



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, June 8, 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 Recognitions – Andrew Gardner, Continuing Education

Board Presentation – Kathy Garner-Smith, Basic Skills Coordinator

Approval of May Board Meeting Minutes – Appendix A - Action

Standing Committees

*** Budget & Finance Committee**

May Local, State, and Institutional Funds Financial Reports – **Appendix B – Action**

Proposed 2016-2017 Local Budget – **Appendix C – Action**

Interim Budget Resolution – **Appendix D – Action**

May Foundation Fund Statements – **Appendix E**

*** Building & Grounds Committee**

Facilities Report – **Appendix F**

Incident Report – **Appendix G**

*** Personnel Committee**

Blanket Travel Authorization – **Appendix H – Action**

Contract Renewals – **Appendix I – Action**
Network Administrator Job Description – **Appendix I-1 – Information Only**
Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force – Second Reading – **Appendix J – Action**
Board Policy 312.00 Due Process for Employees – Second Reading – **Appendix K – Action**
Board Policy 411.00 Travel Regulations – Second Reading – **Appendix L – Action**

* **Curriculum/Student Services Committee**

Update from Instruction – **Appendix M**
New Program Approval – Associate in Engineering – **Appendix N – Action**
Update from Vice President of Student Services - **Appendix O**
2016-2017 Student Fee Chart – **Appendix P – Action**
Update from Dean of Continuing Education – **Appendix Q**

* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe – **Appendix R**
Public Relations/Marketing Update – Michele Haywood – **Appendix S**

* **Institutional Status Committee**

* **SGA Report - Appendix T**

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

* **Chairman’s Report - Claudia Bulthuis**

Calendar of Events – **Appendix V**

* **Adjourn - Action**

Appendix A

Minutes

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

Wednesday, May 11, 2016

Call to Order

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

Phillip Absher	Anna Hollers
Claudia Bulthuis	Ron Kincaid
Gelynda Capel	Gordon Knowles
Paula Covington	Sam Martin
Sharon Cupples (via telephone)	Stephen A. Gant,
Susan Eggleston	SGA President

Absent were Andrea Marshall and Johnny McKinnon.

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Lynn Epps, Director of Resource Development; Michele Haywood, Public Information Officer; Mike Collins, Business Administration Program Head; Carol Hendrix, Special Programs Assistant; George Fouts, Interim President, North Carolina Community College System; Chappell Russell, Montgomery Herald; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed Mike Collins, Carol Hendrix, George Fouts and Chappell Russell.

Approval of the Agenda - Action

On a motion by Mr. Knowles, seconded by Mrs. Capel, the Board of Trustees agenda for May 11, 2016 was approved. The motion carried.

Board of Ethics

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

Mrs. Bulthuis presented a written notice (attached) of a conflict of interest in the matter of the building donation in the Building and Grounds Committee. Mrs. Bulthuis is a member and Co-Manager of the Blair Family Trust, which owns the building in question, she noted that during the discussion she will leave the room and excuse herself from the discussion and recuse herself from any vote on the issue.

Special Recognition – Excellence in Teaching – Dr. Chad Bledsoe

Mr. Fouts recognized Mike Collins as a finalist for the Excellence in Teaching Award.

Approval of April Board and Committee Meeting Minutes– Appendix A – Action

On a motion by Mr. Knowles, seconded by Mrs. Eggleston, the April Board of Trustees meeting minutes were approved. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee

April Local, State and Institutional Funds Financial Reports – Appendix B – Action

Mrs. McBride reported the following:

- As of April 30, 2016, County fund expenditures were \$560,119, 76% of the total budget.
- There were \$113,993 available for Capital Expenditures as of April 30, 2016.
- As of April 30, 2016, State fund expenditures were \$5,839,375, 79% of the total budget.
- As of April 30, 2016, the balance in Institutional Funds was \$662,383. Negative balances are due to timing,
- As of April 30, 2016, the balance in the STIF account was \$186,382.

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

Write Off's – Appendix C – Action

Mrs. McBride presented Appendix C, the 2015 Write Offs. She reported that accounts that owe more than \$50 may be written off if approval is given by the Board. This write off is for financial statement purposes, collection attempts will continue through State Income Tax Refunds and the Williams and Fudge Collection Agency. The college pays the collection agency to pursue collection of these funds. Those that owe less than \$50 are automatically written off by the Business Office.

Mrs. McBride reported that the amount being written off this year is less than previous years.

Mrs. Hollers made a motion, seconded by Mr. Knowles, to approve the 2015 Write Offs. The motion carried.

April Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the April Foundation Fund Statement. She reported that there is an increase in the investment funds this month. There were no scholarship disbursements this month.

In-Kind Transfer – Appendix E – Action

Mrs. Epps presented Appendix E, the In-Kind Transfer Report.

Mrs. Hollers made a motion, seconded by Mr. Knowles, to approve the in-kind transfers. The motion carried.

Grant Update – Appendix F

Mrs. Epps presented Appendix F, the grants update. She reported that the Duke Energy grant was amended to include a 3-D Printer and this change was approved by Duke Energy.

Building and Grounds Committee

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the Facilities report.

The General Store will be moved to the Library after graduation.

The Active Shooter training was successful, an active shooter scenario will be conducted on campus Friday, May 13, 2016.

Mrs. Bulthuis excused herself from the Boardroom at 5:19 p.m.

Building Donation Update

Dr. Bledsoe reported that he has met with several individuals involved in the possible building donation. There was an indication that the county budget would not have funds to include additional costs to support an off campus facility.

Dr. Bledsoe noted that without additional funding to maintain this facility the college would not be able to sustain the facility. The college will be able to maintain the services we currently have. The other agencies that would utilize this building will maintain their current facilities.

Mr. Knowles made a motion, seconded by Mrs. Hollers, to decline, with thanks, the gift of the building on Main Street in Troy. The motion carried, with Mrs. Bulthuis recused from voting.

Mrs. Bulthuis returned to the Boardroom at 5:26 p.m.

The Board expressed their gratitude for the gift of the building and regret over the funds not being available to accept such an offer.

Personnel Committee**Introduction of New Employee – Appendix H**

Mrs. Capel introduced Carol Hendrix, Special Programs Assistant.

Notice of Retirement – Mathematics Instructor – Appendix I

Mrs. Capel presented Appendix I, the retirement notification of Randall Zielsdorf, Mathematics Instructor.

Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force – First Reading – Appendix J

Mrs. Capel presented Appendix J, revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force for a first reading.

Dr. Bledsoe reported that this policy will now encompass Non-Renewal and Reduction in Force

312.00 Due Process for Employees – First Reading – Appendix K

Mrs. Capel presented Appendix K, revised Board Policy 312.00 Due Process for Employees.

Dr. Bledsoe reported some of these items have been turned into a procedure and the policy will now encompass part time employees.

411.00 Travel Regulations – First Reading – Appendix L

Mrs. Capel presented Appendix L, the revised Board Policy 411.00 Travel Regulations.

Dr. Bledsoe reported that the revised policy references the Federal Mileage Reimbursement Rate rather than a dollar amount.

Curriculum/Student Services Committee**Update from Vice President of Instruction – Appendix M**

Dr. Bledsoe gave an update from the instructional division, as presented in Appendix M.

Update from Vice President of Student Services – Appendix N

Mrs. Smith gave an update from the student services division, as presented in Appendix N.

Update from Dean of Continuing Education – Appendix O

Mr. Thill gave an update from the continuing education division, as presented in Appendix O.

In addition to his report, he noted that there are two more companies that have joined the Apprenticeship program, K-M Machine and PaperWorks.

Legislative/Public Relations Committee

Legislative Update – 2016-2017 Budget Tracking – Appendix P

Dr. Bledsoe presented Appendix P, the 2016-2017 Budget Tracking Sheet.

Connect NC Bond Update – Appendix Q

Dr. Bledsoe presented Appendix Q, an update regarding the Connect NC Bond.

Public Relations/Marketing Update – Appendix R

Mrs. Haywood reported on public relations and marketing updates as presented in Appendix R.

Institutional Status Committee

There was no business for the Institutional Status Committee.

SGA Report – Stephen Gant, SGA President – Appendix S

Mr. Gant presented Appendix S, the Student Government Association report. He expressed his appreciation for the support of the Board over the past year. Mrs. Bulthuis recognized Mr. Gant for his service to the Board.

President's Report – Dr. Chad Bledsoe – Appendix T

Dr. Bledsoe updated the Board on activities since the April 2016 meeting and his report is attached as Appendix T. He further reported the following items:

- Robert Nelson has graduated from the NC Leadership Program.
- He attended the Dental Assisting Advisory Committee meeting.
- The Active Shooter training was very informative.
- Upcoming events include the Friends of the NRA Dinner, Graduation at Southern Correctional Institute and the NRA Convention

Chairman's Report – Mrs. Claudia Bulthuis – Appendix U

Mrs. Bulthuis gave an update from the NCACCT Law Seminar.

Mrs. Bulthuis reported on the following:

- Graduation is tonight.
- Next year's graduation will be May 10, 2017.

Mrs. Bulthuis recognized Mr. Fouts as graduation speaker and interim President of the North Carolina Community College System.

Mr. Knowles made the motion, seconded by Mrs. Eggleston, to adjourn the meeting. The motion carried.

Claudia B. Bulthuis, Chairman

Budget & Finance Committee
Wednesday, June 8, 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**
- ❖ **May Local, State, and Institutional Funds Financial Reports – Appendix B - Action**
- ❖ **Proposed 2016-2017 Local Budget – Appendix C – Action**
- ❖ **Interim Budget Resolution – Appendix D – Action**
- ❖ **May Foundation Fund Statements – Appendix E**
- ❖ **New Business**
- ❖ **Adjourn**

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

County Funds - MAY 2016		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	5,500	500	92%
514000	FT Svc/Maint/Skilled Craft	156,483	12,831	143,652	12,831	92%
514050	Supvr Svc/Maint/Skilled Craft	78,539	6,420	72,120	6,419	92%
518100	Social Security	18,091	1,471	16,621	1,471	92%
518200	Retirement	35,480	2,949	32,531	2,949	92%
518300	Medical Insurance	41,617	3,637	37,491	4,126	90%
518700	Longevity Payments	2,535	-	2,535	0	100%
519090	Waste Removal/Recycling	15,000	1,031	14,276	724	95%
519120	Lawns and Grounds Service	1,521	-	1,521	-	100%
519110	Pest Control Svcs Agreement	850	-	250	600	29%
521000	Custodial Supplies	13,300	3,120	14,856	(1,556)	112%
522000	Maintenance Supplies	16,199	676	14,417	1,782	89%
524000	Repair Supplies	10,000	729	7,245	2,755	72%
525000	Gas/Travel/Reimbursement	1,000	50	931	69	93%
531140	In-State Lodging	130	130	130	0	100%
531150	In-State Meals	49	-	49	0	100%
531210	Out-of-State Ground Transportation	380	-	380	0	100%
531240	Out-of-State Lodging	111	-	111	0	100%
531250	Out-of-State Meals	64	-	64	(0)	101%
531500	Registration Fees	543	40	362	181	67%
532200	Telephone	18,300	100	16,263	2,037	89%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	37,337	-	14,029	23,308	38%
533200	Water	11,086	703	9,282	1,804	84%
533300	Electricity	193,000	15,745	178,907	14,093	93%
533400	Garbage/Sewage Disposal	5,000	397	4,717	283	94%
535100	Equipment Repair	3,000	132	1,751	1,249	58%
535200	Repairs to Facilities	16,123	138	10,837	5,286	67%
535201	Repairs to Grounds-Supplies	2,000	-	413	1,587	21%
535400	Service Contracts	11,438	801	8,014	3,424	70%
539200	PR-President's Office	500	-	464	36	93%
539500	Other Current Expense	2,367	-	710	1,657	30%
543000	Lease/Rental Other Equipment	939	198	723	216	77%
545000	Property Insurance	13,900	-	-	13,900	0%
545100	Motor Vehicle Insurance	2,300	-	(25)	2,325	-1%
545200	Liability Insurance	3,000	-	(44)	3,044	-1%
545201	Workers Comp	11,000	-	(981)	11,981	-9%
545301	Life Insurance	1,820	172	1,598	222	88%
546100	Membership & Dues	1,800	720	720	1,080	40%
555200	Minor Equip High Risk	2,888	2,888	2,888	0	100%

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

Total Current Expense	736,080	55,577	615,696	120,384	84%
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RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2016 Report		\$ 282,062
Add: 2016 Property Tax Allocation from County Report		51,837
Total Revenue		333,899
Less: 2012-13 Projects		(11,537)
Less: 2013-14 Projects		(53,882)
Less: 2015-16 Projects		
Multi-purpose Room Project		(301,942)
Roof Repairs (Bldg 100 & 200)		(1,500)
Building 500 Polished Concrete Floor		(4,163)
Cooling Tower Cleaner		(4,810)
Building 100 Dock Entrance		(1,740)
General Store to Library		(9,000)
IT Renovation		(15,384)
Sub-total Life-to-date Revenues less Submitted Projects		(70,059)
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 5-31-16		\$ 104,941

