MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, October 9, 2019 at 7:00 p.m. in the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order ..... Claudia Bulthuis, Chairman

Welcome ..... Claudia Bulthuis

Approval of the Agenda – (Action) ..... Claudia Bulthuis

Board of Ethics Reminder ..... Claudia Bulthuis

In keeping with MCC Board Policy 1.4 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 ..... Crystal Thomas, Coordinator of Prison Programs

Approval of September Board and Committee Minutes– Appendix A (Action) ..... Claudia Bulthuis

Standing Committees

Budget & Finance Committee ..... Susan Hershberger, Chairman

- September Financial Reports – **Appendix B-1 (Action)** ..... Jeanette McBride
- August Foundation Fund Statement – **Appendix B-2** ..... Korrie Ervin
- Foundation Update ..... Korrie Ervin

Building & Grounds Committee ..... Gordon Knowles, Chairman

- Facilities Report – **Appendix C-1** ..... Jeanette McBride
- Construction Update – **Appendix C-2** ..... Dr. Chad Bledsoe

Personnel Committee ..... Gelynda Capel, Chairman

- **Notice of Resignation**
  - Director of Learning Resources/Professional Development – **Appendix D-1**
  - Facility Maintenance Instructor – **Appendix D-2**

Curriculum/Student Services Committee ..... Bill Price, Chairman

- Update from Vice President of Instruction – **Appendix E-1** ..... Lee Proctor
  - Continuing Education – **Appendix E-2**
  - ECU Pirate Promise Agreement **– Appendix E-3**
- Update from Vice President of Student Services – **Appendix E-4** ..... Beth Smith
  - Student Fee Chart Revisions – **Appendix E-5 (Action)**

Legislative/Public Relations Committee ..... Paula Covington, Chairman

- Legislative Updates.....Dr. Chad Bledsoe
  - Proposed Permanent Amendment of 1D SBCCC 400.11 - Education Services through Career and College Promise – **Appendix F-1**
  - Adoption of 1B SBCCC 100.1 Definitions – **Appendix F-2**
  - Amendment of 1E SBCCC 700.4 - College Access Parking Security (CAPS) Fees – **Appendix F-3**
  - Amendment of 1B SBCCC 200.3 - Establishing Multi-Campus Centers – **Appendix F-4**
- Public Relations/Marketing Update – **Appendix F-5** .....Michele Haywood

Institutional Status Committee..... Dr. Johnny McKinnon, Chairman

- Board Policy Manual .....Dr. Chad Bledsoe
  - Section 7 – **Appendix G-1 – First Reading**
  - Policy 1.12, Awards and Recognitions – **Appendix G-2 – First Reading**
- 2020-2025 Strategic Plan Timeline – **Appendix G-3** .....Dr. Chad Bledsoe
- Board of Trustees OARs – **Appendix G-4**.....Claudia Bulthuis
- Board of Trustees Self-Evaluation – **Appendix G-5**.....Claudia Bulthuis

SGA Report – Appendix H.....Cole McQuinn, SGA President

President's Report – Appendix I .....Dr. Chad Bledsoe

- Montgomery Proposed Golden Leaf Grant – Appendix I-1

Chairman's Report .....Claudia Bulthuis

- Trustees Handbook
- Board Christmas Dinner, December 6, 2019
- Board Retreat, March 28, 2020
- Graduation, May 6, 2020
- Approval of date change for the Board of Trustees May meeting **(Action)**
- Calendar of Events – **Appendix J**

Adjourn – (Action).....Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees
Montgomery Community College

Wednesday, September 11, 2019

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:02 p.m. in the College Boardroom by Claudia Bulthuis, Chairman, with the following members present:

Present		**Absent**
Phil Absher	Kerry Hensley	Robert Harris
Claudia Bulthius	Susan Hershberger	
Gelynda Capel	Gordon Knowles	
Paula Covington	Johnny McKinnon	
Katie Dunlap	Bill Price	
George Gilbreath	Cole McQuinn, SGA President	

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

Welcome

Mrs. Bulthuis welcomed all in attendance including Alex Williams, Dedie Weaver, Edwin Garner and Shaquille Little.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the September 11, 2019 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 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

Board Presentation – Alex Williams, Program Facilitator for Gunsmithing

The Board received a presentation on NRA and Bladesmithing courses from Alex Williams, Program Facilitator for Gunsmithing.

