



MONTGOMERY COMMUNITY COLLEGE

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

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, February 14, 2018 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

Board Presentation – Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison

Approval of January Board and Committee Minutes – Appendix A – Action

Standing Committees

*** Budget & Finance Committee**

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

Board Policy 413.00 Revisions – **Appendix D – First Reading**

December Foundation Fund Statements – **Appendix E**

Foundation Board Meeting Update

*** Building & Grounds Committee**

Facilities Report – **Appendix G**

Incident Report – **Appendix H**

HVAC for Capel Hall Budget Increase - **Appendix I - Action**

Construction Update and Building Projects Timeline – **Appendix J**

- * **Personnel Committee**
 - Notice of Resignations
 - Assistant to the Dean of Continuing Education – **Appendix L**
 - Future Faculty Needs Discussion – **Appendix M**
 - Board Policy Revisions – Section 100 – Second Reading – **Appendix N - Action**
 - Board Policy Revisions – Section 200 – First Reading – **Appendix O**

- * **Curriculum/Student Services Committee**
 - Update from Vice President of Instruction
 - Instruction – **Appendix Q**
 - Continuing Education – **Appendix R**
 - Accountability & Integrity Planning for Workforce Continuing Education – **Appendix S**
 - Update from Vice President of Student Services - **Appendix T**
 - 2018/2019 Academic Calendar – **Appendix U - Action**

- * **Legislative/Public Relations Committee**
 - Legislative Update – **Appendix V1** - Dr. Chad Bledsoe
 - Community Colleges Holiday Leave Policy – **Appendix W**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix X**

- * **Institutional Status Committee**
 - I-9 Forms – Appendix Z (Please bring completed form and proper ID with you to the meeting)**

- * **SGA Report - Appendix AA**

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

- * **Chairman’s Report - Claudia Bulthuis**
 - Community Partners Luncheon
 - Board Retreat
 - Calendar of Events – **Appendix CC**
 - Presidential Evaluation Schedule**
 - BOT reviews Direct Report Forms at February BOT Meeting
 - BOT receives evaluation form at February BOT Meeting
 - BOT returns completed forms by March BOT Meeting
 - Results are compiled and reviewed by BOT at Retreat in March
 - Results are discussed with Dr. Bledsoe at April BOT Meeting

- Closed Session – **Action** (Pursuant to North Carolina General Statute section 143- 318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27.)
- Open Session – **Action**

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, January 10, 2018

Call to Order

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

Present

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Paula Covington	Samuel Martin
Susan Eggleston	Bill Price
George Gilbreath	Matthew Monroe, SGA President

Absent

Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC.

Welcome

Mrs. Bulthuis welcomed all in attendance

Approval of the Agenda - Action

Mrs. Bulthuis reported that the agenda is amended to remove Mr. Hinson's report as he gave his presentation during dinner.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the amended agenda for the January 10, 2018 Board of Trustees meeting. The motion carried.

Board of Ethics

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

No conflicts were declared.

Board Presentation – Ed Hinson, Department Chair, Air Conditioning, Heating and Refrigeration Technology

The January Board presentation was given by Ed Hinson, Department Chair, Air Conditioning, Heating and Refrigeration Technology. This presentation was given during the dinner break.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the November and December Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for November.
- The committee received a foundation and grants update.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed the facilities report.
- The committee received an update on construction projects.

Personnel Committee – Gelynda Capel, Chairman

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

- Mrs. Capel introduced employee Korrie Ervin, Director of Resource Development.
- Mrs. Capel reported that the committee received resignations from Jonathan Thill and Julie Buchikos.
- The committee received Section 100 of the Board Policy Manual which was presented as a first read.

Curriculum/Student Services Committee – Sam Martin, Chairman

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

- The committee received updates regarding Instruction, Continuing Education, and Student Services.

- The committee reviewed for a second reading revisions to Board Policy 504.00. The committee approved and Mr. Martin moved that the revisions to Board Policy 504.00 be approved. Coming from committee, no second is required. The motion carried.
- The committee received recommended revisions to the student fee chart. The committee approved and Mr. Martin made a motion to approve the student fee chart revisions. Coming from committee, no second is required. The motion carried.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a Public Relations/Marketing Update update.

Institutional Status Committee – George Gilbreath, Vice Chairman

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

- The committee received information regarding the completion of I-9 Forms by the Board of Trustees.

Approval of November Board and Committee Minutes – Appendix A - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the November Board and Committee minutes. The motion carried.

SGA Report – Appendix X – Matthew Monroe

Mr. Monroe, gave an update on the Student Government Association.

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

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

- The Foundation presented the Humanitarian Award to the Montgomery County Board of Commissioners.
- Dr. Bledsoe served at a President’s Panel regarding customized training.
- Dr. Bledsoe, Carol Holton, Lee Proctor and Cindy Ellison attended the SACSCOC Winter Meeting.
- The first Montgomery County Schools and College partnership meeting was held to discuss strengths and weaknesses of the current partnership.
- Dr. Bledsoe has enrolled in a Fundraising course.
- Dr. Bledsoe will be attending the SHOT Show with the students.
- Dr. Bledsoe will attend the NCACCP Winter Meeting.
- Registration for next years class for the Early College has begun.

Chairman's Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix Z

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

- The Board Retreat will be March 24, 8:30 a.m. for breakfast and 9 a.m. for the meeting.
- April 11, NCACCT Law/Legislative Seminar.
- Graduation will be May 9, 2018.
- Annual Evaluation of the President by direct reports will be returned by January 31st to be reviewed at the February meeting. Trustees will received their evaluation forms to be completed and back no later than the March meeting. These will then be compiled and reviewed at the retreat in preparation for Dr. Bledsoe's annual review at the April meeting.
- The Board Retreat will focus on the next 50 years.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the January Board meeting. The motion carried at 7:44 p.m.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:32 p.m. in the College Boardroom.

Present

Susan Eggleston, Chairman
Gordon Knowles, Vice Chairman
Phil Absher
Claudia Bulthuis
Susan Hershberger

Absent

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Chairman Eggleston welcomed Mrs. Ervin in her position as the Director of Resource Development.

Approval of November Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the November Budget and Finance Committee minutes. The motion carried.

November and December Local, State, and Institutional Funds Financial Report – Appendix C

Mrs. McBride presented Appendix C, the November and December Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of November 30, 2017, County fund expenditures were \$311,782, 41% of the budget.
- There were \$197,524 available for Capital Expenditures.
- As of November 30, 2017, state funds expenditures were \$3,036,841, 40% of the budget.
- Longevity was requested for November and December will be funded in January. This line item should be changed to actual when funds are received.
- As of November 30, 2017, the Institutional Fund balance was \$691,211.
- As of November 30, 2017, the balance in the STIF account was \$189,414.
- As of December 31, 2017, County fund expenditures were \$380,737, 50% of the budget.
- There were \$193,524 available for Capital Expenditures.

- As of December 31, 2017, state funds expenditures were \$3,612,221, 48% of the budget.
- As of December 31, 2017, the Institutional Fund balance was \$622,952.
- As of December 31, 2017, the balance in the STIF account was \$189,619.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the November and December Local, State and Institutional Funds Financial Reports. The motion carried.

November Foundation Fund Statement – Appendix D

Mrs. Ervin presented Appendix D, the November Foundation Fund Statement. The fund took a dip in October due to scholarships being paid for fall semester. The account recovered in November gaining \$45,210. The total funds held by the Foundation are \$3,450,652.66.

Grants Update – Appendix E

Mrs. Ervin presented Appendix E, Grants Update

The American Welding Society grant application was denied, however, the Foundation was encouraged to apply again in the future. All other grants applied for have been approved. The Duke Energy Grant was approved for \$200,000, both NRA Grants were approved for a total of \$8,000. The NC Community College System Grant for the NC Drone Academy was approved for \$47,000.

Montgomery Community College has received total of \$800,583 in grants in 2017.

Foundation Update – Korrie Ervin

The Internal Annual Fund Drive was kicked off on January 2nd. This is where all the employees are asked to contribute to the Foundation. With a month left in the drive, we are already at 59% of employees participating, with pledges totaling \$9,913.

At our internal kick-off each employee was given a wooden bank for spare change. These funds will be used to start the MCC Annual Fund. This fund will be unrestricted, to be used to support programs, new initiative, scholarships, faculty and staff development, student life programs, text books, anything the college needs. We realized last year that we needed funds for the 50th anniversary events that gave us the idea for this fund.

The Foundation sponsors an MLK Day On Challenge. This year Amy Friery has arranged for two food distribution points in the county, one at the AG center and the other at the Candor Fire Department. Food has been donated by the 2nd Harvest Food Bank. Volunteers will be at their centers by 8:15 a.m. with food being distributed to their communities until 11:00 a.m.

There being no further business, the meeting adjourned at 5:45 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:45 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Sam Martin, Vice Chairman
Claudia Bulthuis
Gelynda Capel

Absent

Johnny McKinnon

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix F

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the November Building and Grounds Committee minutes. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Construction Update and Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. The Timeline has not changed.

- HVAC replacement for Capel Hall received two bids. It was advertised again and one more bid was received. The low bid was over budget but close enough that we think we can work with it.
- The Center for Workforce Development is complete and open for business.

Blair Hall Update – Appendix I-1, Program of Spaces

Dr. Bledsoe presented the first drawings from Boomerang Architects. The design committee will be meeting on Thursday, January 11, 2018. The first four pages detail usage and space needed. This was shared with the Architect and they have delivered their first pass. Schematics of Blair Hall, both current and the Architect proposal were presented. There will also be some façade work to draw attention to the courtyard area as the main entrance.

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

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:50 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
George Gilbreath

Absent

Others Present

Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix J

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the November Personnel Committee minutes. The motion carried.

Personnel Appointments

Director of Resource Development – Appendix K

Mrs. Capel reported that one new employee will be introduced during the Board meeting.

Notice of Resignations – Appendix L and Appendix M

Mrs. Capel presented Appendix L and Appendix M. Letters of resignation from Jonathan Thill and Julie Buchikos respectively, both effective January 31, 2018.

Board Policy Revisions – Section 100 – First Reading – Appendix N

Dr. Bledsoe reviewed Appendix N, changes to Board Policy Manual preface and Section 100 for first reading.

There being no further business, the meeting adjourned at 5:57 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:57 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
Andrea Marshall, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Bill Price

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix N

Mrs. Eggleston made a motion, seconded by Mr. Price, to approve the November Curriculum and Student Services Committee minutes. The motion carried.

Update from Vice President of Instruction

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix Q.

Board Policy 504.00 Revision – Second Reading – Appendix R

Dr. Bledsoe presented Appendix R, revisions to Board Policy 504.00 Continuing Education Internal Audit Plan. Dr. Bledsoe reported updates to the policy include the Board reviewing the policy every three years or when revisions are made. The Board will still receive the Class Visitation Reports. The Accountability and Integrity Plan is reviewed annually by the Continuing

Education Division and the Board will receive the results of the plan review annually at the January Board meeting.

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the recommended changes to Board Policy 504.00. The motion carried.

Student Fee Chart Revisions – Appendix S – Action

Mr. Proctor presented the revisions to the Student Fee Chart. He noted in moving self-supporting classes to Occupational Extension the cost of materials were not included in the course cost. Thus, we have developed a fee schedule for these classes.

Mrs. Marshall made a motion, seconded by Mr. Price, to approve the revisions to the Student Fee Chart. The motion carried.

Update from Vice President of Student Services – Appendix T

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

Mrs. Smith will research if the AVID program reaches the middle school students.

There being no further business, the meeting adjourned at 6:15 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 6:15 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis
Bill Price

Absent

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles
Samuel Martin
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix U

Mr. Price made a motion, seconded by Mrs. Covington, to approve the November Curriculum and Student Services Committee minutes. The motion carried.

Legislative Update

Dr. Bledsoe had no legislative updates.

Public Relations/Marketing Update – Michele Haywood – Appendix V

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

There being no further business, the meeting adjourned at 6:19 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 6:19 p.m. in the College Boardroom.

Present

George Gilbreath, Vice Chairman
Claudia Bulthuis
Susan Hershberger

Absent

Johnny McKinnon, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Vice Chairman Gilbreath, and all committee members were present, except Dr. McKinnon.

Approval of November Committee Minutes – Appendix V

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the November Institutional Status Committee minutes. The motion carried.

I-9 Form – Appendix W-1

Dr. Bledsoe reported that the Form I-9, Employment Eligibility Verification from the Department of Homeland Security. Colleges received a recommendation from the system office that Board of Trustee members complete this form. The board was asked to complete their portion of the form (Page 1) and return to MCC with appropriate document of identification by the February meeting.

There being no further business, the meeting adjourned at 6:36 p.m.

Budget & Finance Committee
Wednesday, February 14, 2018
5:30 p.m.

Committee Members

Susan Eggleston, Chairman
Gordon Knowles, Vice Chairman
Phil Absher
Susan Hershberger
Claudia Bulthuis

Agenda Items

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix B – Action**
- ❖ **January Local, State, and Institutional Funds Financial Reports – Appendix C – Action**
- ❖ **Board Policy 413.00 Revision – Appendix D – First Reading**
- ❖ **December Foundation Fund Statements – Appendix E**
- ❖ **Foundation Board Meeting Update**
- ❖ **New Business**
- ❖ **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:32 p.m. in the College Boardroom.

Present

Susan Eggleston, Chairman
Gordon Knowles, Vice Chairman
Phil Absher
Claudia Bulthuis
Susan Hershberger

Absent

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Chairman Eggleston welcomed Mrs. Ervin in her position as the Director of Resource Development.

Approval of November Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the November Budget and Finance Committee minutes. The motion carried.

November and December Local, State, and Institutional Funds Financial Report – Appendix C

Mrs. McBride presented Appendix C, the November and December Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of November 30, 2017, County fund expenditures were \$311,782, 41% of the budget.
- There were \$197,524 available for Capital Expenditures.
- As of November 30, 2017, state funds expenditures were \$3,036,841, 40% of the budget.
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- As of December 31, 2017, state funds expenditures were \$3,612,221, 48% of the budget.
- As of December 31, 2017, the Institutional Fund balance was \$622,952.
- As of December 31, 2017, the balance in the STIF account was \$189,619.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the November and December Local, State and Institutional Funds Financial Reports. The motion carried.

November Foundation Fund Statement – Appendix D

Mrs. Ervin presented Appendix D, the November Foundation Fund Statement. The fund took a dip in October due to scholarships being paid for fall semester. The account recovered in November gaining \$45,210. The total funds held by the Foundation are \$3,450,652.66.

Grants Update – Appendix E

Mrs. Ervin presented Appendix E, Grants Update

The American Welding Society grant application was denied, however, the Foundation was encouraged to apply again in the future. All other grants applied for have been approved. The Duke Energy Grant was approved for \$200,000, both NRA Grants were approved for a total of \$8,000. The NC Community College System Grant for the NC Drone Academy was approved for \$47,000.

Montgomery Community College has received total of \$800,583 in grants in 2017.

Foundation Update – Korrie Ervin

The Internal Annual Fund Drive was kicked off on January 2nd. This is where all the employees are asked to contribute to the Foundation. With a month left in the drive, we are already at 59% of employees participating, with pledges totaling \$9,913.

At our internal kick-off each employee was given a wooden bank for spare change. These funds will be used to start the MCC Annual Fund. This fund will be unrestricted, to be used to support programs, new initiative, scholarships, faculty and staff development, student life programs, text books, anything the college needs. We realized last year that we needed funds for the 50th anniversary events that gave us the idea for this fund.

The Foundation sponsors an MLK Day On Challenge. This year Amy Friery has arranged for two food distribution points in the county, one at the AG center and the other at the Candor Fire Department. Food has been donated by the 2nd Harvest Food Bank. Volunteers will be at their centers by 8:15 a.m. with food being distributed to their communities until 11:00 a.m.

There being no further business, the meeting adjourned at 5:45 p.m.

Montgomery Community College
County Funds - Board Report for January 2018

County Funds - January 2018		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	3,500	2,500	58%
514000	FT Svc/Maint/Skilled Craft	155,401	13,181	89,496	65,905	58%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	48,099	34,252	58%
518100	Social Security	18,160	1,510	10,609	7,551	58%
518200	Retirement	41,089	3,431	23,931	17,158	58%
518300	Medical Insurance	46,271	3,958	26,479	19,792	57%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	13,000	838	7,048	5,952	54%
519120	Lawns and Grounds Service	1,000	-	500	500	50%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	1,914	11,219	5,781	66%
522000	Maintenance Supplies	26,500	235	11,352	15,148	43%
524000	Repair Supplies	15,500	985	6,324	9,176	41%
525000	Gas/Travel/Reimbursement	5,322	549	1,368	3,954	26%
531110	In-State Ground	300	-	217	83	72%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Registration Fees	900	-	715	185	79%
532200	Telephone	16,800	1,412	8,287	8,513	49%
533100	Heat	21,345	253	20,345	1,000	95%
533200	Water	12,500	1,148	6,809	5,691	54%
533300	Electricity	188,000	13,698	116,788	71,212	62%
533400	Garbage/Sewage Disposal	9,485	668	6,638	2,847	70%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	(227)	13,060	2,440	84%
535201	Repairs to Grounds-Supp	3,933	-	3,288	645	84%
535400	Service Contracts	19,000	341	7,813	11,187	41%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	6,000	-	1,070	4,930	18%
543000	Lease/Rental Other Equipment	2,500	383	2,300	200	92%
545000	Property Insurance	13,007	-	34	12,973	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	250	5,236	5%
545201	Workers Comp	11,125	-	(2,434)	13,559	-22%
545301	Life Insurance	2,055	177	1,169	886	57%
545302	EAP Program Expense	1,683	140	1,122	561	67%
546100	Membership & Dues	1,440	-	1,440	-	100%
555200	Minor Equipment High	1,006	-	-	1,006	0%
Total Current Expense		768,000	51,945	432,682	335,318	56%

**Montgomery Community College
County Funds - Board Report for January 2018**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's November 2017 Report	\$ 428,615
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	<u>42,589</u>
Total Revenue	590,547
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$16K), Lighting (\$5K)	<u>(77,672)</u>
Sub-total Life-to-date Revenues less Submitted Projects	45,460
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 1/31/18	<u><u>\$ 220,460</u></u>

Montgomery Community College
State Funds - Board Report for January 2018

State Funds - January 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	139,254	11,605	81,232	58,023	58%
511200 FT Senior Administrator	238,968	19,914	139,398	99,570	58%
511300 FT Professional Staff	997,461	90,036	577,755	419,706	58%
511310 PT Professional Staff	32,645	855	15,685	16,961	48%
511340 30 Hour Professional St	95,131	-	-	95,131	0%
512000 FT Support	60,780	5,065	35,455	25,325	58%
512010 PT Support	30,160	1,874	18,718	11,442	62%
512040 30 Hour Support	28,608	-	14,304	14,304	50%
513000 FT Faculty	1,828,012	155,603	1,051,987	776,025	58%
513010 PT Faculty	724,156	49,942	376,577	347,579	52%
513030 PT Teaching Assistant	15,000	750	7,913	7,088	53%
513040 30 Hour Faculty	32,706	2,726	19,016	13,691	58%
515000 FT Technical/Paraprofes	399,113	35,512	233,244	165,869	58%
515010 PT Technical/Paraprofes	85,624	5,170	49,381	36,243	58%
518100 Social Security	347,275	27,666	191,568	155,707	55%
518200 Retirement	659,580	56,221	383,633	275,947	58%
518300 Medical Insurance	429,942	34,764	241,928	188,014	56%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	47,373	4,713	40,653	6,720	86%
519000 Legal Services	876	-	-	876	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	3,099	-	1,440	1,659	46%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	-	-	4,237	0%
519144 Managed Server Support	12,800	-	-	12,800	0%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	54,620	4,770	26,998	27,622	49%
519401 Online Tutoring Contrac	6,864	-	6,864	0	100%
519700 Personal Serv - 3rd Par	15,760	15,130	15,130	630	96%
523XXX Copies & Instr Suppl	151,530	10,219	80,081	71,449	53%
527000 Other Supplies	50,166	3,261	22,480	27,686	45%
527005 Tires, Oil Changes, Oth	1,600	-	407	1,193	25%
531110 In-State Ground Transpo	19,655	75	7,160	12,495	36%
531140 In-State Lodging	17,772	222	8,298	9,474	47%
531150 In-State Meals	5,794	-	1,599	4,195	28%
531210 Out-of-State Ground Tra	2,339	82	982	1,357	42%
531220 Out-of-State Air Transp	3,927	577	2,270	1,657	58%
531240 Out-of-State Lodging	8,015	746	3,015	5,000	38%
531250 Out-of-State Meals	1,992	179	538	1,454	27%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,294	-	1,288	1,006	56%
531500 Registration Fees	30,760	605	14,352	16,408	47%
532100 Postage	12,193	-	3,272	8,921	27%
532337 Managed Server Support	1,064	1,064	1,064	(0)	100%
532700 Software Subscriptions	18,885	-	7,745	11,140	41%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

