



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, November 9, 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.

SECU Scholarship Awards – George Vann, State Employees Credit Union

Board Presentation – Deborah Ashby, Director of Learning Resources

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

Standing Committees

*** Budget & Finance Committee**

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

September Foundation Fund Statements – **Appendix D**

Foundation Update – **Lynn Epps**

*** Building & Grounds Committee**

Facilities Report – **Appendix F**

Incident Report – **Appendix G**

Bell Design Recommendation – **Appendix H – Action**

*** Personnel Committee**

Notice of Termination – **Appendix I**

Notice of Retirement – **Appendix J**

Revised Board Policies – Second Reading – Action

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

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

318.00 Secondary Employment – **Appendix M**

* **Curriculum/Student Services Committee**

Update from Instruction – **Appendix O**

Update from Vice President of Student Services - **Appendix P**

Update from Dean of Continuing Education – **Appendix Q**

* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe

Public Relations/Marketing Update – Michele Haywood – **Appendix S**

* **Institutional Status Committee**

2015-2016 Fact Sheet – **Appendix U**

2016 Business Continuity Plan – **A copy will be available at the meeting.**

* **SGA Report - Appendix V**

* **President’s Report – Dr. Chad Bledsoe – Appendix W**

* **Chairman’s Report - Claudia Bulhuis**

Calendar of Events – **Appendix X**

* **Adjourn - Action**

Minutes

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

Wednesday, October 12, 2016

Call to Order

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

Present

Claudia Bulthuis
Gelynda Capel(via telephone)
Sharon Cupples
Susan Eggleston
George Gilbreath

Anna Hollers(via telephone)
Ron Kincaid
Gordon Knowles
Andrea Marshall
Adam Sexton,
SGA President

Absent

Phil Absher
Paula Covington
Johnny McKinnon

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

Welcome

Mrs. Bulthuis welcomed all in attendance including Amy Friery, Human Services Department Chair.

Approval of the Agenda - Action

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 reported that there were no conflicts of interest declared on the Statement of Economic Interest of Mr. George Gilbreath.

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.

Board Presentation – Amy Friery, Human Services Department Chair

The September Board presentation was given by Amy Friery, Human Services Department Chair.

Approval of September Committee and Board Meeting Minutes – Appendix A

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

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Gordon Knowles, Vice Chairman

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

- The committee reviewed the September Local, State, and Institutional Funds Financial Reports. The committee approved and Mr. Knowles made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received information regarding the August 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 reviewed the Form 3-1 to begin renovations for the Center for Workforce Development. The committee approved and Mr. Knowles made a motion to approve the Form 3-1 to begin renovations for the Center for Workforce Development. Coming from committee, this required no second. The motion carried.

Personnel Committee – Claudia Bulthuis, Acting Chairman

Mrs. Bulthuis reported that the Legislative/Public Relations Committee did not meet as scheduled earlier due to a lack of quorum. The following business was conducted on behalf of the Personnel Committee

- A notice of resignation was received from Ashlie Cooke, Practical Nursing Instructor.
- There were questions regarding controlled substances in Board Policies 410.00 Special Events Facility Usage and 673.00 Articles of Student Conduct. These policies will be

revised to update the language associated with the sections referring to controlled substances.

- Mr. Knowles made a motion. Seconded by Mrs. Marshall to approve Board Policies 220.00 College Committees, 713.00 Electronic Mail Policy, and 324.00 Sexual Offense Harassment Policy. The motion carried.
- In reference to Board Policy 673.00 Articles of Student Conduct, it was noted that Natalie Winfree is the Director of Disabilities. The policy also states that annual training will be provided to students and employees. Mrs. Smith reported that they are in the process of developing this training.
- Board Policy 318.00 Secondary Employment was presented for a first reading. Dr. Bledsoe explained that this is a standard policy.
- Dr. Bledsoe presented Appendix P-1, the College takes three days for Christmas and two days for New Years. Christmas Break will be December 26, 27, 28, the New Year's Holidays will be December 30 and January 2. Dr. Bledsoe recommended that the Board approve an additional college holiday on December 29, 2016, to allow the college to be closed for the entire week to prevent having to open the buildings and save on energy usage. Mr. Knowles made a motion, seconded by Mr. Kincaid to approve to close the college on December 29, 2016. The motion carried.

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 reports from Instruction, Student Services and Continuing Education.
- The committee reviewed the new curriculum standard for the Associate in Fine Arts, Music. The committee approved and Mr. Kincaid made a motion to approve the Associate in Fine Arts, Music. Coming from committee, this required no second. The motion carried.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a report from Dr. Bledsoe regarding the 2017-2019 Legislative Priorities.
- The committee received a public information report.

Institutional Status Committee – Mrs. Bulthuis, Vice Chairman

The Institutional Status Committee did not meet earlier this afternoon (see attached minutes- Attachment F) and Mrs. Bulthuis, Vice Chairman reported from the committee the following items:

- The committee received information regarding the 2016-2017 IE Plan.

- Following a question from Mrs. Bulthuis, Mrs. Ellison reported that we are in the implementation phase of the QEP.

SGA Report – Appendix X – Adam D. Sexton

The Student Government Association report is attached as Appendix X. Mrs. Smith reported that fundraising mentioned are for students to attend conferences that they are not able to do otherwise.

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

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

- Dr. Bledsoe was able to speak to the Biscoe Lions Club.
- Dr. Bledsoe thanked all who helped with Starry Starry Night Raffle.
- The Forestry Meet was held at the Cradle of Forestry.
- There have been meetings with Pinnacle Architecture about the upcoming renovations.
- There are several colleges acting as shelters during the Hurricane.
- There is a new employee orientation that has been developed.
- The paint booth will be put on state surplus, to make room for renovations in Building 100.
- The candidates for the State Board Awards will be submitted for review.

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

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

- Veterans Day Celebration will be November 10 at 11 a.m.
- Graduation will be May 10, 2017.
- The NCACCT Law Seminar will be at the end of March 2017.
- Date for the Board Christmas Dinner will be Friday, December 16 at 5:30 p.m.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:41 p.m. The motion carried.