Approval of August Board, Committee and Called Curriculum/Student Services Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the August Committee, Board, and Called Curriculum/Student Services Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Hershberger, Chairman

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

- The committee reviewed the August financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the August financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the July Foundation Funds Statement presented by Mrs. Ervin.
- The committee received a Foundation update provided by Mrs. Ervin. She reported that the annual dinner, raffle and silent auction was held on Friday, September 6, 2019, with over 200 people in attendance. This event raised $30,000.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed Appendix C-1, the Facilities Report presented by Mrs. McBride. She noted that progress is being made on the Maintenance Building, in the report was a photograph of the concrete pad that has been poured for that building.
- The committee reviewed Appendix C-2, the Incident Report presented by Mrs. McBride. The incident that was reported was related to a student medical issue.
- The committee reviewed Appendix C-3, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. He reported that interior renovations will begin on Blair Hall soon and will be complete in 180 days from the start date. The College should receive the certificate of occupancy on November 6, 2019 for the CTE Building.
- The committee received Appendix C-4, the 2019 Campus Security Report. The committee approved, and Mr. Knowles made a motion to approve, the 2019 Campus Security Report as a matter of information. Coming from committee, this required no second. The motion carried.

Personnel Committee – Gelynda Capel, Chairman

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

- The committee received Appendix D-1 and D-2. The personnel appointment form for Shaquille Little, Educational Partnerships Assistant and Edwin Garner, Automotive Instructor. Mrs. Capel reported that no appointment form was available for Dedie Weaver, Culinary Instructor, because she is employed with Montgomery County Schools and is being contracted part-time with Montgomery Community College. Mrs. Capel formally introduced the new employees to the Board.
- The committee received Appendix D-3, the request for a new position titled NCWorks Customer Service Specialist. This position is funded by a grant from NCWorks. The committee approved, and Mrs. Capel made a motion to approve, the request for a NCWorks Customer Service Specialist. Coming from committee, this required no second. The motion carried.

Curriculum/Student Services Committee – Bill Price, Chairman

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

- The committee received an update on Instructional activities from Mr. Proctor. He noted that the first Associate Degree Nursing class started on August 19 with 15 students. Over 130 students have begun the new CTE programs at Montgomery Community College. Courses in Welding, Electrical, Carpentry, Sustainable Agriculture, Culinary, and Automotive are being offered this fall.
- The committee received an update on Continuing Education activities from Mr. Proctor. He noted that Foundational Studies will have an increase of 50 or more students in developmental math enrollment. He also noted that the NCWorks Career Center will have a recertification visit on September 12. State monitors will verify customer service practices and partner participation.
- The committee received the Summer Class Visitation report from Mr. Proctor. During the spring semester 2019 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 56 courses on campus and 55 courses at off campus distant learning venue for a total of 111 courses. Of the 56 courses offered on campus, 30 required verification. Of the 55 courses offered off campus, 25 required verification.
- The committee received an update on Student Services activities from Mrs. Smith. She reported that an implementation kick-off conference call for Aviso, the new Early Alert project, is scheduled for September 6. Also, several Student Services staff members will attend a RISE workshop at Randolph Community College on September 10.

Legislative/Public Relations Committee – Paula Covington, Chairman

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

- The committee received a legislative update located in Appendix F-1 on the amendment of 1H SBCCC 200, Allocation of Funds from Dr. Bledsoe.
- The committee received a legislative update located in Appendix F-2 on the proposed adoption of 1A SBCCC 200.6, Delegation of Contractual Authority from Dr. Bledsoe.
- The committee received a legislative update located in Appendix F-3 on a proposed amendment of 1H SBCCC 400.4, Capital Project Approval and Obtaining Capital Funds from Dr. Bledsoe.
- The committee received a legislative update located in Appendix F-4 on the temporary amendment of 1D SBCCC 400.11, Education Services through Career & College Promise.
- The committee received a legislative update located in Appendix F-5, the enactment of Session Law 2019-185.
- The committee received a Public Relations/Marketing update from Michele Haywood. Mrs. Haywood also reported that the online Criminal Justice associate degree program was ranked fourth in the country by bestcolleges.com.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