Montgomery Community College
State Funds - Board Report for January 2018

State Funds - January 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535100 Equipment Repair	14,147	177	6,984	7,163	49%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipme	6,150	-	2,357	3,793	38%
535450 Maint Agreement-NonWAN	38,447	-	31,849	6,598	83%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	3,285	3,285	3,285	(0)	100%
537000 Advertising	57,679	5,040	18,743	38,936	32%
535491 Maint. Ag LAN Equip	6,927	-	-	6,927	0%
537100 Advertise Vac Positions	12,000	1,825	7,169	4,831	60%
539400 Magazine/Newspaper Subs	3,750	-	1,280	2,470	34%
539500 Other Current Expense	1,934	-	-	1,934	0%
539520 Electronic Processing	12,000	-	3,555	8,445	30%
539700 Childcare - 530 Purpose	22,683	2,125	10,065	12,618	44%
542403 Rental/Lease Servers	3,840	320	2,240	1,600	58%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	22,255	1,452	2,881	19,374	13%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,090	632	2,086	16,004	12%
546200 Accreditation Ex	9,090	-	3,502	5,588	39%
548000 NEIT	63	-	-	63	0%
555100 Minor Equipment Low	7,119	-	7,119	(0)	100%
555200 Minor Equip High	3,816	-	3,316	500	87%
Total Current Expense	6,917,303	554,201	3,832,693	3,084,610	55%
552070 Lan-Equipment	53,545	0	0	53,545	0%
553000 Educational Equipment	521,085	0	309,036	212,049	59%
555100 Minor Equipment Low Risk	10,000	0	-2,023	12,023	-20%
555200 Minor Equip High Risk	50,412	0	26,347	24,065	52%
556100 Books	15,985	-20	349	15,636	2%
Total Capital Expense	651,027	(20)	333,709	317,319	51%
Total Expenses	7,568,330	554,181	4,166,402	3,401,928	55%

Montgomery Community College
Institutional Funds - Board Report for January 2018

Institutional Funds - January 2018		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	25	777
01-132	Overhead Receipts 75%	28	2,778	717	4,881	8,842
01-133	Current General & Misc	55	55	1,032	917	7,248
01-134	Admin Support	2,723	2,723	4,199	4,199	-
01-135	Overhead Receipts 25%	9	-	239	-	7,713
1 01-142	Textbook Rental	442	6,759	17,120	37,556	(10,844)
01-222	Forestry Program	-	-	-	4,175	5,870
01-291	Specific Fees: Medical	-	-	270	-	2,891
01-291	Specific Fees: Electron	113	-	450	-	2,560
01-291	Specific Fees: Gunsmith	240	2,879	7,310	11,924	37,511
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	78	596	857	3,665	10,757
01-291	Specific Fees - LP	-	-	2,300	-	8,455
01-291	Specific Fees: Dental	-	319	1,815	509	5,134
01-291	Specific Fees: NET/TEAS	384	-	576	-	4,490
01-291	Specific Fees: HVAC	-	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	45	-	603
01-315	Self Supporting	25,275	121	50,844	25,176	69,496
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	106	345	290	1,943
01-363	Small Business Center	381	362	1,640	1,515	7,399
01-391	Specific Fees: Occ. Ext	3,287	2,090	13,178	6,266	69,710
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	47	2,369	909	24,892	36,372
01-622	Sales Tax Utilization	-	6,802	80,958	77,760	3,198
01-715	Vending	474	474	4,239	4,239	-
02-131	College Work Study	795	795	12,323	12,323	-
02-228	Self Supp. Curriculum	-	27	-	2,599	24,587
02-229	Distance Learning	11	-	75	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	1,127	296	11,852	42,481	82,083
02-383	Fire Training Center Gr	-	646	3,434	10,162	4,082
02-392	Tech Fee: Con Ed	-	-	5	-	1,958
2 02-425	NCWorks Grant Adult Services	5,715	6,335	26,698	39,041	(12,391)
2 02-427	NCWorks Grant Dislocated Worker	1,967	1,641	7,693	10,952	(3,211)
3 02-429	Vo-Ed PT Curr Support	761	769	3,851	5,384	(1,534)
3 02-511	Voc-Ed Counseling	958	960	4,803	6,723	(1,919)
3 02-512	Voc-Ed Tutor Funds	1,686	-	2,177	3,155	(979)
02-823	FSEOG	-	-	6,269	6,269	-
4 02-824	Pell Grant	6,834	6,834	557,531	557,531	(3,673)
02-831	Educ. Lottery Schol.	-	-	14,192	14,192	-
02-833	Golden LEAF	-	-	5,873	5,777	97
02-835	NC Comm Coll Grt	1,171	1,171	32,666	32,666	-
02-836	High Demand/Low Enrol	-	-	1,100	1,100	-

**Montgomery Community College
Institutional Funds - Board Report for January 2018**

Institutional Funds - January 2018		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
02-837	MCC Foundation Scholar	-	-	77,548	77,298	250
02-838	Wells Fargo Scholarship	-	-	250	250	-
02-839	Less Than Half-time	-	-	1,300	90	1,210
02-842	SGA President Scholar	-	-	750	750	-
02-845	SECU Scholarships	5,000	-	10,000	5,000	5,000
05-715	Vending	655	474	5,546	5,224	11,949
05-716	Bookstore Vending	-	-	5,184	-	78,785
05-720	Bookstore	66	-	433	-	-
05-721	General Store	437	3,830	8,942	11,632	876
05-740	Parking Fee	250	-	2,861	-	36,999
05-770	Stud Govt Assoc	1,727	819	18,421	17,235	25,617
05-771	Graduation Fund	45	-	350	73	2,175
05-774	Stud. Amabassador	193	-	2,063	-	28,107
5	07-925 Bond-Workplace Dev Renovation	10,323	10,313	95,364	96,648	(1,284)
	07-925 Bond-Bldg 200 HVAC Replacement	-	2,150	56,200	56,200	-
	07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	09-772 Club Accounts	-	-	-	-	56,755
6	09-773 Agency Fund	-	-	-	-	(37,659)
7	09-775 Funds for Others	-	-	-	-	(2,130)
	09-776 Restricted Schol Held	-	-	-	-	3,400
	09-777 Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	73,258	65,494	1,220,488	1,284,161	585,352

STIF Account as of 01/31/18		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	47	309	42,650	42,959
02-229	Distance Learning	11	75	10,310	10,385
02-292	Technology Fees	84	549	75,725	76,274
05-720	Bookstore	66	433	59,777	60,210
Total	Institutional Funds: State Treasury	208	1,366	188,462	189,828

- 1 Due from MCS
- 2 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed
- 3 PERKINS Due from Randolph CC
- 4 PELL Adjustment
- 5 Due from State
- 6 Financial Aid Charges for Books
- 7 Flexible Spending Account

413.00 Travel Regulations

Montgomery Community College will reimburse college employees for work related travel in accordance with NC State Guidelines. Individuals wishing reimbursement for their travel associated with work must follow college procedure for submitting such requests.

413.00.01 College-Related Travel and Subsistence Procedure

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.

413.01 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.

Approved June 8, 2016

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When round trip mileage does not exceed 100 miles:

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~~, .30 cents per mile. 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.

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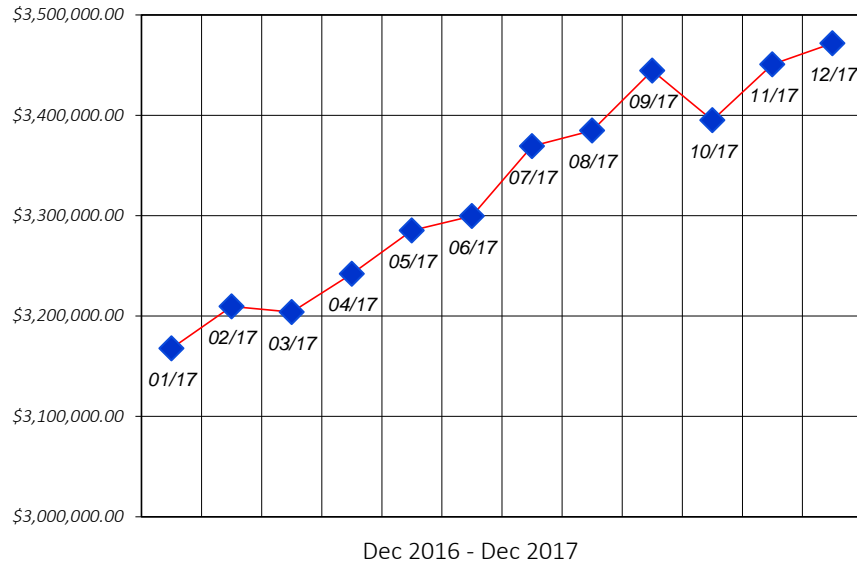
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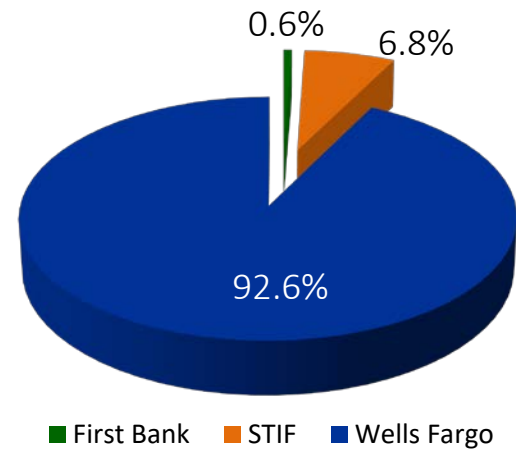
Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of December 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,181,157.72	\$236,112.53	\$33,382.41	\$3,450,652.66
Receipts								
Interest/Dividends	\$36,869.37	\$1,516.42	\$2.88	\$38,388.67	\$10,593.46	\$255.49	\$0.46	\$10,849.41
Deposits	\$15,725.20	\$34,525.18	\$70,705.07	\$120,955.45	\$6,670.80	\$0.00	\$0.00	\$6,670.80
Total Receipts	\$52,594.57	\$36,041.60	\$70,707.95	\$159,344.12	\$17,264.26	\$255.49	\$0.46	\$17,520.21
Disbursements								
Fees/Withdrawals	\$71,485.98	\$44,407.08	\$76,706.93	\$192,599.99	\$1,933.32	\$420.57	\$11,519.06	\$13,872.95
Total Disbursements	\$71,485.98	\$44,407.08	\$76,706.93	\$192,599.99	\$1,933.32	\$420.57	\$11,519.06	\$13,872.95
Market Value Net Change	\$205,380.59	\$0.00	\$0.00	\$205,380.59	\$17,480.34	\$0.00	\$0.00	\$17,480.34
Ending Value	\$3,213,969.00	\$235,947.45	\$21,863.81	\$3,471,780.26	\$3,213,969.00	\$235,947.45	\$21,863.81	\$3,471,780.26
Net Change	\$186,489.18	(\$8,365.48)	(\$5,998.98)	\$172,124.72	\$32,811.28	(\$165.08)	(\$11,518.60)	\$21,127.60

Foundation Funds Value



Foundation Funds Distribution



Building & Grounds Committee
Wednesday, February 14, 2018
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Sam Martin, Vice Chairman
Gelynda Capel
Johnny McKinnon
Claudia Bulthuis

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Incident Report - Appendix H**
- ❖ **HVAC for Capel Hall Budget Increase – Appendix I – Dr. Chad Bledsoe**
- ❖ **Construction Update and Building Projects Timeline – Appendix J – Dr. Chad Bledsoe**
- ❖ **New Business**
- ❖ **Adjourn**

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:45 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Sam Martin, Vice Chairman
Claudia Bulthuis
Gelynda Capel

Absent

Johnny McKinnon

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
Andrea Marshall
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix F

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the November Building and Grounds Committee minutes. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Construction Update and Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. The Timeline has not changed.

- HVAC replacement for Capel Hall received two bids. It was advertised again and one more bid was received. The low bid was over budget but close enough that we think we can work with it.
- The Center for Workforce Development is complete and open for business.

Blair Hall Update – Appendix I-1, Program of Spaces

Dr. Bledsoe presented the first drawings from Boomerang Architects. The design committee will be meeting on Thursday, January 11, 2018. The first four pages detail usage and space needed. This was shared with the Architect and they have delivered their first pass. Schematics of Blair Hall, both current and the Architect proposal were presented. There will also be some façade work to draw attention to the courtyard area as the main entrance.

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

Board Report

Facilities

February 2018

Prepared By: Wanda Frick

Below the outdoor area near the Bladesmith classroom. We are looking to install an open metal shelter 20 feet wide, 11 feet deep, with 8 foot legs to accommodate the extension of outdoor forges to be used during classes. I obtained 4 bids for comparable Backyard Buildings of Albemarle (dealer of Quality Commercial Structures, LLC.) having the lowest quote of \$1,171 installed. The style would be the boxed eave as shown below.



Daily Crime/Incident Log/Clery Act Log			
Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Car Fire (No injuries)	01/26/2018/6:54 am	01/26/2018/6:54 am	Campus Main Parking Lot
Verbal Altercation (Student/Instructor)	1/31/2018/9:30 am	1/31/2018/9:30 am	Blair Hall Room 102

Montgomery Community College HVAC for Capel Hall Budget Increase

- Building 200 HVAC Replacement –
 - The project was advertised for bids to be publicly opened December 1, 2017. Since this is a formal project, 3 sealed proposals are required for award of the project. Only 2 bids were submitted. No packages were opened, the project was re-advertised with bid opening January 3, 2018 at 3:00 pm in Capel Hall boardroom.
 - The project re-bidding (January 3, 2018) received 4 bids. All bids came in over the designated budget with JR Mechanical being the lowest of the bidding firms.
 - Since the project was quoted over budget, Devita (Engineering firm hired to design project) has worked with JR Mechanical to bring the project into scope with the following amendments deleting \$110K from the bid of \$1,049,000. This will add \$67,100 to the original construction budget of \$871,900.

		Budgeted Amount - \$1,000,000			
		Design Contract - \$84,500			
		Construction Contract - \$871,900			
Value Engineering Options - Original Bid \$1,049,000					
Provide 1 chiller instead of 2		(54,000)	54,000	Chiller was added back to project for system redundancy.	
Change (4) AHUs from custom to modular		(86,000)		Current operating chiller is 20 years old.	
Change design of Airflow Monitoring		(13,000)			
Remove CO2 & Humidity sensors from 29 Tstats		(11,000)			
Removing maintenance stairs		(15,000)	15,000	Stair replacement added back due to OSHA safety concerns.	
Final Construction Cost		870,000	939,000		

- Budgeted: \$1,000,000
- Disbursed to Date: \$59,500

Montgomery Community College

Construction Update

February 2018

- Blair Hall (Building 100) Renovation, HVAC and Roof Replacement – 1st phase schematics approved by State Construction Office. Boomerang Architects will review comments on schematics.
 - Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
 - Disbursed to Date: \$42,367.50

- Center for Workforce Development – Project complete \$88,551 under budget.
 - Budget: \$200,000
 - Disbursed to Date: \$111,449 (final)

- New Projects
 - Firing Range Expansion
 - President's Suite

- Drain lines installed
- Berms installed
- Gravel road installed
- Fencing - Existing & new
- Timber walls
- Range surface
- New Fencing to be installed

Berm A - (New) 25 yd deep X 20 yd wide
 Berm B - (New) 50 yd deep X 25 yd wide
 Range surface to be gravel covered (Size to be determined)

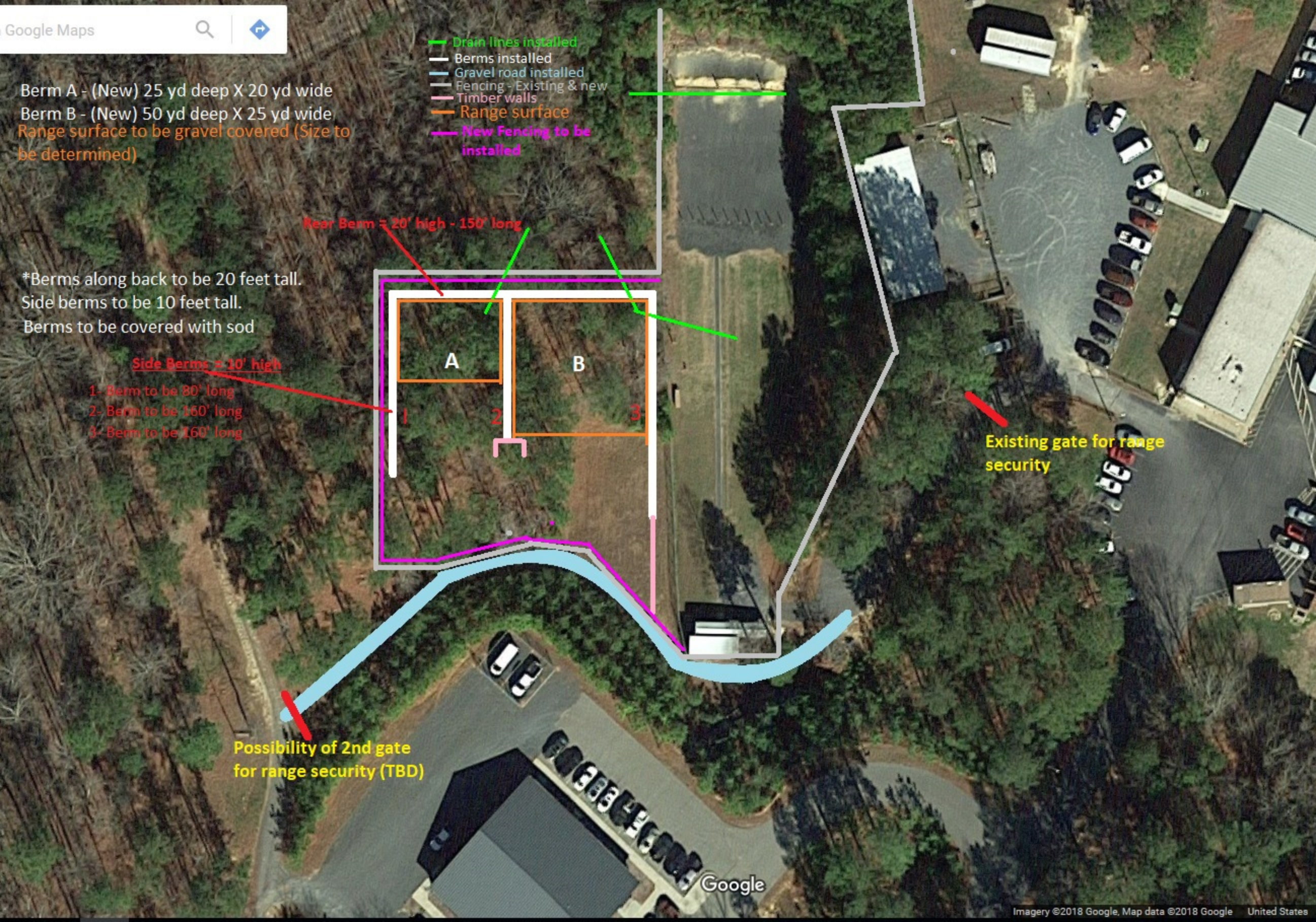
*Berms along back to be 20 feet tall.
 Side berms to be 10 feet tall.
 Berms to be covered with sod

Side Berms > 10' high
 1- Berm to be 80' long
 2- Berm to be 160' long
 3- Berm to be 160' long

Rear Berm = 20' high - 150' long

Existing gate for range security

Possibility of 2nd gate for range security (TBD)



**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2018												
	NC Connect Bond	Other	January	February	March	April	May	June	July	August	September	October	November	December	
Capel Hall Roof Replacement (complete)	\$ 174,430														
Capel Hall HVAC Replacement	\$ 1,000,000		Construction Bid	Contractor Approved SCO	Value Engineering	Construction									
Center for Workforce Development (complete)	\$ 111,449														
Entrance Sign Renovation (complete)		\$ 6,877													
Capel Hall Painting/Carpet/Construction (complete)	\$ 124,565														
Capel Hall President Suite Renovations	TBD														
Industrial Maintenance Building	\$ 1,000,000							(3-1)	State Board	Design Phase	Construction				
Building 500 Roof	\$ 40,000								(3-1)	State Board	Construction Bid	Construction	Complete		
Building 500 Renovation	\$ 25,000								(3-1)	State Board	Construction Bid	Construction	Complete		
Building 500 HVAC	\$ 75,000								(3-1)	State Board	Construction Bid	Construction	Complete		
Building 300 HVAC	\$ 75,000								(3-1)	State Board	Construction Bid	Construction	Complete		
Firing Range Expansion		TBD													
Blair Hall Renovation	\$ 3,245,000	\$ 400,000													
Roof Replacement			Design						Construction Bid	Contr Approved SCO	Construction				
HVAC Replacement															
Interior Renovation															
Blair Hall Entrance	\$ 464,093														
Total Cost	\$ 6,334,537	\$ 406,877													

Board Approval
State Construction (3-1)
Architectural Bid
Architectural Design
Construction Bid
Construction
Complete

Personnel Committee
Wednesday, February 14, 2018
6:00 p.m.

