fee Chart Revisions. The motion carried.

There being no further business, the meeting adjourned at 6:50 p.m. The motion carried.

Attachment E

**Legislative/Public Relations Committee
Minutes**

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

Attachment F

**Institutional Status Committee
Minutes**

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

**Budget & Finance Committee
Wednesday, October 12, 2016
5:30 p.m.**

Committee Members

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

Agenda Items

- ❖ Call to Order - Anna Hollers, Chairman**
- ❖ Approval of September Committee Minutes – Appendix B – Action**
- ❖ September Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ August Foundation Fund Statements – Appendix D**
- ❖ Grants Update – Appendix E**
- ❖ Foundation Update – Lynn Epps**
- ❖ New Business**
- ❖ Adjourn**

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 5:33 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Paula Covington
George Gilbreath
Johnny McKinnon
Adam Sexton,
SGA President

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

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

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

Approval of August Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of August 31, 2016, County fund expenditures were \$122,934, 16% of the budget.
- There were \$128,907 available for Capital Expenditures before the adjustment for previous Pinnacle Architects expenses.
- Dr. Bledsoe reported that at the last meeting there was discussion regarding the college being charged \$22,050 for architectural fees, the amount was in excess of what was expected. Following a conversation with County Manager, Matthew Woodard, he noted that these funds were in error and should be coming from the five cent property tax fund. There will be a full report presented to the County Commissioners regarding what these

funds were used for at the next County Commissioners meeting. The county is being charged a total of \$97,675 for architectural fees for a wide range of services.

- The State budget has been posted at \$7,026,566. As of August 31, 2016, State fund expenditures were \$1,007,522, 14% of the budget. Longevity will be requested and funded sometime before December.
- As of August 31, 2016, the Institutional Fund balance was \$639,197
- As of August 31, 2016, the balance in the STIF account was \$186,950.
- The college received an additional \$30,000 in Perkins Funding to be spent September 2016.

On a motion by Mr. Knowles, seconded by Mr. Kincaid, the August Local, State and Institutional Funds Financial Reports were approved. The motion carried.

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

Mrs. McBride presented Appendix D, the DCCC 2-1, 2016-2017 State and Local Budgets. The total State Budget is \$7,028,566, County \$750,800, Institutional \$1,614,832 for a total of \$9,394,198.

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the DCCC 2-1, 2016-2017 State and Local Budgets. The motion carried.

Employee Salary Increases – Dr. Chad Bledsoe

Dr. Bledsoe reported that funds were received to give a 1.5% salary raise to all full time and permanent part time employees retroactive to July 1 for those presently employed at MCC as of June 30 and still employed on September 1. This will be reflected in the September payroll. Those same employees with a fire date as of September 1, 2016 will receive a 1.5% bonus of their annualized salary in their October payroll. It was noted that in addition to these funds there were additional funds provided for salary increases, this was given on a merit basis to employees.

Dr. Bledsoe noted that there were salary adjustments made to keep employees in line with the salary scale. He noted that the salary scale is one set by Montgomery Community College but is in line with other colleges.

Presidents Salary Increase – Jeanette McBride – Action

Mrs. McBride reported that in the 2016-2017 State Aid Allocations and Budget Policies provided by the State Board of Community College is a 1.5% increase in President's state salaries. In addition to the State salary increases, Presidents are authorized but not mandated to receive a compensation bonus equivalent to 1.5% of their annual salary. These increases are included in the 2016-2017 budget.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the salary increase for Dr. Bledsoe in line with the employee increase of 1.5% raise and 1.5% bonus. During discussion, it

was noted that this salary allotment is mandated by the state and the local board cannot make any additional adjustments to the state salary. In the past the President received a salary supplement from the county, currently that is not available to the college. Mrs. Bulthuis noted that this could be discussed with the county at a later date if the Board wished. The motion carried.

Fair Labor Standards Act Update

Mrs. McBride reported that effective December 1, 2016 the salary threshold considering an employee exempt has been raised from \$23,660 annually to \$47,476 annually. All employees not meeting the threshold must be informed on or before November 1, 2016. This applies to all employees other than exemptions mandated for higher education. These include any employees whose primary position is teaching, instructing, lecturing or counseling. Any employees not meeting these criteria will transition to maintaining time sheets beginning on December 1, 2016. MCC will have the option of offering comp time at a rate of time and a half in lieu of paying over time wages. Direct supervisors will be given the accountability to ensure that employees are not working over the allotted 40-hour work week.

July Foundation Fund Statement – Appendix E

Mrs. Epps presented Appendix E, the July Foundation Fund Statement.

Grants Update – Appendix F

Mrs. Epps presented Appendix E, the Grants Update. The college is pursuing a grant for \$5,000 with The NC Problem Gambling Program to use for outreach in the college community.

The college recently received the Minority Male Mentoring grant which is \$17,234 per year for the next three years.

Foundation Update – Lynn Epps

Mrs. Epps reported that she awarded 70 scholarships in the amount of \$61,000 at the Awards Ceremony on August 8. So far this semester, the Foundation has paid \$4,800 in Continuing Education Scholarships.

The Starry, Starry Night raffle we have reached the \$5,000 goal in sponsorships. The goal is to have something for everyone in silent auction. Phyllis Parsons and Jane Van Sinderen have been the top sellers for tickets.

There being no further business, the meeting adjourned at 6:00 p.m.

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

County Funds - SEPTEMBER 2016		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	1,500	4,500	25%
514000	FT Svc/Maint/Skilled Craft	160,010	13,995	42,165	117,845	26%
514050	Supvr Svc/Maint/Skilled Craft	83,176	7,447	20,287	62,889	24%
518100	Social Security	19,196	1,675	4,942	14,254	26%
518200	Retirement	39,552	3,534	10,417	29,135	26%
518300	Medical Insurance	43,998	4,154	11,062	32,936	25%
518700	Longevity Payments	2,171	481	2,171	(0)	100%
519090	Waste Removal/Recycling	14,000	1,033	3,255	10,745	23%
519120	Lawns and Grounds Service	500	-	84	416	17%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	14,000	844	2,205	11,795	16%
522000	Maintenance Supplies	17,000	654	2,053	14,947	12%
524000	Repair Supplies	2,000	497	1,237	763	62%
525000	Gas/Travel/Reimbursement	1,717	57	76	1,641	4%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	-	-	500	0%
531500	Regisistration Fees	600	70	406	194	68%
532200	Telephone	18,300	956	2,946	15,354	16%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	30,163	-	1,007	29,156	3%
533200	Water	9,960	1,169	4,024	5,936	40%
533300	Electricity	205,998	22,264	55,215	150,783	27%
533400	Garbage/Sewage Disposal	4,000	560	1,536	2,464	38%
535100	Equipment Repair	8,300	34	373	7,927	4%
535200	Repairs to Facilities	15,000	4,669	12,044	2,956	80%
535400	Service Contracts	16,800	1,322	8,557	8,243	51%
539200	PR-President's Office	600	-	193	407	32%
539500	Other Current Expense	1,000	-	-	1,000	0%
543000	Lease/Rental Other Equipment	1,684	140	421	1,263	25%
545000	Property Insurance	14,090	-	-	14,090	0%
545100	Motor Vehicle Insurance	2,273	-	-	2,273	0%
545200	Liability Insurance	3,027	-	-	3,027	0%
545201	Workers Comp	10,300	-	-	10,300	0%
545301	Life Insurance	1,768	167	502	1,266	28%
546100	Membership & Dues	1,000	-	-	1,000	0%
555100	Minor Equip Low Risk	227	-	227	0	100%
	Total Current Expense	750,800	66,221	189,155	561,645	25%