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

- The committee received Section 4, with the exclusion of Policy 4.2.8 of the Board Policy Manual as second reading. The committee approved, and Dr. McKinnon made a motion to approve, Section 4, with the exclusion of Policy 4.2.8 of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Policy 2.3.11, Public Information, of the Board Policy Manual as second reading. The committee approved, and Dr. McKinnon made a motion to approve, Policy 2.3.11, Public Information, of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- Dr. Bledsoe presented Policy 1.12, Awards and Recognitions, for discussion.
- The committee received information on the formation of a CORE committee and a Emergency Action Committee at the institution. The committee approved, and Dr. McKinnon made a motion to approve, the CORE committee and Emergency Action Committee. Coming from committee, this required no second. The motion carried.
- Mrs. Holton presented the 2019 performance measures and the summary report to the Board. The college met or exceeded performance in three sections with three sections showing performance above baseline level.
- Mrs. Holton presented the 2018-2019 Strategic Plan.
- Mrs. Holton presented the 2020-2025 Strategic Plan Report.
- Mrs. Holton presented the Board of Trustees OARs as a handout for the Board to review for discussion.

SGA Report – Cole McQuinn, SGA President –Appendix H

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H. She noted that the SGA sponsored Nacho Average Wednesday September 4. Programs and clubs are finalizing their selections of students to serve as Senators. The first SGA meetings of the new

academic year will be held September 18. Topics for discussion at the first meeting will include the election of officers and ideas for activities and events for students.

President's Report – Dr. Chad Bledsoe – Appendix I

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

- Dr. Bledsoe noted the Scholarships Awards Ceremony held on August 20, 2019.
- Dr. Bledsoe and several Trustees attended the NCACCT Seminar on August 21-23, 2019.
- There was an external Focus Group held for Strategic Planning on August 29, 2019.
- Dr. Bledsoe attended the President's Academy Symposium on September 9-10, 2019.

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

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

- Mrs. Bulthuis shared information on the Trustee Handbook. The Handbook is still in progress.
- The Veteran's Day ceremony will be held on November 11, 2019.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Capel, to adjourn the meeting at 7:56 p.m. The motion carried.

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Claudia Bulthuis, Chairman

Budget & Finance Committee
Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:31 p.m. in the College Boardroom.

Present	Absent	Others Present
Susan Hershberger, Chairman		Gelynda Capel
Bill Price, Vice Chairman		Paula Covington
Phil Absher		Katie Dunlap
Kerry Hensley		George Gilbreath
Gordon Knowles		Johnny McKinnon
Claudia Bulthuis		Cole McQuinn, SGA President

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

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

Mr. Knowles made a motion, seconded by Mr. Price, to approve the August committee minutes. The motion carried.

August Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the August Financial Reports.

- As of August 31, 2019, County fund expenditures were $123,414.
- As of August 31, 2019, there were $287,651 available for Capital Expenditures. Of those funds, $4,000 was used for rent for the college's Biscoe center and $1,600 was used for parking lot repairs.
- As of August 31, 2019, State funds expenditures were $1,119,537.
- As of August 31, 2019, the Institutional Fund balance was $648,324.
- As of August 31, 2019, the balance in the STIF account was $195,358.

Mr. Price made a motion, seconded by Mrs. Hensley, to approve the August Financial funds report. The motion carried.

July Foundation Fund Statement – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the July Foundation Fund Statement.

- As of July 31, 2019, the Foundation funds totaled $3,886,907.94. The funds statement shows a market growth of $23,000 for the month of July.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The annual dinner, raffle and silent auction was held on Friday, September 6, 2019, with over 200 people in attendance. The event raised $30,000 that included $12,000 in sponsorships and $5,000 in funds from the silent auction. Out of 300 tickets available, 256 tickets were sold. Stephanie Greenfield won the $5,000 grand prize from the raffle.

There being no further business, the meeting adjourned at 5:40 p.m.

Building & Grounds Committee
Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:40 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Gordon Knowles, Chairman	Robert Harris	Phil Absher
Claudia Bulthuis, Vice Chairman		Paula Covington
Gelynda Capel		Kerry Hensley
Katie Dunlap		Susan Hershberger
George Gilbreath		Johnny McKinnon
		Bill Price
		Cole McQuinn, SGA President

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

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

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

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

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. Progress is being made on the Maintenance Building, in the report was a photograph of the concrete pad that has been poured for that building. Andrew Courts, Agriculture Instructor, has partnered with Maintenance to assist with landscaping on campus.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report. The incident that was reported was related to a student medical issue.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-3, the Construction Update timeline. He reported that interior renovations will begin on Blair Hall soon and will be complete in 180 days from the start date. The College should receive the certificate of occupancy on November 6, 2019 for the CTE Building.