Claudia Bulthuis, Chairman

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 5:31 p.m. in the College Boardroom.

Present

Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent

Anna Hollers, Chairman

Others Present

Gelynda Capel(via telephone)
Sharon Cupples
George Gilbreath
Andrea Marshall
Adam Sexton,
SGA President

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

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

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

Mr. Knowles announced that there will be an event hosted by the Montgomery Fund on campus October 25 at 5:30 p.m. to honor Mr. Earle Connelly and all Board members are invited to attend.

Approval of September Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of September 30, 2016, County fund expenditures were \$189,155, 25% of the budget.
- There were \$141,000 available for Capital Expenditures.
- As of September 30, 2016, State fund expenditures were \$1,587,098, 22% of the budget. Longevity will be requested and funded sometime before December.
- As of September 30, 2016, the Institutional Fund balance was \$517,465.
- As of September 30, 2016, the balance in the STIF account was \$187,057.
- The notes on the reports explain that the negative balances are due to timing.

Following a question from Mr. Kincaid, Mrs. McBride reported that all financials are standard in this report.

Following a question from Mrs. Bulhuis, Dr. Bledsoe reported that as requested by the governor the community college system was asked how they would handle a 2% reversion if necessary.

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

August Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the August Foundation Fund Statement. Dr. Bledsoe reported that as a whole the investment portfolio is not as consistent at the Foundation would like for it to be.

Foundation Update – Lynn Epps

Mrs. Epps reported an update from The Starry Starry Night raffle. She noted that the fundraising goal was \$23,500, at this point \$23,200 have been received. There were 213 tickets sold, and great items for silent auction. There were \$6,500 in sponsorships for the event. A college employee, Ashlie Martin, won the grand prize.

She commended the employees for all of their hard work for selling tickets and help with silent auction items.

Grants Update – Appendix E

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

There being no further business, the meeting adjourned at 5:44 p.m.

Attachment B

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 5:44 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

Gelynda Capel(via telephone)
Andrea Marshall
Adam Sexton,
SGA President

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

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

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

Approval of September Committee Minutes – Appendix F – Action

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

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Approval of NCCCS 3-1 – Renovations for Center for Workforce Development – Appendix H – Action

Mrs. McBride presented Appendix H, the NCCCS 3-1 Renovations for Center for Workforce Development.

Mr. Eggleston made a motion, seconded by Mrs. Bulthuis, to approve the NCCCS 3-1 renovations for the center for Workforce Development. The motion carried.

Dr. Bledsoe reported that he has developed a committee including the three Vice Presidents, Wanda Frick, Marcus Ervin and Gordon Knowles to review the projects on campus.

There being no further business, the meeting adjourned at 5:50 p.m.

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College did not meet due to no quorum being present.

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

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Phil Absher

Others Present

Gelynda Capel(via telephone)
Susan Eggleston
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; 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 Phil Absher.

Approval of September Committee Minutes – Appendix Q – Action

Mrs. Marshall made a motion, seconded by Mr. Gilbreath, to approve the September Committee minutes. The motion carried.

Update from Instruction – Appendix R

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

New Curriculum Program Approval – Associate in Fine Arts, Music – Appendix U – Action

Mr. Thill presented Appendix U, the recommendation for a new curriculum program for an Associate of Fine Arts in Music. Dr. Bledsoe reported that his program will be held in association with the Trinity Music Academy.

Mrs. Marshall made a motion, seconded by Mrs. Bulthuis, to approve the Associate in Fine Arts Music as a new curriculum program. The motion carried.

Update from Vice President of Student Services – Appendix S

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

Update from Dean of Continuing Education – Appendix T

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

There being no further business, the meeting adjourned at 6:20 p.m. The motion carried.

Attachment E

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 6:20 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Claudia Bulthuis
Gelynda Capel(via telephone)

Absent

Paula Covington, Vice Chairman
Johnny McKinnon

Others Present

Sharon Cupples
Susan Eggleston
George Gilbreath
Ron Kincaid
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; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Marshall and all committee members were present, except Paula Covington and Johnny McKinnon.

Legislative Update – Dr. Chad Bledsoe – Appendix V

Dr. Bledsoe presented Appendix V, the Legislative Agenda items for the 2017-2019 Session.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix W

Mrs. Haywood presented Appendix W, the Public Relations/Marketing Update.

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

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 6:25 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Vice Chairman
Susan Eggleston
George Gilbreath

Absent

Johnny McKinnon, Chair
Phil Absher

Others Present

Gelynda Capel (via telephone)
Sharon Cupples
Ron Kincaid
Gordon Knowles
Andrea Marshall
Adam Sexton,
SGA President

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

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

Committee roll was taken by Vice Chairman Bulthuis and all committee members were present, except Chairman Johnny McKinnon and Phil Absher.

2016 – 2017 IE Plan – Information Only

Mrs. Holton reported that the 2016-2017 IE Plan has been posted to the College website.

There being no business, the meeting adjourned at 6:28 p.m.

**Budget & Finance Committee
Wednesday, November 9, 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 October Committee Minutes – Appendix B – Action**
- ❖ **October Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **September Foundation Fund Statements – Appendix D**
- ❖ **Foundation Update – Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 5:31 p.m. in the College Boardroom.

Present

Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent

Anna Hollers, Chairman

Others Present

Gelynda Capel(via telephone)
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Adam Sexton,
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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; and Korrie Ervin, Assistant to the President.

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

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

Mr. Knowles announced that there will be an event hosted by the Montgomery Fund on campus October 25 at 5:30 p.m. to honor Mr. Earle Connelly and all Board members are invited to attend.

Approval of September Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

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Following a question from Mrs. Bulhuis, Dr. Bledsoe reported that as requested by the governor the community college system was asked how they would handle a 2% reversion if necessary.

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

August Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the August Foundation Fund Statement. Dr. Bledsoe reported that as a whole the investment portfolio is not as consistent at the Foundation would like for it to be.