**Montgomery Community College
State Funds - Board Report for May 2016**

State Funds - MAY 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	136,961	11,351	125,610	11,351	92%
511200 FT Senior Administrator	204,171	11,836	186,614	17,557	91%
511300 FT Professional Staff	959,030	76,927	867,923	91,107	91%
511310 PT Professional Staff	97,702	6,794	66,092	31,610	68%
512000 FT Support	93,882	7,636	86,246	7,636	92%
512010 PT Support	14,680	2,075	13,211	1,469	90%
512040 30 Hour Support	27,203	2,220	24,983	2,221	92%
513000 FT Faculty	1,808,660	143,068	1,668,841	139,819	92%
513010 PT Faculty	777,289	75,730	712,207	65,082	92%
513030 PT Teaching Assistant	1,740	300	1,740	-	100%
513040 30 Hour Faculty	106,057	7,296	98,722	7,335	93%
515000 FT Technical/Paraprofessional	333,647	26,638	307,343	26,304	92%
515010 PT Technical/Paraprofessional	85,896	7,387	78,598	7,298	92%
516020 Student Salaries - Inst	2,368	320	1,680	688	71%
518100 Social Security	347,992	27,487	310,083	37,909	89%
518200 Retirement	570,749	45,557	524,513	46,236	92%
518300 Medical Insurance	410,598	33,563	374,114	36,484	91%
518500 Unemployment Compensation	11,180	-	11,180	(0)	100%
518700 Longevity Payments	50,145	410	50,065	80	100%
519000 Legal Services	158	-	158	1	100%
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	23,128	9,314	18,022	5,106	78%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	62,264	3,799	39,224	23,040	63%
519700 Personal Service - 3rd Party	13,705	3,170	5,870	7,835	43%
523XXX Copies & Instructional Supplies	249,686	28,383	205,275	44,411	82%
527000 Other Supplies	97,824	8,742	76,995	20,829	79%
527005 Tires & Oil Changes	1,937	-	1,936	1	100%
531110 In-State Ground Transportation	14,998	1,109	12,054	2,944	80%
531140 In-State Lodging	11,553	1,331	9,757	1,796	84%
531150 In-State Meals	2,799	41	1,922	877	69%
531210 Out-of-State Ground Transportation	1,508	-	1,507	1	100%
531220 Out-of-State Air Transportation	4,524	-	3,623	901	80%
531240 Out-of-State Lodging	7,783	207	6,918	865	89%
531250 Out-of-State Meals	2,377	86	2,073	304	87%
531410 Board/Non-emp Transportation	76	227	(760)	836	0%
531420 Board Expense - Subsistence	1,835	1,222	1,835	(0)	100%
531500 Registration Fees	22,553	4,071	19,144	3,409	85%
532100 Postage	13,799	1,819	7,747	6,052	56%
532700 Software Subscriptions	4,518	-	4,518	0	100%
535100 Equipment Repair	36,685	6	34,812	1,873	95%
535400 Service Contracts	825	-	(338)	1,163	-41%
535430 Maint Agreement-Equipment	5,420	760	4,498	922	83%
535450 Maint Agreement-NonWAN - Curr	38,486	4,487	32,994	5,492	86%
535470 Maint Agreement-NonWAN - ConEd	-	-	(553)	553	0%
535494 Maint. Agree.-Server Sf	1,070	-	1,070	-	100%

**Montgomery Community College
State Funds - Board Report for May 2016**

Appendix B

State Funds - MAY 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp This Year
535495 Maint. Agree.-Server	3,666	-	1,833	1,833	50%
537000 Advertising	80,792	2,703	42,708	38,084	53%
537100 Advertise Vacant Positions	14,900	-	11,864	3,036	80%
539400 Magazine/Newspaper Subscriptions	3,591	(71)	3,394	197	95%
539500 Other Current Expense	1,160	-	160	1,000	14%
539520 Electronic Processing	6,963	-	6,963	0	100%
539700 Childcare - 530 Purpose	22,698	2,720	18,032	4,666	79%
544000 NonWAN Data Process Software	423	423	423	0	100%
544010 Software License Renewal	98,344	22,199	83,766	14,578	85%
545100 Motor Vehicle Insurance	2,375	-	912	1,463	38%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	16,284	7,852	12,134	4,150	75%
546200 Accreditation Expense	3,420	-	3,420	-	100%
548000 NEIT	783	-	-	783	0%
555100 Minor Equip Low Risk <\$5K	79,918	19,083	78,068	1,850	98%
555200 Minor Equip High Risk <\$5K	50,391	4,867	43,501	6,890	86%
Total Current Expense	7,057,551	615,145	6,311,325	746,226	89%
551000 Office Equipment	30,602	-	-	30,602	0%
552072 Server	31,772	-	19,096	12,676	60%
553000 Educational Equipment	220,595	-	87,164	133,431	40%
555100 Minor Equipment Low Risk	22,562	-	13,488	9,074	60%
555200 Minor Equipment High Risk	22,215	-	10,432	11,783	47%
556100 Books	25,000	719	13,734	11,266	55%
Total Capital Expense	352,746	719	143,914	208,832	41%
Total Expenses	7,410,297	615,864	6,455,239	955,058	87%

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

Institutional Funds - MAY 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	34	-	556	-	-
01-128 Veterans Reporting Fee	45	-	477	-	546
01-132 Overhead Receipts 75%	124	213	2,637	2,039	21,136
01-133 Current General & Misc	-	30	50	648	1,434
01-134 Admin Support	373	373	9,583	3,024	6,559
01-135 Overhead Receipts 25%	41	-	877	-	6,479
01-142 Textbook Rental - CCP	7,525	-	22,639	11,648	12,171
01-222 Forestry Program	505	-	511	5,400	19,280
01-291 Specific Fees: Medical Asst.	-	-	389	-	2,425
01-291 Specific Fees: Electronics	-	-	525	-	1,550
01-291 Specific Fees: Gunsmithing	481	-	5,986	-	40,046
01-291 Specific Fees: Pottery	1,893	-	9,040	3,940	45,779
01-291 Specific Fees: Taxidermy	-	-	731	-	14,393
01-291 Specific Fees - LP	-	-	2,778	-	6,543
01-291 Specific Fees: Dental	-	-	2,722	1,569	3,793
01-291 Specific Fees: NET/TEAS	-	-	5,376	5,798	3,460
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	15	-	532
01-315 Self Supporting	937	12,632	37,329	34,344	28,624
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	710	812	1,378
01-363 Small Business Center	-	-	1,065	530	9,003
01-391 Specific Fees: Occ. Ext	119	1,249	10,067	10,277	17,234
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	1,601	1,118	13,694	10,258	27,668
01-715 Vending	140	(140)	12,418	12,139	279
02-131 College Work Study	3,453	3,453	20,366	20,366	-
02-228 Self Supp. Curriculum	30	-	4,095	11,731	28,187
02-229 Distance Learning	6	-	66	-	-
02-237 Perkins Equipment	-	-	14,397	14,397	-
1 02-238 Perkins Prof Development	-	1,590	-	1,590	(1,590)
2 02-241 Perkins Automation Software	-	2,002	-	2,002	(2,002)
02-292 Tech Fee-Curr	1,649	393	19,678	8,187	97,477
02-383 Fire Training Center Grant	426	301	30,092	27,657	9,316
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
3 02-429 Vo-Ed PT Curriculum Support	-	734	7,720	8,454	(734)
4 02-511 Voc-Ed Counseling	-	1,185	12,030	13,215	(1,185)
02-823 FSEOG	-	-	17,051	16,886	165
02-824 Pell Grant	(269)	(2,943)	1,048,853	1,046,178	1,283
02-831 Education Lottery Scholarships	375	-	28,575	28,575	-
02-833 Golden LEAF	-	4,500	12,068	9,750	2,318
02-835 NC Community College Grant	525	-	44,987	44,987	-
02-836 High Demand/Low Enrollment	-	-	2,053	2,053	-
5 02-837 MCC Foundation Scholarships	-	-	123,730	123,762	(32)
02-838 Wells Fargo Scholarships	-	-	500	500	-
02-839 Less Than Half-time	-	-	510	510	-
02-841 MCC Club Scholarships	-	-	1,000	1,000	-

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

Institutional Funds - MAY 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-842	SGA President Scholarships	-	-	1,500	1,500	-
02-845	SECU Scholarships	-	-	7,500	7,500	-
05-227	Daycare Center	-	-	235	-	353
05-715	Vending	722	333	7,829	20,518	11,000
05-716	Bookstore Vending	2	865	23,354	8,975	61,841
05-720	Bookstore	35	-	381	-	-
05-721	General Store	2,274	3,288	27,993	30,560	4,013
05-730	Campus Food Service	-	-	1,680	1,680	-
05-740	Parking Fee	389	-	4,549	-	29,231
05-770	Student Government Association	425	808	27,988	20,845	18,094
05-771	Graduation Fund	422	372	5,015	4,933	3,869
05-774	Student Ambassador	103	-	3,233	966	26,300
07-924	Duke Energy Grant	-	-	-	223,515	26,485
09-772	Club Accounts	-	-	-	-	54,141
6	09-773 Bookstore Agency Fund	-	-	-	-	(7,176)
	09-775 Funds Held for Others	-	-	-	-	2,658
	09-776 Restricted Scholarships Held	-	-	-	-	925
Total	Institutional Funds: First Bank	24,384	32,357	1,639,437	1,805,220	642,704

STIF Account as of 05/31/16

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	25	272	41,932	42,204
02-229 Distance Learning	6	66	10,137	10,202
02-292 Technology Fees	45	483	74,451	74,934
05-720 Bookstore	35	381	58,771	59,153
Total	112	1,202	185,291	186,494

NOTES:

- 1 Due from Randolph CC - PERKINS**
- 2 Due from Randolph CC - PERKINS**
- 3 Due from Randolph CC - PERKINS**
- 4 Due from Randolph CC - PERKINS**
- 5 Due from MCC Foundation (Scholarships)**
- 6 Financial Aid Charges for Books**

Montgomery Community College
 FY 2016-2017 County Budget Proposal Comparison

Description	Final Budget 2015-16	MCC Requested 2016-17	County Approved 2016-17	% Diff FY17 Approved vs Last Year	% Diff FY17 Approved vs Requested	Comments
Total Operations	736,080	776,915	750,800	2.0%	-3.5%	Less than requested, but 2% greater than last year
Additional Capital Outlay	100,000	23,000	-	-	-	Assumes no capital addition from County other than \$58K from Property Taxes. Requested \$23K to make up for some of the shortfall.
1/4 Cent Sales Tax	74,637	75,000	75,000	0.5%	0.0%	
1 Percent of 5% Prop Tax	0	58,000	58,000	100.0%	0.0%	
Total Capital Funding	174,637	156,000	133,000	-31.3%	-17.3%	
TOTAL	\$ 910,717	\$ 932,915	\$ 883,800	-3.0%	-5.6%	

**Interim Budget Resolution
June 8, 2016**

Community College Laws of North Carolina

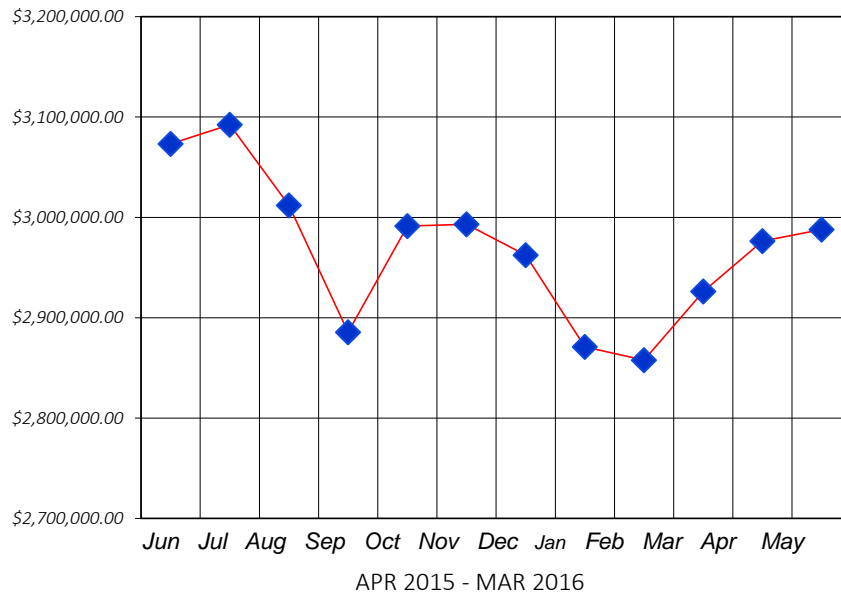
General Statute 115D-57 allows the adoption of an interim budget resolution in case the adoption of the 2016-2017 State Budget Resolution is delayed until after July 1.

The Board of Trustees shall authorize the president, through interim provisions, to pay salaries and the other ordinary expenses of the institution for the interval between the beginning of the fiscal year and the adoption of the 2016-2017 State Budget Resolution. Interim provisions so made shall be charged to the proper allocations in the budget resolution.