Committee Members

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
George Gilbreath
Claudia Bulthuis

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix K – Action**
- ❖ **Notice of Resignations**
Assistant to the Dean of Continuing Education – Appendix L
- ❖ **Future Faculty Needs Discussion – Lee Proctor – Appendix M**
- ❖ **Board Policy Revisions – Section 100 – Appendix N – Second Reading - Action**
- ❖ **Board Policy Revisions – Section 200 – Appendix O – First Reading**
- ❖ **New Business**
- ❖ **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:50 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
George Gilbreath

Absent

Others Present

Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix J

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the November Personnel Committee minutes. The motion carried.

Personnel Appointments

Director of Resource Development – Appendix K

Mrs. Capel reported that one new employee will be introduced during the Board meeting.

Notice of Resignations – Appendix L and Appendix M

Mrs. Capel presented Appendix L and Appendix M. Letters of resignation from Jonathan Thill and Julie Buchikos respectively, both effective January 31, 2018.

Board Policy Revisions – Section 100 – First Reading – Appendix N

Dr. Bledsoe reviewed Appendix N, changes to Board Policy Manual preface and Section 100 for first reading.

There being no further business, the meeting adjourned at 5:57 p.m.

Ashlie Martin
1960 E Indiana Avenue
Southern Pines, NC 28387

January 10, 2018

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

Dear Dr. Bledsoe,

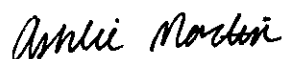
I'm writing this letter to inform you that my last day at Montgomery Community College will be Wednesday, January 31, 2018. I feel that I must take the opportunity to stay home with my daughter and devote my time to her in these first few years.

As we've discussed, I have felt very conflicted since returning to work following my maternity leave. Since returning to work, I've had difficulties with the commute to MCC from Southern Pines and have experienced more stress being away from my daughter for almost 11 hours in the day.

I cannot express the gratitude I have for the kindness and patience the college provided throughout my pregnancy and leave. I've appreciated my two and a half years with MCC and hope to continue a career in the NC community college system when I return to the workforce.

Please let me know what I can do to help with the transition and minimize any inconvenience to the Continuing Education department and the college. Again, I have enjoyed my time here and will miss everyone at MCC. Making this decision was not easy, but it is the best thing for me and my family at this time.

Sincerely,



Ashlie Martin
Assistant to the Dean of Continuing Education



MONTGOMERY COMMUNITY COLLEGE

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

January 10, 2018

Ms. Ashlie Martin
1960 E Indiana Avenue
Southern Pines, NC 28387

Dear Ms. Martin:

I am in receipt of your letter dated January 10, 2018 announcing your resignation on January 31, 2018. I accept your letter notifying me of your resignation as Assistant to the Dean of Continuing Education. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

Chad A. Bledsoe, Ph.D.
President

Additional Faculty Needs

Fall 2018

Math Instruction (Physics or willing to get)

Gunsmithing Instructor

Welding Instructor

Shared Science Instructor with MCS

ADN Nursing Faculty

Fall 2019

Accounting/Business Technology Instructor

English/Communications Instructor

Spanish Instructor

Carpentry*

Mason*

Plumbing*

Machining*

Welding*

ADN Nursing Faculty

Fall 2020

English Instructor

Math Instructor

Director of Dental Hygiene

Humanities and Fine Arts Instructor

Engineering Instructor shared with MCS

Psychology/Sociology Instructor

Table of Contents

Montgomery Community College

Board Policy Manual

Preface

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

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

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

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

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

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now

houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.

In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

~~Montgomery Community College Board Policy Manual~~

~~Preface~~

100.00 Organization

101.00 History

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

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In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Dr. Reese Blair, Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8.753 square foot addition was completed to the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the Institute's college's accreditation in December 19, 1983, 1993, 2004, and 2014.

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In 1987 capital funds were used to build the 4,400 square foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated \$25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000 square foot Pottery Building opened to students in September 1990.

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

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. The MCC campus now includes facilities of approximately 128,000 square feet on 153 acres of land.

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Philosophy

The philosophy of Montgomery Community College is a system of beliefs that serves as a reservoir from which come all goals and objectives of the College. This philosophy reflects the thoughts of leading educators, students, faculty, staff, and administration, and has been adopted by the Board of Trustees.

With the establishment of Montgomery Community College a new dimension was added to the educational system of this area. In keeping with the broad goals of the State Board of Community Colleges, Montgomery Community College readily adopted the philosophy of "total education" and "open door" admission. Total education, in addition to providing quality instruction, gives consideration to the diversity of cultural, civic, and economic needs among individual students and takes into account the differences in individual ability to acquire an education. Open door admission provides that for any applicant who wants and needs more education, regardless of his/her educational background, the door of the College is open.

Montgomery Community College recognizes there must be a planned, collaborative effort with the elementary and secondary schools, Colleges and universities and other relevant agencies with similar goals and objectives in order to make the opportunities MCC offers a reality to the citizens of North Carolina.

In summary, Montgomery Community College believes in (1) the hope of universal, educational opportunity and (2) the hope of maximal intellectual, moral, and physical achievement on the part of each student.

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Vision

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

Mission Statement

Montgomery Community College provides quality educational opportunities.

April 2014

College Goals

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

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

March 2012

103.00 Vision, Mission and Goals

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March 2012

100.00 ORGANIZATION - BOARD OF TRUSTEES

110.00 Compliance

The Board of Trustees of Montgomery Community College complies with and supports the State Board of Community Colleges Code (latest edition), the North Carolina Community Colleges Accounting Procedures Manual (latest edition) and the Community College Laws of North Carolina and all of its subsequent additions and deletions.

100**104.00 ORGANIZATION - BOARD OF TRUSTEES****110.00 Board of Trustees Compliance**

The Board of Trustees of Montgomery Community College complies with and supports the North Carolina General Statutes Section 115-D relating to community colleges, State Board of Community Colleges Code ~~(latest edition)~~, the North Carolina Community Colleges Accounting Procedures Manual ~~(latest edition)~~ and the Community College Laws of North Carolina, and all of ~~its~~ subsequent additions and deletions of these documents.

104.00 Board of Trustees Compliance

The Board of Trustees of Montgomery Community College complies with and supports the North Carolina General Statutes Section 115-D relating to community colleges, State Board of Community Colleges Code, the North Carolina Community Colleges Accounting Procedures Manual, and all of subsequent additions and deletions of these documents.

120.00 Accreditation

It is the policy of the Board of Trustees of Montgomery Community College to comply with the Standards and Criteria of the Southern Association of Colleges and Schools. The administration of Montgomery Community College is directed to assure the continued compliance with the Standards and Criteria for continued accreditation of Montgomery Community College by the Southern Association of Colleges and Schools Commission on Colleges to offer the Associate Degree.

120.01 Substantive Change Compliance Policy

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change, as that term is defined below.

The President shall appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with MCC's Substantive Change procedure listed below. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACSCOC. Prior to receipt of the letter of approval, any distribution of information regarding a Substantive Change, including advertising, will include wording that the program is pending SACSCOC approval.

Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

Definition

A "Substantive Change" is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. A significant modification or expansion (also referred to as a "significant departure") is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question. To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

- What previously approved programs does the institution offer that are closely related to the new program and how are they related?
- Will significant additional equipment or facilities be needed?
- Will significant additional financial resources be needed?
- Will a significant number of new courses be required?
- Will a significant number of new faculty members be required?
- Will significant additional library/learning resources be needed?

Substantive Changes include:

- Any change in the established mission or objectives of the College
- Any change in legal status, form of control, or ownership of the College
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
- The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.

- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of a degree program.
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or the College
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the College's

Procedure/Training

The Institutional Unit Report (Substantive Change Section) is completed by the Program Heads.

The Institutional Unit Report is sent to the Office of Institutional Effectiveness to identify timing and reporting requirements early in the planning process.

After a review of the responses to the Institutional Unit Report, if it is unclear as to whether a change is substantive in nature, the MCC SACSCOC Accreditation Liaison contacts SACSCOC staff for consultation.

Once approved internally, substantive change actions are processed by the Office of Institutional Effectiveness for SACSCOC approval.

Actions and decisions are communicated to appropriate leadership and stakeholders.

The Office of Institutional Effectiveness will offer periodic training for Program Heads on substantive change policy, procedure, and other program/department compliance issues.

Additional Resources

- Southern Association of Colleges and Schools, Commission on Colleges:
www.sacscoc.org
- Southern Association of Colleges and Schools, Commission on Colleges Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement

February 2013

120105.00 Accreditation

It is the policy of the Board of Trustees of Montgomery Community College to comply with the Standards and Criteria of the Southern Association of Colleges and Schools- Commission on Colleges. The administration of Montgomery Community College is directed to assure the continued compliance with the Standards and Criteria for continued accreditation of Montgomery Community College by the Southern Association of Colleges and Schools Commission on Colleges to offer the Associate Degree.

120105.01 Substantive Change Compliance Policy

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change, ~~as that term is defined below.~~

105.01.01 Substantive Change Procedure

The President shall appoint a SACSCOC Accreditation Liaison. The President and/or SACSCOC Accreditation Liaison will notify the Commission of any Substantive Changes in accordance with MCC's Substantive Change procedure listed below. No Substantive Change will be implemented until a letter of approval or an acceptance of notification is received from the SACSCOC. Prior to receipt of the letter of approval, any distribution of information regarding a Substantive Change, including advertising, will include wording that the program is pending SACSCOC approval.

Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

Definition

A "Substantive Change" is defined as a significant modification or expansion of the nature and scope of an accredited institution as defined by SACSCOC. A significant modification or expansion (also referred to as a "significant departure") is when a program is not closely related to previously approved programs at the institution or site or for the mode of delivery in question.

To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
4. Will a significant number of new courses be required?
5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

Substantive Changes include:

1. Any change in the established mission or objectives of the College
2. Any change in legal status, form of control, or ownership of the College
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of a degreean educational program.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or the College
10. Entering into a collaborative academic arrangement ~~such as~~ that includes only the initiation of a dual ~~degree program~~ or a joint ~~degreeacademic~~ program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
13. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the College'saccredited institution's programs

Procedure/Training

~~The Institutional Unit Report (Substantive Change Section) is completed by the Program Heads.~~

~~The Institutional Unit Report is sent to the Office of Institutional Effectiveness to identify timing and reporting requirements early in the planning process.~~

- ~~1. After a review of the responses to the Institutional Unit Report, if it is unclear as to whether a change is substantive in nature, the MCC. A discussion of new curriculum programming or existing curriculum programming change(s) occurs at various administrative levels, in a variety of meeting settings.~~
- ~~2. When the decision to proceed with new curriculum programming or existing curriculum programming changes is made, the President or Vice President of Instruction will notify the SACSCOC Accreditation Liaison ~~contacts~~ of the proposed change, and request an analysis of the necessary SACSCOC procedure to be followed to maintain accreditation compliance.~~
- ~~3. The SACSCOC Liaison will review the "Substantive Change for SACSCOC Accredited Institutions" policy statement with the proposed change particulars, and will advise the President and Vice President of Instruction of the necessary steps, and timing involved.~~

IF the SACSCOC Liaison is unsure of the proper procedure, the Liaison will contact the SACSCOC staff for consultation.

~~Once approved internally, substantive change actions are processed by the Office of Institutional Effectiveness for SACSCOC approval.~~

4. . Once the proper procedure is identified, and upon directive of the President, the SACSCOC Liaison will complete the steps as set forth in the “Substantive Change for SACSCOC Accredited Institutions” policy statement.

2.5.Actions and decisions are communicated to appropriate leadership and stakeholders.

~~The Office of Institutional Effectiveness will offer periodic training for Program Heads on substantive change policy, procedure, and other program/department compliance issues.~~

Additional Resources

1. Southern Association of Colleges and Schools, Commission on Colleges:
www.sacscoc.org
2. Southern Association of Colleges and Schools, Commission on Colleges Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement

February 2013

105.00 Accreditation

It is the policy of the Board of Trustees of Montgomery Community College to comply with the Standards and Criteria of the Southern Association of Colleges and Schools Commission on Colleges. The administration of Montgomery Community College is directed to assure the continued compliance with the Standards and Criteria for continued accreditation of Montgomery Community College by the Southern Association of Colleges and Schools Commission on Colleges to offer the Associate Degree.

105.01 Substantive Change Compliance Policy

Montgomery Community College (MCC) will maintain compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement through appropriate and timely reporting on areas of Substantive Change.

105.01.01 Substantive Change Procedure

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Montgomery Community College Substantive Change Compliance Policy applies to each academic unit and department within the College and is mandatory.

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To determine whether a new program is a "significant departure," it is helpful to consider the following questions:

1. What previously approved programs does the institution offer that are closely related to the new program and how are they related?
2. Will significant additional equipment or facilities be needed?
3. Will significant additional financial resources be needed?
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5. Will a significant number of new faculty members be required?
6. Will significant additional library/learning resources be needed?

Substantive Changes include:

1. Any change in the established mission or objectives of the College
2. Any change in legal status, form of control, or ownership of the College
3. The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the College was last evaluated by SACSCOC
4. The addition of courses or programs of study at a degree or credential level different from that which is included in the College's current accreditation or reaffirmation.
5. A change from clock hours to credit hours
6. A substantial increase in the number of clock or credit hours awarded for successful completion of a program
7. The establishment of an additional location geographically apart from the main campus at which the College offers at least 50 percent of an educational program.
8. The establishment of a branch campus
9. Closing a program, off-campus site, branch campus or the College
10. Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution
11. Acquiring another institution or a program or location of another institution
12. Adding a permanent location at a site where the College is conducting a teach-out program for a closed institution
13. Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs

Procedure/Training

1. . A discussion of new curriculum programming or existing curriculum programming change(s) occurs at various administrative levels, in a variety of meeting settings.
2. When the decision to proceed with new curriculum programming or existing curriculum programming changes is made, the President or Vice President of Instruction will notify the SACSCOC Liaison of the proposed change, and request an analysis of the necessary SACSCOC procedure to be followed to maintain accreditation compliance.
3. The SACSCOC Liaison will review the "Substantive Change for SACSCOC Accredited Institutions" policy statement with the proposed change particulars, and will advise the President and Vice President of Instruction of the necessary steps, and timing involved. IF the SACSCOC Liaison is unsure of the proper procedure, the Liaison will contact the SACSCOC staff for consultation.
4. . Once the proper procedure is identified, and upon directive of the President, the SACSCOC Liaison will complete the steps as set forth in the "Substantive Change for SACSCOC Accredited Institutions" policy statement.
5. Actions and decisions are communicated to appropriate leadership and stakeholders.

Additional Resources

1. Southern Association of Colleges and Schools, Commission on Colleges:
www.sacscoc.org

2. Southern Association of Colleges and Schools, Commission on Colleges Substantive Change for Accredited Institutions of the Commission on Colleges Policy Statement

(Month & Year approved)

130.00 Board of Trustees

130.01 Selection of Trustees

Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

- Group One--four Trustees appointed by the Montgomery County Board of Education.
- Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.
- Group Three--four Trustees appointed by the Governor of North Carolina.

According to 115D-12 (a), "the President of the student government or the chairman of the executive Board of the student body of each community college established pursuant to G.S. 115D shall be an ex officio nonvoting member of the Board of Trustees of each said institution."

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

130.02 Major Powers and Duties

The Board of Trustees shall:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for the employment of personnel required for the operation of the institution upon nomination by the President, subject to standards established by the State Board of Community Colleges.
3. Purchase or receive all land required for the College site and rights-of-way which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40 of the General Statutes. For the purpose of condemnation, the determination of the Board as to the amount of land to be taken and the necessity therefore shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.

5. Receive and accept private donations, gifts, bequests, and other charitable donations; to apply them or invest any of them; and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of state law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the institution by contracting with other public or private educational institutions of the state, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish or discontinue programs of instruction within the College.
8. Require the execution of such studies and take steps as necessary to ensure that the functions of the College are always those that are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. To perform such other acts as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and by-laws for the government and operation of the College under the law and for the discipline of students.

130.03 Board Relations With External Entities

The governing board must not be subject to undue pressure from political, religious or other external bodies. Furthermore, the governing board should protect the administration from similar pressures.

130.04 Compensation of Trustees

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

130.05 Conflict of Interest

The Board of Trustees of Montgomery Community College and its employees will abide by the "Conflict of Interest" statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.

130.06 Removal of Trustees

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

(a) should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.

(b) A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also

declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

June 2013

106.00 130.01 – Board of Trustees Selection of Trustees

In accordance with NC General Statute 115D-12(a) Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

Group One--four Trustees appointed by the Montgomery County Board of Education.
 Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.
 Group Three--four Trustees appointed by the Governor of North Carolina.

~~According to 115D-12 (a), "Group Four -- the President~~president ~~of the student government or the chairman of the executive Board~~board ~~of the student body of each community college established pursuant to G.S. 115D shall be an ex officio nonvoting member of the Board of Trustees of each said institution."~~

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

~~130.02~~106.01 Major Powers and Duties

The Montgomery Community College Board of Trustees shall:

~~1. Establish the basic qualifications for accept and undertake the powers and duties to administer the college as defined in North Carolina General Statute 115D-20.~~

106.01.01 Powers and Duties of Trustees Procedure

The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

- (1) To elect a President~~president~~ or chief administrative officer of the institution for such term and under such conditions as ~~it~~the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- (2) ~~2. Provide for the employment of~~To elect or employ all other personnel ~~required for the operation~~ of the institution upon nomination by the ~~President~~president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.
- (3) ~~3. Purchase or receive all~~To purchase any land~~required for the College site and rights, easement, or right-of-way~~ which shall be necessary for

the proper operation of the ~~College, when such site has been approved by institution, upon approval of~~ the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in ~~Article 2, Chapter 40 of the~~ General Statutes— Chapter 40A. For the purpose of condemnation, the determination ~~of~~ by the ~~Board~~ trustees as to the location and amount of land to be taken and the necessity ~~therefor~~ therefor shall be conclusive.

- (4) ~~4. Apply~~ To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Notwithstanding any law or administrative rule to the contrary, local community colleges are permitted to offer the following programs:
- a. ~~5. Receive~~ Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
- i. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
 - ii. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.
 - iii. College transfer certificates requiring the successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.
- b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
- c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.
- d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.
- (5) ~~To receive and accept private donations, gifts, bequests, devises, and other charitable donations; the like from private donors and~~ To provide and accept ~~private~~ donations, gifts, ~~bequests, devises, and other charitable donations; the like from private donors and~~ to apply them or invest any of them; and apply the proceeds for ~~the~~ purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of ~~state law~~ this Chapter and the regulations of the State Board of Community Colleges.
- (6) ~~6. Provide~~ To provide all or part of the instructional services for the institution by contracting with other public or private ~~educational organizations or institutions of the state, according to~~ in accordance

with regulations and standards adopted by the State Board of Community Colleges.

~~7. Establish or discontinue programs of instruction within the College.~~

~~8. Require the execution of such studies and take steps as necessary to ensure that the functions of the College are always those that are most helpful and feasible in light of the resources available to the College.~~

~~9. Adopt and recommend current expense and capital outlay budgets.~~

(7) ~~10. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and by laws bylaws for the government and operation of the College institution under the law this Chapter and for the discipline of students.~~

~~(8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.~~

~~(9) To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.~~

~~(10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.~~

~~a. (10a) To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.~~

~~(11) To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15.~~

~~(12) Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service~~

area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).

- (13) To enter into a public/private partnership in which all of the following conditions are met:
- a. The agreement is approved in advance by the State Board of Community Colleges.
 - b. The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
 - c. The facility will be jointly owned and used by the private entity and the community college.
 - d. The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
 - e. The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
 - f. State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
 - g. The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.
- (14) To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes.

~~130.03 Board Relations With External Entities~~

~~The governing board must not be subject to undue pressure from political, religious or other external bodies. Furthermore, the governing board should protect the administration from similar pressures.~~

~~130.04 107.00 Compensation of Trustees~~

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

~~130.05 108.00 Board of Trustees Conflict of Interest~~

~~The~~In accordance with NC General Statute 14-234, the Board of Trustees of Montgomery Community College and its employees will abide by the “Conflict of Interest” statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

~~The General Statutes of North Carolina also make it unlawful for state employees or employees of the state's political subdivisions to benefit in a pecuniary manner or help another to so benefit by misuse of confidential information acquired in the employee's official capacity.~~

130.06109.00 Removal of Trustees

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

1. ~~(a)~~ should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.
2. ~~(b)~~ A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education

session sponsored by the North Carolina Association of Community College Trustees.
The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

June 2013

106.00 Board of Trustees – Selection of Trustees

In accordance with NC General Statute 115D-12(a) Montgomery Community College shall be governed by a Board of Trustees consisting of thirteen member selected as follows:

- Group One--four Trustees appointed by the Montgomery County Board of Education.
- Group Two--four Trustees appointed by the Montgomery County Board of Commissioners.
- Group Three--four Trustees appointed by the Governor of North Carolina.
- Group Four -- the president of the student government or the chairman of the executive board of the student body of each community college

The specific duties and authority of the Board of Trustees are authorized in the General Statutes of North Carolina--Chapter 115D-20. Specific reference should be made to the Bylaws of the Board of Trustees.