Foundation Update – Lynn Epps

Mrs. Epps reported an update from The Starry Starry Night raffle. She noted that the fundraising goal was \$23,500, at this point \$23,200 have been received. There were 213 tickets sold, and great items for silent auction. There were \$6,500 in sponsorships for the event. A college employee, Ashlie Martin, won the grand prize.

She commended the employees for all of their hard work for selling tickets and help with silent auction items.

Grants Update – Appendix E

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

There being no further business, the meeting adjourned at 5:44 p.m.

Montgomery Community College
County Funds - Board Report for October 2016

Appendix C

County Funds - OCTOBER 2016		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	2,000	4,000	33%
514000	FT Svc/Maint/Skilled Craft	160,010	12,699	54,864	105,146	34%
514050	Supvr Svc/Maint/Skilled Craft	83,176	8,712	28,999	54,177	35%
518100	Social Security	19,196	1,639	6,581	12,615	34%
518200	Retirement	39,552	3,452	13,869	25,683	35%
518300	Medical Insurance	43,998	3,226	14,288	29,710	32%
518700	Longevity Payments	2,171	-	2,171	(0)	100%
519090	Waste Removal/Recycling	14,000	1,033	4,289	9,711	31%
519120	Lawns and Grounds Service	500	-	84	416	17%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	14,000	598	2,803	11,197	20%
522000	Maintenance Supplies	16,863	1,450	3,503	13,360	21%
524000	Repair Supplies	2,137	900	2,137	0	100%
525000	Gas/Travel/Reimbursement	1,717	26	102	1,615	6%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	-	-	500	0%
531500	Regisistration Fees	600	194	600	0	100%
532200	Telephone	18,300	-	2,946	15,354	16%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	30,163	145	1,152	29,011	4%
533200	Water	9,960	-	4,024	5,936	40%
533300	Electricity	205,998	20,519	75,734	130,264	37%
533400	Garbage/Sewage Disposal	4,000	531	2,067	1,933	52%
535100	Equipment Repair	8,300	-	373	7,927	4%
535200	Repairs to Facilities	15,000	604	12,648	2,352	84%
535400	Service Contracts	16,800	316	8,872	7,928	53%
539200	PR-President's Office	600	31	225	375	37%
539500	Other Current Expense	1,000	(277)	(277)	1,277	-28%
543000	Lease/Rental Other Equipment	1,684	140	562	1,122	33%
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	(1,914)	(1,914)	12,214	-19%
545301	Life Insurance	1,768	169	671	1,097	38%
546100	Membership & Dues	1,000	-	-	1,000	0%
555100	Minor Equip Low Risk	227	-	227	0	100%
Total Current Expense		750,800	54,694	243,849	506,951	32%

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

Appendix C

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's August 2016 Report	\$ 317,652
Add: FY16 Property Tax Allocation from County Report	58,669
Add: FY17 Property Tax Allocation from County Report (9-30-16)	17,493
Total Revenue	393,814
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects - SimMan Lab Renovation (\$7.4K) Lawn Equip (\$6.2K)	(13,594)
Sub-total Life-to-date Revenues less Submitted Projects	(26,467)
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 10-31-16	\$ 148,533

Montgomery Community College
State Funds - Board Report for October
2016

Appendix C

State Funds - OCTOBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	13,595	48,159	92,169	34%
511200 FT Senior Administrator	232,283	25,538	79,549	152,734	34%
511300 FT Professional Staff	946,109	95,623	330,260	615,849	35%
511310 PT Professional Staff	79,438	4,225	17,270	62,168	22%
512000 FT Support	68,146	6,279	20,970	47,176	31%
512010 PT Support	25,107	2,214	7,713	17,394	31%
512040 30 Hour Support	28,204	3,410	10,172	18,032	36%
513000 FT Faculty	1,868,588	188,355	628,753	1,239,835	34%
513010 PT Faculty	690,880	72,812	204,347	486,533	30%
513030 PT Teaching Assistant	15,600	1,188	2,438	13,163	16%
513040 30 Hour Faculty	37,104	3,143	15,764	21,341	42%
515000 FT Technical/Paraprofessional	412,904	42,905	144,514	268,390	35%
515010 PT Technical/Paraprofessional	96,330	6,671	32,962	63,368	34%
518100 Social Security	346,445	34,375	113,680	232,765	33%
518200 Retirement	634,223	62,840	217,236	416,987	34%
518300 Medical Insurance	416,984	33,981	137,907	279,077	33%
518500 Unemployment Compensation	12,000	-	-	12,000	0%
1 518700 Longevity Payments	135	3,092	27,010	(26,875)	N/A
519000 Legal Services	473	-	473	1	100%
519010 Financial/Audit Service	33,000	-	-	33,000	0%
519020 Sys Implementation/Inte	17,215	-	-	17,215	0%
519040 Administrative Services	9,000	-	1,260	7,740	14%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	62,431	2,559	20,785	41,646	33%
519401 Online Tutoring-Contrac	2,000	(332)	1,611	389	81%
519700 Personal Service - 3rd Party	250	-	-	250	0%
523XXX Copies & Instructional Supplies	164,517	10,324	52,537	111,980	32%
527000 Other Supplies	63,266	(1,611)	19,558	43,708	31%
527005 Tires & Oil Changes	1,866	-	-	1,866	0%
531110 In-State Ground Transportation	16,268	3,109	6,285	9,983	39%
531140 In-State Lodging	15,585	1,058	3,593	11,992	23%
531150 In-State Meals	5,122	1,017	1,359	3,763	27%
531210 Out-of-State Ground Transportation	1,572	-	310	1,262	20%
531220 Out-of-State Air Transportation	4,860	-	-	4,860	0%
531240 Out-of-State Lodging	9,666	-	1,702	7,964	18%
531250 Out-of-State Meals	2,931	86	278	2,653	9%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	1,600	779	779	821	49%
531500 Registration Fees	24,460	610	11,026	13,434	45%
532100 Postage	13,500	(43)	983	12,517	7%
535100 Equipment Repair	14,564	904	2,229	12,335	15%
535400 Service Contracts	925	-	-	925	0%
535430 Maint Agreement-Equipment	5,885	-	-	5,885	0%
535450 Maint Agreement-NonWAN - Curr	26,209	-	450	25,759	2%
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%
535494 Maint. Agree.-Server Sf	8,000	-	-	8,000	0%