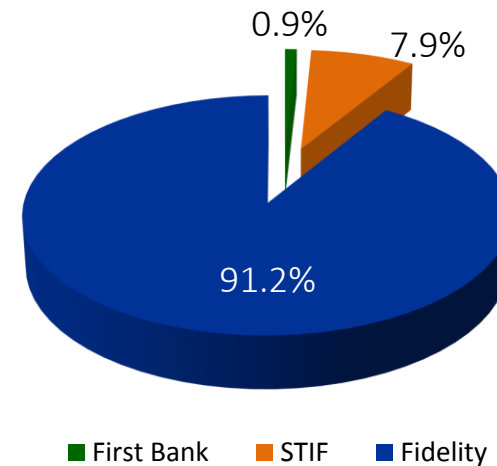
Montgomery Community College Foundation Funds Statement FY 2015-2016

	Fiscal Year To Date 7/1/2015 thru 5/31/2016				Month of May 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,713,637.01	\$226,254.26	\$36,550.15	\$2,976,441.42
Receipts								
Interest/Gains	\$63,864.96	\$1,528.75	\$4.98	\$65,398.69	\$2,883.46	\$138.63	\$0.49	\$3,022.58
Deposits	\$69,455.32	\$48,139.36	\$164,817.91	\$282,412.59	\$5,031.96	\$11,377.50	\$9,603.79	\$26,013.25
Total Receipts	\$133,320.28	\$49,668.11	\$164,822.89	\$347,811.28	\$7,915.42	\$11,516.13	\$9,604.28	\$29,035.83
Disbursements								
Withdrawals/Fees	\$107,403.63	\$72,324.42	\$157,863.54	\$337,591.59	\$2,057.32	\$1,910.43	\$19,545.76	\$23,513.51
Total Disbursements	\$107,403.63	\$72,324.42	\$157,863.54	\$337,591.59	\$2,057.32	\$1,910.43	\$19,545.76	\$23,513.51
Market Value Net Change	(\$95,691.96)	\$0.00	\$0.00	(\$95,691.96)	\$5,789.48	\$0.00	\$0.00	\$5,789.48
Ending Value	\$2,725,284.59	\$235,859.96	\$26,608.67	\$2,987,753.22	\$2,725,284.59	\$235,859.96	\$26,608.67	\$2,987,753.22
Net Change	(\$69,775.31)	(\$22,656.31)	\$6,959.35	(\$85,472.27)	\$11,647.58	\$9,605.70	(\$9,941.48)	\$11,311.80

Foundation Funds Value



Foundation Funds Distribution



Building & Grounds Committee
Wednesday, June 8, 2016
5:45 p.m.

Committee Members

Sam Martin, Chairman
Claudia Bulthuis, Vice Chairman
Sharon Cupples
Anna Hollers
Ron Kincaid
Gordon Knowles

Agenda Items:

- ❖ **Call to Order - Sam Martin, Chairman**
- ❖ **Facilities Report - Appendix F**
- ❖ **Incident Report – Appendix G**
- ❖ **New Business**
- ❖ **Adjourn**

Facilities

June 2016

Prepared By: Wanda Frick

Director of Facilities



Mark Little helps with the finishing touches after the safety railing was installed along the half wall in Building 100

Tables have been installed and secured to the floor in the Taxidermy classroom.



Faculty and staff attended active shooter incident training on April 22 and 29. This training prepared employees in what to do during a critical incident such as a shooter on campus.

On Friday, May 13, employees enacted an active shooter scenario with the assistance and direction from Randal Knight along with his ACIRTIVES team.

From Randal Knight -

“On Friday May 13, 2016 ACIRTIVES by A Safe Knight, Inc. conducted an Active Shooter Drill on Montgomery Community College campus and was pleased with the response of the faculty and staff. We observed your staff taking the appropriate actions and immediate steps to protect themselves and others. We again cannot stress how pleased we as a team were with the overall response to the Drill.”

In the After Action Review from Mt. Knight, a few suggestions are made for MCC to improve upon our current action plan and security areas. I will be working towards implementing minor changes throughout the summer.

Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
No incidents to report			

Personnel Committee
Wednesday, June 8, 2016
5:50 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Blanket Travel Authorization – Appendix H – Action**
- ❖ **Contract Renewals – Appendix I – Action**
- ❖ **Network Administrator – Job Description – Appendix I-1 – Information Only**
- ❖ **Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force – Second Reading – Appendix J – Action**
- ❖ **Board Policy 312.00 Due Process for Employees – Second Reading – Appendix K – Action**
- ❖ **Board Policy 411.00 Travel Regulations – Second Reading – Appendix L – Action**
- ❖ **New Business**
- ❖ **Adjourn**

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Confirmation of Verbal Approval	<input type="checkbox"/>	In-state Excess
<input type="checkbox"/>	Out-of Country Travel	<input checked="" type="checkbox"/>	*Blanket Travel Authorization	<input type="checkbox"/>	Initial Request
<input type="checkbox"/>	Reimbursement Authorization for Non-State Employee	<input type="checkbox"/>	Special Authorization Allowable	<input type="checkbox"/>	Revised Request
		<input type="checkbox"/>	Request for Additional	<input type="checkbox"/>	Other _____

TRAVELERS: Dr. Chad Bledsoe			
TRAVEL TO: Local and Regional Meetings		SOURCE OF FUNDS: State	
MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle		SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
REQUESTING DEPARTMENT: President's Office		DEPARTMENTAL APPROVAL	
		DIVISION HEAD	DATE
		DEPARTMENT HEAD	DATE
TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	July 1, 2016	PERIOD ENDING June 30, 2017
PURPOSE AND EXPLANATORY REMARKS – Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate. Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, SACSCOC Annual Conference, SHOT Show and NRA Convention.			
LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:			
(THIS SECTION FOR STATE OFFICE USE ONLY)			
<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.	
<input type="checkbox"/>	Request Denied		
<input type="checkbox"/>	Request Returned		
COMMENTS OR REPLY:			
Approval for the State President		DATE	



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Chad A. Bledsoe, President

DATE: June 1, 2016

SUBJECT: Employment Contract Renewal for 2016-2017

I recommend that 12 month employment contracts be issued to the following staff for the 2016-2017 fiscal year:

Lynn Epps	Director of Resource Development
Korrie Ervin	Assistant to the President
(Vacant)	Vice President of Instruction
Michele Haywood	Public Information Officer
Carol Holton	Coordinator of Institutional Effectiveness/SACS Liaison
Jeanette McBride	Vice President of Administrative Services
Beth Smith	Vice President of Student Services

In addition, I recommend that employment contracts be issued to the following staff and faculty for the 2016-2017 fiscal year as presented by the Instruction Division, Vice President of Student Services, and Vice President of Administrative Services. Please see the attached recommendations.

Thank you for your cooperation in this matter.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: MCC Board of Trustees
 FROM: Dr. Chad Bledsoe, President
 SUBJECT: Recommendation for Employment 2016-2017 Fiscal Year
 DATE: June 1, 2016

Based on sufficient demand for the respective programs, I recommend employment contracts for the following instructors for fiscal year 2016-2017:

Full-Time Twelve (12) Month Contracts – July 1, 2016 through June 30, 2017:

William Adams Taxidermy Department Chair/Senior Instructor
 Donna Beverly Department Chair Developmental Education/Senior Instructor
 Darlene Brown Early Childhood Department Chair/Senior Instructor
 Cynthia Caviness Medical Assisting Department Chair/Senior Instructor
 Wayne Coley Gunsmithing Instructor
 Mark Dye Director of Gunsmithing & NRA Program
 Leonard Fagan Gunsmithing Instructor
 Art Furr Electrical/Electronics Technology Department Chair/Senior Instructor
 David Klass Learning Center/Developmental Studies/ Senior Instructor
 Lori McAllister Dental Assisting Director/Department Chair/Instructor
 Matthew Mutarelli Gunsmithing Instructor
 Robert Nelson Academic Advising Director/Psychology/Senior Instructor
 Dean of Arts and Sciences
 Russell Strong Forest Management Technology Department Chair/Senior Instructor
 Dean of Commercial Technologies
 Mike Thompson Forestry Management Technology/Senior Instructor
 Tracey Wyrick Criminal Justice Department Chair/ Instructor
 Dean of Public Services

Full-Time Ten (10) Month Contracts -- August 1, 2016 through May 31, 2017:

Ryan Cobb Electrical Systems Technology Instructor
 Mike Collins Business Administration Department Chair/Instructor
 Amy Friery Human Services Technology Department Chair/Instructor
 Lynne Hancock Practical Nursing Director/Department Chair/Senior Instructor
 Edwin Hinson Air Conditioning, Heating and Ventilation Department Chair /Instructor
 Marsha Mabry Computer Information Technology Instructor
 Carolyn Saunders Practical Nursing Instructor
 Wendy Vaughn Practical Nursing Instructor

Dr. Chad Bledsoe
 June 1, 2016
 Page 2

Full-Time Nine (9) Month Contracts – August 10, 2016 through May 13, 2017:

Rebekah Bunting.....	Biology Instructor
Sandra Britt.....	English Instructor
Ashley Cooke.....	Practical Nursing Instructor
Glenn Hancock.....	Religion/Senior Instructor
David Hendrix.....	Foundational Studies Instructor
Renee Jones.....	English Instructor
Mindy Joyner.....	Biology Instructor
Pam Raffaldt.....	Practical Nursing Instructor
Randy Zielsdorf.....	Math Instructor

Permanent Part-Time Nine (9) Month Contracts -- August 10, 2016 through May 13, 2017:

Amanda Beaman.....	Medical Assisting/Phlebotomy Instructor
Andy Speer.....	Taxidermy Instructor
*Wendy Gossage.....	Accounting Instructor

I recommend employment contracts for the following staff for fiscal year 2016-2017:

Full-Time Twelve (12) Month Contracts -- July 1, 2016 through June 30, 2017:

Riley Beaman.....	Director of Health and Public Safety
Teresa Hudson.....	Administrative Assistant to the Vice President of Instruction
Abraham Encinas-Torres.....	ESL Instructor/Recruiter
Andrew Gardner.....	Director for Business and Industry Services
Kathy Garner- Smith.....	Career & College Readiness Coordinator
Maria Inman.....	Assessment/Retention Specialist
Ashlie Martin.....	Assistant to the Dean of Continuing Education
Jessica McDaniel.....	Small Business Center Director
Nancy Morton.....	Coordinator of Prison Programming/Instructor
Connie Parsons.....	Administrative Assistant, Continuing Education
Kay Taylor.....	Receptionist/Data Entry Technician
Jonathan Thill.....	Dean of Continuing Education

*Pending budget availability and program restructuring.

All contract recommendations are based on available funding and pending Board approval.

NOTE: Faculty employed less than twelve (12) months may desire to spread earnings over a twelve (12) month period.



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street • Troy, NC 27371 • Telephone: 910-576-6222 • Fax: 910-576-2176

Memorandum

To: Dr. Chad Bledsoe, President

From: Beth Smith, Vice President of Student Services

Date: June 2, 2016

Subject: Recommended Employment for 2016-2017 from the Student Services Division

I would like to recommend that full-time employment contracts be issued to the following Student Services staff members for 2016-2017 contingent upon available funding.

Doni Cody	Director of Financial Aid
Karen Frye	Enrollment Coordinator
Carol Hendrix	Special Programs Assistant
Tavia Housley	Enrollment Specialist
Tammy Owens	Financial Aid Assistant
Phyllis Parsons	Administrative Assistant/Switchboard Operator
Diana Sanchez	High School Liaison
Crystal Thomas	Bookstore Liaison/Student Activities Assistant
Natalie Winfree	Counselor
	Director of Student Life & Recruitment *

*The Director of Student Life & Recruitment position will be filled this week and should begin her duties in July 2016.

I would like to recommend that a part-time contract be issued to Carmen Simpson, Evening Switchboard Operator, for 2016-2017 contingent upon available funding.

Thank you.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Jeanette McBride, Vice President of Administrative Services


Subject: Employee Contract Renewal for FY 2016-2017

Date: June 2, 2016

I recommend issuing employment contracts to the following staff for the 2016 – 2017 academic year:

NAME	POSITION
Ms. Connie Harris	Purchasing/Evening Coordinator
Ms. Margie Phillips	Accounts Payable Specialist
Ms. Catherine Biby	Accountant
Ms. Jessica Brower	Accounts Receivable Specialist
Ms. Melisa Bond	Human Resources Coordinator
Ms. Wanda Frick	Director of Facilities
Ms. Betty Curlee	Custodian
Mr. Marcus Ervin	Maintenance Supervisor
Mr. Mark Little	Maintenance Technician II
Mr. Roger Brown	Evening Custodian/Maintenance II
Mr. James C. Owen	Groundskeeper/Maintenance III
Mr. C. Kevin Lamonds	Lead Maintenance Technician I/Electrical
Mr. Willie Ratcliff	Custodian
Ms. Cindy Ellison	Dean of Technology & Learning Resources
Ms. Delores Blake	Distance Learning Program Assistant
Ms. Deborah Ashby	Director Learning Resources
Ms. Dorothy Wilkes	Library Technical Assistant
Mr. Kavin Sydalack	Systems Administrator
Ms. Brenda Parsons	Systems Technician
Mr. Jonathan Carrick	Systems Technician
VACANT	Windows Network Administrator

Thank you for your consideration in this matter.