106.01 Major Powers and Duties

The Montgomery Community College Board of Trustees shall accept and undertake the powers and duties to administer the college as defined in North Carolina General Statute 115D-20.

106.01.01 Powers and Duties of Trustees Procedure

The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

- (1) To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.
- (2) To elect or employ all other personnel of the institution upon nomination by the president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.
- (3) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of the State Board of Community Colleges, and if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in General Statutes Chapter 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity therefor shall be conclusive.
- (4) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community

Colleges. Notwithstanding any law or administrative rule to the contrary, local community colleges are permitted to offer the following programs:

- a. Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
 - i. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
 - ii. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, or (iii) transportation technology.
 - iii. College transfer certificates requiring the successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.
 - b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.
 - c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.
 - d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.
- (5) To receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of this Chapter and the regulations of the State Board of Community Colleges.
 - (6) To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.
 - (7) To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the institution under this Chapter and for the discipline of students.
 - (8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.

- (9) To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.
- (10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.
 - a. (10a) To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.
- (11) To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15.
- (12) Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).
- (13) To enter into a public/private partnership in which all of the following conditions are met:
 - a. The agreement is approved in advance by the State Board of Community Colleges.
 - b. The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
 - c. The facility will be jointly owned and used by the private entity and the community college.
 - d. The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
 - e. The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
 - f. State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
 - g. The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.
- (14) To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes.

107.00 Compensation of Trustees

In accordance with Chapter 115D-17 of the North Carolina General Statutes, Trustees are prohibited from receiving compensation for their services, but shall receive reimbursement for cost of travel, meals and lodging while performing official duties.

108.00 Board of Trustees Conflict of Interest

In accordance with NC General Statute 14-234, the Board of Trustees of Montgomery Community College and its employees will abide by the "Conflict of Interest" statement and definitions listed below.

The General Statutes of North Carolina provide that, "All local Trustees and employees of community colleges covered" under the chapter pertaining to community colleges, "must adhere to the conflict of interest provisions found in G.S. Section 14-234."

G.S. Section 14-234 makes it unlawful for officers, agents, managers or employees of schools or institutions receiving state financial support to:

1. "derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law"
2. "derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract."
3. "may solicit or receive any gift, favor, reward, service, or promise of reward, including a promise of future employment, in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves."

109.00 Removal of Trustees

In accordance with General Statute 115D-19, individual members of the Board of Trustees may be removed:

1. should the State Board of Community Colleges have sufficient evidence that any member of the Board of Trustees of an institution is not capable of discharging, or is not discharging, the duties of his office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the chairman of such Board of Trustees, unless the chairman is the offending member, in which case the other members of the Board shall be notified. Upon receipt of such notice there shall be a meeting of the Board of Trustees for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper

and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the Board of Trustees shall declare the office of the offending member to be vacant. Nothing in this section shall be construed to limit the authority of a Board of Trustees to hold a hearing as provided herein upon evidence known or presented to it.

2. A Board of Trustees may declare vacant the office of a member who does not attend three consecutive, scheduled meetings without justifiable excuse. A Board of Trustees may also declare vacant the office of a member who, without justifiable excuse, does not participate within six months of appointment in a Trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees. The Board of Trustees shall notify the appropriate appointing authority of any vacancy.

200.00 ADMINISTRATION

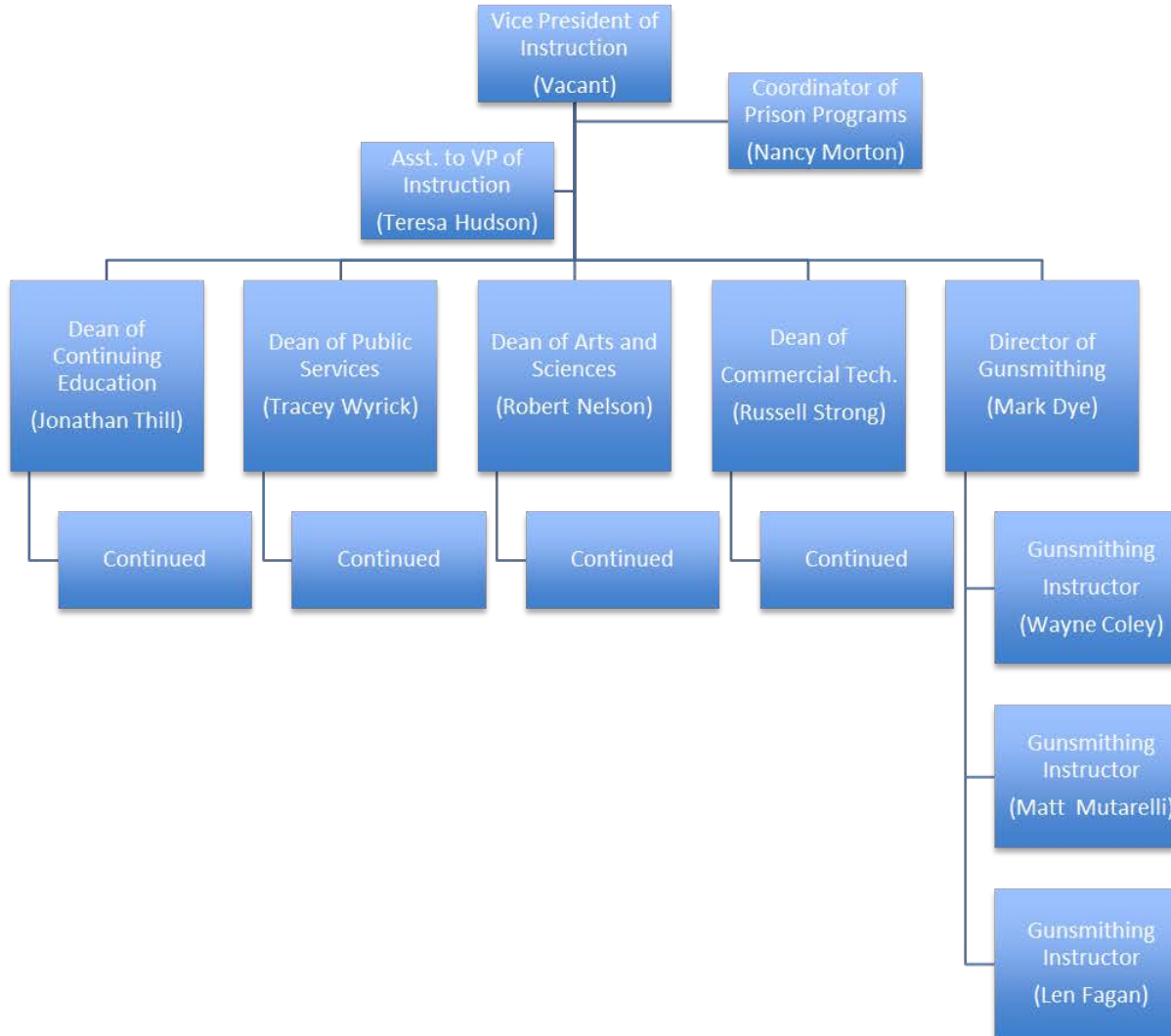
205.00 Organizational Chart

Administration



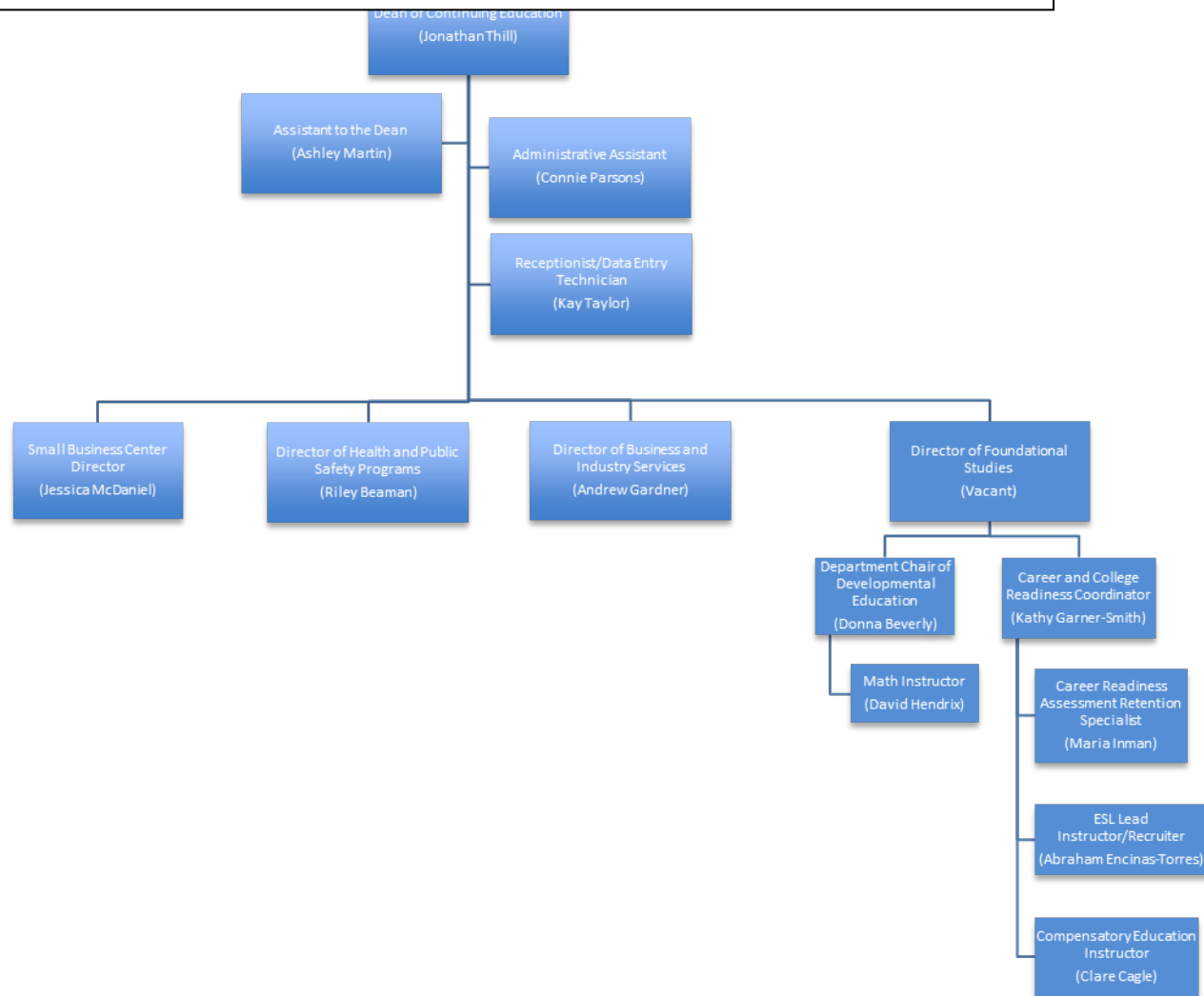
Instruction

200.00 Administration

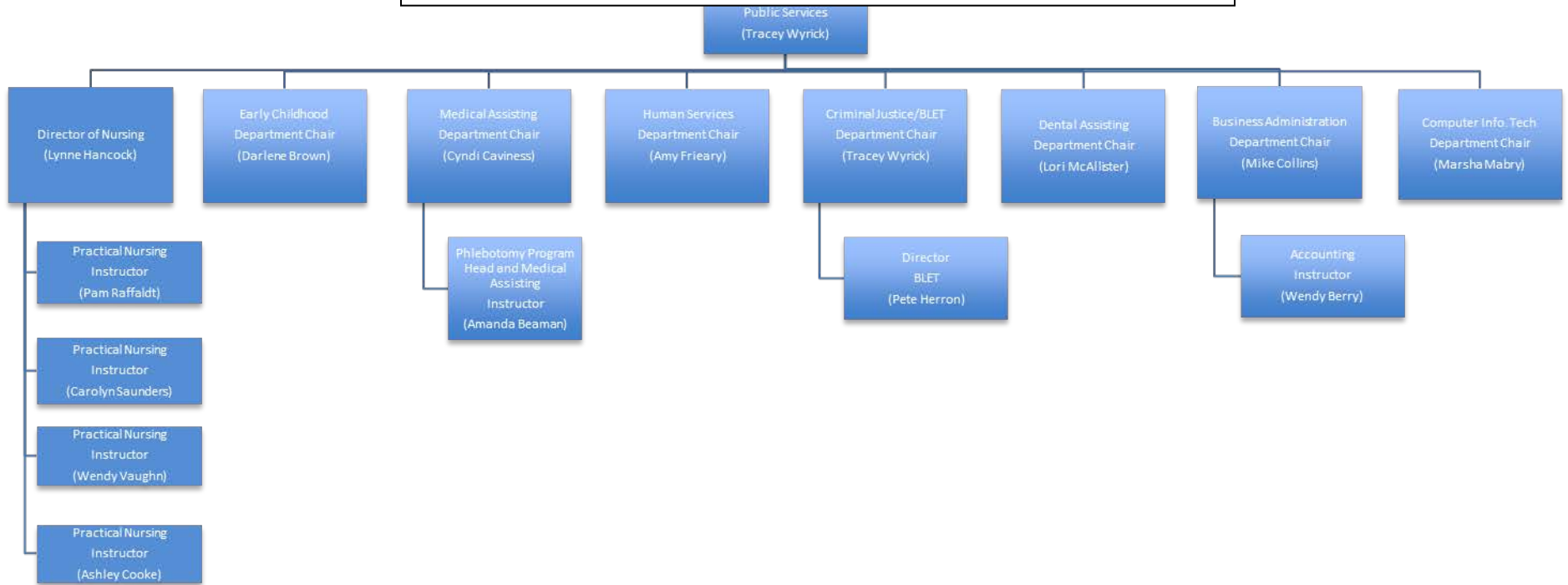


Instruction (Continuing Education)

200.00 Administration

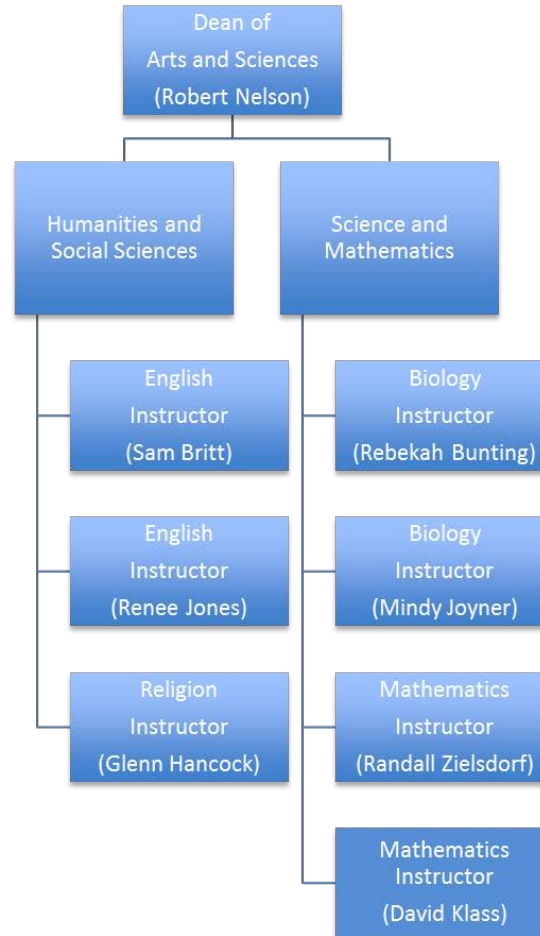


Instruction (Public Services)



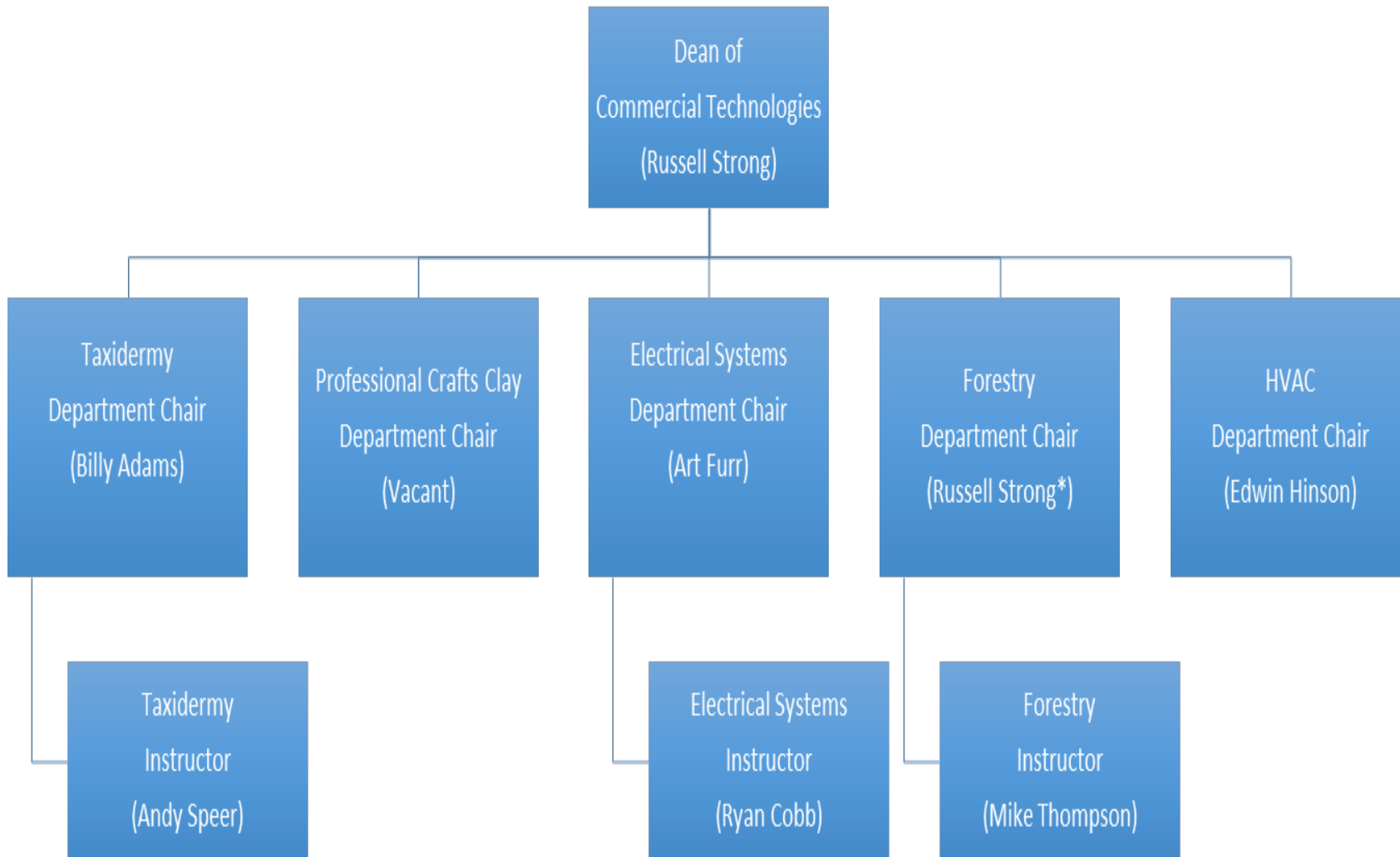
Instruction (Arts and Sciences)

200.00 Administration

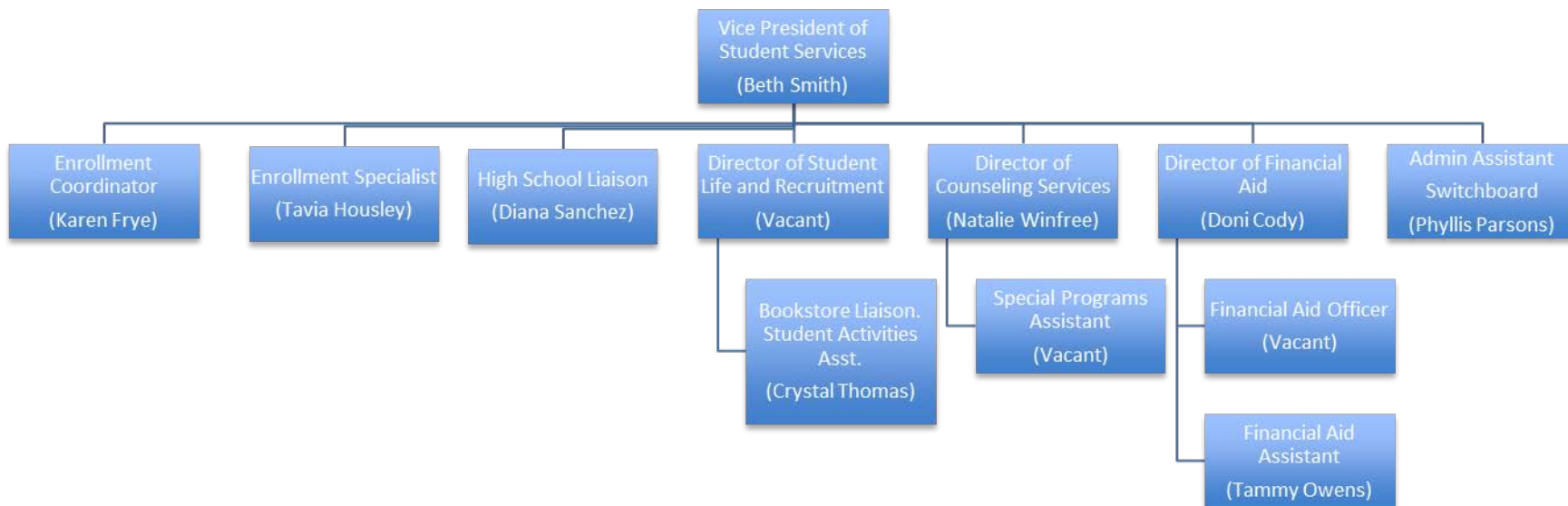


Instruction (Commercial Tech.)