Montgomery Community College
State Funds - Board Report for October
2016

Appendix C

State Funds - OCTOBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535495 Maint. Agree.-Server	3,765	-	-	3,765	0%
537000 Advertising	55,000	1,962	7,796	47,204	14%
537100 Advertise Vacant Positions	18,000	792	3,603	14,398	20%
539400 Magazine/Newspaper Subscriptions	3,750	-	2,658	1,092	71%
539500 Other Current Expense	712	-	62	650	9%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,618	929	1,510	21,108	7%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	64,679	850	4,322	60,357	7%
544020 Laptop Application So	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,876	-	1,201	1,675	42%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	14,038	399	2,527	11,511	18%
546200 Accreditation Expense	3,900	1,200	1,750	2,150	45%
548000 NEIT	25	-	-	25	0%
555100 Minor Equip Low Risk <\$5K	24,581	2,980	24,581	0	100%
555200 Minor Equip High Risk	7,564	4,576	4,285	3,279	57%
Total Current Expense	6,794,186	632,393	2,218,211	4,575,975	33%
551000 Office Equipment	73,965	-	-	73,965	0%
552000 Non-WAN Data Processing	20,209	-	-	20,209	0%
552030 Voice Communication Equ	12,749	-	-	12,749	0%
553000 Educational Equipment	366,051	-	-	366,051	0%
555100 Minor Equipment Low Risk	2,193	(257)	1,936	257	88%
555200 Minor Equipment High Risk	16,816	15,779	16,816	(0)	100%
556100 Books	31,573	981	974	30,599	3%
Total Capital Expense	523,556	16,504	19,726	503,830	4%
Total Expenses	7,317,742	648,897	2,237,938	5,079,804	31%

1 Longevity to be funded in November

**Montgomery Community College
Institutional Funds - Board Report for October 2016**

Institutional Funds - OCTOBER 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
	01-121 Pell Overpayments	-	-	-	-	-
	01-128 Veterans Reporting Fee	-	-	-	-	546
	01-132 Overhead Receipts 75%	136	572	596	3,490	10,851
	01-133 Current General & Misc	85	84	519	2,011	9,648
	01-134 Admin Support	487	487	2,997	2,997	-
	01-135 Overhead Receipts 25%	45	-	198	-	6,751
1	01-142 Textbook Rental - CCP	1,000	94	1,114	22,103	(8,686)
	01-222 Forestry Program	0	60	1	915	11,318
	01-291 Specific Fees: Medical Asst.	30	-	225	-	2,650
	01-291 Specific Fees: Electronics	25	-	225	-	1,775
	01-291 Specific Fees: Gunsmithing	1	1,004	4,534	1,004	43,758
	01-291 Specific Fees: Phlebotomy	-	-	150	-	150
	01-291 Specific Fees: Taxidermy	25	490	426	1,507	13,312
	01-291 Specific Fees - LP	50	-	2,305	-	8,849
	01-291 Specific Fees: Dental	-	11	281	452	3,622
	01-291 Specific Fees: NET/TEAS	192	-	384	-	3,844
	01-294 Live Projects: Taxidermy	-	-	-	-	349
	01-314 Scrap Metal Fund HVAC	-	-	26	-	558
	01-315 Self Supporting	2,495	2,876	21,003	9,149	34,384
	01-331 Community Service	-	-	-	-	4,275
	01-352 Career Readiness	-	-	495	363	1,468
	01-363 Small Business Center	411	219	801	411	9,170
	01-391 Specific Fees: Occ. Ext	847	1,676	3,504	3,633	61,521
	01-394 Horticulture: Live Projects	-	-	-	-	878
	01-621 Operational Funds	31	1,134	2,103	4,311	34,317
	01-715 Vending	259	259	3,189	3,189	-
	02-131 College Work Study	3,810	3,810	8,158	8,158	-
	02-228 Self Supp. Curriculum	1	-	2	-	28,190
	02-229 Distance Learning	-	-	24	-	-
	02-292 Tech Fee-Curr	652	7,254	8,627	8,430	104,940
	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	2,332	956	2,332	3,288	(956)
2	02-511 Voc-Ed Counseling	3,850	1,495	3,850	5,345	(1,495)
2	02-512 Voc-Ed Tutor Funds	289	693	289	982	(693)
	02-823 FSEOG	-	-	5,880	5,880	-
3	02-824 Pell Grant	6,846	5,018	523,035	524,443	(616)
4	02-831 Education Lottery Scholarships	-	-	-	24,307	(24,028)
	02-832 Duke/AT&T Aspire Scholarships	(650)	-	-	-	-
4	02-835 NC Community College Grant	-	-	-	29,230	(29,230)
	02-836 High Demand/Low Enrollment	-	-	945	945	-
	02-837 MCC Foundation Scholarships	65,011	1,052	65,011	65,011	-
	02-839 Less Than Half-time	-	-	1,474	180	1,294
	02-842 SGA President Scholarships	-	-	750	750	-
	02-845 SECU Scholarships	-	-	3,750	3,750	-
	05-227 Daycare Center	-	-	-	-	353
	05-715 Vending	720	259	1,984	3,189	15,136
	05-716 Bookstore Vending	1	1,033	6,595	3,709	64,414