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

Appendix C

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's July 2016 Report	\$ 310,622
Add: FY16 Property Tax Allocation from County Report	\$ 58,669
Add: FY17 Property Tax Allocation from County Report	11,174
Total Revenue	380,465
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(13,594)
Sub-total Life-to-date Revenues less Submitted Projects	(39,816)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 9-30-2016	\$ 135,184

Montgomery Community College
State Funds - Board Report for September
2016

Appendix C

State Funds - SEPTEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	11,862	34,564	105,764	25%
511200 FT Senior Administrator	232,283	20,288	54,011	178,272	23%
511300 FT Professional Staff	963,524	80,728	234,637	728,887	24%
511310 PT Professional Staff	90,125	5,280	13,045	77,080	14%
512000 FT Support	68,146	5,043	14,691	53,455	22%
512010 PT Support	25,107	2,308	5,500	19,608	22%
512040 30 Hour Support	28,204	2,322	6,762	21,442	24%
513000 FT Faculty	1,870,588	168,068	440,397	1,430,191	24%
513010 PT Faculty	687,580	53,433	131,535	556,045	19%
513030 PT Teaching Assistant	15,600	1,250	1,250	14,350	8%
513040 30 Hour Faculty	37,104	2,702	12,621	24,483	34%
515000 FT Technical/Paraprofessional	412,904	34,886	101,609	311,295	25%
515010 PT Technical/Paraprofessional	96,330	7,815	26,290	70,040	27%
518100 Social Security	346,425	28,988	79,304	267,121	23%
518200 Retirement	634,223	54,283	154,396	479,827	24%
518300 Medical Insurance	418,034	35,890	103,926	314,108	25%
518500 Unemployment Compensation	12,000	0	0	12,000	0%
1 518700 Longevity Payments	133	3,393	23,918	-23,785	N/A
519000 Legal Services	473	473	473	1	100%
519010 Financial/Audit Service	33,000	0	0	33,000	0%
519040 Administrative Services	9,000	1,260	1,260	7,740	14%
519142 LAN Support Services	4,500	0	0	4,500	0%
519400 Contracted Instruction	63,626	4,775	18,226	45,400	29%
519700 Personal Service - 3rd Party	250	0	0	250	0%
523XXX Copies & Instructional Supplies	162,912	25,085	42,213	120,699	26%
527000 Other Supplies	63,273	9,311	21,169	42,104	33%
527005 Tires & Oil Changes	2,000	0	0	2,000	0%
531110 In-State Ground Transportation	16,114	1,479	3,176	12,938	20%
531140 In-State Lodging	15,006	-156	2,534	12,472	17%
531150 In-State Meals	4,527	44	342	4,185	8%
531210 Out-of-State Ground Transportation	1,572	0	310	1,262	20%
531220 Out-of-State Air Transportation	4,800	0	0	4,800	0%
531240 Out-of-State Lodging	8,649	0	1,702	6,947	20%
531250 Out-of-State Meals	2,845	0	192	2,653	7%
531410 Board/Non-emp Transportation	100	0	0	100	0%
531420 Board Expense - Subsistence	1,600	0	0	1,600	0%
531500 Registration Fees	22,758	3,696	10,416	12,342	46%
532100 Postage	13,500	501	1,025	12,475	8%
535100 Equipment Repair	14,864	364	1,325	13,539	9%
535400 Service Contracts	925	0	0	925	0%
535430 Maint Agreement-Equipment	5,885	0	0	5,885	0%
535450 Maint Agreement-NonWAN - Curr	26,209	450	450	25,759	2%
535470 Maint Agreement-NonWAN - ConEd	1,209	0	0	1,209	0%
535494 Maint. Agree.-Server Sf	8,000	0	0	8,000	0%
535495 Maint. Agree.-Server	3,765	0	0	3,765	0%
537000 Advertising	55,000	3,015	5,835	49,165	11%

Montgomery Community College
State Funds - Board Report for September
2016

Appendix C

State Funds - SEPTEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
537100 Advertise Vacant Positions	18,000	577	2,810	15,190	16%
539400 Magazine/Newspaper Subscriptions	3,750	2,159	2,658	1,092	71%
539500 Other Current Expense	712	62	62	650	9%
539520 Electronic Processing	6,100	0	0	6,100	0%
539700 Childcare - 530 Purpose	22,618	580	580	22,038	3%
544000 NonWAN Data Process Software	395	0	0	395	0%
544010 Software License Renewal	63,209	1,320	3,472	59,737	5%
544020 Laptop Application So	1,000	0	0	1,000	0%
545100 Motor Vehicle Insurance	2,876	0	1,201	1,675	42%
545200 Liability Insurance	3,800	0	0	3,800	0%
546100 Membership & Dues	13,639	2,128	2,128	11,511	16%
546200 Accreditation Expense	2,950	0	550	2,400	19%
548000 NEIT	25	0	0	25	0%
555100 Minor Equip Low Risk <\$5K	21,600	7,439	21,600	0	100%
555200 Minor Equip High Risk	6,512	-3,524	-290	6,802	-4%
Total Current Expense	6,792,186	579,575	1,583,876	5,208,310	23%
551000 Office Equipment	122,702	0	0	122,702	0%
553000 Educational Equipment	366,051	0	0	366,051	0%
555100 Minor Equipment Low Risk	2,193	0	2,193	0	100%
555200 Minor Equipment High Risk	1,037	0	1,037	0	100%
556100 Books	31,573	0	-7	31,580	0%
Total Capital Expense	523,556	-	3,222	520,334	1%
Total Expenses	7,315,742	579,575	1,587,098	5,728,644	22%

1 Longevity to be funded in November

Montgomery Community College
Institutional Funds - Board Report for September 2016

Institutional Funds - SEPTEMBER 2016		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	-	546
01-132	Overhead Receipts 75%	382	1,801	460	2,918	11,286
01-133	Current General & Misc	116	91	435	1,927	11,551
01-134	Admin Support	1,710	1,710	2,509	2,509	-
01-135	Overhead Receipts 25%	127	-	153	-	6,706
1	01-142 Textbook Rental - CCP	-	8,411	114	22,009	(9,591)
01-222	Forestry Program	0	855	1	855	11,377
01-291	Specific Fees: Medical Asst.	195	-	195	-	2,620
01-291	Specific Fees: Electronics	75	-	200	-	1,750
01-291	Specific Fees: Gunsmithing	1,201	-	4,533	-	44,760
01-291	Specific Fees: Phlebotomy	(27)	-	150	-	150
01-291	Specific Fees: Taxidermy	50	1,017	401	1,017	13,777
01-291	Specific Fees - LP	1,800	-	2,255	-	8,799
01-291	Specific Fees: Dental	-	160	281	441	3,633
01-291	Specific Fees: NET/TEAS	192	-	192	-	3,652
01-294	Live Projects: Taxidermy	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	26	-	26	-	558
01-315	Self Supporting	5,398	2,443	18,508	6,273	34,765
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	495	-	495	363	1,468
01-363	Small Business Center	-	-	390	193	8,978
01-391	Specific Fees: Occ. Ext	1,619	1,031	2,657	1,957	62,350
01-394	Horticulture: Live Projects	-	-	-	-	878
01-621	Operational Funds	995	1,138	2,072	3,177	35,421
01-715	Vending	602	602	2,929	2,929	-
02-131	College Work Study	2,194	2,194	4,349	4,349	-
02-228	Self Supp. Curriculum	1	-	2	-	28,190
02-229	Distance Learning	6	-	24	-	-
02-292	Tech Fee-Curr	4,029	662	7,975	1,175	111,542
02-383	Fire Training Center Grant	-	-	-	1,722	7,828
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
2	02-429 Vo-Ed PT Curriculum Support	-	786	-	2,332	(2,332)
2	02-511 Voc-Ed Counseling	-	1,465	-	3,850	(3,850)
2	02-512 Voc-Ed Tutor Funds	-	289	-	289	(289)
	02-823 FSEOG	5,880	5,880	5,880	5,880	-
3	02-824 Pell Grant	516,189	519,426	516,189	519,426	(3,237)
4	02-831 Education Lottery Scholarships	-	24,307	-	24,307	(24,307)
	02-832 Duke/AT&T Aspire Scholarships	-	-	650	-	650
4	02-835 NC Community College Grant	-	29,230	-	29,230	(29,230)
	02-836 High Demand/Low Enrollment	945	945	945	945	-
5	02-837 MCC Foundation Scholarships	-	63,959	-	63,959	(63,959)
	02-839 Less Than Half-time	(945)	180	1,474	180	1,294
	02-842 SGA President Scholarships	750	750	750	750	-
	02-845 SECU Scholarships	-	3,750	3,750	3,750	-
05-227	Daycare Center	-	-	-	-	353
05-715	Vending	572	602	1,264	2,929	14,676