	Title: Network Administrator	
	Department: Technology & Information Resources	
	Date: June 1, 2016	FLSA: Exempt
	Revision Date:	Job Rank: Level 4
Job Description		Page 1

1.0 Reports To: Dean, Technology & Information Resources

2.0 Supervises: None

3.0 Position Description:


Responsible for the installation, configuration, backup, integrity and maintenance of all network hardware, software, and infrastructure. Also, responsible for the installation, configuration, backup, maintenance and repair of software configuration problems on personal computers and network servers. Collaborates with Systems Administrators to maintain servers, storage, virtual environments, operating systems (Windows and Linux), and backup systems in support of the campus community; installs, maintains, troubleshoots, and patches servers and applications in support of network monitoring and logging; supports and maintains servers and applications in support of the VoIP phone system; and participates in network projects as needed.

4.0 Minimum Qualifications and Degree Requirements:

Associate in Computer Science or Information Technology field from a regionally accredited institution and 1-3 years of network troubleshooting and/or administration. Extensive knowledge of server operating systems, server hardware and network administration, strong problem solving/troubleshooting skills, attention to detail, excellent communication and interpersonal skills. Requires intermediate knowledge of all facets of complex network system environments, including VMWare, VLANs, Microsoft Server 2012, Active Directory and Cisco routing/switching hardware.

5.0 Essential Responsibilities:

- Install, configure, and manage campus network servers including hardware, software, virtual environments, and associated peripherals.
- Install, configure, and manage new software packages and software upgrades on individual PC's and network servers.
- Diagnose and implement solutions to resolve user and equipment problems.
- Oversee installations, modifications, and removals of network devices across the College network infrastructure.
- Update and maintain security policies on the College firewalls, wireless access infrastructure, and web content devices.
- Provide technical assistance in maintaining the College e-mail system.
- Provide technical assistance with backups on network servers.
- Serve as the lead while assisting the Systems Technicians with setup, installation, configuration and troubleshooting of personal computers and provide direction and feedback as required.

	Title: Network Administrator	
	Department: Technology & Information Resources	
	Date: June 1, 2016	FLSA: Exempt
	Revision Date:	Job Rank: Level 4
Job Description		Page 2

- Assist the Dean of Technology & Learning Resources in the assessment of procurement of new hardware and software.
- Proactively and independently pursue solutions and innovations which further student learning and the mission of the College.
- Serve as primary contact and trainer for the campus document imaging solution.
- Communicate effectively with technical and non-technical individuals.
- Serve on institutional committees as directed.
- May occasionally need to be reachable via mobile device and available outside of normal work hours to assist in emergency events.
- Participate in professional development activities.
- Perform other duties as assigned which contribute to the efficient and effective operation of Montgomery Community College.

6.0 Equal Opportunity Employer Statement:

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

Employee Signature

Date

Montgomery Community College reserves the right to amend this job description by adding to, deleting, or modifying the job requirements as set forth above at any time.

Current Policy

311.00 Resignation and/or Termination

The Board of Trustees delegates to the President the authority to accept or reject all resignations, reporting such action to the Board as a matter of information. Any employee who has a reason to resign his/her position at Montgomery Community College must submit a written notice to the President thirty (30) days prior to the departure date. Instructors are expected to finish the semester's work before resignation. The President reserves the right to reject a tender of resignation and shall do so in the absence of an agreement between the parties in compromise and full settlement of all existing claims of the resigning employee against the Board of Trustees and the officers of the College. The President will acknowledge receipt of the resignation letter within five (5) calendar days from time of receipt. Any employee who resigns may reapply for the resigned position if and when the position is posted for hiring. No special considerations will be granted a re-applying, former employee.

Montgomery Community College requires each employee who resigns his/her service with the College to obtain clearance from those departments from which materials and services may have been received while on duty. Final checks will not be issued until the Business Office receives a properly executed exit interview form, indicating the date of resignation, from the employee's Cabinet level supervisor and the President. Final payments cannot be prepared until the employee's leave record including the final pay period has been finalized in the Business Office.

Current Policy

313.00 Reduction in Force

The President shall determine financial exigency. Before the decision is made and when it appears that the College will experience financial exigency or when it is considering a major curtailment or elimination of teaching or other service program, the President will consult with the appropriate Vice President to seek advice and recommendations. A written record of these meetings should be kept and distributed to the parties to be affected.

When an employee's employment is to be terminated because of financial exigency, the individuals so affected shall be notified by the President as soon as college officials learn of the necessity to terminate a program or position. In no instance, will an employee be given less than sixty (60) calendar days notice in writing before he or she is to be terminated for financial exigency.

This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a statement of the employee's right upon request, to a reconsideration of the decision if he alleges that the decision to terminate him rather than another was arbitrary or capricious.

Within ten (10) days after receiving a written notice of termination for financial exigency, an employee may request in writing a private conference with the President to discuss the reasons. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in Section 312.00.

This request for review shall be written and addressed to the College President with a copy to the Chairman of the Board of Trustees. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of the facts that the staff member believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days notice of the hearing.

The hearing shall be conducted before a hearing panel consisting of the Personnel Committee of the Board of Trustees or appointed by the Chairman of the Board of Trustees. The hearing shall be recorded by audio means or any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

The hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he desires to offer. When the employee has concluded this presentation, the hearing panel shall consider whether he/she has established a prima-facie case. If it determines that the contention has not been so established, it shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation the hearing panel shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing panel that his contention is true.

If the hearing panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of its determination of the matter. Such a determination confirms the decision. If the hearing panel determines that the employee's contention has been satisfactorily established, it shall so notify him/her and the President by a written notice. There shall be no appeal procedure beyond the Trustee committee.

 Proposed Changes

311.00 Resignation, Non-Renewal, Termination or Reduction in Force

311.01 Resignation

The Board of Trustees delegates to the President the authority to accept or reject all resignations, reporting such action to the Board as a matter of information. Any employee who has a reason to resign his/her position at Montgomery Community College must submit a written notice to the President thirty (30) days prior to the departure date. Instructors are expected to finish the semester's work before resignation. The President reserves the right to enforce terms of employee contracts as appropriate to meet the best interests of the College. ~~reject a tender of resignation and shall do so in the absence of an agreement between the parties in compromise and full settlement of all existing claims of the resigning employee against the Board of Trustees and the officers of the College.~~ The President will acknowledge receipt of the resignation letter within five (5) calendar days from time of receipt. Any employee who resigns may reapply for the resigned position if and when the position is posted for hiring. No special considerations will be granted a re-applying, former employee.

Procedure

Montgomery Community College requires each employee who resigns his/her service with the College to obtain clearance from those departments from which materials and services may have been received while on duty. Final checks will not be issued until the Business Office receives a properly executed exit interview form, indicating the date of resignation, from the employee's Cabinet level supervisor and the President. Final payments cannot be prepared until the employee's leave record including the final pay period has been finalized in the Business Office.

311.02 Non Renewal or Termination

The Board of Trustees delegates to the President the authority to terminate or not renew a contract for employees of the College, reporting such action to the board as a matter of information.

Employees will be given appropriate notice of non-renewal of termination of their contract. In instances where termination is immediate, employees will be given an opportunity to return to campus to gather belongings under supervision and at the discretion of the College.

311.03 Reduction in Force (Currently Policy 313.00)

~~The President shall determine financial exigency. Before the decision is made and when it appears that the College will experience financial exigency or when it is considering a major curtailment or elimination of teaching or other service program, the President will consult with~~

~~the appropriate Vice President to seek advice and recommendations. A written record of these meetings should be kept and distributed to the parties to be affected.~~

The Board of Trustees delegates to the President the authority to determine financial exigency and implement a reduction in force, reporting such action to the Board as a matter of information.

When an employee's employment is to be terminated because of financial exigency, the individuals so affected shall be notified by the President as soon as college officials learn of the necessity to terminate a program or position. ~~In no instance, will an employee be given less than sixty (60) calendar days notice in writing before he or she is to be terminated for financial exigency.~~

Procedure

This notice shall include a statement of the conditions requiring termination of employment, a general description of the procedures followed in making the decision, and a statement of the employee's right upon request, to a reconsideration of the decision if he alleges that the decision to terminate him rather than another was arbitrary or capricious.

Within ten (10) days after receiving a written notice of termination for financial exigency, an employee may request in writing a private conference with the President to discuss the reasons. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in Section 312.00.

This request for review shall be written and addressed to the College President with a copy to the Chairman of the Board of Trustees. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of the facts that the staff member believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days notice of the hearing.

The hearing shall be conducted before a hearing panel consisting of the Personnel Committee of the Board of Trustees or appointed by the Chairman of the Board of Trustees. The hearing shall be recorded by audio means or any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

The hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he desires to offer. When the employee has concluded this presentation, the hearing panel shall consider whether he/she has established a prima-facie case. If it determines that the contention has not been so established, it shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation the hearing panel shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing panel that his contention is true.

If the hearing panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of its determination of the matter. Such a determination confirms the decision. If the hearing panel determines that the employee's contention has been satisfactorily established, it shall so notify him/her and the President by a written notice. There shall be no appeal procedure beyond the Trustee committee.

312.00 Due Process for Employees

Employment of probationary employees is at will. The decision whether to reappoint, discipline, suspend or dismiss a college employee on probationary status may be based on any factor considered relevant to the total institutional interests. A decision may not be based upon: (1) the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or (2) discrimination based upon the staff member's race, sex, religion, age, political affiliation, handicap status, or national origin.

312.01 Probationary Employees and Nonreappointment, Discipline or Dismissal

Within ten (10) days after receiving a written notice of nonreappointment, discipline, suspension, or dismissal in the case of a probationary employee, an employee may request in writing a hearing. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in this section.

This request for review shall be written and addressed to the College President. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of facts that the employee believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least 5 days' notice of the hearing.

The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer, nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Unless the parties agree otherwise, the hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the employee has concluded this presentation, the hearing officer or panel shall consider whether he/she has established

substantial evidence supporting his position. If he/she has not presented substantial evidence supporting his/her position, the hearing officer or panel shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation, the hearing panel, if used, shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing officer or panel that his contention is true.

If the hearing officer or panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of the determination of the matter. If the employee's contention has been satisfactorily established, the hearing officer or panel shall so notify him/her and the President by a written notice. The President will make a final determination as to discipline, suspension or termination. Within five (5) days after the receipt of the letter setting forth the President's decision, the employee may request an appeal to a committee of not more than three (3) members of the Board of Trustees. This request shall be written and addressed to the Chairman of the Board of Trustees with copies to the President and chair of the hearing panel or hearing officer. The appeal shall be limited to review of the transcript and based upon the standard of whether the decision is supported by any reasonable evidence. There shall be no appeal procedure beyond the Trustee committee.

312.02 Non-Probationary Employee Discipline or Dismissal

The President shall give thirty (30) calendar days notice in writing to any non-probationary employee who is to be dismissed during the term of that employee's employment contract. The President may suspend an employee for up to thirty (30) calendar days with or without pay or for such time as legal action or internal appeal may be pending.

It is the responsibility of the Board of Trustees and of the President of the College at all times, to ensure that all employees of all classifications in the College with written contracts or letters of reappointment, are of such character, disposition, attitude, habits, philosophy, and competence that their influence upon the students, each other, and upon the College is wholesome, constructive, and in the best interest of the College. Failure of any employee to comply with these requirements may subject the employee to disciplinary measures. The grounds for disciplinary action against an employee are set forth in Section 304.00.

Whenever there are grounds for disciplinary action against an employee, any one or more of the following disciplinary measures may be taken as shall be appropriate to the circumstances:

- Level I: A verbal or written caution, warning or reprimand.
- Level II: Temporary Probation, which shall be for a specified period of time. The terms of the probationary period may also include the imposition of specific conditions.
 - Demotion
 - Punitive or nonpunitive reassignment
 - Suspension, which may be with or without pay.

Level III: Dismissal from employment.
 (Dismissal refers to termination from employment during the term of a contract for employment or during the term for which an employee has been reappointed by letter of reappointment. It is not the same and is to be distinguished from nonrenewal or nonreappointment of an employee after the term of employment under either a written contract or a letter of reappointment has expired.)

A Level III disciplinary measure may be imposed by the President of the College, or by the Board of Trustees. A Level II disciplinary action may be imposed by anyone entitled to impose a Level III disciplinary action, or by the respective Vice President. A Level I disciplinary action may be imposed by anyone permitted to impose a Level III or a Level II disciplinary action, or by a division chairperson, head of the department or the employee's direct supervisor.

Whenever any disciplinary measure is to be imposed against an employee, the following procedure, appropriate to the particular disciplinary measure imposed, shall be followed:

- A. Level I Disciplinary Measure. Whenever a verbal caution, warning or reprimand is given, a memorandum shall be prepared by the person imposing the disciplinary measure which shall state the date of the action, the nature of the disciplinary measure imposed and the basis for the disciplinary measure. The memorandum will be inserted in the employee's personnel file with a copy to the President of the College and a copy to the employee about whom the action is initiated.

Whenever a written caution, warning or reprimand shall be given, the original shall be given to the employee with a copy inserted in the employee's personnel file, and another copy to the President of the College.

The employee so disciplined may then place within his or her personnel file a brief written statement or response to the disciplinary action.

- B. Level II Disciplinary Measure. Whenever a Level II disciplinary measure is imposed upon an employee, the employee will be given written notice of the disciplinary measure that shall include the appropriate date, the nature of the disciplinary measure, and the basis for the disciplinary measure. A copy of the notice shall be placed in the employee's personnel file, and another copy given to the President of the College.