**Montgomery Community College
Institutional Funds - Board Report for October 2016**

Institutional Funds - OCTOBER 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-720 Bookstore	-	-	140	-	-
05-721 General Store	1,274	1,044	15,106	13,816	2,110
05-740 Parking Fee	159	-	2,166	-	31,567
05-770 Student Government Association	1,174	337	14,078	2,618	29,543
05-771 Graduation Fund	-	-	65	-	3,867
05-774 Student Amabassador	124	-	1,564	565	27,369
07-918 Capital Projects	-	-	6,590	6,590	-
07-924 Duke Energy Grant	-	-	-	-	2,089
09-772 Club Accounts	-	-	-	-	83,216
5 09-773 Bookstore Agency Fund	-	-	-	-	(13,057)
09-775 Funds Held for Others	-	-	-	-	1,116
09-776 Restricted Scholarships Held	-	-	-	-	1,500
09-777 Loan Funds Held & Dist	-	-	-	-	-

Total	Institutional Funds: First Bank	91,712	31,918	717,490	768,442	591,716
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STIF Account as of 10/31/16

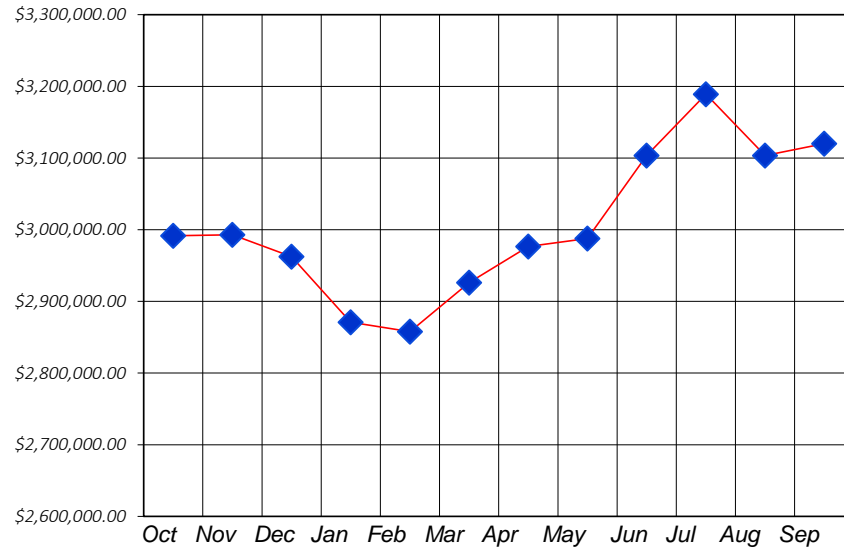
	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	32	132	42,232	42,364
02-229 Distance Learning	8	32	10,209	10,241
02-292 Technology Fees	57	234	74,984	75,218
05-720 Bookstore	45	185	59,192	59,376
Total		142	583	186,617
				187,199

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

Montgomery Community College Foundation Funds Statement FY 2016-2017

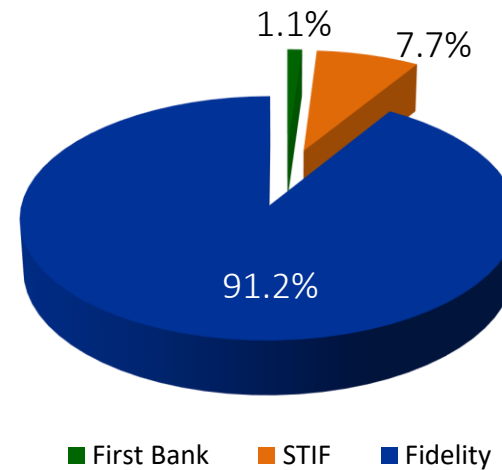
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of September 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,833,176.28	\$245,423.42	\$24,850.97	\$3,103,450.67
Receipts								
Interest/Gains	\$18,236.65	\$756.26	\$1.37	\$18,994.28	\$3,685.64	\$145.80	\$0.41	\$3,831.85
Deposits	\$7,573.93	\$117,859.00	\$49,566.28	\$174,999.21	\$4,756.61	\$8,167.50	\$29,257.64	\$42,181.75
Total Receipts	\$25,810.58	\$118,615.26	\$49,567.65	\$193,993.49	\$8,442.25	\$8,313.30	\$29,258.05	\$46,013.60
Disbursements								
Withdrawals/Fees	\$6,361.71	\$120,587.35	\$133,355.80	\$260,304.86	\$2,217.34	\$12,864.97	\$19,933.98	\$35,016.29
Total Disbursements	\$6,361.71	\$120,587.35	\$133,355.80	\$260,304.86	\$2,217.34	\$12,864.97	\$19,933.98	\$35,016.29
Market Value Net Change	\$83,005.95	\$0.00	\$0.00	\$83,005.95	\$5,681.22	\$0.00	\$0.00	\$5,681.22
Ending Value	\$2,845,082.41	\$240,871.75	\$34,175.04	\$3,120,129.20	\$2,845,082.41	\$240,871.75	\$34,175.04	\$3,120,129.20
Net Change	\$102,454.82	(\$1,972.09)	(\$83,788.15)	\$16,694.58	\$11,906.13	(\$4,551.67)	\$9,324.07	\$16,678.53

Foundation Funds Value



Jul 2016 - Jun 2017

Foundation Funds Distribution



**Building & Grounds Committee
Wednesday, November 9, 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 October Committee Minutes- Appendix E – Action**
- ❖ **Facilities Report - Appendix F**
- ❖ **Incident Report – Appendix G**
- ❖ **Bell Design Recommendation – Appendix H**
- ❖ **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, October 12, 2016 at 5:44 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**

Gelynda Capel(via telephone)
Andrea Marshall
Adam Sexton,
SGA President

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

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

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

Approval of September Committee Minutes – Appendix F – Action

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

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Approval of NCCCS 3-1 – Renovations for Center for Workforce Development – Appendix H – Action

Mrs. McBride presented Appendix H, the NCCCS 3-1 Renovations for Center for Workforce Development.

Mr. Eggleston made a motion, seconded by Mrs. Bulthuis, to approve the NCCCS 3-1 renovations for the center for Workforce Development. The motion carried.

Dr. Bledsoe reported that he has developed a committee including the three Vice Presidents, Wanda Frick, Marcus Ervin and Gordon Knowles to review the projects on campus.