Montgomery Community College
Institutional Funds - Board Report for September 2016

Institutional Funds - SEPTEMBER 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-716 Bookstore Vending	6,591	(923)	6,594	2,676	65,396
05-720 Bookstore	34	-	140	-	-
05-721 General Store	3,692	1,812	13,831	12,771	1,880
05-740 Parking Fee	984	-	2,007	-	31,407
05-770 Student Government Association	6,721	1,713	12,904	2,281	28,706
05-771 Graduation Fund	10	-	65	-	3,867
05-774 Student Amabassador	746	-	1,440	565	27,245
07-918 Capital Projects	6,590	6,590	6,590	6,590	-
07-924 Duke Energy Grant	-	-	-	-	2,089
09-772 Club Accounts	-	-	-	-	64,594
6 09-773 Bookstore Agency Fund	-	-	-	-	(15,981)
09-775 Funds Held for Others	-	-	-	-	3,424
09-776 Restricted Scholarships Held	-	-	-	-	1,500
09-777 Loan Funds Held & Dist	-	-	-	-	4,000
Total Institutional Funds: First Bank	569,945	682,875	625,778	736,524	517,465

STIF Account as of 09/31/16

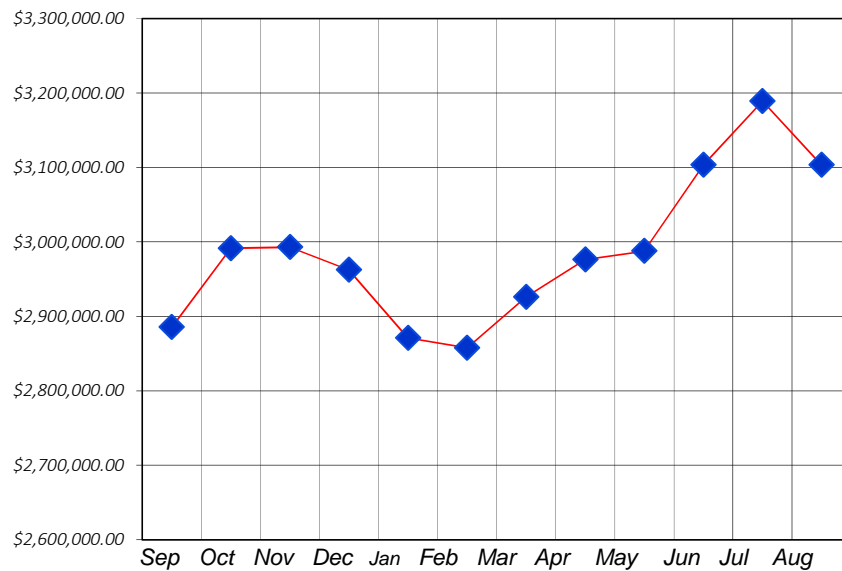
	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	24	100	42,232	42,332
02-229 Distance Learning	6	24	10,209	10,233
02-292 Technology Fees	43	177	74,984	75,161
05-720 Bookstore	34	140	59,192	59,331
Total Institutional Funds: State Treasury	107	440	186,617	187,057

- NO1
- 1 To be reiumbursed by Montgomery County Schools & Foundation
 - 2 Randolph Community College (PERKINS)
 - 3 PELL adjustment
 - 4 Due from State of NC
 - 5 Due from MCC Foundation
 - 6 Financial Aid Charges for Books

Montgomery Community College Foundation Funds Statement FY 2016-2017

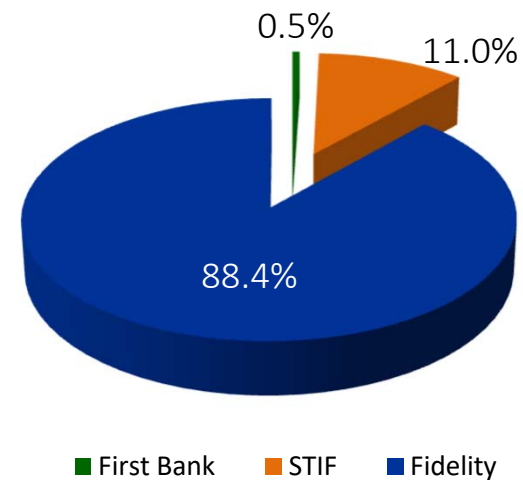
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of August 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,819,734.55	\$352,254.00	\$17,075.82	\$3,189,064.37
Receipts								
Interest/Gains	\$14,551.01	\$610.46	\$0.96	\$15,162.43	\$2,551.12	\$335.77	\$0.33	\$2,887.22
Deposits	\$2,817.32	\$109,691.50	\$20,308.64	\$132,817.46	\$0.00	\$0.00	\$8,274.82	\$8,274.82
Total Receipts	\$17,368.33	\$110,301.96	\$20,309.60	\$147,979.89	\$2,551.12	\$335.77	\$8,275.15	\$11,162.04
Disbursements								
Withdrawals/Fees	\$4,144.37	\$107,722.38	\$113,421.82	\$225,288.57	\$2,092.71	\$107,166.35	\$500.00	\$109,759.06
Total Disbursements	\$4,144.37	\$107,722.38	\$113,421.82	\$225,288.57	\$2,092.71	\$107,166.35	\$500.00	\$109,759.06
Market Value Net Change	\$77,324.73	\$0.00	\$0.00	\$77,324.73	\$12,983.32	\$0.00	\$0.00	\$12,983.32
Ending Value	\$2,833,176.28	\$245,423.42	\$24,850.97	\$3,103,450.67	\$2,833,176.28	\$245,423.42	\$24,850.97	\$3,103,450.67
Net Change	\$90,548.69	\$2,579.58	(\$93,112.22)	\$16.05	\$13,441.73	(\$106,830.58)	\$7,775.15	(\$85,613.70)