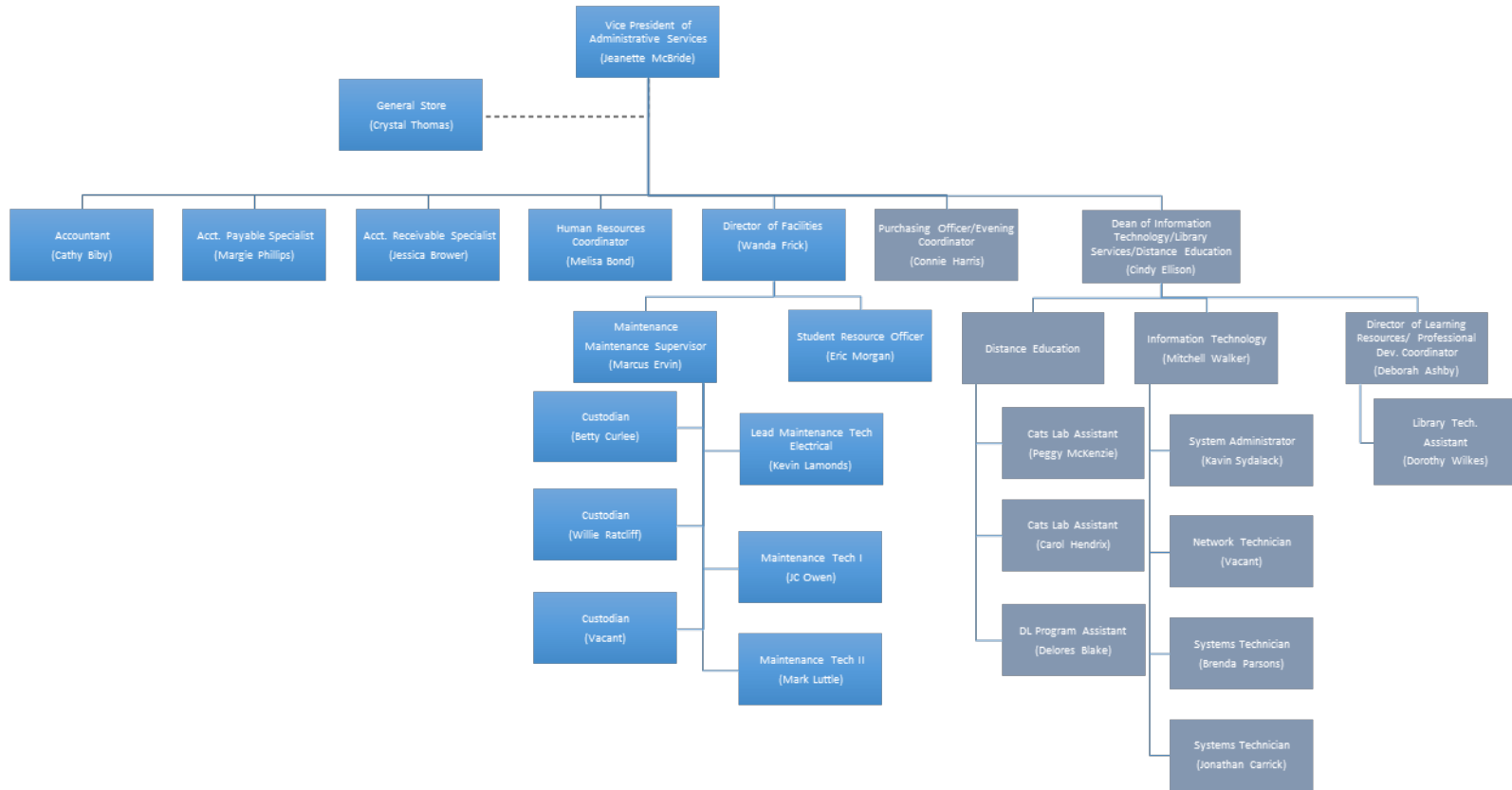
200.00 Administration



Vice President of Student Services



Vice President of Administrative Services



700.00 Library and Information Technology

200.00 ADMINISTRATION

205201.00 Organizational Chart

Administration



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200.00 ADMINISTRATION

206.00 Organizational Chart

206.00 Organizational Chart Moved to

Section 300.00 PERSONNEL

206.00 Awards and Recognitions

206.01 Emeritus Status

Emeritus Status

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status

A former Trustee or Foundation Board Member of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

Procedure for Granting Former Employee Emeritus Status

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

Qualifications for Nomination of Emeritus Status

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.
4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

Privileges

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

202.00 Awards and Recognitions

202.01 Emeritus Status

Emeritus Status

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

202.01.01 Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status

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The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

202.01.02 Procedure for Granting Former Employee Emeritus Status

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

206.01.03 Qualifications for Nomination of Emeritus Status

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.

4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

| **206.01.04 Privileges**

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

202.00 Awards and Recognitions

202.01 Emeritus Status

Emeritus Status

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The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

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2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.

4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

206.01.04 Privileges

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1. Listed in the College catalog
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3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Approved January 13, 2016

210.00 Administrative Job Descriptions

210.01 College President

- **REQUIRED QUALIFICATIONS**

1. Master's degree required from an accredited institution; Doctorate preferred
2. Minimum of three years of senior level community college administrative experience or equivalent required; five years preferred
3. Demonstration of innovative and effective post-secondary classroom instructional experience

- **JOB SUMMARY**

The President is the chief executive officer of Montgomery Community College and is directly responsible to the Board of Trustees for its operations in accordance with policies and procedures adopted by the MCC Board of Trustees, the North Carolina State Board of Community Colleges, and the North Carolina Community College System, and Section 155.D of the North Carolina General Statutes.

The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of highest quality in accordance with the policies set forth by the North Carolina State Board of Community Colleges, the North Carolina Community College System, and the Montgomery Community College Board of Trustees.

- **JOB REQUIREMENTS**

1. Maintain Board of Trustees relationship including, but not limited to:
 - a. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.
 - b. Submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
 - c. Recommend in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interest of the citizens of Montgomery County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
 - i. Organized curricula for the preparations of technicians.
 - ii. Courses and curricula in vocational, trade and technical specialty areas.
 - iii. Courses and programs in general adult education.
 - d. Advise the committees at the request of the Chairman of the Committee.

- e. Advise the Board on the financial and budgetary needs of the College and recommend items to be included in the current expense budget and the capital outlay budget; and, participate in the development of sources of funding.
- f. Serve as secretary to the Board of Trustees (if so designated).
2. Effectively staff the College and fulfill its mission.
3. Develop and provide educational programs in conformity with the philosophy and policies of the State Board of Community College, North Carolina Community College System, and the MCC Board of Trustees.
4. Participate in long-range and short-range planning processes.
5. Assess the building and equipment needs of the College; approve the acquisition of equipment and the efficient utilization of space; and review, update and implement the facility master plan.
6. Be responsible for all administrative and managerial aspects of the development and operation of the College.
7. Appoint lay-advisory committees for particular programs of the college where needed.
8. Promote and encourage support of the College from the private sector including nonprofit organizations.
9. Be the chief spokesman for the College in handling all information and in representing the College to external agencies. In this regard, the President will ensure that an effective program of public information is presented throughout the College's service area on a regular basis.
10. Maintain liaison with boards of education, county commissioners, regional councils of government, businesses and industries, local agencies and groups, the North Carolina Community College System, and state and federal agencies; and serve on appropriate civic and service boards. Maintain positive visibility in the community.
11. Serve as secretary to the MCC Foundation Board of Directors.
12. Ensure that the College, through its private fund-raising efforts, maintains a margin of excellence in its ability to aid students and to contribute to institutional improvement.
13. Discharge any other functions which the Board may delegate to him/her.

EOE

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.

210.02 Vice President of Instruction

- **MINIMUM QUALIFICATIONS**

Master's Degree in curriculum, administration or related area. Community College experience and demonstrated commitment to the mission of the North Carolina Community College System. A minimum of five (5) years successful college administrative experience including management of fiscal and human resources, curriculum development and evaluation, and strategic planning.

- **JOB REQUIREMENTS**

The Vice President of Instruction serves as administrator for curriculum and continuing education programs, distance learning, and learning resources and ensures that all programs, services, and activities are supportive of the purpose and mission of the College. The position ensures that all curriculum and continuing education programs are in compliance with state standards and that all records and reports are kept in accordance with local, state, and federal guidelines.

The Vice President will facilitate the development and implementation of planning strategies for all areas within the division, assuming overall responsibility for equipment, personnel, supplies, and materials requested through such planning. The Vice President will recommend budget line-item funding and will ensure, with input from division faculty and staff, that requisitions are within budget balances. The position is responsible for meeting all SACSCOC criteria for current programs.

The Vice President will recommend to the President all full- and part-time personnel for the division and will ensure appropriate orientation is provided to all new employees. The Vice President will also ensure that policies, procedures, and regulations in the MCC Policy and Procedures Manual are carried out by employees in the division.

The position is responsible for playing a pro-active role in determining programming needs, services, and activities based on service area input and identified needs. The position also oversees feasibility studies for new programs ensuring appropriate approval processes on the local and system office levels. It will also ensure that program evaluation and revitalization (including instructional enhancements) efforts occur in a timely fashion. The Vice President will ensure that distance learning opportunities are available to students.

The Vice President will encourage and provide leadership for faculty and divisional staff members to participate in appropriate professional development activities. The position will assure adequate participation by faculty in student advising and registration and will assure divisional participation in recruiting efforts for the College.

The Vice President will facilitate proper supervision and compliance with all laws, regulations, and policies that pertain to the division and its various programs and services. As part of this compliance, the position will monitor all reports, data, and other information of the division and facilitate the accuracy and timeliness in reporting.

The Vice President will recommend to the President individuals to serve on advisory committees for the division and ensure committees are representative of the demographics of the service area. Working in concert with the President, the Vice President will provide leadership for the college in setting a standard of excellence in all instructional and learning resources programs.

The Vice President will perform other duties related to the needs of the college as assigned by the President.

- **DIFFICULTY OF WORK**

Work is not repetitive, but is constantly changing and related to new and innovative instructional models, emerging technologies, assessed needs, interests and expectations of the service area. The Vice President must have excellent leadership management, budgetary skills and must keep abreast of a wide variety of program guidelines and regulations.

- **RESPONSIBILITIES**

The Vice President of Instruction is the Chief Academic Officer and reports directly to the President. The Vice President is responsible for providing leadership and vision to all academic programs, continuing education programs and learning resource services for the college.

V. PERSONAL RELATIONSHIPS

The Vice President must be thoroughly familiar with college areas, programs, services, personnel and students as well as external agencies involved in the college's activities and operations. He/she must also understand service area, demographics and workforce development needs. He/she must be visionary, creative, energetic, outgoing and work well with people. He/she must communicate effectively internally and externally with personnel, divisions, agencies and organizations.

VI. POSITION EVALUATION

This position is evaluated annually by the College President and Division Chairs/Directors according to the Montgomery Community College Personnel Evaluation Policy.

VII. PROCEDURE REQUIREMENTS FOR EMPLOYMENT

- A. Montgomery Community College Application for employment
- B. Official academic transcripts from all colleges attended
- C. Resume including list of references
- D. Prior state service form (if applicable) or appropriate documentation work record
- E. I-9 Citizenship Verification Form
- F. Federal and State Withholding Forms

EOE

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.

210.03 Vice President of Administrative Services

I. QUALIFICATIONS

Bachelor's Degree in Business Administration, accounting, or related field, proven communication, organizational, leadership and budget management skills are required. Three years documented experience in higher education administration or comparable experience and fund accounting required. Master's degree and facility management experience preferred.

II. JOB REQUIREMENTS

This senior executive reports directly to the President and has full responsibility for business related services including budgeting, business policies and procedures, payroll, general accounting and auditing, and cashing. In addition the Vice President is responsible for facilities planning, physical plant, purchasing, security, safety, information technology and the college store. The Vice President serves as a member of the President's Cabinet and the Foundation Board of Directors. He/she also participates in Board of Trustees meetings. Additionally, experience with strategic planning and continuous quality improvement is necessary. A general knowledge of the policies, laws, and general statutes governing North Carolina Community Colleges is preferred but not required. Must possess the ability to interpret and apply state and federal laws and regulations governing financial procedures.

III. DIFFICULTY OF WORK

The Vice President must possess vision, energy and a rich combination of experience and personal qualities to support the development of a high-quality community college. He/She will ensure that business transactions and support services meet college short and long term goals and objectives. Additionally the Vice President is expected to participate in the college's continuous planning process and improvement efforts.

IV. RESPONSIBILITY

The Vice President is responsible for the planning, supervision, evaluation and continuous improvement of financial and administrative services, facilities and the college store. In this role, the Vice President will:

- Work closely with and advise the President
- Serve as a member of the President's Cabinet
- Supervise the accountant and other professional, clerical and maintenance staff
- Research and prepare policies and procedures necessary for the financial operation the college
- Prepare annual budget requests and financial reports required by the President, Board of Trustees, and state and federal authorities
- Oversee expenditure of funds, including the implementation of polices and guidelines for a variety of public and private funding sources

- Approve all contracts for services and purchase requests according to established procedures
- Project and monitor payroll expenses
- Act as liaison with and respond to state, federal and independent auditors
- Oversee security, janitorial and other contracted services
- Plan and prioritize capital improvement projects including development, bid specification and contractor negotiation and supervision of construction
- Act as liaison with college counsel on legal issues pertaining to liability, accidents, injuries and contracts
- Oversee auxiliary enterprises including the college store

V. PERSONAL RELATIONSHIPS

The Vice President must possess the ability to create a positive working environment within the division as well as service-oriented relationships with faculty, staff, and administration. He/she must also work with local, regional and state officials.

VI. POSITION EVALUATION

The college President evaluates this position annually according to the Montgomery Community College Personnel Evaluation Policy.

VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT

Each applicant must complete or have forwarded:

- A. Application for employment;
- B. Academic transcripts;
- C. Three letters of reference;
- D. Contract for employment;
- E. Salary authorization form;
- F. Employee staff information form;
- G. Health insurance application;
- H. Employment eligibility verification form;
- I. Work experience verifications.

EOE

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.

210.04 Vice President of Student Services

The Vice President of Student Services is a senior-level administrative position under the direct supervision of the President.

I. MINIMUM QUALIFICATIONS

- Master's degree in Business Administration or Student Services-related field from an accredited institution
- 3-5 years experience with Student Services-related activities to include recruiting, admissions, registration, financial aid, counseling, academic and career development, marketing, and advertising, and public relations activities.
- Experience and/or knowledge of the North Carolina Community College System, Planning and Institutional Effectiveness processes, and budgeting processes
- Computer skills: must be adept at data entry and retrieval, MS Office, and Word programs
- Excellent supervision, management, leadership and public relations skills

II. JOB REQUIREMENTS

- Supervising and monitoring information and reception services to ensure positive impressions of the college
- Maintaining convenient hours of operation for information and reception services for clients of the college
- Monitoring delivery of information to ensure execution in a prompt, client-sensitive manner
- Evaluating recruiting activities to suit a range of prospective target populations (adult, transfer, minority, and special needs students, etc.)
- Promoting interfacing and communication within Student Services, with other divisions at the College, and with clients of the College
- Gathering and sharing data with staff members; other divisions; administration; local, state, and federal agencies in useful or mandated formats
- Gathering and sharing information regarding numbers, quality and special needs of students so that the institution can deliver on its promises
- Cooperating with administration and designated marketing and advertising staff members to assist in evaluating and responding to trends that affect student enrollment
- Communicating identified needs of clients institution-wide for appropriate response
- Communicating identified institutional shortcomings and weaknesses to those responsible for improvement
- Assisting with development of collaborative partnerships with other educational institutions, agencies, and with businesses and industries
- Supervising the correspondence flow to prospective students, community groups, business and industry, counselors, parents and others served by the College
- Assisting with development of an annual *Recruiting Plan* designed to encourage and inspire prospective students to enroll at the College

- Assisting with development of general brochures, pamphlets, and publications for recruiting and information purposes
- Supervising and monitoring recruiting and retention activities
- Determining dominant buying motives (true decisive issues) for our students
- Conducting periodical environmental scans and evaluating internal and external factors that affect enrollment at the College
- Assisting with evaluation of assessment testing processes and instruments and other measures of student progress to ensure that student goals can be met

Academic, Personal and Financial Aid Counseling:

- Providing a well-rounded array of academic, personal, and financial aid counseling services
- Assisting administration in determining if institutional promises are being met
- Assisting in development of processes which gauge satisfaction levels of student clients with College services

Internal Data Processing:

- Providing opportunities for training and feedback of support staff in data gathering processes
- Evaluating annually the data collected for reporting purposes and methods used
- Ensuring that data and information are retrievable quickly by those in contact with prospects in person or by telephone
- Evaluating methods utilized in data gathering from clients to realize measurable gains relating to customer-sensitive issues

Budget Development and Allocation:

- Soliciting input from staff members concerning local and state budgetary needs
- Designing a realistic Local Budget and State Budget to adequately meet the needs of the Division
- Assisting Student Services staff members with development of Financial Aid, Career Center, Recruiting, and General Student Services budgets to adequately meet the needs of each of these areas ensuring that are designed to effectively attract and retain students.

Institutional Quality:

- Ensuring that staff in the division who deliver information and services share the College's definition of quality
- Ensuring that staff members communicate a focus on quality from the client point of view
- Researching, evaluating and monitoring enrollment trends
- Developing a written long-range plan for the division which takes into account the North Carolina Community College System and College planning assumptions, as well as SACSCOC criteria and information from other appropriate sources, and which includes measurable goals, objectives, actions or activities to accomplish those objectives and a comprehensive evaluation which is indicative of both measures of results and how the results are being used to enhance the programs and services of the division

- Directing and supervising activities and providing guidance and assistance to the Student Services Staff concerning information and reception services; recruiting activities; admissions activities, counseling services, financial assistance services, retention activities; job placement and career planning activities, reporting functions, enrollment and graduation functions and other job functions

Miscellaneous Requirements:

- Supervising the implementation of internal and external policies as they pertain to Student Services activities
- Coordinating arrangements for the annual curriculum graduation ceremony
- Promoting professional development and networking opportunities for Student Services staff members
- Participating in meetings, workshops, seminars, etc.
- Participating in community functions and events as a representative of the College
- Serving as liaison between Student Services staff members and administration
- Serving as a member of the President's Administrative Cabinet and other teams as assigned by the President.

III. DIFFICULTY OF WORK

This position requires an individual who is able to serve the college and its constituents both as team player and as a coach to ensure that the college accomplishes its vision, mission, and goals. Additionally, the position requires a working knowledge of technology and the many avenues for which it provides for student success. The biggest challenge for this position lies in acquiring adequate resources and developing comprehensive programs that ensure the highest quality of student support services are offered to students.

IV. RESPONSIBILITY

The Vice President of Student Services is expected to be thoroughly familiar with all policies and procedures that govern the Student Services Division and with its many programs and services. Additionally, this position carries with it the responsibility of ensuring that all student support services are offered in a manner that is in compliance with local, state, and federal regulations and guidelines. The Vice President is also responsible for making certain that the division's objectives are related to the college's goals and that these objectives ensure student success and goal completion and that all student support services offered are of the highest quality.