Appeal Procedures for Level I or Level II Disciplinary Measures. If an employee wishes to appeal the imposition of a Level I or Level II disciplinary measure, the employee shall have ten (10) days from the receipt of the notice in which to appeal a disciplinary measure. Failure to make the request for the hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. The request for review shall be written and addressed to the College President. The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days' notice of the hearing. The hearing shall be conducted before a hearing officer,

or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Upon hearing the appeal, the hearing officer or panel shall determine whether or not there is a reasonable basis for the imposition of the disciplinary measure. If the hearing officer or panel determines there is no basis for imposition of disciplinary measure, a recommendation shall be made to the President that the disciplinary measure be rescinded and the matter terminated. If it determines that there is a reasonable basis for imposing a disciplinary measure, the hearing officer or panel may recommend to the President that the disciplinary measure be reduced, or may affirm the disciplinary measure imposed. The hearing officer or panel shall report its findings and recommendations to the President within five (5) days of the determination of the matter, with a copy of the report provided to the employee, and another copy placed in the employee's personnel file. The President of the College may accept or reject the recommendation and shall within five (5) days of the receipt of the recommendation notify the employee of his decision. If the President fails to notify the employee within five (5) days of the receipt of the recommendation, the President shall be deemed to have accepted the recommendation. The decision of the President shall be final and binding. In no event shall an appeal of a Level I or Level II disciplinary measure be reviewed by or appealed to the Board of Trustees.

- C. Level III Disciplinary Measure. The procedures described in this subparagraph relate to and shall govern a Level III disciplinary measure as against an employee in a nonprobationary status. The procedure for a probationary status is that procedure set forth in Section 312.01.

Whenever a Level III disciplinary measure is to be imposed against an employee, the employee shall be given thirty (30) days written notice of the disciplinary measure that shall include the date the measure is to be imposed, and the basis or grounds for the disciplinary measure. If the employee wished to appeal, within ten (10) days of receipt of the notice, the employee must give a written request for a hearing to the President of the College. The request must be in writing, and must set forth the basis why the employee believes that dismissal or termination is improper, and shall set forth a short and plain statement of the facts that the employee believes will support his or her position. Such a request for a hearing constitutes on the part of the employee, (1) a representation that the contentions and statements of facts can be supported by proof and, (2) an agreement that the College may offer or present at the hearing any relevant data or information in opposition to the employee's position. The failure to give a timely request in writing shall constitute a waiver of any further review of the decision to dismiss the employee, and shall render the decision final and binding as of the date set forth in the notice of disciplinary action.

If a written request for hearing is timely made, and in proper form, the employee shall be given a hearing before a hearing panel consisting of not less than three (3), nor more than five (5) persons appointed by the President, none of whom shall be a direct supervisor of the employee. The President shall designate one member of the panel to act as the chairman of the panel, who shall control the conduct of the hearing. The hearing shall be recorded by audio recording, or by any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

If the employee against whom Level III discipline is directed reports directly to the President, the Board Chairman shall formulate the hearing panel mentioned in the previous paragraph. The Board Chairman shall also perform all additional duties normally executed by the President as provided by the previous paragraph.

The hearing shall be conducted prior to the imposition of the disciplinary measure unless the employee shall request in written form, a delay or continuance of the hearing. Such a request will constitute the employee's agreement that the hearing may be conducted after the date the disciplinary action is to be imposed and a waiver of any claims that the hearing was not timely. The hearing may be adjourned or recessed from time to time as may be appropriate.

The chairman of the hearing panel shall preside and shall make such rulings upon evidence and procedure as he/she may determine to be proper toward the end that the hearing shall allow both parties a fair and reasonable opportunity to present their respective positions. At the hearing, no technical or legal rules of evidence or procedure need be followed, but the hearing panel may only consider such evidence as is offered at the hearing, and should consider only such evidence as it may deem to be fair and reliable. The members of the panel may question any witness, and the employee shall have the right to cross-examine any witness offered by the College and to present evidence in his or her own behalf.

The employee may be represented by legal counsel of his or her choice at the hearing, at the employee's sole expense or by any other person who may be designated in writing by the employee as his or her representative, provided that if the employee elects to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the employee and the identity of legal counsel must be given to the chairman of the hearing panel at least ten (10) days prior to the hearing.

The college, or the panel, or both, may be represented at the hearing by legal counsel at the expense of the College, whether or not the employee elects to be represented by legal counsel. If the College, the panel, or both elect to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the College, panel, or both and the identity of legal counsel must be given to the employee or employee's counsel at least ten (10) days prior to the hearing.

The burden of proof at the hearing shall be upon the College to satisfy the hearing panel, by majority vote, that the reasons given for dismissal are supported by the greater weight of the evidence. Unless the parties agree otherwise, at the hearing, the College shall present its evidence first, presenting whatever evidence, either testimonial or documentary, it may choose to support the position of the College provided that the evidence offered by the College shall be limited to the reasons for dismissal as set forth in the notice of dismissal. At the conclusion of the College's evidence in support of its position, the employee may offer such evidence, whether testimonial or documentary or otherwise, as he or she shall desire. All such evidence must be relevant to the contentions and evidence of the College or, if so designated, may be offered in mitigation to show why a lesser level of disciplinary action should be imposed. At the conclusion of the employee's evidence in support of his or her position, the College shall be permitted to present evidence in rebuttal to that of the employee.

After the hearing of the evidence and the presentations of the parties the hearing panel shall retire to executive session to consider the matter and shall present its findings and recommendations in writing to the President within ten (10) days of the conclusion of the hearing, with a copy given to the employee and another copy inserted in the employee's personnel file.

The hearing panel may find in favor of the employee and recommend dismissal of the disciplinary action; or it may find that cause exists for disciplinary action but recommend a lesser level of discipline than dismissal or termination; or it may find the decision to dismiss the employee is supported by the evidence and affirm the decision to dismiss the employee.

The President shall have five (5) days from receipt of the panel's findings and recommendation in which to make his/her final decision upon the recommendation. The President may accept or reject the recommendation and shall provide written notice of his/her decision to the employee. If the President gives no written notice within five (5) days of the receipt of the recommendation, the recommendation shall be deemed accepted by the President and shall be the final decision of the President. If the panel's decision is to affirm the President in the dismissal, the panel's decision will be the final decision of the President and the President need give no further notice to the employee.

The final decision of the President may be appealed by the employee to the Board of Trustees by giving written notice of appeal to the President within ten (10) days of the receipt by the employee of the final decision of the President.

The failure of the employee to give timely written notice of appeal shall constitute a waiver by the employee of any further review or appeal of the decision. The decision of the President shall thereafter be final and binding.

If timely written notice of appeal is given by the employee, the Board of Trustees shall hear the appeal within twenty (20) days of the notice, in the same manner and under the same procedures as an appeal under except that in a matter involving dismissal the appeal

shall be to the full Board rather than to a committee of the Board, provided that upon review, the Board may, in its discretion, make such determination of the matter, or provide for further appeal proceedings as it may deem appropriate and necessary to its consideration and determination. If at any point in the proceedings the President believes that cause exists for dismissing an employee, and that immediate suspension is necessary for the protection of the College, the staff, or the students of the College, the President may suspend the employee pending proceedings for dismissal. The suspension may be without pay if the employee has violated Section 304.00, items 2, 4, 6, 7, 8 or 10. Suspension for other reasons shall be with pay.

When on suspension with or without pay, pending dismissal, the employee will not accumulate vacation leave, sick leave, or be eligible for salary increase. If the suspension involved conduct that is the subject of pending legal proceedings outside the jurisdiction of the Board of Trustees, the employee shall remain on suspension, and the dismissal and any due process proceedings, shall be held in abeyance until such time as the legal proceedings on the issue are completed. If it shall be finally determined that no grounds for dismissal exists, the employee shall be reinstated immediately, shall be paid for the period of suspension (including any forgone salary increases) if pay has been withheld, and shall be provided any withheld vacation and/or sick leave.

312.03 Due Process for all Part-Time Employees

Employees who work less than full-time have all rights and privileges of due process as specified in this section. Employees that fall into this category are set forth in Section 304.00.

All of the employees so defined shall have access to Section 312.00 regarding dismissal, nonreappointment, or other disciplinary action taken against employees, and shall have access to Section 314.00 regarding grievances. These employees shall not have access to Section 312.02 or to Section 313.00 regarding reduction in force.

The decision whether to reappoint a part-time employee (to include part-time instructional personnel) after a part-time contract of any nature expires may be based on any factor considered relevant to the total institutional interests and shall be vested solely in the administration. However, the decision not to reappoint a part-time employee may not be based upon the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or discrimination based upon the staff member's race, sex, age, religion, age, political affiliation, handicap status, or national origin.

The decision shall be made regardless of the length of service at the College recognizing the fact that employees in this category have no property right in a part-time position.

All part-time employment contracts of any nature shall include the following statement: The undersigned hereby understands and agrees that this contract does not imply, suggest, or offer continued or future employment beyond the limits of this specific contract.

312.04 Non-probationary Employees and Non-reappointment (nonrenewable)

The procedures described in this section relate to and shall govern a situation involving non-reappointment of a non-probationary employee. Employment in non-probationary status under contract of employment does not imply a right to future employment under future contracts of employment. If a non-probationary employee's contract is not to be renewed, the employee shall be given sixty (60) days notice by the College President. The appeals procedure set out in Section 312.01 shall govern any due process available to the employee. The burden of proof shall be upon the employee to show that the action is being undertaken for impermissible reasons as set forth in Section 312.00.

Proposed Changes

312.00 Due Process for Employees

312.01 Probationary Employees and Nonreappointment, Discipline or Dismissal

Employment of probationary **and part-time** employees is at will. The decision whether to reappoint, discipline, suspend or dismiss a college employee on probationary status may be based on any factor considered relevant to the total institutional interests. A decision may not be based upon: (1) the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or (2) discrimination based upon the staff member's race, sex, religion, age, political affiliation, handicap status, or national origin.

Within ten (10) days after receiving a written notice of nonreappointment, discipline, suspension, or dismissal in the case of a probationary employee, an employee may request in writing a hearing. Failure to make the request for hearing in writing or within ten (10) days shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. This review is limited solely to determining whether the decision was based upon any of the grounds stated to be impermissible in this section.

Procedure

This request for review shall be written and addressed to the College President. It shall specify the grounds upon which the employee contends that the decision was impermissibly based, with a short, plain statement of facts that the employee believes to support the contention.

Such a request constitutes on the employee's part: (1) representation that he/she can support his/her contention by factual proof, and (2) an agreement that the College may offer in rebuttal of his contention any relevant data within its possession.

The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least 5 days' notice of the hearing.

The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer, nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Unless the parties agree otherwise, the hearing shall begin with the employee's presentation of contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as he/she desires to offer. When the employee has concluded this presentation, the hearing officer or panel shall consider whether he/she has established substantial evidence supporting his position. If he/she has not presented substantial evidence supporting his/her position, the hearing officer or panel shall so notify the parties to the hearing and thereupon terminate the proceedings. Such termination confirms the decision. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The College may then present in rebuttal of the employee's contentions, or in general support of the decision such testimonial or documentary proofs as it desires to offer. At the end of such presentation, the hearing panel, if used, shall consider the matter in executive session. The burden is upon the aggrieved employee to satisfy the hearing officer or panel that his contention is true.

If the hearing officer or panel determines that the employee's contention has not been established, it shall, by a simple unelaborated statement, so notify him/her and the President within five (5) days of the determination of the matter. If the employee's contention has been satisfactorily established, the hearing officer or panel shall so notify him/her and the President by a written notice. The President will make a final determination as to discipline, suspension or termination. Within five (5) days after the receipt of the letter setting forth the President's decision, the employee may request an appeal to a committee of not more than three (3) members of the Board of Trustees. This request shall be written and addressed to the Chairman of the Board of Trustees with copies to the President and chair of the hearing panel or hearing officer. The appeal shall be limited to review of the transcript and based upon the standard of whether the decision is supported by any reasonable evidence. There shall be no appeal procedure beyond the Trustee committee.

312.02 Non-Probationary Employee Discipline or Dismissal

The President shall give up to thirty (30) calendar days notice in writing to any non-probationary employee who is to be dismissed during the term of that employee's employment contract. The President may suspend an employee for up to thirty (30) calendar days with or without pay or for such time as legal action or internal appeal may be pending.

~~It is the responsibility of the Board of Trustees and of the President of the College at all times, to ensure that all employees of all classifications in the College with written contracts or letters of reappointment, are of such character, disposition, attitude, habits, philosophy, and competence that their influence upon the students, each other, and upon the College is wholesome, constructive, and in the best interest of the College. Failure of any employee to comply with these requirements may subject the employee to disciplinary measures. The grounds for disciplinary action against an employee are set forth in Section 304.00.~~

Whenever there are grounds for disciplinary action against an employee, any one or more of the following disciplinary measures may be taken as shall be appropriate to the circumstances:

Level I: A verbal or written caution, warning or reprimand.

- Level II: Temporary Probation, which shall be for a specified period of time. The terms of the probationary period may also include the imposition of specific conditions.
Demotion
Punitive or nonpunitive reassignment
Suspension, which may be with or without pay.
- Level III: Dismissal from employment.
(Dismissal refers to termination from employment during the term of a contract for employment or during the term for which an employee has been reappointed by letter of reappointment. It is not the same and is to be distinguished from nonrenewal or nonreappointment of an employee after the term of employment under either a written contract or a letter of reappointment has expired.)