Foundation Funds Value



Jul 2015 - Jun 2016

Foundation Funds Distribution



Grants Applied For						
Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates	
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$1.5M per county in prosperity zone, County Manager to endorse	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16 Approval of Extension 7/1/16	
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$3,000 -Eastern \$3,000 - Western	Due date: October 1, 2016 Final report is due November 30, 2017 Application was sent 9/21/16	
Grants Awarded						
Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
Cannon Foundation	SimMan for Nursing Programs	Purchase of a Simulation Manikin, Software and Scenarios, construction of movable walls with one way glass for instructor viewing		\$100K	Grant submitted March 2016 Training October 10th & 11th	
Montgomery Health Department	Lactation Room	Promote access to clean, comfortable lactation rooms for breastfeeding mothers. Investing in a worksite lactation support program can yield substantial dividends to employers through lower turnover rates, additional health care savings, higher productivity and loyalty and positive public relations.		\$1,000 worth of equipment for a Lactation Room	Partnership between MCS and MCC. A Memorandum of Understanding is signed by Dr. Blidesoe and the MCHD, 8/30/16 Room has been set up	
NCCCS	Minority Male Mentoring	The NCCS has redesigning the Minority Mail Mentoring Program to more closely align with the student success initiatives currently taking place throughout the system. The new model is designed to strengthen minority male student outcomes by encouraging participation and collaboration among student participants in institutional departments. To help achieve this goal, NCCS is seeking for colleges to make a three-year commitment to access and enhance the student success outcomes of minority male students.	3 Years	\$17,234 per year	Conference Call 7/21/16 Application deadline 8/12/16 Grant Awarded 8/25/16	
NCDHHS-The NC Problem Gambling Program	College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening	Partnering with the Criminal Justice Club and the Human Service Club, club activities will include an awareness campaign during Spooktacular event. PSA will be included in our weekly YourSpace publication. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Problem Gambling Program information will be set up during Spring Fling or other events.	1 year Can be renewed yearly	\$5,000	Application to be sent by 10/1/16 Grant is through 6/30/17 Application was sent 9/28/16 Approval 9/29/16	

Building & Grounds Committee
Wednesday, October 12, 2016
5:45 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gordon Knowles, Chairman**
- ❖ **Approval of September Committee Minutes- Appendix F –Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Approval of NCCCS 3-1 - Renovations for Center for Workforce Development - Appendix H – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:00 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Paula Covington
Anna Hollers
Johnny McKinnon
Adam Sexton,
SGA President

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

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

Mr. Knowles acknowledged all of the hard work that Sam Martin, former trustee and Chair of the Building and Grounds Committee, did on behalf of the college and the Board of Trustees.

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

Approval of August Committee Minutes – Appendix F – Action

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the August Committee minutes. The motion carried.

Facilities Report – Appendix H

Mrs. McBride presented Appendix H, the facilities report.

Campus Security Report – Appendix I – Action

Mrs. McBride reported that in accordance with the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013, MCC publishes a Campus Security Report in October of each year.

It was noted that there was no criminal activity that had to be disclosed in the report.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the Campus Security Report. The motion carried.

NC Connect Bond Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that bond receipts are coming in and we can begin requesting funds for construction. He noted that first requests will be for a new roof and HVAC system for Building 200 and the renovations for the Student Union into a Continuing Education Building. He noted that part of the original plan included a metal building to house industrial classrooms and maintenance storage and would like to move this project up on the list of upcoming projects.

Request for Property Transfer – Appendix I-1

Last year, the college sent a letter requesting the property associated with Building 200 be transferred from the Montgomery County Commissioners to the Montgomery Community College Board of Trustees. At that time, the request was denied due to the possibility of an additional loan being needed for campus expansion. Appendix I-1, is a revised letter to the County Commissioners referencing the need for the property to be in the name of the Board of Trustees prior to bond funds being used on construction projects on campus.

Approval of NCCCS 3-1 – Building 200 Roof – Appendix J – Action

Mrs. McBride presented Appendix J, the 3-1 for the Building 200 Roof replacement.

Approval of NCCCS 3-1 – Building 200 HVAC – Appendix K – Action

Mrs. McBride presented Appendix K, the 3-1 for Building 200 HVAC replacement. The estimated cost is between \$850,000 and \$1,000,000. This system comes with a 25 year manufactures warranty and a two year workmanship warranty. All companies are eligible to bid

Mrs. Eggleston made a motion, seconded by Mr. Gilbreath, to approve the NCCCS 3-1 for the replacement of the roof and the HVAC of Building 200. The motion carried.

Bell Design – Dr. Chad Bledsoe

Dr. Bledsoe presented conceptual designs for the bell setting. Initial cost estimates would be between \$5,000-\$6,000 for a basic installation. Pinnacle Architecture is completing this work for the bell pro bono.

Student Union/Continuing Education Renovations – Appendix K-1

Dr. Bledsoe presented Appendix K-1, the architectural renderings and fees for the conversion the Student Union to the Continuing Education/Workforce Development suite. The suite will include

the Continuing Education offices, Small Business Center and the NC Works Center. The Student Union would be moved to another area on campus.

At this point, the students have not been involved in this transition.

Mr. Sexton noted that from his experience that the student union has not been utilized to the fullest.

Mr. Kincaid made a motion, seconded by Mrs. Bulhuis, discussion included Mrs. Eggleston recommended moving forward to the extent of getting the students involved in the decision. The motion carried.

Dr. Bledsoe will meet with Mr. Sexton to discuss the new student space on campus.

There being no further business, the meeting adjourned at 6:31 p.m.

Board Report

Facilities

October 2016

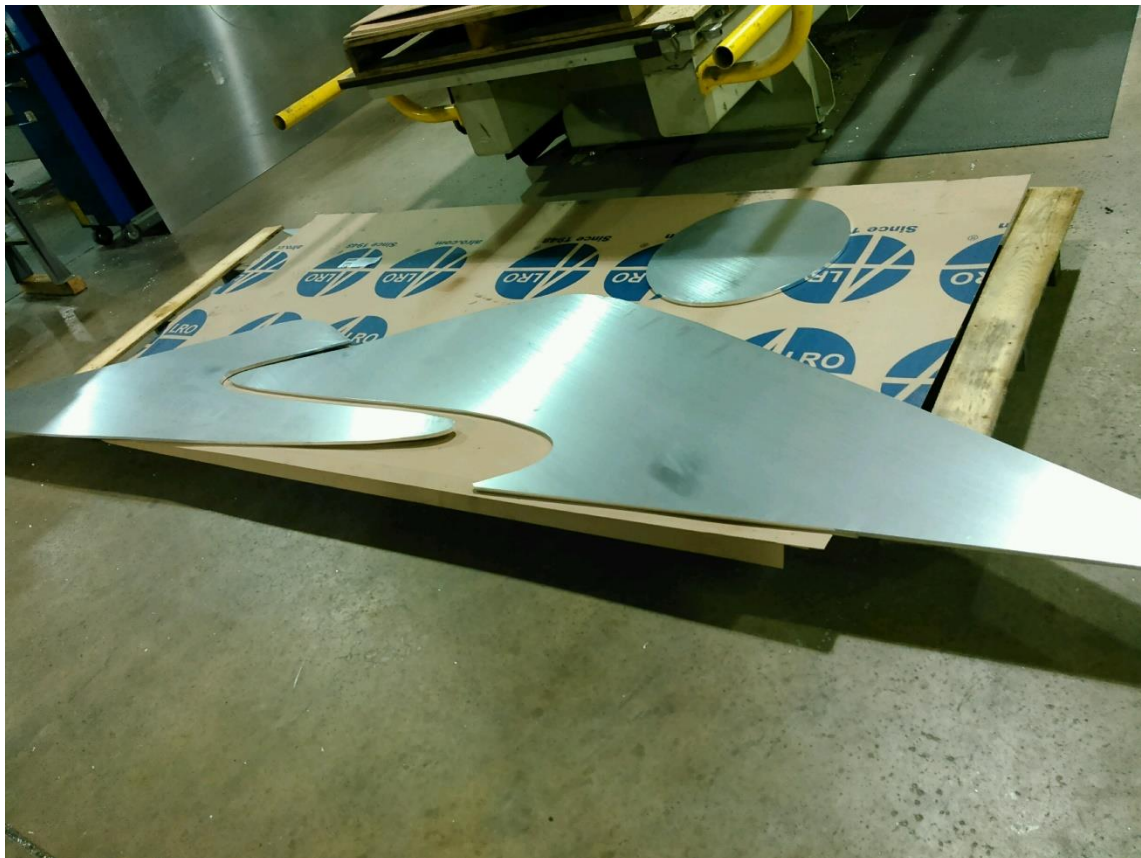
Prepared By: Wanda Frick

Director of Facilities

Montgomery Community College was recognized for its leadership in reducing the amount of energy we use. MCC was one of the 9 community colleges to receive this honor from the N.C. Utility Savings Initiative (USI) and the N.C. Division of Environmental Assistance and Customer Service for achieving a 30% reduction in energy usage for the past year.