V. PERSONAL RELATIONSHIPS

The scope of personal relationships associated with this position are very broadbased and include establishing and nurturing both internal and external relationships that benefit the students, staff and faculty, and the college community. The Vice President of Student Services must demonstrate the ability to work with a variety of personality styles displayed

by constituents to ensure that college goals are met while attempting to maintain harmonious relationships within the Division, with the college environment, and within the community.

VI. POSITION EVALUATION

The President evaluates this position annually in accordance with the MCC Personnel Evaluation Policy.

VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT

Application for employment
Academic transcripts from all schools attended
Three letters of reference
Prior State Service Form
I-9 Citizenship Verification Form
Federal and State Tax Withholding Forms

EOE

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.

210203.00 Administrative Job Descriptions

210.01 College President ————— Committees

● **REQUIRED QUALIFICATIONS**

1. Master's degree required from an accredited institution; Doctorate preferred
2. Minimum of three years of senior level community college administrative experience or equivalent required; five years preferred
3. Demonstration of innovative and effective post-secondary classroom instructional experience

● **JOB SUMMARY**

The President is the chief executive officer of Montgomery Community College and is directly responsible to the Board of Trustees for its operations in accordance with policies and procedures adopted by the MCC Board of Trustees, the North Carolina State Board of Community Colleges, and the North Carolina Community College System, and Section 155.D of the North Carolina General Statutes.

The President administration shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of highest quality in accordance with the policies set forth by the North Carolina State Board of Community Colleges, the North Carolina Community College System, and the Montgomery Community College Board of Trustees.

● **JOB REQUIREMENTS**

1. Maintain Board of Trustees relationship including, but not limited to:
 - a. Attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.
 - b. Submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
 - c. Recommend in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interest of the citizens of Montgomery County and the State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
 - i. Organized curricula for the preparations of technicians.
 - ii. Courses and curricula in vocational, trade and technical specialty areas.
 - iii. Courses and programs in general adult education.
 - d. Advise the appoint standing and adhoc committees at the request of the Chairman of the Committee.

- ~~e. Advise the Board on the financial and budgetary needs of the College and recommend items to be included in the current expense budget and the capital outlay budget; and, participate in the development of sources of funding.~~
- ~~f. Serve as secretary to the Board of Trustees (if so designated).~~
- ~~2. Effectively staff the College and fulfill its mission.~~
- ~~3. Develop and provide educational programs in conformity with the philosophy and policies of the State Board of Community College, North Carolina Community College System, and the MCC Board of Trustees.~~
- ~~4. Participate in long range and short range planning processes.~~
- ~~5. Assess the building and equipment needs of the College; approve the acquisition of equipment and the efficient utilization of space; and review, update and implement the facility master plan.~~
- ~~6. Be responsible for all administrative and managerial aspects of the development and operation of the College.~~
- ~~7. Appoint lay advisory committees for particular programs of the college where needed.~~
- ~~8. Promote and encourage support of the College from the private sector including nonprofit organizations.~~
- ~~9. Be the chief spokesman for the College in handling all information and in representing the College to external agencies. In this regard, the President will ensure that an effective program of public information is presented throughout the College's service area on a regular basis.~~
- ~~10. Maintain liaison with boards of education, county commissioners, regional councils of government, businesses and industries, local agencies and groups, the North Carolina Community College System, and state and federal agencies; and serve on as appropriate civic and service boards. Maintain positive visibility in the community.~~
- ~~11. Serve as secretary to the MCC Foundation Board of Directors.~~
- ~~12. Ensure that the College, through its private fund raising efforts, maintains a margin of excellence in its ability to aid students and to contribute to institutional improvement.~~
- ~~13. Discharge any other functions which the Board may delegate to him/her.~~

EOE

~~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.~~

210.02 Vice President of Instruction

• MINIMUM QUALIFICATIONS

~~Master's Degree in curriculum, administration or related area. Community College experience and demonstrated commitment to meet the mission of the North Carolina Community College System. A minimum of five (5) years successful and goals of the college administrative experience including management of fiscal and human resources, curriculum development and evaluation, and strategic planning.~~

• JOB REQUIREMENTS

~~The Vice President of Instruction serves as administrator for curriculum and continuing education programs, distance learning, and learning resources and ensures that all programs, services, and activities are supportive of the purpose and mission of the College. The position ensures that all curriculum and continuing education programs are in compliance with state standards and that all records and reports are kept in accordance with local, state, and federal guidelines.~~

~~The Vice President will facilitate the development and implementation of planning strategies for all areas within the division, assuming overall responsibility for equipment, personnel, supplies, and materials requested through such planning. The Vice President will recommend budget line item funding and will ensure, with input from division faculty and staff, that requisitions are within budget balances. The position is responsible for meeting all SACSCOC criteria for current programs.~~

~~The Vice President will recommend to the President all full and part-time personnel for the division and will ensure appropriate orientation is provided to all new employees. The Vice President will also ensure that policies, procedures, and regulations in the MCC Policy and Procedures Manual are carried out by employees in the division.~~

~~The position is responsible for playing a pro-active role in determining programming needs, services, and activities based on service area input and identified needs. The position also oversees feasibility studies for new programs ensuring appropriate approval processes on the local and system office levels. It will also ensure that program evaluation and revitalization (including instructional enhancements) efforts occur in a timely fashion. The Vice President will ensure that distance learning opportunities are available to students.~~

~~The Vice President will encourage and provide leadership for faculty and divisional staff members to participate in appropriate professional development activities. The position will assure adequate participation by faculty in student advising and registration and will assure divisional participation in recruiting efforts for the College.~~

~~The Vice President will facilitate proper supervision and compliance with all laws, regulations, and policies that pertain to the division and its various programs and services. As part of this compliance, the position will monitor all reports, data, and other information of the division and facilitate the accuracy and timeliness in reporting.~~

~~The Vice President will recommend to the President individuals to serve on advisory committees for the division and ensure committees are representative of the demographics of the service area. Working in concert with the President, the Vice President will provide leadership for the college in setting a standard of excellence in all instructional and learning resources programs.~~

~~The Vice President will perform other duties related to the needs of the college as assigned by the President.~~

~~● DIFFICULTY OF WORK~~

~~Work is not repetitive, but is constantly changing and related to new and innovative instructional models, emerging technologies, assessed needs, interests and expectations of the service area. The Vice President must have excellent leadership management, budgetary skills and must keep abreast of a wide variety of program guidelines and regulations.~~

~~● RESPONSIBILITIES~~

~~The Vice President of Instruction is the Chief Academic Officer and reports directly to the President. The Vice President is responsible for providing leadership and vision to all academic programs, continuing education programs and learning resource services for the college.~~

~~V. PERSONAL RELATIONSHIPS~~

~~The Vice President must be thoroughly familiar with college areas, programs, services, personnel and students as well as external agencies involved in the college's activities and operations. He/she must also understand service area, demographics and workforce development needs. He/she must be visionary, creative, energetic, outgoing and work well with people. He/she must communicate effectively internally and externally with personnel, divisions, agencies and organizations.~~

~~VI. POSITION EVALUATION~~

~~This position is evaluated annually by the College President and Division Chairs/Directors according to the Montgomery Community College Personnel Evaluation Policy.~~

~~VII. PROCEDURE REQUIREMENTS FOR EMPLOYMENT~~

- ~~A. Montgomery Community College Application for employment~~
- ~~B. Official academic transcripts from all colleges attended~~
- ~~C. Resume including list of references~~
- ~~D. Prior state service form (if applicable) or appropriate documentation work record~~
- ~~E. I-9 Citizenship Verification Form~~
- ~~F. Federal and State Withholding Forms~~

~~EOE~~

~~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.~~

~~210.03 Vice President of Administrative Services~~

~~I. QUALIFICATIONS~~

~~Bachelor's Degree in Business Administration, accounting, or related field, proven communication, organizational, leadership and budget management skills are required. Three years documented experience in higher education administration or comparable experience and fund accounting required. Master's degree and facility management experience preferred.~~

~~II. JOB REQUIREMENTS~~

~~This senior executive reports directly to the President and has full responsibility for business related services including budgeting, business policies and procedures, payroll, general accounting and auditing, and cashiering. In addition the Vice President is responsible for facilities planning, physical plant, purchasing, security, safety, information technology and the college store. The Vice President serves as a member of the President's Cabinet and the Foundation Board of Directors. He/she also participates in Board of Trustees meetings. Additionally, experience with strategic planning and continuous quality improvement is necessary. A general knowledge of the policies, laws, and general statutes governing North Carolina Community Colleges is preferred but not required. Must possess the ability to interpret and apply state and federal laws and regulations governing financial procedures.~~

~~III. DIFFICULTY OF WORK~~

~~The Vice President must possess vision, energy and a rich combination of experience and personal qualities to support the development of a high-quality community college. He/She will ensure that business transactions and support services meet college short and long term goals and objectives. Additionally the Vice President is expected to participate in the college's continuous planning process and improvement efforts.~~

~~IV. RESPONSIBILITY~~

~~The Vice President is responsible for the planning, supervision, evaluation and continuous improvement of financial and administrative services, facilities and the college store. In this role, the Vice President will:~~

- ~~• Work closely with and advise the President~~
- ~~• Serve as a member of the President's Cabinet~~
- ~~• Supervise the accountant and other professional, clerical and maintenance staff~~
- ~~• Research and prepare policies and procedures necessary for the financial operation the college~~
- ~~• Prepare annual budget requests and financial reports required by the President, Board of Trustees, and state and federal authorities~~
- ~~• Oversee expenditure of funds, including the implementation of polices and guidelines for a variety of public and private funding sources~~

- ~~Approve all contracts for services and purchase requests according to established procedures~~
- ~~Project and monitor payroll expenses~~
- ~~Act as liaison with and respond to state, federal and independent auditors~~
- ~~Oversee security, janitorial and other contracted services~~
- ~~Plan and prioritize capital improvement projects including development, bid specification and contractor negotiation and supervision of construction~~
- ~~Act as liaison with college counsel on legal issues pertaining to liability, accidents, injuries and contracts~~
- ~~Oversee auxiliary enterprises including the college store~~

~~V. PERSONAL RELATIONSHIPS~~

~~The Vice President must possess the ability to create a positive working environment within the division as well as service-oriented relationships with faculty, staff, and administration. He/she must also work with local, regional and state officials.~~

~~VI. POSITION EVALUATION~~

~~The college President evaluates this position annually according to the Montgomery Community College Personnel Evaluation Policy.~~

~~VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT~~

~~Each applicant must complete or have forwarded:~~

- ~~A. Application for employment;~~
- ~~B. Academic transcripts;~~
- ~~C. Three letters of reference;~~
- ~~D. Contract for employment;~~
- ~~E. Salary authorization form;~~
- ~~F. Employee staff information form;~~
- ~~G. Health insurance application;~~
- ~~H. Employment eligibility verification form;~~
- ~~I. Work experience verifications.~~

~~EOE~~

~~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.~~

~~210.04 Vice President of Student Services~~

~~The Vice President of Student Services is a senior level administrative position under the direct supervision of the President.~~

~~I. MINIMUM QUALIFICATIONS~~

- ~~• Master's degree in Business Administration or Student Services-related field from an accredited institution~~
- ~~• 3-5 years experience with Student Services-related activities to include recruiting, admissions, registration, financial aid, counseling, academic and career development, marketing, and advertising, and public relations activities.~~
- ~~• Experience and/or knowledge of the North Carolina Community College System, Planning and Institutional Effectiveness processes, and budgeting processes~~
- ~~• Computer skills: must be adept at data entry and retrieval, MS Office, and Word programs~~
- ~~• Excellent supervision, management, leadership and public relations skills~~

~~II. JOB REQUIREMENTS~~

- ~~• Supervising and monitoring information and reception services to ensure positive impressions of the college~~
- ~~• Maintaining convenient hours of operation for information and reception services for clients of the college~~
- ~~• Monitoring delivery of information to ensure execution in a prompt, client sensitive manner~~
- ~~• Evaluating recruiting activities to suit a range of prospective target populations (adult, transfer, minority, and special needs students, etc.)~~
- ~~• Promoting interfacing and communication within Student Services, with other divisions at the College, and with clients of the College~~
- ~~• Gathering and sharing data with staff members; other divisions; administration; local, state, and federal agencies in useful or mandated formats~~
- ~~• Gathering and sharing information regarding numbers, quality and special needs of students so that the institution can deliver on its promises~~
- ~~• Cooperating with administration and designated marketing and advertising staff members to assist in evaluating and responding to trends that affect student enrollment~~
- ~~• Communicating identified needs of clients institution-wide for appropriate response~~
- ~~• Communicating identified institutional shortcomings and weaknesses to those responsible for improvement~~
- ~~• Assisting with development of collaborative partnerships with other educational institutions, agencies, and with businesses and industries~~
- ~~• Supervising the correspondence flow to prospective students, community groups, business and industry, counselors, parents and others served by the College~~
- ~~• Assisting with development of an annual *Recruiting Plan* designed to encourage and inspire prospective students to enroll at the College~~
- ~~• Assisting with development of general brochures, pamphlets, and publications for~~

~~recruiting and information purposes~~

- ~~• Supervising and monitoring recruiting and retention activities~~
- ~~• Determining dominant buying motives (true decisive issues) for our students~~
- ~~• Conducting periodical environmental scans and evaluating internal and external factors that affect enrollment at the College~~
- ~~• Assisting with evaluation of assessment testing processes and instruments and other measures of student progress to ensure that student goals can be met~~

~~— **Academic, Personal and Financial Aid Counseling:**~~

- ~~• Providing a well rounded array of academic, personal, and financial aid counseling services~~
- ~~• Assisting administration in determining if institutional promises are being met~~
- ~~• Assisting in development of processes which gauge satisfaction levels of student clients with College services~~

~~— **Internal Data Processing:**~~

- ~~• Providing opportunities for training and feedback of support staff in data gathering processes~~
- ~~• Evaluating annually the data collected for reporting purposes and methods used~~
- ~~• Ensuring that data and information are retrievable quickly by those in contact with prospects in person or by telephone~~
- ~~• Evaluating methods utilized in data gathering from clients to realize measurable gains relating to customer sensitive issues~~

~~— **Budget Development and Allocation:**~~

- ~~• Soliciting input from staff members concerning local and state budgetary needs~~
- ~~• Designing a realistic Local Budget and State Budget to adequately meet the needs of the Division~~
- ~~• Assisting Student Services staff members with development of Financial Aid, Career Center, Recruiting, and General Student Services budgets to adequately meet the needs of each of these areas ensuring that are designed to effectively attract and retain students.~~

~~— **Institutional Quality:**~~

- ~~• Ensuring that staff in the division who deliver information and services share the College's definition of quality~~
- ~~• Ensuring that staff members communicate a focus on quality from the client point of view~~
- ~~• Researching, evaluating and monitoring enrollment trends~~
- ~~• Developing a written long range plan for the division which takes into account the North Carolina Community College System and College planning assumptions, as well as SACSCOC criteria and information from other appropriate sources, and which includes measurable goals, objectives, actions or activities to accomplish those objectives and a comprehensive evaluation which is indicative of both measures of results and how the results are being used to enhance the programs and services of the division~~
- ~~• Directing and supervising activities and providing guidance and assistance to the Student Services Staff concerning information and reception services; recruiting activities;~~

~~admissions activities, counseling services, financial assistance services, retention activities; job placement and career planning activities, reporting functions, enrollment and graduation functions and other job functions~~

~~**Miscellaneous Requirements:**~~

- ~~• Supervising the implementation of internal and external policies as they pertain to Student Services activities~~
- ~~• Coordinating arrangements for the annual curriculum graduation ceremony~~
- ~~• Promoting professional development and networking opportunities for Student Services staff members~~
- ~~• Participating in meetings, workshops, seminars, etc.~~
- ~~• Participating in community functions and events as a representative of the College~~
- ~~• Serving as liaison between Student Services staff members and administration~~
- ~~• Serving as a member of the President's Administrative Cabinet and other teams as assigned by the President.~~

~~**III. DIFFICULTY OF WORK**~~

~~— This position requires an individual who is able to serve the college and its constituents both as team player and as a coach to ensure that the college accomplishes its vision, mission, and goals. Additionally, the position requires a working knowledge of technology and the many avenues for which it provides for student success. The biggest challenge for this position lies in acquiring adequate resources and developing comprehensive programs that ensure the highest quality of student support services are offered to students.~~

~~**IV. RESPONSIBILITY**~~

~~— The Vice President of Student Services is expected to be thoroughly familiar with all policies and procedures that govern the Student Services Division and with its many programs and services. Additionally, this position carries with it the responsibility of ensuring that all student support services are offered in a manner that is in compliance with local, state, and federal regulations and guidelines. The Vice President is also responsible for making certain that the division's objectives are related to the college's goals and that these objectives ensure student success and goal completion and that all student support services offered are of the highest quality.~~

~~**V. PERSONAL RELATIONSHIPS**~~

~~The scope of personal relationships associated with this position are very broadbased and include establishing and nurturing both internal and external relationships that benefit the students, staff and faculty, and the college community. The Vice President of Student Services must demonstrate the ability to work with a variety of personality styles displayed by constituents to ensure that college goals are met while attempting to maintain harmonious relationships within the Division, with the college environment, and within the community.~~

~~VI. POSITION EVALUATION~~

~~The President evaluates this position annually in accordance with the MCC Personnel Evaluation Policy.~~

~~VII. ADDITIONAL PROCEDURAL REQUIREMENTS FOR EMPLOYMENT~~

~~Application for employment
Academic transcripts from all schools attended
Three letters of reference
Prior State Service Form
I-9 Citizenship Verification Form
Federal and State Tax Withholding Forms~~

~~EOE~~

~~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.~~

220.00 Councils, Teams and Professional Learning Communities

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

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

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

220.01 Distance Learning Advisory Team

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

220.02 Diversity & Cultural Activities Team

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

220.03 Faculty Senate

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

Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.

220.04 Financial Aid Team

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

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

220.05 Hospitality Team

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

220.06 Instructional & Student Services Team

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

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

220.07 Instructional Technology Team

The purpose of the Instructional Technology Team is to promote a culture of innovation and collaboration within MCC to facilitate creative uses of technology, maximize resources, and ensure that all facets of the organization have adequate and appropriate technology to achieve the vision and mission of the College.

220.08 Library Services Team

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

220.09 Marketing Team

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

The Marketing Team is charged with:

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

220.10 Institutional Research, Planning, Assessment Council

The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, institutional effectiveness and marketing. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the College community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of Assessment and Institutional Effectiveness. To ensure full participation in the planning process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the Institutional Research, Planning, Assessment Council.

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220.11 President's Administrative Cabinet

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

220.12 Professional Development Team

The purpose of the Professional Development Team is to provide ongoing research, philosophical, procedural and technical support and feedback to the Director of Professional Development to ensure and promote a variety of professional development activities for faculty and staff at the College, and to better equip faculty of MCC with the skills necessary to provide

successful online instruction and support. This input will create the backbone for strategic planning and initiatives for the Director of Professional Development.

220.13 SACS Steering Team

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

220.14 Safety Team

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

220.15 Staff Senate

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

220.16 Wellness Team

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

220.17 Professional Learning Communities

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

2011-2012 PLC's

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

Engagement: Making an Investment Through Engagement

Best Practices: Instruction That Makes Sense

Student Recruitment: Recruitment – Which Way Do We Reach?