A Level III disciplinary measure may be imposed by the President of the College, ~~or by the Board of Trustees~~. A Level II disciplinary action may be imposed by anyone entitled to impose a Level III disciplinary action, or by the respective Vice President. A Level I disciplinary action may be imposed by anyone permitted to impose a Level III or a Level II disciplinary action, or by a division chairperson, head of the department or the employee's direct supervisor.

Procedure

Whenever any disciplinary measure is to be imposed against an employee, the following procedure, appropriate to the particular disciplinary measure imposed, shall be followed:

- A. Level I Disciplinary Measure. Whenever a verbal caution, warning or reprimand is given, a memorandum shall be prepared by the person imposing the disciplinary measure which shall state the date of the action, the nature of the disciplinary measure imposed and the basis for the disciplinary measure. The memorandum will be inserted in the employee's personnel file with a copy to the President of the College and a copy to the employee about whom the action is initiated.

Whenever a written caution, warning or reprimand shall be given, the original shall be given to the employee with a copy inserted in the employee's personnel file, and another copy to the President of the College.

The employee so disciplined may then place within his or her personnel file a brief written statement or response to the disciplinary action.

- B. Level II Disciplinary Measure. Whenever a Level II disciplinary measure is imposed upon an employee, the employee will be given written notice of the disciplinary measure that shall include the appropriate date, the nature of the disciplinary measure, and the basis for the disciplinary measure. A copy of the notice shall be placed in the employee's personnel file, and another copy given to the President of the College.

Appeal Procedures for Level I or Level II Disciplinary Measures. If an employee wishes to appeal the imposition of a Level I or Level II disciplinary measure, the employee shall have ten (10) days from the receipt of the notice in which to appeal a disciplinary measure. Failure to make the request for the hearing in writing or within ten (10) days

shall constitute a waiver by the employee of any further review of the decision and shall render the decision final and binding. The request for review shall be written and addressed to the College President. The President shall consider the request and grant a hearing if the request is in proper form and is timely made. A written denial of the request finally confirms the decision. If the request is granted, a hearing shall be held within ten (10) days after the request is received; the employee shall be given at least five (5) days' notice of the hearing. The hearing shall be conducted before a hearing officer, or before a hearing panel consisting of not less than three (3) and no more than five (5) persons. The hearing officer, or the hearing panel, shall be appointed by the President, and neither the hearing officer nor any of the members of the hearing panel shall be a direct supervisor of the employee. In the case of a hearing panel, the President shall designate one member to act as chairman who shall control the conduct of the hearing. The hearing, whether before a hearing panel or hearing officer, shall be recorded by audio means or any other means sufficient to preserve an accurate record of the proceedings.

Upon hearing the appeal, the hearing officer or panel shall determine whether or not there is a reasonable basis for the imposition of the disciplinary measure. If the hearing officer or panel determines there is no basis for imposition of disciplinary measure, a recommendation shall be made to the President that the disciplinary measure be rescinded and the matter terminated. If it determines that there is a reasonable basis for imposing a disciplinary measure, the hearing officer or panel may recommend to the President that the disciplinary measure be reduced, or may affirm the disciplinary measure imposed. The hearing officer or panel shall report its findings and recommendations to the President within five (5) days of the determination of the matter, with a copy of the report provided to the employee, and another copy placed in the employee's personnel file. The President of the College may accept or reject the recommendation and shall within five (5) days of the receipt of the recommendation notify the employee of his decision. If the President fails to notify the employee within five (5) days of the receipt of the recommendation, the President shall be deemed to have accepted the recommendation. The decision of the President shall be final and binding. In no event shall an appeal of a Level I or Level II disciplinary measure be reviewed by or appealed to the Board of Trustees.

- C. Level III Disciplinary Measure. The procedures described in this subparagraph relate to and shall govern a Level III disciplinary measure as against an employee in a nonprobationary status. The procedure for a probationary status is that procedure set forth in Section 312.01.

Whenever a Level III disciplinary measure is to be imposed against an employee, the employee shall be given up to thirty (30) days written notice of the disciplinary measure that shall include the date the measure is to be imposed, and the basis or grounds for the disciplinary measure. If the employee wished to appeal, within ten (10) days of receipt of the notice, the employee must give a written request for a hearing to the President of the College. The request must be in writing, and must set forth the basis why the employee believes that dismissal or termination is improper, and shall set forth a short and plain statement of the facts that the employee believes will support his or her position. Such a

request for a hearing constitutes on the part of the employee, (1) a representation that the contentions and statements of facts can be supported by proof and, (2) an agreement that the College may offer or present at the hearing any relevant data or information in opposition to the employee's position. The failure to give a timely request in writing shall constitute a waiver of any further review of the decision to dismiss the employee, and shall render the decision final and binding as of the date set forth in the notice of disciplinary action.

If a written request for hearing is timely made, and in proper form, the employee shall be given a hearing before a hearing panel consisting of not less than three (3), nor more than five (5) persons appointed by the President, none of whom shall be a direct supervisor of the employee. The President shall designate one member of the panel to act as the chairman of the panel, who shall control the conduct of the hearing. The hearing shall be recorded by audio recording, or by any other means that the hearing panel may determine is sufficient to preserve an accurate record of the proceedings.

If the employee against whom Level III discipline is directed reports directly to the President, the Board Chairman shall formulate the hearing panel mentioned in the previous paragraph. The Board Chairman shall also perform all additional duties normally executed by the President as provided by the previous paragraph.

The hearing shall be conducted prior to the imposition of the disciplinary measure unless the employee shall request in written form, a delay or continuance of the hearing. Such a request will constitute the employee's agreement that the hearing may be conducted after the date the disciplinary action is to be imposed and a waiver of any claims that the hearing was not timely. The hearing may be adjourned or recessed from time to time as may be appropriate.

The chairman of the hearing panel shall preside and shall make such rulings upon evidence and procedure as he/she may determine to be proper toward the end that the hearing shall allow both parties a fair and reasonable opportunity to present their respective positions. At the hearing, no technical or legal rules of evidence or procedure need be followed, but the hearing panel may only consider such evidence as is offered at the hearing, and should consider only such evidence as it may deem to be fair and reliable. The members of the panel may question any witness, and the employee shall have the right to cross-examine any witness offered by the College and to present evidence in his or her own behalf.

The employee may be represented by legal counsel of his or her choice at the hearing, at the employee's sole expense or by any other person who may be designated in writing by the employee as his or her representative, provided that if the employee elects to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the employee and the identity of legal counsel must be given to the chairman of the hearing panel at least ten (10) days prior to the hearing.

The college, or the panel, or both, may be represented at the hearing by legal counsel at the expense of the College, whether or not the employee elects to be represented by legal counsel. If the College, the panel, or both elect to be represented by legal counsel or otherwise, notice of that election and of the designation of the person or persons to represent the College, panel, or both and the identity of legal counsel must be given to the employee or employee's counsel at least ten (10) days prior to the hearing.

The burden of proof at the hearing shall be upon the College to satisfy the hearing panel, by majority vote, that the reasons given for dismissal are supported by the greater weight of the evidence. Unless the parties agree otherwise, at the hearing, the College shall present its evidence first, presenting whatever evidence, either testimonial or documentary, it may choose to support the position of the College provided that the evidence offered by the College shall be limited to the reasons for dismissal as set forth in the notice of dismissal. At the conclusion of the College's evidence in support of its position, the employee may offer such evidence, whether testimonial or documentary or otherwise, as he or she shall desire. All such evidence must be relevant to the contentions and evidence of the College or, if so designated, may be offered in mitigation to show why a lesser level of disciplinary action should be imposed. At the conclusion of the employee's evidence in support of his or her position, the College shall be permitted to present evidence in rebuttal to that of the employee.

After the hearing of the evidence and the presentations of the parties the hearing panel shall retire to executive session to consider the matter and shall present its findings and recommendations in writing to the President within ten (10) days of the conclusion of the hearing, with a copy given to the employee and another copy inserted in the employee's personnel file.

The hearing panel may find in favor of the employee and recommend dismissal of the disciplinary action; or it may find that cause exists for disciplinary action but recommend a lesser level of discipline than dismissal or termination; or it may find the decision to dismiss the employee is supported by the evidence and affirm the decision to dismiss the employee.

The President shall have five (5) days from receipt of the panel's findings and recommendation in which to make his/her final decision upon the recommendation. The President may accept or reject the recommendation and shall provide written notice of his/her decision to the employee. If the President gives no written notice within five (5) days of the receipt of the recommendation, the recommendation shall be deemed accepted by the President and shall be the final decision of the President. If the panel's decision is to affirm the President in the dismissal, the panel's decision will be the final decision of the President and the President need give no further notice to the employee.

The final decision of the President may be appealed by the employee to the Board of Trustees by giving written notice of appeal to the President within ten (10) days of the receipt by the employee of the final decision of the President.

The failure of the employee to give timely written notice of appeal shall constitute a waiver by the employee of any further review or appeal of the decision. The decision of the President shall thereafter be final and binding.

If timely written notice of appeal is given by the employee, the Board of Trustees shall hear the appeal within twenty (20) days of the notice, in the same manner and under the same procedures as an appeal under except that in a matter involving dismissal the appeal shall be to the full Board rather than to a committee of the Board, provided that upon review, the Board may, in its discretion, make such determination of the matter, or provide for further appeal proceedings as it may deem appropriate and necessary to its consideration and determination. If at any point in the proceedings the President believes that cause exists for dismissing an employee, and that immediate suspension is necessary for the protection of the College, the staff, or the students of the College, the President may suspend the employee pending proceedings for dismissal. The suspension may be without pay if the employee has violated Section 304.00, items 2, 4, 6, 7, 8 or 10. Suspension for other reasons shall be with pay.

When on suspension with or without pay, pending dismissal, the employee will not accumulate vacation leave, sick leave, or be eligible for salary increase. If the suspension involved conduct that is the subject of pending legal proceedings outside the jurisdiction of the Board of Trustees, the employee shall remain on suspension, and the dismissal and any due process proceedings, shall be held in abeyance until such time as the legal proceedings on the issue are completed. If it shall be finally determined that no grounds for dismissal exists, the employee shall be reinstated immediately, shall be paid for the period of suspension (including any forgone salary increases) if pay has been withheld, and shall be provided any withheld vacation and/or sick leave.

312.03 Due Process for all Part-Time Employees

Employees who work less than full-time have all rights and privileges of due process as specified in this section. Employees that fall into this category are set forth in Section 304.00.

All of the employees so defined shall have access to Section 312.00 regarding dismissal, nonreappointment, or other disciplinary action taken against employees, and shall have access to Section 314.00 regarding grievances. These employees shall not have access to Section 312.02 or to Section 313.00 regarding reduction in force.

The decision whether to reappoint a part-time employee (to include part-time instructional personnel) after a part-time contract of any nature expires may be based on any factor considered relevant to the total institutional interests and shall be vested solely in the administration. However, the decision not to reappoint a part-time employee may not be based upon the employee's exercise of rights guaranteed by either the First Amendment to the United States Constitution or Article I of the North Carolina Constitution; or discrimination based upon the staff member's race, sex, age, religion, age, political affiliation, handicap status, or national origin.

The decision shall be made regardless of the length of service at the College recognizing the fact that employees in this category have no property right in a part-time position.

All part-time employment contracts of any nature shall include the following statement: The undersigned hereby understands and agrees that this contract does not imply, suggest, or offer continued or future employment beyond the limits of this specific contract.

~~312.04 Non-probationary Employees and Non-reappointment (nonrenewable)~~

~~The procedures described in this section relate to and shall govern a situation involving non-reappointment of a non-probationary employee. Employment in non-probationary status under contract of employment does not imply a right to future employment under future contracts of employment. If a non-probationary employee's contract is not to be renewed, the employee shall be given sixty (60) days notice by the College President. The appeals procedure set out in Section 312.01 shall govern any due process available to the employee. The burden of proof shall be upon the employee to show that the action is being undertaken for impermissible reasons as set forth in Section 312.00.~~

Current Policy

411.00 Travel Regulations

411.01 College-Related Travel and Subsistence

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

411.02 College Vehicle Use

College vehicles are provided for use by faculty and staff for conducting college business. To prevent scheduling conflicts employees wishing to use the College vehicles should submit a Vehicle Use Authorization Request form to the Vice President of Administrative Services via their respective Vice President. Cars may not be reserved more than one month in advance of actual travel. The use of private cars is desirable if it is known that the vehicle shall be parked in an airport parking lot or other location for as much as two (2) days.

Students may use college cars only with the permission of the Vice President of Administrative Services. Normally, student use of college cars is limited to the SGA President. Other students may operate buses and vans when permission is granted by the Vice President of Administrative Services upon the request of a faculty or staff member and when the student user has turned in a completed Field Trip Authorization Form and has undergone a driving record check.

Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

When travel in college vehicles is completed prior to 3 PM, vehicles should be locked and parked in the Maintenance Building parking lot and keys returned to the Business Office. When travel is completed after 5 PM, keys should be returned to the Business Office no later than 9AM the following business day. The mileage forms, located on a clipboard in each vehicle, should be accurately and legibly completed

Drivers must accurately and legibly complete the Vehicle Use Log located on a clipboard in each vehicle. The driver, upon completion of the trip, fills in the ending odometer reading. The mileage shall be charged to that person's division or cost center at a rate of \$.15 per mile with the amount being transferred to the appropriate budget line to offset vehicle operational cost.