This was accomplished with updated and dynamic preventative maintenance by Marcus Ervin, continual oversight of HVAC schedules in buildings, and retro-fitting to LED lights and fixtures as lights need repair.

Below is a picture of the new mountains and moon logo that will adorn the rebuilt entrance sign. These pieces are on their way to be powder-coated MCC blue along with the campus letters and will be installed after the sign has been enlarged, rebuilt, and stained.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

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

College Montgomery Community College

Project Name Center for Workforce Development **NCCCS Project No.** _____

I. TYPE OF PROJECT:

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

II. DESCRIPTION OF PROJECT:

Current Student Union area to be renovated per designed drawings to include reception area, open computer area, conference room, offices, and updated restrooms. All wall additions will be constructed of metal stud frames and sheetrock coverings with all mechanical/electrical per county codes. All areas, with the exception of restrooms and storage areas (VCT), will have carpet as floor coverings. All mechanical and plumbing systems updated per specifications from designer.

To establish a New Project

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

To Amend a Project

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

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

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

Project Close Out

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

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

Page 5, Section VI

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

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

Page 6. NCCCS 3-1 Attachment

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

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

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

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

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract \$182,000.00
 2. Other Contracts _____
- Subtotal Contracts..... _____

3. Designer's Fees..... \$18,000.00
 4. Contingency..... _____
 5. Other Fees _____
- Subtotal Fees _____

Subtotal "B" \$200,000.00

C. OTHER COST

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

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

\$200,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

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

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

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

E. STATE ALLOCATION

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

Subtotal "E" \$200,000.00

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

\$200,000.00

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

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

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$200,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 10/12/16
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

Personnel Committee
Wednesday, October 12, 2016
5:50 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix I – Action**
- ❖ **Notice of Resignation – Appendix J**
- ❖ **Revised Board Policies – Second Reading – Action**
 - 220.00 College Committees – Appendix K**
 - 410.00 Special Events Facilities Usage – Appendix L**
 - 713.00 Electronic Mail Policy – Appendix M**
 - 324.00 Sexual Offense/Harassment Policy – Appendix N**
- ❖ **Revised Board Policies – First Reading**
 - 673.00 Articles of Student Conduct – Appendix O**
 - 318.00 Secondary Employment – Appendix P**
- ❖ **Christmas Break - Appendix P-1 - Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:31 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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

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

Mrs. Capel reported that Appendix U, 673.00 Articles of Student Conduct, will be tabled for this month.

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

Approval of August Committee Minutes – Appendix L – Action

Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the August Committee Minutes. The motion carried.

Introduction of New Employees

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

Notice of Resignation – Appendix P

Mrs. Capel presented Appendix P, the notice of resignation of Abraham Encinas-Torres, ESL Instructor.

Revised Board Policies – First Reading

220.00 College Committees – Appendix Q

Dr. Bledsoe presented revisions to Appendix Q, 220.00 College Committees. He noted that all teams are now being referred to as committees. Several committees have been combined.

Mrs. Bulthuis noted that there are some still referred to as teams instead of committees. Dr. Bledsoe noted that this will be revised.

410.00 Special Events Facility Usage – Appendix R

Dr. Bledsoe reported that the following policy revisions are related to the recommended revisions from the Alliance for Defending Freedom organization. The college contracted with Campbell Shatley Attorneys in Asheville, NC regarding these revisions and the policies being revised reflect the recommendations received from Campbell Shatley Attorneys.

Dr. Bledsoe presented revisions to Appendix R, 410.00 Special Events Facility Usage.

713.00 Electronic Mail Policy – Appendix S

Dr. Bledsoe presented revisions to Appendix S, 713.00 Electronic Mail Policy.

324.00 Sexual Offense/Harassment Policy – Appendix T

Dr. Bledsoe presented revisions to Appendix T, 324.00 Sexual Offense/Harassment Policy.

Mrs. Bulthuis recommended removing the first sentence of policy referencing moral judgement. Dr. Bledsoe will contact Campbell Shatley Attorneys to confirm this statement isn't required for any legal reason.

673.00 Articles of Student Conduct – Appendix U

Board Policy 673.00 Articles of Student Conduct has been tabled until the next meeting.

There being no further business, the meeting adjourned at 6:38 p.m.



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 576-6222 · Fax (910) 576-2176

Curtis Ashley Cooke
41174 NC 740 HWY
New London, NC 28127
September 14, 2016

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

Dear Dr. Bledsoe:

It is with regret that I tender my resignation from the Montgomery Community College Practical Nursing Program, effective October 17th 2016.

I am grateful for having had the opportunity to be a part of the nursing program of this fine organization. I have enjoyed working with you and all of the people that make MCC great.

There is nothing at the college that has forced me to make this decision, it is purely made in the support of my family. I will be taking with me great memories of my time here and hope that if in the future that my situation changes, I would be welcomed back to the college with open arms.

I have been working with Lynne Hancock to help to ensure that my transition will be in multiple steps as to help lessen the impact on the program. I have worked out a schedule with my new employer that will allow me to help with the current clinical rotation through mid-November. We will then reassess to see if I am needed to help in NUR 102 AB until Christmas break.

Thank you again for the opportunity that has been afforded me here at MCC. I hope to see the college prosper and the PN / ADN programs flourish.

Sincerely,

Curtis Ashley Cooke MSN, RN
Practical Nursing Instructor



MONTGOMERY COMMUNITY COLLEGE

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

September 15, 2016

Mr. Curtis Ashley Cooke
1011 Page Street
Troy, NC 27371

Dear Mr. Cooke:

I am in receipt of your letter announcing your resignation on October 17, 2016. I accept your letter notifying me of your resignation as Nursing Instructor. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chad A. Bledsoe, Ph.D.
President

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

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

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

~~Committee Team~~ membership: Appointments ~~will be established on a rotating basis and to each team~~ will be reviewed annually to include a review of minutes and member participation. It is expected that ~~team 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 ~~team committee~~ will advise the College President for review.

~~220.01 Distance Learning Advisory Team~~

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

220.02 Diversity & Cultural Activities ~~Team's~~ Committee Team

The Diversity & Cultural Activities ~~Team's~~ 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 ~~Team~~ Committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

220.03 Faculty Senate

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

~~Chairman or his/her designee will report the activities of the Faculty Senate to the Board of Trustees as needed. The Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

220.04 Financial Aid Committee Team

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

220.05 Hospitality Team

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

220.06 Instructional & Student Services Committee Team

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

220.07 Information Services Committee

The purpose of the Information Services Committee is to provide input for the planning and implementation of initiatives in the areas of distance learning, academic technology and library resources. To achieve the vision and mission of the college, 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.

220.07 Instructional Technology Team

~~The purpose of the Instructional Technology Team is to promote a culture of innovation and collaboration within MCC to facilitate creative uses of technology, maximize resources, and~~

~~ensure that all facets of the organization have adequate and appropriate technology to achieve the vision and mission of the College.~~

~~220.08 Library Services Team~~

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

220.09 Marketing ~~Team~~ 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.

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

~~The Marketing Team is charged with:~~

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

220.10 Planning Committee ~~Institutional Research, Planning, Assessment Council~~

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

~~The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, institutional effectiveness and marketing.~~

~~All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the College community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of Assessment and Institutional Effectiveness. To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council.~~

220.11 President's Administrative Cabinet

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

220.12 Professional Development Team Committee

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

220.13 SACS Steering Team

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

220.13 QEP Implementation Committee

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

220.14 Safety Team Committee

The purpose of the Safety Team 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.