220.00 Councils, Teams and Professional Learning Communities

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

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

Team 203.01.01 Procedure

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

220.01 Distance Learning Advisory Team

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

220.02 Montgomery Community College Standing Committees

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

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

220.03 Faculty Senate

The Faculty Senate membership shall consist of all faculty. The Senate ~~will~~ is recommended to meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for

discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. ~~Another function of the Faculty Senate shall be to vote upon recommendations presented to it by other teams, councils, etc. at the College.~~ Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request. ~~The Chairman or his/her designee will report the activities of the Faculty Senate to the Board of Trustees as needed. The Chairman will forward any reports going to the Board of Trustees to the President of the College prior to the report going to the Board of Trustees.~~

220.04 Financial Aid Team Committee

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

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

220.05 Hospitality Team

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

220.06

Instructional & Student Services Team Committee

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

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

220.07 Instructional Technology Team Information Services Committee

The purpose of the ~~Instructional Technology Team Information Services Committee~~ is to ~~promote a culture of innovation provide input for the planning and collaboration within MCC to facilitate creative uses of implementation of initiatives in the areas of distance learning, academic technology, maximize and library resources, and ensure that all facets of the organization have adequate and appropriate technology to.~~ To achieve the vision and mission of the ~~College.~~

220.08 Library Services Team

~~The purpose of the Library Services Team is to periodically college, committee members will provide recommendations on policies/procedures and assist in the evaluation and planning of technology in these areas. Specific tasks may include providing input on the peer review and recommend changes to the Library Services Handbook and procedures, to evaluate and make decisions about any complaints or challenges to process, technology refresh plan, library materials, and to make purchasing recommendations in the event a controversy should arise about an item under consideration for purchase. Membership should represent the various academic departments at the College and include a representative from the Student Government Association/databases and researching viable instructional technologies.~~

220.09 Marketing Team Committee

~~The purpose of the Marketing Team is to identify, review and evaluate Committee is to serve in a planning and advisory capacity to the public information officer to identify and recommend possible marketing opportunities and activities in all instructional programs and support services at the College and to ensure adequate and appropriate based on current research, marketing goals and budget. College marketing will include external as well as internal activities are being that can be implemented. In addition, the Marketing Team will recommend opportunities for media exposure and public relations activities college-wide by all employees to positively promote the MCC brand.~~

~~The Marketing Team is charged with:~~

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

~~220.10 Institutional Research,~~

Planning, Assessment Committee

The purpose of the Planning Council

~~The council shall meet monthly, either virtually or traditionally. The purpose of the council is to oversee all College planning with respect to organization, facility use and planning, student development, diversity planning, technology planning, is to facilitate, monitor, review and support institutional effectiveness and marketing. research, planning and assessment activities in collaboration with faculty and staff to advance the mission of MCC. Planning Council's mission ensures that the College engages in ongoing, systematic and institution-wide evidence-based planning and assessment activities that result in continuous quality improvements and mission and goal accomplishment. All activities of the council are forwarded to the President for review and final approval. - All meetings of the council are open to the College college community and to the Board of Trustees. The council is comprised of twelve full-time MCC personnel representing all divisions of the College and the standing SGA President. The council is chaired by the Director of~~

~~Assessment and Institutional Effectiveness. To To~~ ensure full participation in the ~~planning~~ process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the ~~Institutional Research, Planning, Assessment Council.~~
~~August 2011~~council.

220.11 President's Administrative Cabinet

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

220.12 Professional Development ~~Team~~Committee

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

220.13 SACS Steering Team

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

220.14 QEP Implementation Committee

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

Safety ~~Team~~Committee

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

220.15 Staff Senate

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

220.16 Hospitality and Wellness Team Committee

The Hospitality & Wellness Team Committee is ~~committed to offering employees opportunities to have better mental and physical health. The team will provide proper fitness techniques, suggestions~~ responsible for healthier eating habits, planning and also provide avenues of emotional support when needed. The goal is: healthier, happier ~~carrying out social and more productive~~ wellness functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees:

220.17 Professional Learning Communities

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

2011-2012 PLC's

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

Engagement: Making an Investment Through Engagement

Best Practices: Instruction That Makes Sense

Student Recruitment: Recruitment—Which Way Do We Reach?

October 2016

203.00 College Committees

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

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

203.01.01 Procedure

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

Montgomery Community College Standing Committees

Diversity & Cultural Activities Committee

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

Faculty Senate

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

Financial Aid Committee

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

1. Reviewing current accomplishments in meeting the needs of students

2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

Instructional & Student Services Committee

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

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

Information Services Committee

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

Marketing Committee

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

Planning Committee

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

President's Administrative Cabinet

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

Professional Development Committee

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

QEP Implementation Committee

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

Safety Committee

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

Staff Senate

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

Hospitality and Wellness Committee

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

Curriculum and Student Services Committee
Wednesday, February 14, 2018
6:05 p.m.

Committee Members

Sam Martin, Chairman
Andrea Marshall, Vice Chairman
Bill Price
Susan Eggleston
Claudia Bulthuis

Agenda Items:

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix P – Action**
- ❖ **Update from Vice President of Instruction**
Instruction – Appendix Q
Continuing Education – Appendix R
- ❖ **Accountability & Integrity Planning for Workforce Continuing Education – Appendix S**
- ❖ **Update from Vice President of Student Services – Appendix T**
- ❖ **Academic Calendar – Lee Proctor – Appendix U - Action**
- ❖ **New Business**
- ❖ **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 5:57 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
Andrea Marshall, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Bill Price

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Susan Hershberger
Gordon Knowles
Andrea Marshall
Samuel Martin
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix N

Mrs. Eggleston made a motion, seconded by Mr. Price, to approve the November Curriculum and Student Services Committee minutes. The motion carried.

Update from Vice President of Instruction

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix Q.

Board Policy 504.00 Revision – Second Reading – Appendix R

Dr. Bledsoe presented Appendix R, revisions to Board Policy 504.00 Continuing Education Internal Audit Plan. Dr. Bledsoe reported updates to the policy include the Board reviewing the policy every three years or when revisions are made. The Board will still receive the Class Visitation Reports. The Accountability and Integrity Plan is reviewed annually by the Continuing

Education Division and the Board will receive the results of the plan review annually at the January Board meeting.

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the recommended changes to Board Policy 504.00. The motion carried.

Student Fee Chart Revisions – Appendix S – Action

Mr. Proctor presented the revisions to the Student Fee Chart. He noted in moving self-supporting classes to Occupational Extension the cost of materials were not included in the course cost. Thus, we have developed a fee schedule for these classes.

Mrs. Marshall made a motion, seconded by Mr. Price, to approve the revisions to the Student Fee Chart. The motion carried.

Update from Vice President of Student Services – Appendix T

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

Mrs. Smith will research if the AVID program reaches the middle school students.

There being no further business, the meeting adjourned at 6:15 p.m.

**Board Report
Vice President of Instruction
February 2018**

Professional Development – Amy Friery (Human Services Technology) will be participating in the 2018 Faculty Pathways to Learning and Success Center and Technical Education Leadership Institute February 12- 14. This is a collaborative effort between the North Carolina Student Success Center and NCCCS Perkins CTE. There will be a follow up Pathways to Learning “Train the Trainers” CTE Leadership Institute in Fall 2018. Ryan Cobb (Industrial Systems Technology) and Dylan Hurley (Forestry) will participate in the 25th Great Teachers Seminar February 22-25 at the Trinity Center in Pine Knoll Shores, NC. In addition, a number of faculty and staff will be attending the North Carolina Advising Association “Unconference” on February 16. The purpose of the “Unconference” is to provide advisors with professional development, networking opportunities, and opportunities for continues learning and improvement. Robert Nelson (Dean of Arts and Sciences) passed the National Clinical Mental Health Exam (NCMHCE) to become a Certified Clinical Mental Health Counselor (CCMHC). Debbie Douglas (History/Political Science) graduated from Appalachian with an Education Specialist Degree in Higher Education.

Program Status- The Gunsmithing program had 30 students and two instructors participate in the National Shooting Sports Foundation annual Shot Show. Students had the opportunity to participate in classes and talk to vendors and suppliers. The students and faculty also spent time thanking those organizations and individuals who continue to provide support to the program.

Courtney Behrle from the North Carolina BioNetwork presented to Rebekah Bunting’s Biology course on February 8. Ms. Behrle provided hands-on activities and exposure to careers in North Carolina’s life science sector

The Board of Nursing has not yet approved Montgomery Community College for the Associate in Nursing. The major road block at this point is the lack of Master’s level nursing faculty. The College has two positions open and is trying to fill the positons as soon as possible. The Board meets again in March and our hope is to have the positions fill by that time.

Professional and Community Involvement – Thank you to Amy Friery for organizing the MLK Challenge Day at the College again this year. Over 70 volunteers from the College and community provided bags of food in Candor and Troy. Sam Britt (English) will participate in the NCCCS Rise Conference to help develop the pilot for the next generation of the developmental education program in February. Montgomery Early College staff, faculty, and students along with College personnel provided information workshops for 8th graders and their families at West and East Middle Schools and at the Early College late January and early February. The deadline for apply is February 22.

Board Report Continuing Education February 2018

Business and Industry Training Program:

- Both the day and night welding classes met the maximum enrollment capacity for the spring term.
- The Biscoe Center's first small engine repair class commenced on February 1st.
- Alandale Industries have agreed to become an Apprenticeship Montgomery employer sponsor. They plan to sponsor two apprentices this year

Health & Public Safety :

- Our Spring 2018 EMT Basic class has 13 students, this being the first EMT class held on our campus in several years. First Health is working to strengthen our partnership and will be offering various other classes throughout the semester.
- The NC Public Safety Drone Academy has been busy around the state and on campus. Our team recently helped put on the NC Division of Aviation UAV Public Safety Workshop in Dallas, NC with roughly 250 in attendance for the day.
- The NC Public Safety Drone Academy also presented a 26 hour class at the NC Highway Patrol Academy with 30 students in attendance comprised of state highway patrol and NC Division of Radiation

Heritage Crafts:

- **Knifemaking** -Started Tuesday night recurring forging class with Bill Bisher; Mokume Gane class ran Feb. 2-4 with Phillip and Barry Jones; 3 other weekend classes have enrolled students, but Bill Wiggins Forging class was cancelled due to snow, Jan. 18-21st.
- **Pottery**- Thirty plus students enrolled in pottery classes including the option to add an extra Lab day to increase contact hours. Students are preparing bowls for Soup R Bowl sale on campus in conjunction with the Staff Senate chili cook off coming up Feb.20th and Tuesday pottery students are making bowls for the Yadkin Christian Ministries Empty Bowls event March 6th.
- **Other classes**- Introducing "Beginner Photography" class with Dan Wray, 2/20; Multi Media Art class slated to begin 2/20; Beekeeping class will start 2/19 with Shirley Harris; Kickboxing class has 24 students

Small Business Center:

- Two client business opened in downtown Star and had ribbon cuttings for both with Market Montgomery in January - Joy's Treasures Flowers and Gifts, and Morning Glory Ministries
- Agribusiness Summit scheduled for 2/21 in partnership with Stanly County. One day summit for new and existing agriculture related business.
- In planning phases for first REAL Agriculture course now.

Introduction: Accountability & Integrity Planning for Workforce Continuing Education

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.98, 1D SBCCC 300.4) to review the programs provided to ensure that occupational training is **relevant** to the workforce, **responsive** to training needs and is **responsible** for state funds. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document their programs and processes. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies and various grant entities among others.

The following document is the *Accountability and Integrity Plan for Montgomery Community College's Continuing Education Division*. The plan has been adopted based on a state-wide accountability model in which all NC community colleges have had some input or representation. This local plan will be monitored and reviewed at least once per year (Fall Semester) and as needed by a continuing education internal team. **The Accountability and Integrity Team will report to the Montgomery Community College Board of Trustees annually (January) on the status of the review and any changes implemented.** The Plan will be reviewed and approved every three (3) years by the Montgomery Community College Board of Trustees. *This plan replaces the division's former internal audit plan.* The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting. The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

Importantly, the plan reflects the college's ongoing effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance
4. Respond to demands to align programs with a broad array of governing requirements and industry needs

For each area, goals and objectives are outlined that support the mission of both the NC Community College System and Montgomery Community College to foster student success through the delivery of high-quality workforce training programs.

Selected Objectives for the new Montgomery Community College Continuing Education Accountability & Integrity Plan 2018-2020. *This document lists objectives adopted for continuing education accountability and integrity planning for 2018-2020; additional objectives will be added and assessed as we determine and develop additional accountability measures and processes as needed.*

1. Governance Priorities

Goal 1: Demonstrate accountability and credibility of operational functions

The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.

Objective 1: Identify and establish responsibilities and authority for staff overseeing programmatic functions such as fiscal management, audit compliance (**including end-of-term classroom visit audit reports**), and course management.

Goal 2: Demonstrate operational accountability for data reported for the state

The responsibility of meeting NC General Statutes and NC State Board of Community College Code relevant to hours reported for state budget resources.

Objective 1: No material findings identified in biennial review of records

Objective 2: Respond effectively to non-compliance issues, both material and non-material, identified in biennial review of record

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies.

The responsibility of meeting performance benchmarks as defined by state or federal agencies.

Objective 1: Pass all external credentialing agency audits and program assessments (including DHHS, NCDOJ, NCBCE, NC OSFM)

2. Academic Interests

Goal 1: Students will meet specific course criteria to attain relevant license, credential or demonstrate course completion requirements. *Responsibility to align and demonstrate student learning outcomes student learning culminating in demonstration of competency and/or attainment of licensure or credential.*

Objective 1: Students will successfully attain student learning outcomes described within the course syllabus.

Goal 2: Instructional programs will demonstrate relevancy, rigor, viability and student success (Align4NCWorks Goal #3) *Responsibility to provide quality training that is relevant to student learning and workforce needs.*

Objective 1: Utilize program reviews to demonstrate program relevancy.

Goal 3: Faculty qualifications will support program relevancy and student success

Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training

Objective 1: Faculty will hold appropriate qualifications for credential programs.

Objective 2: Faculty will attend 2 hours of professional development training per year

3. Market Forces

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths. (Align4NCWorks Goal #1) *Responsibility to ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.*

Objective 1: Integrate NCWorks career services into program areas and courses that lead to employment or credentialing.

Goal 2: Demonstrate proactive and reactive response to industry training needs

(Align4NCWorks Goal #3) *Responsibility to develop workforce training programs based on industry standards and documented business needs.*

Objective 1: Develop training programs in response to specific businesses or industry sector needs.

Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment

(Align4NCWorks Goal #2) *Responsibility to develop workforce employability programs to support development of NC talent pool.*

Objective 1: Develop training programs impacting employability of workforce.

2018-20 Montgomery Continuing Education

Accountability & Integrity Team and Area:

Program Members:

Josh Floyd	Self-support and Craft Trades
Riley Beaman	Public Safety and Health
Jessica McDaniel	Small Business Engagement
Crystal Thomas	Prison Education

Standing Members:

Jonathan Thill	Senior Continuing Education Administrator
Ashlie Martin	Accountability and Compliance
Julie Buchikos	College and Career Readiness
Andrew Gardner	Business and Industry Engagement

Team Members: The internal team membership for accountability and integrity planning will consist of two rotating program representatives every year and four team members who will maintain yearly representation. In addition to the Senior Continuing Education Administrator, the four standing team members each represent an area of focus that will require annual evaluation to guard against institutional risk. Other standing members will rotate two at a time for terms of one year. The team meets twice per year during fall and spring terms.

Team Purpose: Program and administrative representation will contribute to the development of the division's accountability and integrity planning and processes by:

1. Providing guidance based on constructive planning and assessment practices among programs.
2. Recognizing, identifying, and developing internal division or campus-wide measures that support goals and objectives of the NCCCS Accountability and Integrity Planning document.
3. Suggesting improvements to support best business practices for integrity with operations and practices.

Development and Implementation Timeline for 2017

1. Continuing Education Administration Planning Meetings: review framework and objectives; review of best business practices – early spring 2017
2. Establish the accountability and integrity internal planning team - April 2017.
Team will be rotated every year to engage various programs areas of Continuing Education.
3. CE Division program reviews and administrative/operational reviews– April/May 2017
Information gathered will be very useful in determining objectives of initial plan
4. First team meeting and selection of first objectives; review with all CE programs for feedback – May 2017
5. Develop a plan based on selected objectives, division input, updates, and improvements – summer 2017
6. Revise, strengthen as needed based on feedback, input and shared practices from NCCCS colleges (during fall conference) – October 2017
7. Provide a copy to the Montgomery Community College Board of Trustees for review and approval – November 2017
8. Implement official, three-year approved accountability and integrity plan starting January 2018 (Spring 2018 term).

MCC Board of Trustees – February 14, 2018 Update from the Student Services Division

Highlights & Previews

- Counseling & Career Development Center Staff will be administering HESI exams this month to qualifying applicants of the 2018 Practical Nursing program.
- Fifth graders from Page Street Elementary are scheduled to visit MCC February 28.
- A representative of the NC State Approving Agency will be on campus in early March to conduct the annual compliance survey of veterans education benefits.
- In late March, Tammy Owens will attend the regional Veterans Education SCO Conference in Atlanta.
- Natalie Winfree has completed her Education Specialist degree and is on track to graduate with her Doctorate in Education next December.

Montgomery Community College Academic Calendar 2018-19

Fall Semester 2018

August 9	9 month Contracts Begin
August 9 - 10	Late Registration
August 13	Quality Trails (Faculty)
August 14	Divisional Work Days
August 15	Classes Begin
September 3	Labor Day Holiday
October 10 - 12	Fall Break (Wed – Fri)
October 11	Quality Trails (Staff)
November 20-24	Thanksgiving Break
December 14	Classes End
December 17	Grades Due

Spring Semester 2019

January 2	Quality Trails
January 3	Late Registration
January 4	Divisional Work Day
January 7	Classes Begin
January 21	MLK Holiday
March 5-9	Spring Break
April 22	Easter Break
May 6	Classes End
May 8	Graduation
May 8	9 month Contract Ends

Summer Semester 2019

May 20	Classes Begin
July 1-6	Independence Day holiday break
July 22	Term Ends

Legislative/Public Relations Committee
Wednesday, February 14, 2018
6:15 p.m.

Committee Members

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Bill Price
Claudia Bulthuis

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of January Committee Minutes – Appendix V – Action**
- ❖ **Legislative Update – Appendix V1 - Dr. Chad Bledsoe**
- ❖ **Community Colleges Holiday Leave Policy – Dr. Chad Bledsoe – Appendix W**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix X**
- ❖ **New Business**
- ❖ **Adjourn**

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 6:15 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis
Bill Price

Absent

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
Susan Hershberger
Gordon Knowles
Samuel Martin
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of November Committee Minutes – Appendix U

Mr. Price made a motion, seconded by Mrs. Covington, to approve the November Curriculum and Student Services Committee minutes. The motion carried.

Legislative Update

Dr. Bledsoe had no legislative updates.

Public Relations/Marketing Update – Michele Haywood – Appendix V

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

There being no further business, the meeting adjourned at 6:19 p.m.

1C SBCCC 200.94(d) Holiday Leave Policy

- (1) Permanent employees who are eligible to earn annual leave shall receive pay for the same number of paid holidays occurring within the period of employment as those designated by the State Human Resources Commission for State employees.
- (2) Permanent part-time employees are entitled to paid holidays on a pro rata basis.
- (3) Temporary employees are not eligible for paid holiday leave.
- (4) Colleges shall only pay holiday leave to eligible employees who are:
 - (A) In pay status through the day on which the holiday is scheduled, or
 - (B) On a leave of absence without pay, but were in pay status for half or more of the workdays in the month.

Local community college boards of trustees shall determine when holidays are scheduled on the college calendar and may require employees to take annual leave, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not in session.