There being no further business, the meeting adjourned at 5:50 p.m.

Board Report

Facilities

November 2016

Prepared By: Wanda Frick

Director of Facilities

The final specifications for the roof replacement and HVAC upgrade of Building 200 are almost complete. These projects should be offered for bid through the NC Interscope system in the next 30-60 days.

The design drawings for the Center for Workforce Development are in the final stages with Pinnacle Architects.

The front facing on the entrance sign is installed and ready for paint. Marcus Ervin and Kevin Lamonds have worked diligently to have this stage of the sign ready.





Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Student injury, EMS responded	10/26/2016/3:00 pm	10/26/2016/3:00 pm	Forestry Lab



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**PROPOSED NEW SCHOOL BELL AND BASE FOR
MONTGOMERY COMMUNITY COLLEGE
TROY, NORTH CAROLINA**



Personnel Committee
Wednesday, November 9, 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**
- ❖ **Notice of Termination – Appendix I**
- ❖ **Notice of Retirement – Appendix J**
- ❖ **Revised Board Policies – Second Reading – Action**
 - 410.00 Special Events Facilities Usage – Appendix K**
 - 673.00 Articles of Student Conduct – Appendix L**
 - 318.00 Secondary Employment – Appendix M**
- ❖ **New Business**
- ❖ **Adjourn**



MONTGOMERY COMMUNITY COLLEGE

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

October 7, 2016

Mr. James Burgess
701 Eldorado Street
Troy, NC 27371

Mr. Burgess:

In accordance with Montgomery Community College Board Policy 304.00 Probationary Employees, which governs employee probationary status; I am terminating your employment effective October 7, 2016.

If you have questions regarding this decision you may contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe". The signature is fluid and cursive.

Chad A. Bledsoe, Ph.D.
President

Nancy Morton
353 Atkins Dairy Road
Troy, NC 27371
910-572-2429
nmorton@hotmail.com

October 14, 2016

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

Dear Dr. Bledsoe:

Please accept this letter of resignation due to retirement effective as of December 31, 2016. With the semester ending on December 13, I should have everything wrapped up and in good order no later than December 20.

It is with mixed emotions that I am leaving a position that I will truly miss. I thank the college for the many opportunities afforded me during my tenure here. Having worked in student services, continuing educational department, and a member of faculty gave me the chance to learn both sides of the "house". I feel truly blessed to have worked with such wonderful folks.

My plan/goal is to "sit out" for six months and wait for an invitation to come back to teach as an adjunct at Southern. I will miss my "ladies" – not to mention my friends here. Please also know that I will be available for any questions that arise after I retire.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nancy Morton', with a long horizontal line extending to the right.

Nancy Morton
Coordinator of Prison Programs/Instructor



MONTGOMERY COMMUNITY COLLEGE

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

October 14, 2016

Mrs. Nancy Morton
1011 Page Street
Troy, NC 27371

Dear Mrs. Morton:

I am in receipt of your letter announcing your retirement on December 31, 2016. I accept your letter notifying me of your retirement as Coordinator of Prison Programming. 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 retirement procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

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

Chad A. Bledsoe, Ph.D.
President

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.~~ Controlled substances including but not limited to, tobacco, alcohol and illicit drugs is prohibited on college property. ~~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.

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. ~~Controlled substances including, but not limited to, tobacco, alcohol and illicit drugs are prohibited on college property. 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”.

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.

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

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 or 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.~~

Curriculum and Student Services Committee
Wednesday, November 9, 2016
6:05 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix N – Action**
- ❖ **Update from Instruction – Appendix O**
- ❖ **Update from Vice President of Student Services – Appendix P**
- ❖ **Update from Dean of Continuing Education – Appendix Q**
- ❖ **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, October 12, 2016 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Phil Absher

Others Present

Gelynda Capel(via telephone)
Susan Eggleston
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; 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 Phil Absher.

Approval of September Committee Minutes – Appendix Q – Action

Mrs. Marshall made a motion, seconded by Mr. Gilbreath, to approve the September Committee minutes. The motion carried.

Update from Instruction – Appendix R

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

New Curriculum Program Approval – Associate in Fine Arts, Music – Appendix U – Action

Mr. Thill presented Appendix U, the recommendation for a new curriculum program for an Associate of Fine Arts in Music. Dr. Bledsoe reported that his program will be held in association with the Trinity Music Academy.

Mrs. Marshall made a motion, seconded by Mrs. Bulthuis, to approve the Associate in Fine Arts Music as a new curriculum program. The motion carried.

Update from Vice President of Student Services – Appendix S

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

Update from Dean of Continuing Education – Appendix T

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

There being no further business, the meeting adjourned at 6:20 p.m. The motion carried.

Board Report
Vice President of Instruction
November, 2016

Community Involvement – Students in the LPN program participated in the vision screening of all 1st, 3rd and 5th graders in the county schools and 36 Pre-K students. The students were provided a one-day training program before going out the community schools where they helped screen over 740 students.

Professional Development – Robert Nelson, Dean of Arts and Science has been accepted in the Mental Health First Aid Trainer Program. Robert will participate in a 5-day training program that will allow him to teach Mental Health First Aid to our faculty and staff. One of the goals of the program is to have someone qualified to teach the program on every college campus.

Amy Friery, Department Chair for Human Services will be participating in training in Cherokee, NC to prepare for implementation of the Gambling Addiction Assistance Grant at MCC.

MCC hosted Appalachian State University and area Transfer Counselors in a regional workshop on preparing students to transfer to ASU. Our plans are to continue to offer our campus for regional events like this in the future. “We are only 30 minutes from everybody!”

Procedure Review

Two faculty sub-committees are completing their review of the Course Syllabus and the Academic Dishonesty Policy implementation. The committees have submitted their initial recommendations to the Cabinet for review and hope to have both projects completed in time for implementation Spring 2017. Both projects effect implementation only and should require no change in Board Policy.