220.15 Staff Senate

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

220.16 Hospitality and Wellness Committee Team

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

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

220.17 Professional Learning Communities

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

~~2011-2012 PLC's~~

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

~~Engagement: Making an Investment Through Engagement~~

~~Best Practices: Instruction That Makes Sense~~

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

410.00 Special Events Facilities Usage

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

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

Procedure

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. Special Regulations:

Multi-Purpose Room and Blair Auditorium

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

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

Other Facilities

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

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

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

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

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

713.00 Electronic Mail Policy

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

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

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

Procedure

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

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

November 2009

713.10 Streaming Media and Download

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

Definition:

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

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

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

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

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

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

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

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

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

Procedures

324.01 Workplace Harassment

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

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

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

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

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

324.02 Reporting Improper Activities

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

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

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

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

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

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

Procedure

Reporting a Sexual Offense

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

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

Disciplinary Action for Sexual Offense(s)/Harassment

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

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

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

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

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

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

673.00 Articles of Student Conduct

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

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

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

Articles of Student Conduct

673.01 Disruption of the Educational Process

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

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

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

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

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

1. Trespass, which includes unauthorized entry or presence on the property of the College or a College facility or any portion thereof to which entry or presence has been restricted.
2. Lewd or indecent conduct on College premises or at College-sponsored functions.
3. Setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored functions except with reasonable belief in the need for such alarm or equipment.
4. In accordance with Board Policy 414.00, MCC is a tobacco free campus. Smoking and use of other tobacco products is prohibited on campus and in all college owned buildings. Additionally, smoking and use of tobacco products is prohibited in school-owned vehicles. Smoking is permitted in personal vehicles. ~~Smoking and using other forms of tobacco products in classrooms, shops and labs or other unauthorized areas on College premises is prohibited.~~
5. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
6. Failure to comply with instructions of College officials acting in performance of their duties.

673.02 Damage or Destruction of Private Property

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

673.03 Assault or Mental or Physical Abuse of Another Person

A student shall not intentionally physically or verbally assault, do bodily injury, cause mental or physical abuse or behave in such a way as could reasonably cause injury to any person either on campus or off campus at an institutional activity, function, or event. ~~This provision is not intended to regulate content/view or suppress student speech. Rather, this provision is intended to require students to~~ ~~A student is expected to~~ exercise

self-discipline and display courtesy expected of mature adults when dealing with others in a College environment. Examples include, but are not limited to: verbal outbursts in class towards fellow students and making personal insults towards other students that, from the perspective of a reasonable person, objectively have no bearing or relationship to the academic setting or discussion. Actions of self-defense or those undertaken on the reasonable belief that it was necessary to protect some other person are not to be considered an intentional act under this rule.

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

Harassment Policy

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

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

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

1. DEFINITIONS

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

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just

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

because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

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

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

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

actual or perceived sex, gender, gender identity, or gender expression of the person(s) involved.

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

2. **REPORTING**

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

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

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

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

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

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

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

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

3. INITIAL INVESTIGATION

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

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

requires additional time, the Coordinator may have an additional ten (10) calendar days to complete the investigation. The Coordinator shall notify the parties of this extension.

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

4. **DETERMINATION AND APPEAL**

A. **Coordinator's Report and Determination**

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

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

B. **Appeal to the President**

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

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

1. **Committee Membership**

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

2. **Hearing Procedures**

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

the Complainant and alleged Perpetrator the time and place of the hearing and the members of the Committee.

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

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

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

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

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

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

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

c. The following hearing procedures shall apply:

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the parties; legal counsel and/or advocate; and Committee members and the College

attorney. Witnesses shall only be present in the hearing room when giving their testimony.

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

- d. Within five business days after receipt of the Committee's non-binding recommendation, the President will render a final written decision. Both parties shall receive a copy of the decision.

5. **PROTECTION AGAINST RETALIATION**

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

6. **EMPLOYEE AND STUDENT RELATIONSHIPS**

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment. Students engaging in inappropriate relationships may be subject to disciplinary action up to and including expulsion.

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

7. SUSPENDING PROCEDURES

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

8. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

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

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

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

Each year, all students and employees will receive an electronic copy of these Procedures sent to their College email address of record. These Procedures will be maintained online in the College's website and a hard copy will be kept on file in the Coordinator's office. Other translations will be made available upon request.

318.00 Secondary Employment

The employment responsibilities to Montgomery Community College are primary for any employee working full time; any other employment in which that person chooses to engage is secondary. An employee shall have prior approval ~~through channels to the agency head from the College President~~ before engaging in any secondary employment. The purpose of this approval procedure is twofold:

- (1) To determine that the secondary employment does not have an adverse effect on the primary employment with the College;
- (2) ~~the College's definition of secondary employment is broad.~~ To determine that the secondary employment does not create a conflict of interest or other serious detriment to the institution.

In cases where the President may wish to engage in a form of secondary employment, prior approval must be given by the Board of Trustees.

318.01 Secondary Employment Procedure

Generally, secondary employment is said to be any type of employment, other than the employee's primary employment with the College, for which the employee receives remuneration. Secondary employment includes, but is not limited to, self-employment, working as a consultant, selling goods or services, teaching at another college or university, and working for any other private or public entity.

The President must approve any and all instances of secondary employment being practiced by any full-time employee of the College. The President, or his designee, must review all instances of secondary employment as part of the employee's evaluation. Secondary employment shall not be permitted when it would:

- (1) Create a conflict of interest with the primary employment.
- (2) Impair in any way the employee's ability to perform all expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

Approval of secondary employment may be withdrawn at any time if it is determined that such secondary employment has an adverse impact on primary employment with the College. In such cases, the employee shall be asked to modify the terms of the secondary employment or to terminate such employment. Refusal of the employee to do so within a reasonable and stated period of time shall be deemed sufficient cause for dismissal.

It is the responsibility of the employee to complete a Secondary Employment Form for all employment outside the College, and to update the form as changes may occur.

~~Any college employee seeking secondary employment must adhere to the following procedures:~~

- ~~Approval by the College Board of Trustees of any secondary employment of the College President; and,~~
- ~~Approval by the President (or appropriate designee of the President) of the secondary employment of any full-time employee of the College.~~



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Dr. Chad A. Bledsoe, President *CB*

DATE: October 12, 2016

SUBJECT: Christmas Break

The last day of classes for Fall Semester is Tuesday, December 13, 2016. Montgomery Community College will officially close to the public at 3:00 p.m., Friday, December 16, 2016 for Christmas break.

The college will be closed for the Christmas holidays December 26, 27 and 28. Employees will be given the option to work or use annual leave to take December 19-23 off.

The college will be closed December 30 and January 2 for the New Year's holidays. The Board of Trustees is being asked to excuse December 29 as days of operation, allowing full closure of the college the week of December 26 – December 30 for all employees.

The college will reopen Tuesday, January 3, 2017.

Your consideration of this request is greatly appreciated.

Curriculum and Student Services Committee
Wednesday, October 12, 2016
6:05 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of September Committee Minutes – Appendix Q – Action**
- ❖ **Update from Instruction – Appendix R**
- ❖ **Update from Vice President of Student Services – Appendix S**
- ❖ **Update from Dean of Continuing Education – Appendix T**
- ❖ **New Curriculum Program Approval – Associate in Fine Arts, Music – Appendix U – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 14, 2016 at 6:38 p.m. in the College Boardroom.

Present

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

Absent

Andrea Marshall, Vice Chairman

Others Present

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

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

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

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

Mr. Kincaid welcomed George Gilbreath to the committee.