2019 Campus Security Report – Appendix C-4 – Jeanette McBride – (Action)

Mrs. McBride presented Appendix C-4, the 2019 Campus Security Report. She noted that the college only had one item to report which was a drug arrest. The Board was notified of this incident at the October 10, 2018 Board meeting.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap, to approve the 2019 Campus Security Report. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

Personnel Committee
Minutes

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:47 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Gelynda Capel, Chairman	Robert Harris	Katie Dunlap
Phil Absher, Vice Chairman		George Gilbreath
Paula Covington		Susan Hershberger
Kerry Hensley		Gordon Knowles
Claudia Bulthuis		Bill Price
		Johnny McKinnon
		Cole McQuinn, SGA President

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

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

Committee roll was taken by Chairman Capel, and all committee members were present except Robert Harris.

Ms. Hensley made a motion, seconded by Mr. Absher, to approve the August committee meeting minutes. The motion carried.

Personnel Appointments – Appendices D-1 and D-2

The Committee received Appendices D-1 and D-2, the Personnel Appointments. Those appointed are Shaquille Little, Educational Partnerships Technical Assistant; Edwin Garner, Automotive Instructor; and Dedie Weaver, Culinary Instructor. Mrs. Weaver does not have a personnel appointment form because she is employed with Montgomery County Schools and is being contracted with Montgomery Community College.

NCWorks Customer Service Specialist – Appendix D-3 – Action

Mrs. Capel presented Appendix D-3, the request for a new position, NCWorks Customer Service Specialist which will be funded by a grant provided by NCWorks.

Mrs. Bulthuis made a motion, seconded by Mrs. Hensley, to approve the request for the position of a NCWorks Customer Service Specialist. The motion carried.

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

Curriculum/Student Services Committee
Minutes

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:50 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Bill Price, Chairman		Phil Absher
George Gilbreath, Vice Chairman		Gelynda Capel
Katie Dunlap		Paula Covington
Susan Hershberger		Kerry Hensley
Johnny McKinnon		Gordon Knowles
Claudia Bulthuis		Cole McQuinn, SGA President

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

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

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

Dr. McKinnon made a motion, seconded by Mr. Gilbreath, to approve the August committee meeting minutes and called Curriculum/Student Services committee meeting minutes, as amended. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1. He noted that the first Associate Degree Nursing class started on August 19 with 15 students. BLET has 14 students currently signed up. This is the largest BLET class in many years. Over 130 students have begun the new CTE programs at Montgomery Community College. Courses in Welding, Electrical, Carpentry, Sustainable Agriculture, Culinary, and Automotive are being offered this fall.

Update on Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. He noted that Foundational Studies will have an increase of 50 or more students in developmental math enrollment. He also noted that the NCWorks Career Center will have a recertification visit on September 12. State monitors will verify customer service practices and partner participation.

Summer Class Visitation Report – Appendix E-3 – Lee Proctor

Mr. Proctor presented the Summer Class Visitation Report as listed in Appendix E-3. During the spring semester 2019 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 56 courses on campus and 55 courses at off campus distant learning venue for a total of 111 courses. Of the 56 courses offered on campus, 30 required verification. Of the 55 courses offered off campus, 25 required verification.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4. She reported that an implementation kick-off conference call for Aviso, the new Early Alert project, is scheduled for September 6. Also, several Student Services staff members will attend a RISE workshop at Randolph Community College on September 10.

There being no further business, the meeting adjourned at 6:06 p.m.

Legislative/Public Relations Committee
Minutes

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 6:06 p.m. in the College Boardroom.

Present	**Absent**	**Also Present**
Paula Covington, Chairman		Phil Absher
Claudia Bulthius, Vice Chairman		Gelynda Capel
Kerry Hensley		Katie Dunlap
Bill Price		George Gilbreath
		Susan Hershberger
		Gordon Knowles
		Johnny McKinnon
		Cole McQuinn, SGA President

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

Ms. Covington, Chairman called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the August committee minutes. The motion carried.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe presented the Legislative Updates located in Appendices F-1, F-2, F-3, F-4, and F-5. Appendix F-1, is the update on the amendment of 1H SBCCC 200.1, Allocation of Funds. The amendment delegates authority to the System President to approve certain budget allocations to colleges.

Appendix F-2 is the amendment of 1C SBCCC 400.11, Leave Payouts. The amendment clarifies that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.

Appendix F-3 is the adoption of 1A SBCCC 200.6, Delegation of Contractual Authority. This rule will delegate authority to the System President to execute contracts as under certain monetary thresholds.