Proposed Changes

411.00 Travel Regulations

411.01 College-Related Travel and Subsistence

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS.

Reimbursement for personal vehicle when no college car is available will be set at the federal rate. Reimbursement for personal vehicle when a college car is available will be set at 54% of the federal rate. If the destination is closer from the employees home and a personal vehicle is being used the employee will be reimbursed at the federal rate.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

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Services upon the request of a faculty or staff member and when the student user has turned in a completed Field Trip Authorization Form and has undergone a driving record check.

Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

Procedure

When travel in college vehicles is completed prior to 3 PM, vehicles should be locked and parked in the Maintenance Building parking lot and keys returned to the Business Office. When travel is completed after 5 PM, keys should be returned to the Business Office no later than 9AM the following business day. **Employees using the college vehicles are responsible for recording the odometer readings during their use. ~~The mileage forms, located on a clipboard in each vehicle, should be accurately and legibly completed~~**

~~Drivers must accurately and legibly complete the Vehicle Use Log located on a clipboard in each vehicle. The driver, upon completion of the trip, fills in the ending odometer reading. The mileage shall be charged to that person's division or cost center at a rate of \$.15 per mile~~ **consistent** with the amount being transferred to the appropriate budget line to offset vehicle operational cost.

Curriculum and Student Services Committee
Wednesday, June 8, 2016
6:05 p.m.

Committee Members

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
Andrea Marshall

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Update from Instruction – Appendix M**
- ❖ **New Program Approval – Associate in Engineering – Appendix N – Action**
- ❖ **Update from Vice President of Student Services – Appendix O**
- ❖ **2016-2017 Student Fee Chart – Appendix P – Action**
- ❖ **Update from Dean of Continuing Education – Appendix Q**
- ❖ **New Business**
- ❖ **Adjourn**

MCC Board of Trustees – June 8, 2016 Update from the Instruction Division

Highlights & Previews

- Practical Nursing held a Pinning Ceremony on May 10. Graduates are making appointments for the NCLEX exam.
- Ashley Cooke, Practical Nursing Instructor is working over the summer on syllabi and other requirements for the ADN Program.
- New tables and cabinets have been installed in the Taxidermy area, more upgrades will be coming at the end of the summer semester.
- Two students in the current cohort of Dental Assisting have been offered full time employment as soon as they graduate. One position in Asheboro and one in Charlotte. Another student is being considered for a temporary fill in position. Phone calls are being received on a regular basis from dentists seeking Montgomery Community College Dental Assisting graduates for employment.
- Mark Dye and Dr. Bledsoe traveled to the NRA Annual Convention in Louisville KY, from the 18th to the 22nd of May. This convention is one of the largest firearms trade shows in the world. This year, there were over 11 acres of booths and vendors. Over 80,000 NRA members attended the convention. The main purpose of the trip was to help operate a booth advertising our NRA Gunsmithing Program. Representatives from other NRA affiliated Gunsmithing schools, Murray State College in Oklahoma and Trinidad State College in Colorado, also had personnel on hand to help with the booth. MCC was responsible for bringing display items to fill the booth, so our student's projects were displayed prominently for very large crowds. Many potential NRA students stopped to ask questions about the short term classes at MCC as well as our curriculum program. The trip also gave Mr. Dye and Dr. Bledsoe opportunities to make new connections with people in the firearms industry, as well as continuing relationships with current industry connections. Other benefits of the trip included the opportunity to speak to personnel from the other Gunsmithing schools and trade ideas about how our programs should be administrated and run. This convention is always an excellent way to increase the visibility of MCC, and to give the Gunsmithing program national exposure.

Associate in Engineering (A10500) Curriculum *Effective Term: Fall 2015*

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. *Admission to Engineering programs is highly competitive and admission is not guaranteed.*

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

GENERAL EDUCATION (42 SHC) The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

*(Universal General Education Transfer Component (UGETC) courses will transfer for equivalency credit to all UNC institutions.) *Exceptions (i.e. courses which are not classified as UGETC) are italicized.*

English Composition (6 SHC) The following two English composition courses are required:

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

Humanities/Fine Arts and Communication: Select one course from each category (6 SHC)

Humanities: Choose One:

ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)
<i>REL 110</i>	<i>World Religions</i>	<i>(3 SHC)*</i>

(REL 110 will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.)

Fine Arts and Communication: Choose One:

COM 231	Public Speaking	(3 SHC)
ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)

Social/Behavioral Sciences: One course required. Select second course. (6 SHC)

Required:

ECO 251	Principles of Microeconomics	(3 SHC)
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Choose One:

HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Mathematics (12 SHC) *Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.*

MAT 271 Calculus I	(4 SHC)
MAT 272 Calculus II	(4 SHC)*
MAT 273 Calculus III	(4 SHC)*

Natural Sciences (12 SHC)

CHM 151 General Chemistry I	(4 SHC)
PHY 251 General Physics I	(4 SHC)
PHY 252 General Physics II	(4 SHC)

Total General Education Hours Required: 42 SHC

OTHER REQUIRED HOURS (18 SHC)

Academic Transition (1 SHC)

ACA 122 College Transfer Success	(1 SHC)
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Students must complete ACA 122 within the first 30 hours of enrollment.

Pre-major Elective (2 SHC)

EGR 150 Introduction to Engineering	(2 SHC)
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Other General Education and Pre-major Elective Hours: (15 SHC)

Select 15 SHC of courses from the following courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. *(Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.)*

Students should choose courses appropriate to the specific university and engineering major requirements.

BIO 111 General Biology I	(4 SHC)
CHM 152 General Chemistry II	(4 SHC)
COM 110 Introduction to Communication	(3 SHC)
CSC 134 C++ Programming	(3 SHC)
CSC 151 JAVA Programming	(3 SHC)
DFT 170 Engineering Graphics	(3 SHC)
ECO 252 Principles of Macroeconomics	(3 SHC)
EGR 210 Intro to Electrical/Computer Engineering Lab	(2 SHC)
EGR 212 Logic System Design I	(3 SHC)
EGR 215 Network Theory I	(3 SHC)
EGR 216 Logic and Network Lab	(1 SHC)
EGR 220 Engineering Statics	(3 SHC)
EGR 225 Engineering Dynamics	(3 SHC)
EGR 228 Introduction to Solid Mechanics	(3 SHC)
HUM 110 Technology and Society	(3 SHC)
MAT 280 Linear Algebra	(3 SHC)
MAT 285 Differential Equations	(3 SHC)
PED 110 Fitness and Wellness for Life	(2 SHC)

****One semester hour of credit may be included in a 61 SHC associate in engineering program of study. The transfer of this hour is not guaranteed.**

Total Semester Hours Credit (SHC) in Program: 60-61**

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

SBCC Approved 02/20/2015; BOG approved 02/27/2015.

MCC Board of Trustees – June 8, 2016 Update from the Student Services Division

Highlights & Previews

- Natalie Winfree participated in Career Development Facilitator training in early June. She will attend the NC STRIVE conference in mid-June.
- Karen Frye will attend Residency Determination Service training June 13. She and Tavia Housley will attend CFNC training June 16.
- Fall Semester registration underway. Orientation, advising, and registration sessions are scheduled for several programs in June, July, and early August. Advising and registration for current summer students begins June 20. New fall students begin the process July 11.

For review and approval: Student Fee Chart

2016 - 2017 STUDENT FEES

CONTINUING EDUCATION		CURRICULUM	
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$30 \$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$48	HESI test fee (for PN program)
		\$5	Photo ID Replacement
		\$35 \$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		Curriculum Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$75 \$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
		\$50	GSM 111 Gunsmithing I
		\$100	GSM 120 Gunsmithing Tools
		\$40	GSM 225 Gunmetal Refinishing
		\$15	MED 140 Exam Room Procedures I
		\$15	MED 150 Lab Procedures I
		\$50	PBT 100 Phlebotomy Technology
		\$50	PBT 101 Phlebotomy Practicum
		\$36 for each course	PCC 110, PCC 111, PCC 130, PCC 210, PCC 211
		\$50	NUR 101 Practical Nursing I - Lab Simulation
		\$50	TXY 101 Fish Taxidermy
		\$50	TXY 103 Mammal Taxidermy
		\$25	Book Fee for Career & College Promise (per course)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$11	Liability Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$11	Dental Assisting, Medical Assisting, Phlebotomy, & Practical Nursing students (per student per academic year)
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 101AB + TXY 101BB = TXY 101) the course fee is divided as well (example: TXY 101AB fee = \$25 + TXY 101BB fee = \$25 for a total of \$50).

Revisions presented to Board - June 8, 2016

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

Occupational Extension:

- *Office of the State Fire Marshal officially transferred Fire Director role to R. Beaman*
 - *Attended State Fire Director Meeting at Sandhills CC*

Small Business Center:

- *Front Porch Series*
 - *SBC hosting seminars in partnership with Front Porch Emporium*
- *Summer seminars well attended*
 - *First summer to host seminars in 10 years*

Customized Training Program:

- *Corporate Training*
 - *Provided computer training to 15 McRae Industries employees at no cost to the company*
- *Apprenticeship Montgomery*
 - *7 total apprentices were selected to participate in Apprenticeship Montgomery. Employee sponsors include:*
 - *Grede*
 - *Jordan Lumber*
 - *Unilin*
 - *KM Machine*
 - *PaperWorks and McRae Industries will be sponsoring apprentices in the coming months once qualified apprentices have been identified.*
 - *Apprenticeship Montgomery orientation took place on May 25th.*

Legislative/Public Relations Committee
Wednesday, June 8, 2016
6:20 p.m.

Committee Members

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

Agenda Items:

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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
BUDGET TRACKING SHEET: FY 2016-17**

Appendix R

	Budget Priorities	Governor	House	Senate
	2016-17	2016-17	2016-17	2016-17
2016-17 Base Budget	1,065,895,520	1,065,895,520	1,065,895,520	1,065,895,520
Enrollment Adjustment	(26,208,276)	(26,208,276)	(26,208,276)	(26,208,276)
Expansion				
Student Completion Rates/Student Supports	26,208,276	16,672,454	-	-
Restore Management Flexibility Reduction			14,915,435	-
Close the Interest Gap: Marketing & Labor Market Data Tools	2,000,000	500,000	-	-
Competency-Based Education (CBE)	500,000 NR	500,000 NR	500,000 NR	500,000 NR
Equipment	15,000,000 NR	7,500,000 NR	-	15,000,000 NR
New Multi-Campus Locations (MCC, DTCC, AB Tech)		1,035,822	-	1,553,733
Local Government Finance Officer Training		-	25,000 NR	-
Connect NC Bond Administration		In statewide reserve	In statewide reserve	161,735 124,410 NR
Expansion Subtotal	43,708,276 4.1%	26,289,576 2.5%	15,440,435 1.4%	17,339,878 1.6%
Net Adjustments to 2016-17 Base Budget (without salary adj)	\$ 17,500,000 1.6%	\$ 81,300 0.0%	\$ (10,767,841) -1.0%	\$ (8,868,398) -0.8%
Recommended FY 2016-17 General Fund Approp. (without salary adj)	\$ 1,083,395,520 1.6%	\$ 1,065,976,820 0.0%	\$ 1,055,127,679 -1.0%	\$ 1,057,027,122 -0.8%
Salaries & Benefits			IN STATEWIDE RESERVE	
Compensation Increase Reserve Reallocation				(10,000,000)
Faculty & Staff Salary Increases	24,000,000		22,501,870	21,000,000
System Office Salary Increases			237,787	in statewide reserve
Bonus - Colleges		29,076,613 NR	9,564,157 NR	11,000,000 NR
Bonus - System Office		367,629 NR	82,750 NR	in statewide reserve
Increase in TSERS rate - Colleges		3,232,769	11,426,507	2,955,674
Increase in TSERS rate - System Office		42,435	146,239	38,797
Increase SHP Employer Contribution - Colleges			3,340,572	contingent on SHP action
Increase SHP Employer Contribution - System Office			31,114	contingent on SHP action
Recommended FY 2016-17 General Fund Appropriation	\$ 1,107,395,520 3.9%	\$ 1,098,696,266 3.1%	\$ 1,102,458,675 3.4%	\$ 1,082,021,593 1.5%
Adjustments - Recurring	\$ 26,000,000 2.4%	\$ (4,643,496) -0.4%	\$ 26,391,248 2.5%	\$ (10,498,337) -1.0%
Adjustments - Non-Recurring	\$ 15,500,000 1.5%	\$ 37,444,242 3.5%	\$ 10,171,907 1.0%	\$ 26,624,410 2.5%

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
SUMMARY OF BUDGET PROPOSAL: FY 2015-16**

Appendix R

	HOUSE				SENATE			
	FY 2016-17 Adjustments	FY 2016-17 Recommended	% Change vs. 15-16 Cert.	% Change vs. 16-17 Base	FY 2016-17 Adjustments	FY 2016-17 Recommended	% Change vs. 15-16 Cert.	% Change vs. 16-17 Base
2 NCCCS State Funding								
3 Requirements*	20,086,418	1,500,427,277	1.7%	1.4%	(350,664)	1,479,990,195	0.3%	0.0%
4 Receipts	(16,476,737)	397,968,602	-2.1%	-4.0%	(16,476,737)	397,968,602	-2.1%	-4.0%
5 GF Appropriation	36,563,155	1,102,458,675	3.1%	3.4%	16,126,073	1,082,021,593	1.2%	1.5%
6 NCCCS State Funding per FTE								
7 BFTE	(8,578)	224,494			(8,578)	224,494		
8 Requirements*	\$332.16	\$6,683.60	4.0%	5.2%	\$241.13	\$6,592.56	2.6%	3.8%
9 Receipts	(\$5.45)	\$1,772.74	0.2%	-0.3%	(\$5.45)	\$1,772.74	0.2%	-0.3%
10 GF Appropriation	\$337.61	\$4,910.86	5.5%	7.4%	247	4,820	3.5%	5.4%

11 *Requirements = Spending Authority

Other Key Items in Senate Committee Report:

12 No tuition increase proposed.

13 The Public Schools section of the budget did NOT include any additional funding to LEAs for new Cooperative and Innovative High Schools.