Approval of August Committee Minutes – Appendix V – Action

Mr. Absher made a motion, seconded by Mrs. Bulthuis, to approve the August Committee minutes. The motion carried.

Update from Instruction – Appendix W

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

Update from Vice President of Student Services – Appendix X

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

Update from Dean of Continuing Education – Appendix Y

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

2016-2017 Student Fee Chart Revisions – Appendix Z

Mr. Thill presented Appendix Z, the 2016-2017 Student Fee Chart Revisions. He noted that the only change is a fee to cover any fees the students may incur while in the Continuing Education Taxidermy class.

Mrs. Bulhuis made a motion, seconded by Mr. Absher, to approve the 2016-2017 Student Fee Chart Revisions. The motion carried.

There being no further business, the meeting adjourned at 6:50 p.m. The motion carried.

Board Report
Vice President of Instruction
October, 2016

Community Involvement - On Friday, September 16, MCC Senior Forestry Instructor, Mike Thompson, spoke to the Yadkin River Patriot Chapter of the Daughters of the American Revolution (DAR) concerning his investigation of the DAR Golden Jubilee Memorial Forest located near the Blue Ridge Parkway in southern Haywood County, N.C. The purpose of his presentation was to inform Chapter members of the results of his work and to let them know that the Forest will be rededicated by national level DAR officers on October 14 of this year.

Nancy Morton, Coordinator of Corrections Education is coordinating a visit by the GoodWill Re-Entry Program at Southern Correctional Unit. The program is designed to help inmates to prepare and plan for transition to life outside of the correction unit.

Professional Development - All six of the University Transfer Advisors participated in regional North Carolina State University Transfer Advisor Regional Workshops. The participants got first-hand information to help students in choosing their courses at MCC to meet NC State requirements as well as updates on the application process. Robert Nelson, Dean of Arts and Science is working with Appalachian State University to host a regional workshop at MCC.

Perkins Grant

Montgomery Community College in collaboration with Randolph Community College submitted our 2016-17 Perkins budget update. The award of \$45,365 will be used for faculty professional development, tutoring, salary support for counseling and distance learning assistance, and machining and software upgrades that will support industrial programs.

Program Development -

The Nursing faculty completed the application for the Associate Degree in Nursing to the North Carolina Community College System. Once the program is approved by the NCCCS State Board, the faculty will submit for approval with the North Carolina State Board of Nursing. The plan is to initially request 30 ADN “spots” with the initial class beginning Fall 2017.

The College is awaiting approval for the Associate Degree in Engineering by the NCCCS State Board during their October meeting. The AE degree will be one of the track options in the Early College.

MCC Board of Trustees – October 12, 2016 Update from the Student Services Division

Student Services happenings:

- MCC hosted the Montgomery County stop on the Carolinas Association of College Registrars and Admission Officers (CACRAO) tour October 4.
- College and university representatives traveling the 2016 NCCCS Community College tour circuit stop at MCC November 8.
- MCC's Director of Counseling Services, Natalie Winfree, and our High School Liaison, Diana Sanchez, attended the NCCCS Fall Conference October 10-11.
- The new Residency Determination Service, which will determine an applicant's residency status through a centralized state-wide system, goes live in February 2017.
- MCC's Veterans Day event will be held Thursday, November 10.
- VA Certifying Official, Tammy Owens, has received confirmation that the Fayetteville Veterans Center's mobile unit will be on campus during next April's Spring Fling event.

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

Occupational Extension:

- *Knifemaking*
 - Collaborating with the NC Knifemakers Guild and internationally-acclaimed knifemaker, Ed Vanhoy, to develop a one-year knifemaking program
 - Engagement option for Gunsmithing students on the waitlist, dovetails with Engraving program

College and Career Readiness:

- *High School Equivalency testing*
 - HiSET Testing began at SCI, 45 tests issued thus far
- *Recruitment and Marketing*
 - Met with DSS to connect more of their clients with HSE and ESL services
 - Marketing materials were provided and follow up meetings will be scheduled to maintain the relationship

Small Business Center:

- *SBC Advisory Board Meeting- 9/21 with 14 attendees*
- *Jessica McDaniel, SBC director, was elected to the NC Community College Adult Educators Association Board of Directors*

Customized Training Program:

- *Developed and scheduled training for:*
 - *Robinwood Enterprises*
 - *Klaussner Furniture*
 - *McRae Industries*
- *Attended Trainings:*
 - *New Director Training (NCCCS)*
 - *Situational Leadership Training (a Ken Blanchard program)*
 - *Presented on Apprenticeship Montgomery at the Fall CE Conference (Adult Educators Association)*

Associate in Fine Arts in Music (A10700) Curriculum Standard

The Associate in Fine Arts in Music degree shall be granted for a planned program of study consisting of a minimum of **64-65 semester hours** of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

GENERAL EDUCATION

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. *Courses classified as Universal General Education Transfer Component (UGETC) courses are recommended.*

English Composition (6 SHC)

ENG 111	Writing and Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Communications and Humanities/Fine Arts (6 SHC)

Select two courses from two of the following discipline areas: art, dance, drama, foreign languages, interdisciplinary humanities, literature, music, philosophy, communications (COM 231), and religion.

Social/Behavioral Sciences (9 SHC)

Select three courses from three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Natural Sciences/Mathematics (7 SHC)

Natural Sciences (4 SHC): Select one course, including accompanying laboratory work, from among the biological and physical science disciplines.
Mathematics (3 SHC): Select one course.

Other Required: Music (36 SHC)

Music Theory: The following courses are required (16 SHC):

MUS 121 Music Theory I (4 SHC)	MUS 122 Music Theory II (4 SHC)
MUS 221 Music Theory III (4 SHC)	MUS 222 Music Theory IV (4 SHC)

Applied Music: The following courses are required (8 SHC)

MUS 161 Applied Music I (2 SHC)	MUS 162 Applied Music II (2 SHC)
MUS 261 Applied Music III (2 SHC)	MUS 262 Applied Music IV (2 SHC)

**Associate in Fine Arts in Music (A10700)
Curriculum Standard**

Ensemble: 4 SHC from the following:

MUS 131 Chorus (1 SHC)	MUS 132 Chorus II (1 SHC)
MUS 133 Band I (1 SHC)	MUS 134 Band I (1 SHC)
MUS 135 Jazz Ensemble I (1 SHC)	MUS 136 Jazz Ensemble II (1 SHC)
MUS 137 Orchestra I (1 SHC)	MUS 138 Orchestra II (1SHC)
MUS 141 Ensemble I (1 SHC)	MUS 142 Ensemble II (1SHC)
MUS 231 Chorus III (1 SHC)	MUS 232 Chorus IV (1 SHC)
MUS 233 Band III (1 SHC)	MUS 234 Band IV (1 SHC)
MUS 235 Jazz Ensemble III (1SHC)	MUS 236 Jazz Ensemble IV (1 SHC)
MUS 237 Orchestra III (1 SHC)	MUS 238 Orchestra IV (1 SHC)
MUS 241 Ensemble III (1 SHC)	MUS 242 Ensemble IV (1 SHC)
MUS 253 Big Band (1 SHC)	

Class Music: The following courses are required (2 SHC):

MUS 151 Class Music I (1SHC) MUS 152 Class Music II (1SHC)

Music Electives: 6 SHC from other MUS prefix courses classified as pre-major/elective, general education or UGETC.

Total Semester Hours Credit (SHC) in Program: 64-65

One semester hour of credit may be included in a 65 SHC Associate in Fine Arts in Music program of study. The transfer of this hour is not guaranteed.