Appendix F-4 is the temporary amendment of 1D SBCCC 400.11. The SBCC chose to adopt a temporary amendment rather than following the process for permanent rulemaking in order to comply with changes to state law made in Session Law 2019-185. The Session Law added construction and business technologies to the existing list of career technical

education pathways for high school freshmen and sophomores. The changes became effective on August 1, 2019 and apply as of the beginning of the 2019-2020 school year.

Appendix F-5 is the enactment of Session Law 2019-185. It expands pathway options and permits enrollment in college courses as part of a college transfer pathway or career technical pathway for certain freshman and sophomore high school students.

Public Relations/Marketing Update – Michele Haywood – Appendix F-6

Mrs. Haywood presented Appendix F-6, the Public Relations/Marketing Update. She noted that the online Criminal Justice associate degree program was ranked fourth in the country by bestcolleges.com.

There being no further business, the meeting adjourned at 6:16 p.m.

Institutional Status Committee
Minutes

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 6:16 p.m. in the College Boardroom.

Present	**Absent**	**Also Present**
Johnny McKinnon, Chairman	Robert Harris, Vice Chairman	Phil Absher
Gelynda Capel		Paula Covington
Katie Dunlap		George Gilbreath
Claudia Bulthuis		Kerry Hensley
		Susan Hershberger
		Gordon Knowles
		Bill Price
		Cole McQuinn, SGA President

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

Dr. McKinnon, Chairman, called the meeting to order.

Roll was taken by Chairman McKinnon, and all members were present except Robert Harris.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel to approve the August committee minutes. The motion carried.

Section 4 of the Board Policy Manual – Appendix G-1 – Second Reading (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 4, of the Board Policy Manual to the Board for second reading. He noted that Policy 4.2.8 will be modified along with Policy 1.12 and it will be presented to the Board at the next Board meeting.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve Section 4, with the exclusion of Policy 4.2.8, of the Board Policy Manual. The motion carried.

Policy 2.3.11 – Public Information – Appendix G-2 – Second Reading (Action) – Dr. Chad Bledsoe

Appendix G-2, Policy 2.3.11, Public Information, was presented to the Board of Trustees for second reading.

Mrs. Capel made a motion, seconded by Dr. Dunlap, to approve Policy 2.3.11, Public Information. The motion carried.

Policy 1.12, Awards and Recognitions – Appendix G-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-3, Policy 1.12, Awards and Recognitions. He noted that Policy 1.12 will be modified along with Policy 4.2.8 and it will be presented to the Board at the next Board meeting.

CORE & Emergency Action Committees – Appendix G-4 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the CORE & Emergency Action Committees. He noted that the institution has many standing committees that faculty and staff serve on and that there is a need for a CORE committee and an Emergency Action committee.

The purpose of the CORE Committee is to guide the development, evolution, and coordination of projects and business processes that rely upon the Colleague system or integrated applications. And to serve as the primary liaison between functional areas and the IT department. Establish, review, and maintain a Colleague software update testing and approval process.

The Emergency Action Committee is an internal group of employees with expertise in public safety, facilities, counseling, and administration. The primary responsibility of this group is to address to potential emergencies before they occur and to respond to campus emergencies before the arrival of public service agencies.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap to approve the CORE committee and Emergency Action committee. The motion carried.

2019 Performance Measures – Appendix G-5 – Carol Holton

Mrs. Holton presented appendix G-5, the 2019 Performance Measures. The college met or exceeded performance in three sections with three sections showing performance below college average, above baseline level.

2019 Performance Measures Report for the Board – Appendix G-6 – Carol Holton

Mrs. Holton presented Appendix G-6, the 2019 Performance Measures Report for the Board. This is a summary report of the 2019 Performance Measures presented in Appendix G-5.

2018-2019 Strategic Plan – Appendix G-7 – Carol Holton

Mrs. Holton presented Appendix G-7, the 2018-2019 Strategic Plan that College administration put together.

2020-2025 Strategic Plan Report – Appendix G-8 – Carol Holton

Mrs. Holton presented the 2020-2025 Strategic Plan Report.

Board of Trustees OARs – Carol Holton

Mrs. Holton presented the Board of Trustees Outcome Assessment Report as a handout to the Trustees.

There being no further business, the meeting adjourned at 6:30 p.m.

Budget and Finance Committee
Wednesday, October 9, 2019
5:30 p.m.