2018-19 LEGISLATIVE PRIORITIES

State Board of Community Colleges; NC Association of Community College Presidents (NCAACP); NC Association of Community College Trustees (NCACT)

LEGISLATIVE PRIORITY	2018-19	
	RECURRING	NON-RECURRING
CLOSING THE SKILLS GAP: INVEST IN SHORT-TERM WORKFORCE TRAINING PROGRAMS LEADING TO INDUSTRY CREDENTIALS		
<p><i>Fund short-term continuing education programs in Tier 1A, 1B & Tier 2 at the same rate as curriculum programs.</i></p> <ul style="list-style-type: none"> Ensures local business & industry has quick & easy access to a highly-skilled, well-trained workforce. Allows colleges to quickly start or expand workforce con-ed programs in response to local need & not be bound by traditional academic calendar. 	\$16,516,449	
MODERNIZE INFORMATION TECHNOLOGY SYSTEM		
<p><i>Fund modernization of Enterprise Information Technology System.</i></p> <ul style="list-style-type: none"> Modernize outdated IT system used by all 58 colleges to ensure a sustainable system that enables efficient and consistent operations benefitting both students and faculty/staff. 	\$15,000,000	
ENSURE COLLEGES CONTINUE TO HAVE DIRECT ACCESS TO IT STAFF		
<p><i>Exempt System Office from transfer to the Department of Information Technology (DIT).</i></p> <ul style="list-style-type: none"> The transfer would compromise the ability of the President and State Board to set IT priorities for the 58 community colleges, and placing IT staff under a Cabinet agency would be detrimental to colleges. 	No appropriation.	
INCENTIVIZE STUDENT ACCESS & COMPLETION		
<p><i>Cap Tuition at 12 Credit Hours.</i> Currently, students must pay tuition up to a maximum of 16 credit hours. Capping tuition at 12 hours:</p> <ul style="list-style-type: none"> Could incentivize increased credit-hour enrollment leading to faster completion. Reduces costs to students and families. Brings the Community Colleges in line with the UNC System. 	\$19,306,774	
<p><i>Fund State Bd. of Community Colleges approved multi-campuses.</i> Support new multi-campus college locations to provide additional access to a State-Board approved convenient locations:</p> <ul style="list-style-type: none"> Forsyth Tech Transportation Campus Wake Tech RTP Campus Richmond Community College Scotland County Campus 	\$1,644,876	
<p><i>Allow Colleges to Earn FTE for Instruction in Local Jails.</i> Currently, colleges can provide classes to inmates on a self-support basis only. Changing this will incentivize colleges to provide more short-term job skill training, an important component for reducing recidivism.</p>	No appropriation.	
ENSURE HS STUDENTS ARE CAREER & COLLEGE READY		
<p><i>Fund professional development to implement the Career & College Ready Graduate Program.</i> Funding to support the development & delivery of professional development for high school faculty who will be teaching developmental (remedial) math and English to seniors through the Career & College Ready Graduate Program.</p>	\$135,000	\$220,000
ENSURE STUDENTS HAVE ACCESS TO 21ST CENTURY EQUIPMENT		
<p><i>Invest in up-to-date equipment.</i></p> <ul style="list-style-type: none"> Ensure students are trained on modern equipment and in modern facilities so they are ready to perform in the workplace on day 1. Allow colleges to spend these funds over 36 months to enable colleges to plan for & equip projects including those funded with ConnectNC bonds. 		\$15,000,000
SUPPORT FACULTY AND STAFF		
<p><i>Allow Performance-Based Funding Bonuses.</i> Allow community colleges to use their performance-based funds for performance-based bonuses for faculty & staff.</p>	No appropriation. Statutory change.	
<p><i>Increase College Faculty & Staff Salaries.</i> Provide salary increase for faculty & staff in the same amount as State Employees. Average faculty salaries were ranked 41 out of 50 states (SREB 2015-16).</p>	Same as State employees.	
TOTAL	\$52,603,099	\$15,220,000

2018-19 LEGISLATIVE PRIORITIES

College-by-College Funding: Workforce Training & Equipment

College	Recurring Short-Term Workforce	Non-Recurring Equipment
Alamance CC	\$137,069	\$276,141
Asheville-Buncombe TCC	\$267,011	\$434,124
Beaufort County CC	\$112,301	\$125,896
Bladen CC	\$130,791	\$123,927
Blue Ridge CC	\$170,017	\$169,999
Brunswick CC	\$191,160	\$138,768
Caldwell CC & TI	\$548,560	\$235,907
Cape Fear CC	\$340,994	\$483,361
Carteret CC	\$163,546	\$154,665
Catawba Valley CC	\$323,741	\$289,224
Central Carolina CC	\$424,142	\$359,212
Central Piedmont CC	\$226,496	\$948,727
Cleveland CC	\$319,006	\$213,961
Coastal Carolina CC	\$359,144	\$270,444
College of The Albemarle	\$132,811	\$166,412
Craven CC	\$346,696	\$206,505
Davidson County CC	\$166,401	\$259,541
Durham TCC	\$209,180	\$288,943
Edgecombe CC	\$123,195	\$177,525
Fayetteville TCC	\$1,919,890	\$729,338
Forsyth TCC	\$337,278	\$496,655
Gaston College	\$87,427	\$319,541
Guilford TCC	\$481,385	\$630,933
Halifax CC	\$57,566	\$126,178
Haywood CC	\$124,403	\$151,570
Isothermal CC	\$137,274	\$166,974
James Sprunt CC	\$104,953	\$123,223
Johnston CC	\$420,840	\$268,193
Lenoir CC	\$1,326,864	\$283,105

College	Recurring Short-Term Workforce	Non-Recurring Equipment
Martin CC	\$118,573	\$97,620
Mayland CC	\$210,368	\$130,328
McDowell TCC	\$44,489	\$117,456
Mitchell CC	\$164,172	\$184,911
Montgomery CC	\$64,354	\$108,030
Nash CC	\$217,998	\$215,509
Pamlico CC	\$26,714	\$86,717
Piedmont CC	\$275,606	\$143,059
Pitt CC	\$295,390	\$496,233
Randolph CC	\$178,839	\$205,450
Richmond CC	\$279,680	\$204,395
Roanoke-Chowan CC	\$176,924	\$96,987
Robeson CC	\$396,706	\$191,101
Rockingham CC	\$70,777	\$138,417
Rowan-Cabarrus CC	\$455,524	\$358,298
Sampson CC	\$165,938	\$142,285
Sandhills CC	\$189,155	\$262,214
South Piedmont CC	\$428,470	\$147,490
Southeastern CC	\$172,972	\$200,456
Southwestern CC	\$202,811	\$196,939
Stanly CC	\$141,727	\$210,374
Surry CC	\$283,356	\$220,503
Tri-County CC	\$115,807	\$113,094
Vance-Granville CC	\$212,037	\$211,921
Wake TCC	\$1,320,389	\$1,136,041
Wayne CC	\$139,296	\$239,143
Western Piedmont CC	\$108,073	\$164,372
Wilkes CC	\$209,867	\$212,132
Wilson CC	\$160,296	\$149,533
TOTAL	\$16,516,449	\$15,000,000

LOCAL IMPACTS

1C SBCCC 200.94 is proposed for amendment as follows:

Attachment PER 04



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State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER C. PERSONNEL

SUBCHAPTER 200. PERSONNEL POLICIES

1C SBCCC 200.94 Local College Personnel Policies

- (a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:
- (1) Adverse weather;
 - (2) Annual leave (vacation);
 - (3) Drug and alcohol use;
 - (4) Civil leave;
 - (5) Communicable disease;
 - (6) Compensatory leave;
 - (7) Definitions of the employment categories and benefits for each:
 - (A) Full-time permanent,
 - (B) Part-time permanent,
 - (C) Full-time temporary, and
 - (D) Part-time temporary;
 - (8) Disciplinary action addressing suspension and dismissal;
 - (9) Educational leave (reference 1C SBCCC 400.96);
 - (10) Employee evaluation process;
 - (11) Employee grievance procedures;
 - (12) Employee personnel file;
 - (13) Hiring procedures (describing procedures used for employment of both full- and part-time employees);
 - (14) Leave transfer;
 - (15) Leave without pay;

- 1 (16) Longevity pay plan (reference 1C SBCCC 400.98);
- 2 (17) Military leave (reference 1C SBCCC 400.97);
- 3 (18) Nepotism (reference 1C SBCCC 200.98);
- 4 (19) Non-reappointment;
- 5 (20) Other employee benefits;
- 6 (21) Political activities of employees (reference 1C SBCCC 200.99);
- 7 (22) Professional development;
- 8 (23) Reduction in force;
- 9 (24) Salary determination methods for full- and part-time employees that address at
10 least the following:
 - 11 (A) Provisions and criteria for salary determination,
 - 12 (B) Requirements for annual salary review, and
 - 13 (C) Establishment of salary formulas, ranges, or schedules;
- 14 (25) Sexual harassment;
- 15 (26) Tuition exemption (reference 1E SBCCC 300.99; 800.97; and 900.98);
- 16 (27) Sick leave consistent with provisions of the State Retirement system;
- 17 (28) Secondary Employment that addresses conflict with the employee's primary
18 job responsibilities and institutional resources (the local board of trustees shall
19 approve or disapprove any secondary employment of the president; the president
20 or any member of the college's senior administration designated by the president
21 shall approve or disapprove secondary employment of all full-time employees);
22 and
- 23 (29) Shared leave consistent with subsection (c) of this section.
- 24 (30) Providing a preference for veterans, as defined in G.S. 128-15, in hiring
25 decisions.
- 26 (b) Each local board of trustees shall submit copies of these policies, including
27 amendments, to the NC Community College System President's office upon adoption.
- 28 (c) Shared Leave Policy
 - 29 (1) Purpose: The purpose of the Voluntary Shared Leave Program is to allow an
30 employee to donate leave, as allowed in this rule, to an employee who has been
31 approved to receive leave through the Voluntary Shared Leave Program because

1 of a medical condition of the employee or of a member of the employee's
2 immediate family that will require the employee's absence for a prolonged period
3 of time.

4 (2) In cases of a prolonged medical condition an employee may apply for or be
5 nominated to become a recipient of leave transferred from the vacation leave
6 account of another employee, from the sick leave or vacation account of an
7 immediate family member as defined in section of this (c)(8) of this Subchapter or
8 from the sick leave account of a non-family member as provided in (c)(11)(B) of
9 this Rule. For purposes of this Rule, prolonged medical condition means medical
10 condition that is likely to require an employee's absence from duty for a period of
11 at least 20 consecutive workdays. If an employee has had previous absences for
12 the same condition that has caused the employee to not have enough leave to
13 cover the new need for leave or if the employee has had a previous, but different,
14 prolonged medical condition within the last 12 months, the college may waive the
15 requirement that the employee be absent from duty for a period of 20 consecutive
16 workdays to participate in the program.

17 (3) An employee who receives benefits from the Disability Income Plan of North
18 Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared
19 leave, however, may be used during the required waiting period and following the
20 waiting period provided DIPNC benefits have not begun.

21 (4) Participation in the voluntary shared leave program shall be limited to 1,040 hours,
22 (prorated for part-time employees), either continuously or, if for the same condition,
23 on a recurring basis. However, management may grant employees continuation in
24 the program, month by month, for a maximum of 2,080 hours, if management
25 would have otherwise granted leave without pay.

26 (5) An employee on workers' compensation leave who is drawing temporary total
27 disability compensation may be eligible to participate in the voluntary shared leave
28 program. Use of donated leave under the workers' compensation program shall
29 be limited to use with the supplemental leave schedule as described in 25 NCAC
30 01E .0707.

31 (6) The employee shall exhaust all available leave before using donated leave.

1 (7) Non-qualifying conditions: This leave does not apply to short-term or sporadic
2 conditions or illnesses that are common, expected or anticipated as determined by
3 the college president or the college president's designee. This includes such things
4 as sporadic, short-term recurrences of chronic allergies or conditions; short-term
5 absences due to contagious diseases; or short-term, recurring medical or
6 therapeutic treatments. These examples are illustrative, not all inclusive. Each
7 case must be examined and decided based on its conformity to the intent of this
8 Rule and must be applied consistently and equitably.

9 (8) For purposes of this Section, immediate family means:

10 (A) Spouse: A husband or wife;

11 (B) Parent:

12 (i) a biological or adoptive parent; or

13 (ii) an individual who stood in loco parentis (a person who is in the position or
14 place of a parent) to an employee when the employee was a child; or

15 (iii) a step-parent; or

16 (iv) in-law relationships;

17 (C) Child: A son or daughter who is:

18 (i) a biological child; or

19 (ii) an adopted child; or

20 (iii) a foster child (a child for whom the employee performs the duties of a parent
21 as if it were the employee's child); or

22 (iv) step-child (a child of the employee's spouse from a former marriage); or

23 (v) a legal ward (a minor child placed by the court under the care of a guardian);

24 or

25 (vi) a child of an employee standing in loco parentis; or

26 (vii) in-law relationships;

27 (D) Sister or brother - biological, adoptive (including step-, half- or in-law
28 relationships);

29 (E) Grandparents, great grandparents, grandchildren, great grandchildren
30 (including step relationships); and

31 (F) Other dependents living in the employee's household.

1 (9) Administration

2 (A) All colleges shall develop policies and procedures to implement the voluntary
3 shared leave program.

4 (B) Colleges shall not establish a leave "bank" for use by unnamed employees.
5 Leave shall be donated on a one-to-one personal basis.

6 (10) Qualifying to Participate in Voluntary Shared Leave Program. To participate in
7 the Voluntary Shared Leave Program, an employee shall meet the following
8 conditions:

9 (A) A donor or recipient shall have a half-time or more permanent, probationary, or
10 time-limited appointment (The limitation and leave balance for permanent part-
11 time employees shall be prorated);

12 (B) A recipient shall apply or be nominated by a fellow employee to participate in
13 the program;

14 (C) A recipient shall produce medical evidence to support the need for leave
15 beyond the available accumulated leave; and

16 (D) The parent college shall review the merits of the request and approve or
17 disapprove according to these Rules.

18 (11) Donor Guidelines

19 (A) An employee of a community college may donate vacation leave, bonus leave
20 or sick leave to an immediate family member in any State agency, public school
21 or community college. An employee of a community college may donate
22 vacation or bonus leave to a coworker's immediate family member who is an
23 employee in a state agency or public school provided the employee and
24 coworker are at the same college. An employee may donate vacation, bonus
25 or sick leave to another employee at a community college in accordance with
26 the provisions of (c)(11)(B) of this Rule.

27 (B) An employee of a community college may donate up to five days of sick leave
28 to a non-immediate family member employee of a community college. The
29 combined total of sick leave donated to a recipient from non-immediate family
30 member donors shall not exceed 20 days per year as defined by local college
31 policy. Donated sick leave shall not be used for retirement purposes.

1 Employees who donate sick leave shall be notified in writing of the State
2 retirement credit consequences of donating sick leave.

3 (C) The minimum amount of sick leave or vacation leave to be donated is four
4 hours. An employee family member donating sick leave to a qualified
5 immediate family member under the Voluntary Shared Leave program may
6 donate up to a maximum of 1040 hours but may not reduce the sick leave
7 account below 40 hours.

8 (D) The maximum amount of vacation leave allowed to be donated by one
9 individual is the amount of the individual's annual accrual rate. However, the
10 amount donated shall not reduce the donor's vacation leave balance below
11 one-half of the annual vacation leave accrual rate. Bonus leave may be
12 donated without regard to this limitation.

13 (E) An employee may not directly or indirectly intimidate, threaten, coerce, or
14 attempt to intimidate, threaten, or coerce, any other employee for the purpose
15 of interfering with any right which such employee may have with respect to
16 donating, receiving, or using annual leave under this program. Such action by
17 an employee shall be grounds for disciplinary action up to and including
18 dismissal on the basis of personal conduct. The donation of leave is
19 confidential, and only those individuals authorized under G.S. 115D-29 to
20 access employee personnel file information may view donation information
21 consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not
22 have access to information about individuals who donated leave. The
23 employee donating leave shall not receive remuneration for the leave donated.

24 (12) Leave Accounting Procedures. The following conditions shall control the
25 accounting and usage procedures for leave donations in the Voluntary Shared
26 Leave program:

27 (A) The community college may establish a specific time period during which leave
28 can be donated.

29 (B) All leave donated shall be credited to the recipient's sick leave account and is
30 available for use on a current basis or may be retroactive for up to 60 calendar
31 days to substitute for advanced vacation or sick leave already granted to the

1 recipient or to substitute for leave without pay. Donated leave shall be applied
2 to advanced leave before applying it to leave without pay.

3 (C) At the expiration of the medical condition, as determined by the community
4 college, any unused leave in the recipient's donated leave account shall be
5 treated as follows:

6 (i) The recipient's vacation and sick leave account balance shall not exceed a
7 combined total of 40 hours (prorated for part-time employees).

8 (ii) Any additional unused donated leave shall be returned to active (working or
9 on leave without pay) donor(s) on a pro rata basis and credited to the leave
10 account from which it was donated.

11 (D) If a recipient separates due to resignation, death, or retirement from state
12 government, participation in the program ends. Donated leave shall be
13 returned to active donor(s) on a pro rata basis.

14 (d) Holiday Leave Policy

15 (1) Full-time employees who are eligible to earn annual leave pursuant to local college
16 policy shall receive pay for a maximum of 12 paid holidays. Local boards of
17 trustees shall determine the number of paid holidays for those employees eligible
18 to earn annual leave up to a maximum of 12 paid holidays. Part-time employees
19 who are eligible to earn annual leave pursuant to local college policy shall receive
20 pay for paid holidays on a pro-rata basis.

21 (2) Colleges shall only pay holiday leave to eligible employees who are:

22 (A) In pay status through the day on which the holiday is scheduled, or

23 (B) On a leave of absence without pay, but were in pay status for half or more of
24 the workdays in the month.

25 Local community college boards of trustees shall determine when holidays are scheduled
26 on the college calendar and may require employees to take annual leave, accumulated
27 compensatory leave, or leave without pay during time on days other than holidays when
28 classes are not scheduled to be in session.

29
30 *History Note: Authority G.S. 115D-5; 115D-20; 115D-25.3;*

31 *Eff. September 1, 1993;*

1 Amended Eff. _____, May 1, 2017; May 1, 2008; May 1, 2005;
2 January 1, 1996.
3

DRAFT

Public Relations / Marketing Highlights January 2018

Marketing in January

- *Winter forging and bladesmithing classes – Staying warm by a hot forge:* Press release, paid ad in Montgomery Herald, social media posts and marquee, classes posted on website calendar
- *NRA expansion classes stirs local community interest.* Press release, flyer created for local distribution, PR on website under News & Events, classes posted on website calendar
- *NRA Gunsmithing classes:* Flyer created for distribution at SHOT Show
- *MidAtlantic Woodsman's Meet* sponsor and promotional materials
- *Duke Energy Grant press release:* Montgomery Herald, MCC website
- Rewrote and reorganized Adult High School, ESL, and Adult Basic Education pages on the website for Foundational Studies department.
- Created new NC Works Career Development Center webpage
- Flyer for Staff Senate *Soup-R-Bowl Cook off*
 - Materials created in January are in a packet along with the advertising packet at the end of the boardroom table.
- *Save the Date* postcard for community partnership luncheon
- Researched, interviewed, and wrote first of monthly feature articles about our programs for Montgomery Herald. February's will be on Information Technology program.
- 2017 Annual Report in progress – a seminal year at MCC!

Facebook Top Posts for January

Total Likes 2033 (Up 60 from 1983 in December)

Half of all the Facebook posts in January dealt with weather closings and delays!

Page	Date	Post	Reach	Engagement	Percentage of total engaged
MCC	1/4/18	CCP Orientation announcement (snow cancellation)	2500	182	7%
MCC	1/3/18	Weather advisory – late opening	1700	107	6%
MCC	1/15/18	MLK Jr. Food Distribution announcement	1100	73	7%

**Institutional Status Committee
Wednesday, February 14, 2018
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Susan Hershberger
Claudia Bulthuis**

Agenda Items:

- ❖ Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ Approval of January Committee Minutes – Appendix Y**
- ❖ I-9 Forms – Appendix Z**
- ❖ New Business**
- ❖ Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 10, 2018 at 6:19 p.m. in the College Boardroom.

Present

George Gilbreath, Vice Chairman
Claudia Bulthuis
Susan Hershberger

Absent

Johnny McKinnon, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe,
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Vice Chairman Gilbreath, and all committee members were present, except Dr. McKinnon.

Approval of November Committee Minutes – Appendix V

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the November Institutional Status Committee minutes. The motion carried.

I-9 Form – Appendix W-1

Dr. Bledsoe reported that the Form I-9, Employment Eligibility Verification from the Department of Homeland Security. Colleges received a recommendation from the system office that Board of Trustee members complete this form. The board was asked to complete their portion of the form (Page 1) and return to MCC with appropriate document of identification by the February meeting.

There being no further business, the meeting adjourned at 6:36 p.m.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Montgomery Community College
SGA Report
February 14, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA will be purchasing new soft seating for the Student Lounge.
- A new process is being developed for use of gaming equipment in the Lounge.
- Spring Fling is scheduled for Tuesday, April 10 (rain date April 17).
- The application process for the 2018-19 Student Ambassador will begin later this month.
- The SGA will soon begin the search for candidates interested in serving as the 2018-19 SGA President.

**President's Report
February 14, 2018**

Activities since the November Board Meeting

1/10/18	Board of Trustees Meeting
1/15/18	MLK Event
1/22-26/18	Attended SHOT Show
1/31-2/2/18	NCACCP Winter Meeting
2/2/18	Completed Fundraising Course
2/6/18	Meeting with Sheriff to discuss training needs
2/7/18	Town of Troy EDC Meeting
2/14/18	Foundation Board Meeting

Upcoming Activities

2/28/18	Page Street Elementary 5 th Graders on Campus
3/14/18	Board of Trustees Meeting



Board of Trustees Calendar of Events

2018

February 14, 2018	11:30 a.m.	Foundation Board Meeting
February 14, 2018	5:30 p.m.	Committee/Board Meeting
March 14, 2018	5:30 p.m.	Committee/Board Meeting
March 23, 2018	12:30 p.m.	Community Partners Luncheon
March 23, 2018	8:30 a.m.	Board Retreat
April 11, 2018	5:30 p.m.	Committee/Board Meeting
April 11-13, 2018		NCACCT Law/Legislative Seminar
April 20, 2018		MCC Foundation Golf Tournament
May 8, 2018	7:00 p.m.	Practical Nursing Pinning Ceremony
May 9, 2018	11:30 a.m.	Foundation Board Meeting
May 9, 2018	5:00 p.m.	Board of Trustees Meeting
May 9, 2018	7:00 p.m.	Graduation
June 13, 2018	5:30 p.m.	Committee/Board Meeting
July, 2018		No Board Meeting
August 8, 2018	11:30 a.m.	Foundation Board Meeting
August 8, 2018	5:30 p.m.	Committee/Board Meeting
September 12, 2018	5:30 p.m.	Committee/Board Meeting
October 10, 2018	5:30 p.m.	Committee/Board Meeting
November 14, 2018	11:30 a.m.	Foundation Board Meeting
November 14, 2018	5:30 p.m.	Committee/Board Meeting
December 7, 2018		Board Christmas Dinner
December, 2018		No Board Meeting