**Legislative/Public Relations Committee
Wednesday, October 12, 2016
6:20 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Legislative Update – Dr. Chad Bledsoe – Appendix V**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix W**
- ❖ **New Business**
- ❖ **Adjourn**

**NCACCP JOINT LEGISLATIVE & FINANCE COMMITTEE MEETING
POSSIBLE LEGISLATIVE AGENDA ITEMS FOR THE 2017-19 SESSION
FOR DISCUSSION
(Not in Priority Order)**

September 8, 2016

BUDGET STABILITY

1. **Budget Stabilization Reserve.** Funds to mitigate significant enrollment changes experienced by colleges, both in enrollment decline and enrollment growth.
2. **Low Enrollment/High Cost Program Funds**
 - a. Start-Up Fund. Provide a recurring source of funds for start-up of high cost programs.
 - b. Additional Tier Differentiation. Non-recurring funds in 2017-18 to study additional tier differentiation funding for high cost/low enrollment programs. Request tier differentiation funds in short session.

ENROLLMENT & COMPLETION (“Return on Investment”)

1. **Additional Career Coaches:** In 2015, funds were appropriated to support approximately 28 career coaches who are employees of the community colleges but are embedded in the high schools. There continues to be legislative interest in expanding this program.
2. **Performance Based Funding:** Request \$3 million to add the earnings-gains measure to the PBF model.
3. **Community College Transfer Incentive.** Incentivize students to start at a community college by providing scholarship/tuition discount to students who earn an associate degree at a NC community college before transferring
4. **Branding.** Work towards developing a community college system-wide brand with a request for funding during the short session.
5. **Labor Market Data Tool:** Funds for a state-wide effort to inform prospective students and their parents about community college programs. Request funds for a single labor market data tool which could be used by all colleges.
6. **Student Success Funding.** Allocate funds for institutional and academic support based on a combination of unduplicated headcount and budget FTE.

RECRUIT, REWARD & RETAIN QUALITY FACULTY & STAFF*

1. **Raise Faculty & Staff Salaries.** Continue to request funds to raise faculty and staff salaries.
2. **Use Performance Funds for Bonuses:** Allow performance-based funds to be used to provide one-time bonuses to faculty and staff.

NON-BUDGET POLICY ITEMS

1. **In-State Tuition/Border Counties.** In-state tuition for students who are residents of border counties.
2. **Correctional Education.** Allow courses leading to an associate degree to be taught in correctional institutions.

* RESTORATION OF \$10 MILLION IS ASSUMED.

Public Relations / Marketing Highlights September 2016

September Marketing Activities

Newspaper Ads (Montgomery Herald)

Baby Scholarship

Turn Your Passion into a Paying Job - Gunsmithing, Forestry, Taxidermy, Shooting Sports

Social Media

Starry, Starry Night

Baby Scholarship

Human Trafficking Class

Radio Ads (WMTG, WJRM, WKZY)

Apprenticeship Montgomery, Knifemaking, Small Business Center, MCC general ad

Yearbook Ads

East & West Montgomery yearbooks

Press Releases

MCC introduces new programs (web)

Scholars kick off fall semester (web)

NRA scholarships awarded (Montgomery Herald)

Starry, Starry Night Raffle pictures (Montgomery Herald)

Signposts – Wastewater Operator Training, Folding Knives, How to Build a Customer Base, Quickbooks Basic Training, Employee Retention, Get Your High School Diploma Now, Starry Starry Night Raffle

Website Update

This month the website migrated from a shared business server to a virtual private server (VPS). The new server will allow for more file storage as we have come very close to our limit several times in the last two months. More file storage will allow us to try new plug-ins and extensions that will enhance the user experience and give us more versatility on the back end of the website.

We will also begin test driving some new website templates. Web templates age, and as they do, they are not always compatible with the technology that operates with them. We need to keep up with the technology mainly to continue to provide for a secure website, since most of the updates we see are security related. This may mean another new look for the website in the not-too-distant future if a new template becomes necessary.

Facebook Top Posts for August

Total Likes 1496 (Up 41 from July)

Page	Date	Post	Reach (how many saw)	Engagement (how many clicked on post)	Talking About This (how many shared, reacted, or commented)
MCC	9/9/16	Baby Scholarship	2.7K	174	74
MCC	9/7/16	Cerakote Your Own Firearms Class	1.2K	84	47
MCC	9/8/16	Rapid Response for Grede employees	1.1K	93	11
MCC	9/23/16	MCC Foundation Raffle	159	2.9K	12

TWITTER FOLLOWERS 547 – DOWN 2 FROM AUGUST

(Maybe they've finally discovered we're not Montgomery Cricket Club in Wales)

**Institutional Status Committee
Wednesday, October 12, 2016
6:25 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **2016-2017 IE Plan – Information Only
(The document can be accessed online at:
www.montgomery.edu/images/pdf/ieplan_16-17.pdf)**
- ❖ **New Business**
- ❖ **Adjourn**

Montgomery Community College
SGA Report
October 12, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Club Activities
 - The PBL (Phi Beta Lambda) club held a hot dog sale October 6.
 - The Gunsmithing Society's raffle continues through the month of November.
 - Cindy Ellison was the winner of the Forestry Club's recent 50/50 raffle.
 - The Medical Assisting club will hold a hot dog sale and raffle October 19; the club is also making plans for the annual Medical Assisting Recognition Week October 17-21.
 - The Human Services club plans to sell food at Spooktacular and are finalizing plans for a raffle.
 - The Criminal Justice club will discuss options for a community service project at their next meeting.
 - The Practical Nursing club will sponsor their annual fall blood drive November 10.
- Don't forget to join us for the SGA's annual Spooktacular event Monday, October 31.

**President's Report
October 12, 2016**

Activities since the September Board Meeting

9/15/16	Employee Meeting Biscoe Lions Club
9/16/16	Employee Orientation
9/20/16	Retirement Reception for Betty Curlee
9/21/16	MCC SBC Advisory Board Luncheon Building Projects Committee Meeting
9/23/16	MCC Foundation Starry Starry Night Raffle
9/27/16	Meeting with Paul Chandley – Trinity Music Academy
9/29/16	Retirement Reception for Glenn Hancock
9/30/16	Inauguration Ceremony for Dean Sprinkle
10/1/16	Cradle of Forestry Woodsmen's Meet
10/3/16	Farewell Brunch for Officer Morgan Meeting with Pinnacle Architecture
10/7/16	Employee Orientation
10/8-10/16	NCACCP Quarterly Meeting/System Conference
10/10/16	IIPS Conference
10/11/16	Meeting with Pinnacle Architecture
10/12/16	MCC Board of Trustees Meeting

Upcoming Activities

10/13/16	Employee Meeting
10/18/16	Presentation to County Commissioners
10/21/16	Employee Orientation
11/4/16	Employee Orientation
11/9/16	Foundation Board Meeting Board of Trustees Meeting



Board of Trustees Calendar of Events
2016/2017

October 12, 2016	5:30 p.m.	Committee/Board Meeting
November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting
November 11, 2016		Veterans Day Celebration
January 11, 2017	5:30 p.m.	Committee/Board Meeting
February 8, 2017	11:30 a.m.	Foundation Board Meeting
February 8, 2017	5:30 p.m.	Committee/Board Meeting
March 8, 2017	5:30 p.m.	Committee/Board Meeting
March 29-31, 2017		NCACCT Law Seminar, Raleigh
April 12, 2017	5:30 p.m.	Committee/Board Meeting
May 10, 2017	5:00 p.m.	Board of Trustees Meeting
May 10, 2017	7:00 p.m.	Graduation
August 10, 2017	5:30 p.m.	MCC 50th Anniversary Open House
September 7, 2017		MCC 50th Anniversary & Bell Dedication
September 22, 2017		MCC 50th Anniversary Gala