Program Development -

The North Carolina Community College System has acknowledged receipt of the application for ADN program at Montgomery Community College. The application should be on the November State Board Agenda. The College is advertising for a Director of Associate Degree Nursing to help develop and “shepherd” the application and implement of the ADN program at MCC.

The College was approved 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.

The Associate Degree in Fine Arts – Music program of study has been reviewed and approved by the Instruction and Student Development Committee and forwarded to NCCCS for approval.

Implementation is planned for Fall 2017 with the assistance of Trinity Music Academy. Dr. Chandley will begin teach Music Appreciation (MUS 110) again on campus Spring 2017 to hopefully help increase interest in the new program.

The College submitted the 3-year accountability report for HVAC and Human Services Technology – Disabilities Services as required by all “new programs” after three years of implementation. The numbers in the two programs were steady and we hope to see them continue to improve over the next couple of years because of the growth in demand in both areas.

MCC Board of Trustees – November 9, 2016 Update from the Student Services Division

Highlights & Previews

- Director of Counseling Services, Natalie Winfree, is now certified as a Global Career Development Facilitator.
- Representatives from a number of colleges and universities will be on campus November 8 to answer students' questions about transfer opportunities.
- High School Liaison Diana Sanchez and staff members from Montgomery County Schools have been visiting Early College campuses already established at some other NC community colleges.
- Advising and registration for Spring 2017 has begun.

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

Occupational Extension:

- Tabloid (mailer containing the Continuing Education schedule of classes) draft was submitted a the print piece should arrive soon
- New Programs for 2017
 - *Industrial Sewing*
 - *Medical Scribe*
 - *Medical Receptionist*
 - *Knifemaking/Blacksmithing*

Heritage Crafts:

- Successful start to new "Working Artist Wednesday, Visiting Artist Program," in collaboration with the MCC Foundation.
 - *17 attendees to first WAW on Oct. 12th. for Owen Laurion and Anne Partna.*
 - *Scheduled Katherine Maloney of StarWorks and Sherry Caldwell Hohl of Seagrove for Nov. 30th*
- "Sleigh Full of Clay" Annual Pottery Sale, Dec. 5/6/7th in room 301
- New classes for Spring 2017
 - *Soap-making with Uwharrie Soaps*
 - *Brush-making*
 - *Kiln Building*
 - *Basket-weaving*

Small Business Center:

- SBC Director, Jessica McDaniel, began attending Leadership Montgomery
- 15 Active Clients Receiving 1-on-1 Counselling (up from 4 last year)
- Market MontGOMery kick-off was a success - SBC had a table and was announced and listed as a partner
- Participant in the Food System Alliance Project, a regional NC Rural Center Project
 - *Hosting November meeting at MCC*

Customized Training Program:

- Kicked Off Leadership Montgomery 10/6 at Camp Eckerd

Legislative/Public Relations Committee
Wednesday, November 9, 2016
6:20 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix R – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix S**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment E

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 6:20 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Claudia Bulthuis
Gelynda Capel(via telephone)

Absent

Paula Covington, Vice Chairman
Johnny McKinnon

Others Present

Sharon Cupples
Susan Eggleston
George Gilbreath
Ron Kincaid
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; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Marshall and all committee members were present, except Paula Covington and Johnny McKinnon.

Legislative Update – Dr. Chad Bledsoe – Appendix V

Dr. Bledsoe presented Appendix V, the Legislative Agenda items for the 2017-2019 Session.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix W

Mrs. Haywood presented Appendix W, the Public Relations/Marketing Update.

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

Public Relations / Marketing Highlights October 2016

October Marketing Activities

Fall break professional development presentation: DIY Marketing
New program banners for Phlebotomy and Taxidermy

Montgomery Herald

Working Artist Wednesdays, Discover Guide Ad & write up, New SBC seminar “Finding & Keeping Good Employees”, Forged in Fire champ to hold Damascus class, East vs. West ad – The Final Showdown.

Social Media & Website

Forged in Fire’s Burt Foster coming to MCC, FAFSA Day/FAFSA Night, Medical Assisting Recognition Week, Working Artist Wednesdays, Forestry at Uwharrie Mountain Festival and Cradle of Forestry, NC Custom Knifemaker’s Guild meeting, Halloween Spooktacular.
Two new MCC Facebook pages started in October: MCC Public Safety Training and MCC College and Career Readiness program

Radio Ads (WJRM, WMTG, WKZY)

FAFSA Day/FAFSA Night, Apprenticeship Montgomery

Internet Advertising

New digital campaign starting up in November/December. Phase I targets high school students/parents. Phase II targets 25+ age group in February/March 2017. Phase III targets both groups in a June fall registration push.

2017 Spring Schedule

In progress and coming to your Montgomery County mailbox December 1. Features include:
Josh Floyd and the Heritage Arts at Montgomery Community College
Full circle: MCC partners with McRae Industries to start an Industrial Sewing program
Articles that will go with our digital campaign – CJ grad Wesley Maynor success story and DA grad Casey West success story.

Facebook Top Posts for October

Total Likes 1561 (Up 55 from 1506 in September)

Facebook “like” campaign October 27-31 resulted in 28 additional likes (usually only happens in August)

Page	Date	Post	Reach (how many saw)	Engagement (how many clicked on post)	Talking About This (how many shared, reacted, or commented)
MCC	10/14/16	Employment opportunities at MCC	2,200	386 (18%)	22
MCC	10/26/16	Employment opportunities at MCC	1,300	152 (12%)	19
MCC	10/12/16	Deadline to register to vote	914	6 (1%)	0
MCC	10/6/16	Scholarship recipient Brooke Thompson	860	14 (2%)	1
MCC	10/31/16	Spooktacular highlights	483	341 (71%)	29

TWITTER FOLLOWERS 566 UP 19 FROM 547 IN SEPTEMBER

**Institutional Status Committee
Wednesday, November 9, 2016
6:25 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix T – Action**
- ❖ **2015-2016 Fact Sheet – Appendix U**
- ❖ **2016 Business Continuity Plan – A copy will be available at the meeting.**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 12, 2016 at 6:25 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Vice Chairman
Susan Eggleston
George Gilbreath

Absent

Johnny McKinnon, Chair
Phil Absher

Others Present

Gelynda Capel (via telephone)
Sharon Cupples
Ron Kincaid
Gordon Knowles
Andrea Marshall
Adam Sexton,
SGA President

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

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

Committee roll was taken by Vice Chairman Bulthuis and all committee members were present, except Chairman Johnny McKinnon and Phil Absher.