14 Reserve section of the budget includes funds to provide Executive Branch salary increases and merit-based bonuses for State employees. We anticipate that funds would be allocated to support System Office employee adjustments and bonuses.

Senate Budget Special Provisions Summary

Community College Section

Section 10.1: Update Performance Measures (Same as House)

Makes the requested statutory changes to G.S. 115D-31.1 to delete the “Attainment of adult high school equivalency diplomas” measure and to incorporate the measures related to the success rate of students in credit-bearing English and math courses.

Section 10.3 Youth Apprenticeship Tuition Waiver (Senate Only)

Amends G.S. 115D-5(b) to establish a new tuition waiver for courses provided to students participating in youth apprenticeship programs.

Section 10.4 Tuition Waiver/Firefighters and EMS Personnel on Military Installations (Senate Only)

Amends G.S. 115D-5(b) to establish a new tuition waiver for firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty station is within North Carolina for courses that support their organizations’ training needs. (We believe that this provision is specifically for public safety employees of federal organizations; we are seeking clarification and amendment.)

Section 10.5 Clarify Career- and College-Ready Graduate Program (Senate Only)

Amends Section 10.13 of S.L. 2015-241 to clarify that model CCRG programs shall be implemented in 2016-17 and that the CCRG program shall be fully implemented in all high schools statewide beginning with the 2018-19 school year. Requires the State Boards of Community Colleges and Education to jointly report by March 15, 2017; March 15, 2019; and October 15, 2019 on various implementation steps.

Salaries and Benefits Section

Section 36.1A State-Funded Personnel/Annual Salary Increases by Employing Agencies Authorized/Merit-Based Bonuses Allowed (Senate Only)

- Authorizes the use of recurring compensation reserve funds to award salary increases in accordance with eligibility policies adopted by each employing agency. The eligibility policy must include, at minimum, provisions for increases based upon performance, to achieve market-based rates, and to allow for retention. The eligibility policy shall not provide an across-the-board increase.
- Authorizes the use of non-recurring compensation reserve funds to provide merit-based bonuses in accordance with eligibility policies adopted by each employing agency. The eligibility policy shall not provide an across-the-board bonus. The bonuses are not considered compensation for retirement purposes.
- Defined the State Board of Community Colleges as the “employing agency” for the NC Community College System.
- Requires each employing agency to report to the General Assembly by February 1, 2017.

Section 36.10: Community College Personnel (Different from House)

Provides that the annual salaries of community college employees are eligible to be increased in accordance with the provisions of the eligibility policies adopted by the State Board of Community Colleges.

Section 36.18: Mitigate Bonus Leave (Different from House)

During FY 2016-17, State agencies, departments, institutions, the NC Community College System, and UNC may offer employees the opportunity to use or to cash in special bonus leave benefits that have accrued if all of the following requirements are met:

- Employee participation is voluntary.
- Special leave that is liquidated for cash payment must be valued at the amount based on the employee's current annual salary rate.
- Agencies shall collect and report demographic information on the employees who opt in to use or cash in special leave by March 1, 2017.

Section 36.19: Extend Voluntary Shared Leave to Community College Employees (Different from House)

Allows community college employees to voluntarily share leave with a nonfamily member who is an employee of a community college, subject to certain limitations.

Section 36.20: Salary-Related Contributions (Different from House)

The TSERS employer contribution rate would increase to 15.64% (currently 15.32%). The maximum annual employer contribution rate for State Health Plan coverage would not increase, unless the Director of the Budget determines that the State Health Plan has adopted adequate measures to reduce the projected employer premium increases in both 2018 and 2019 to 4% or less. If adequate measures are adopted, the maximum annual employer contribution rate would increase to \$5,659 for non-Medicare-eligible employees (currently \$4,251) and \$4,397 for Medicare-eligible employees (currently \$4,251) and additional funds would be allocated from a statewide reserve to cover these increases.

Other Sections**Section 6.3 Budget Stability and Continuity (Senate only)**

- Amends State Budget Act statutes to authorize various actions if a budget is not enacted by June 30th, including:
 - The Director of the Budget may continue to allocate funds at a level not to exceed the level of recurring expenditures from the prior fiscal year.
 - Salaries and employer contribution rates in effect on June 30 shall remain the same until the budget is passed.
- These statutory changes would eliminate the need to pass a continuing resolution to continue State government operations if a budget is not enacted by June 30.

Section 7.10A Enterprise Resource Planning Design and Implementation (Different from House)

- Directs the System Office to begin planning and design of a modernized ERP for the State's 58 community colleges, addressing student information, core financial management, grants, HR, and payroll.
- The planning and design of the ERP system may include either a modernization of the current system or a replacement system.
- A RFP for a system implementation shall be prepared for release no later than October 1, 2017.
- Requires a report to the Joint Legislative Oversight Committee on IT by January 1, 2017.

Section 8.11 Certain CIHS Operating Without Additional Funds

Authorizes colleges to earn BFTE for instruction provided at the following CIHSs, but no additional funding (055 funds) will be provided to the LEAs:

- Alamance-Burlington Early College
- Alexander Early College
- Cabarrus Early College of Technology
- Camden Early College
- Chatham County School of Science and Engineering
- City of Medicine Cooperative Innovative High School
- Gaston Early College High School
- Hillside New Tech Cooperative Innovative High School
- Johnston County Career and Technical Academy
- Northampton County New Tech Early College
- Person Early College for Innovation and Leadership
- Stanly County School of Engineering and Design
- Wayne School of Engineering at Goldsboro High School

Section 11.2 Modify NC Guaranteed Admission Program (NCGAP)

- Directs the President of the UNC System to adopt a plan to improve student completion of baccalaureate degrees at each constituent institution and report on the plan by January 1, 2017.
- Requires NCGAP implementation in FY 2017-18 for the 2018-19 academic year if the required plan is not implemented.

Section 11.4 Access to Affordable College Education

- Requires UNC to guarantee no in-state tuition increase for students during the standard college term (i.e. typically four years), effective 2016 fall academic semester for freshmen and transfer students.
- Requires UNC to reduce student fees for the 2018 fall academic semester to a level that is 5% below those implemented for the 2016 fall academic semester. In subsequent years, UNC could not increase student fees by more than 3% per year.
- Beginning with the 2018 fall academic semester, resident tuition shall be \$500 and non-resident tuition shall be \$2,500 per semester for ECSU, FSU, UNCP, WSSU, and WCU. For FY 2018-19, the Director of the Budget may authorize an increase in the base budget for UNC of up to \$70 million to cover the cost of lost tuition revenue.
- Directs UNC to evaluate the current cap of 18% on the admission of non-resident students entering the freshman class of ECSU, FSU, UNCP, WSSU, and WCU. Authorizes the BOG to eliminate or increase the cap at those institutions.

House Provisions NOT included in Senate Budget

- Section 8.20 Joint Legislative Study on CIHS
- Section 8.21 Pilot Program to Raise HS Dropout Age
- Section 10.2: Clarify Use of Career Coach Funds

Public Relations / Marketing Highlights May 2016

Press Releases and More

Nursing Assistants I graduate
 Phi Theta Kappa inducts 19
 MCC holds 2016 commencement
 Gunsmithing instructor teaches machining skills to home schoolers
 Nursing pinning ceremony conducted
 MCC Taxidermy grad takes 1st in professional waterfowl competition
 Graduation Ad
 SAWA sponsorship
 Montgomery County Softball & Baseball league outfield signs
 Summer Camps web slider, landing page and registration link
 CE Zumba & Water Aerobics class fliers
 Infographic & web update for Medical Assisting outcome publication (a new MAERB requirement)

Professional Development

NCCCS Regional PIO Conference in Hickory, NC

Website Update

Financial Aid pages completed
 Catalog completed
 Continuing Education pages reorganization begun
 Interactive scheduling added

Facebook Top Posts for April

Total Likes 1414 (Up 25 from April)



Page	Date	Post	Reach	Engagement	Talking About This
MCC	5/11/16	Nursing Pinning Ceremony	1,000	473	58
MCC	5/12/16	Graduation Ceremony	634	316	40
MCC	5/1/16	Student Life video	939	94	25

TWITTER FOLLOWER 515 – UP 12 FROM APRIL

**Public Relations / Marketing Highlights
May 2016**

Montgomery Community College Medical Assisting

Five-Year Weighted Outcomes

This is Awesome
The Medical Assisting program at Montgomery Community College has a job placement rate average of 84.6% over the last five years.

Exceeds Medical Assisting Education Review Board (MAERB) established threshold of 60%

Job placement assistance is available to successful graduates of the program.


Numbers Don't Lie
100% of graduates are satisfied with Montgomery Community College's Medical Assisting program. 100% of employers are satisfied with MCC MA grads!

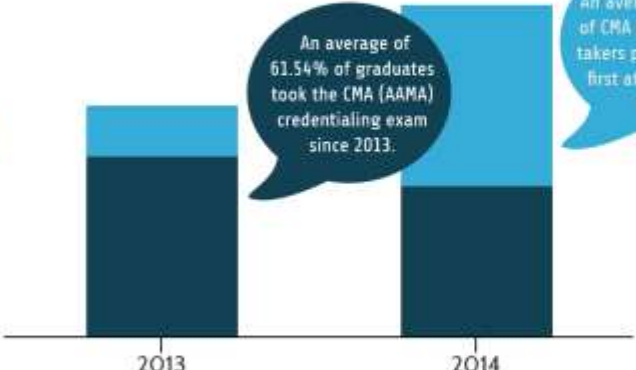
Exceeds MAERB established threshold of 80% **100%** **A**

96.15% of graduates participate in the satisfaction survey, 91% of employers participate.

National Credentialing Participation & Passing Rates

**Program Retention
2010 - 2014**
70% of students successfully completed the trigger course in MCC's medical assisting curriculum.





An average of 61.54% of graduates took the CMA (AAMA) credentialing exam since 2013.

An average of 87.5% of CMA (AAMA) exam takers passed on the first attempt since 2013.

For more information about outcomes or the Medical Assisting program at Montgomery Community College, contact Cyndi Caviness at 910-576-6222, extension 208 or e-mail cavinessc@montgomery.edu.

Institutional Status Committee
Wednesday, June 8, 2016
6:25 p.m.

Committee Members

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
Sam Martin

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **New Business**
- ❖ **Adjourn**

**Montgomery Community College
SGA Report
June 8, 2016 Board of Trustees Meeting**

SGA Updates and Highlights

- We are finalizing the selection of our 2016-17 SGA President.
- The SGA is looking forward to meeting and working with the new Director of Student Life this fall.

**President's Report
June 8, 2016**

Activities since the April Board Meeting

5/13/16	Active Shooter Drill
	Graduation at Southern Correctional Institute
5/18/16	NCACCP Monthly Meeting
5/19-22/16	NRA Convention
5/24/16	West Montgomery High School Senior Awards
5/26/16	East Montgomery High School Senior Awards
5/31/16	Memorial Day (College Closed)
6/2/16	Leadership Montgomery Graduation
6/8/16	MCC Board of Trustees Meeting

Upcoming Activities

6/9/16	Employee Meeting
6/15/16	NCACCP Meeting
7/12/16	Central President's Meeting
7/27-29/16	NCACCP Quarterly Meeting
8/9/16	Convocation
	Quality Trails
8/10/16	Foundation Board Meeting
	MCC Board of Trustees Meeting



Board of Trustees Calendar of Events
2016/2017

June 8, 2016	5:30 p.m.	Committee/Board Meeting
August 10, 2016	11:30 a.m.	Foundation Board Meeting
August 10, 2016	5:30 p.m.	Committee/Board Meeting
September 7-9, 2016		NCACCT Leadership Seminar, Charlotte
September 14, 2016	5:30 p.m.	Committee/Board Meeting
September 23, 2016	6:00 p.m.	MCC Foundation Raffle
October 12, 2016	5:30 p.m.	Committee/Board Meeting
November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting
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
April 12, 2017	5:30 p.m.	Committee/Board Meeting
April 12-14, 2017		NCACCT Law Seminar, Raleigh
May 10, 2017	5:00 p.m.	Board of Trustees Meeting
May 10, 2017	7:00 p.m.	Graduation