2016 – 2017 IE Plan – Information Only

Mrs. Holton reported that the 2016-2017 IE Plan has been posted to the College website.

There being no business, the meeting adjourned at 6:28 p.m.

**MONTGOMERY COMMUNITY COLLEGE
INSTITUTIONAL FACT SHEET ~ 2015-2016**

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

MONTGOMERY COUNTY

County Population: 28,263 (2014 Estimate) County Area: 491 square miles Population Density: 56

Educational Level

Less than HS-25.4%	Associate degree-9.9%	HS Graduation rate: 87.3%
HS-28.8%	Bachelor's degree-11.2%	Per-student K-12 expenditure
Some college-21%	Graduate degree-3.7%	by Montgomery County \$2,173

HISTORY

1967-Charter issued for Montgomery Technical Institute
 1968-MTI operates out of a building on Page Street
 1975-A bond referendum is passed for Building 100 (64,000 sq. ft.) on 149 acres of donated land.
 1983-Name changed to Montgomery Technical College
 1987-Name changed to Montgomery Community College
 1992-A bond referendum is passed for building 200 (44,800 sq. ft.)
 2009-The Forest Management Technology Building is constructed (6,400 sq. ft.)
 2009-Conversion of the child care center to The Outpost Student Center
 2016-The campus of MCC includes facilities of approximately 134,400 sq. feet on 153 acres of land

TUITION

Per credit hour: 2015FA In state--\$72.00 Out of state--\$264.00
 2016SP In state--\$76.00 Out of state--\$268.00
 It costs approximately \$8,400.00 (in-state) and \$21,450 (out-of-state) to earn an associate degree.

ENROLLMENT

CURRICULUM STUDENTS

<p>Graduates 2015-2016 69 Degrees 220 Certificates 40 Diplomas</p>	<p>AY16 Number of Students 1,017 FTE earned 624.7 Average age of students 27</p> <p>Enrollment by Gender: Female 62% Male 38%</p>
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GRADUATES BY PROGRAM	2015-2016
Arts & Sciences	14
Business Technologies	61
Commercial Technologies	147
Health/Public Service Technologies	107
TOTAL	329

CONTINUING EDUCATION STUDENTS

AY16	
Number of Students	3,405
FTE earned	213.5
Average age of students	41
Enrollment by Gender:	
Female	44%
Male	56%

CAREER AND COLLEGE PROMISE HIGH SCHOOL STUDENTS

AY16	
Number of Students	243
Registrations	686
FTE earned	~72
Enrollment by Gender:	
Female	63%
Male	37%

FACULTY AND STAFF

Faculty	38	Service Maintenance	8	Support	7
Senior Administration	4	Staff	23	Technical Paraprofessional	7

FINANCE

Current Revenues	
State Aid	5,835,442
County Appropriations	736,080
Federal Student Financial Aid	1,380,964
Noncapital Grants	122,554
Student Tuition and Fees, Net	762,952
Sales and Services, Net	69,935
Gifts, Net	1,488
Capital Revenues	180,122
Total	<u>9,089,537</u>

Current Expenditures	
Instruction	3,827,399
Institutional Support	2,542,556
Student Services	570,034
Student Financial Aid	827,467
Auxiliary Services	719,756
Capital Expenditures	180,122
Pension	116,292
Total	<u>8,783,626</u>

FOUNDATION

The Montgomery Community College Foundation was reactivated in 1995 to support the college by soliciting and managing funds for scholarships, awards, equipment, books and other purposes to enable and enrich the college experience for students. The community has strongly supported the Foundation and its assets grew to 3.079 million dollars, with 71 (unduplicated) students receiving scholarship support during the three semesters in academic year 2016. The Montgomery Scholars program offers every student who graduates from high school in the county a scholarship to cover tuition and books beginning in the fall semester in the year of graduation. Eight first year and two returning Montgomery Scholars were awarded in 2015-2016.

Montgomery Community College
SGA Report
November 9, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Students, staff, and faculty enjoyed Spooktacular activities October 31.
- Practical Nursing's annual fall blood drive takes place November 10.
- The SGA's annual Holiday Meal is scheduled for Tuesday, December 6.
- The SGA will sponsor a Brain Break near the end of the fall term.
- SGA Senators and Ambassadors are finalizing plans to participate in Christmas events in Mt. Gilead and Star.

**President's Report
November 9, 2016**

Activities since the October Board Meeting

10/13/16	Employee Meeting
10/18/16	Central High School Open Forum
10/20/16	Central High School Open Forum
10/21/16	Employee Orientation
10/25/16	Montgomery Fund Earle Connelly Reception Central High School Open Forum
10/26/16	Central High School Open Forum
10/31/16	Spooktacular
11/2/16	Arron and Gelynda Capel – Bell Design Meeting
11/4/16	Foundation Nominating Committee Meeting
11/4/16	Employee Orientation
11/9/16	Foundation Board Meeting Board of Trustees Meeting

Upcoming Activities

11/24-25/16	MCC Closed – Thanksgiving Holiday
12/3-6/16	SACSCOC Annual Meeting
12/9/16	Board Christmas Party
12/13/16	Fall Term Ends
12/19/16-1/2/17	MCC Closed – Christmas and New Year's Break
1/3-5/17	Quality Trails
1/11/17	Board of Trustees Meeting



Board of Trustees Calendar of Events
2016/2017

November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting
November 10, 2016	11:00 a.m.	Veterans Day Celebration
December 9, 2016	5:30 p.m.	Board Christmas Dinner
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