Committee Members
Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Agenda Items

- **Call to Order..... Susan Hershberger, Chairman**
- **Approval of September Committee Minutes – Appendix B..... All**
- **September Financial Reports – Appendix B-1 (Action) ... Jeanette McBride**
- **August Foundation Fund Statement – Appendix B-2.....Korrie Ervin**
- **Foundation Update .....Korrie Ervin**
- **New Business**
- **Adjourn**

Budget & Finance Committee
Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:31 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Susan Hershberger, Chairman		Gelynda Capel
Bill Price, Vice Chairman		Paula Covington
Phil Absher		Katie Dunlap
Kerry Hensley		George Gilbreath
Gordon Knowles		Johnny McKinnon
Claudia Bulthuis		Cole McQuinn, SGA President

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

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

Mr. Knowles made a motion, seconded by Mr. Price, to approve the August committee minutes. The motion carried.

August Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the August Financial Reports.

- As of August 31, 2019, County fund expenditures were $123,414.
- As of August 31, 2019, there were $287,651 available for Capital Expenditures. Of those funds, $4,000 was used for rent for the college's Biscoe center and $1,600 was used for parking lot repairs.
- As of August 31, 2019, State funds expenditures were $1,119,537.
- As of August 31, 2019, the Institutional Fund balance was $648,324.
- As of August 31, 2019, the balance in the STIF account was $195,358.

Mr. Price made a motion, seconded by Mrs. Hensley, to approve the August Financial funds report. The motion carried.

July Foundation Fund Statement – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the July Foundation Fund Statement.

- As of July 31, 2019, the Foundation funds totaled $3,886,907.94. The funds statement shows a market growth of $23,000 for the month of July.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The annual dinner, raffle and silent auction was held on Friday, September 6, 2019, with over 200 people in attendance. The event raised $30,000 that included $12,000 in sponsorships and $5,000 in funds from the silent auction. Out of 300 tickets available, 256 tickets were sold. Stephanie Greenfield won the $5,000 grand prize from the raffle.

There being no further business, the meeting adjourned at 5:40 p.m.

Montgomery Community College
County Funds - Board Report for September 2019

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	248,118	62,123	185,995	25%
Benefits	125,791	32,897	92,894	26%
Contracted Services	12,361	4,064	8,297	33%
Supplies & Materials	42,527	11,190	31,337	26%
Professional Development (Travel)	3,039	125	2,914	4%
Utilities	290,863	68,923	221,940	24%
Repairs & Maintenance	20,629	4,645	15,984	23%
Membership & Dues	2,660	720	1,940	27%
Insurance & Bonding	31,172	(29)	31,201	0%
Other Current Expenses	5,876	1,291	4,585	22%
Non-Capitalized Equipment	964	311	653	32%
Total Current Expense	**784,000**	**186,260**	**597,740**	**24%**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's July 2019 Report	**$ 608,372**
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	**175,000**
Add: Prior FY Property Tax Allocations from County Report	**244,389**
Add: FY20 Property Tax Allocation from County Report	**1,244**
Total Revenue	**1,029,005**
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent ($6K), Capel Hall Parking Lot Repair ($1.6K), Utility Vehicle ($9.9K)	(17,568)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 9/30/19	**$ 287,486**

Montgomery Community College
State Funds - Board Report for September 2019

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time		954,981		
Salaries- Part Time		139,968		
Salaries- Full Time & Part Time		**1,094,949**		
Benefits		**403,123**		
Contracted Instruction		9,669		
Financial/Audit Services		-		
I.T. Contracted Services		-		
Other Contracted Services		10,166		
Contracted Services		**19,835**		
Supplies & Materials		**38,732**		
Professional Development (Travel)		**20,522**		
Communications		**5,902**		
Equipment Repair		1,035		
Maintenance Agreements		25,172		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		**26,207**		
Advertising		**9,162**		
Credit Card Electronic Processing		2,327		
Child Care Assistance Grant		-		
Project Skill-Up-Student Assistance		3,569		
Other Current Expense		2,587		
Other Current Services		**8,482**		
Software License Renewal		3,847		
1 Other I.T. Rentals/ Leases		53,261		
IT Rentals/Leases/Licenses		**57,107**		
Insurance and Bonding		-		

Montgomery Community College
State Funds - Board Report for September 2019

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues		**3,496**		
Minor Equipment Low Risk < $5K		1,940		
Minor Equipment High Risk <$5K		-		
Minor Equipment		**1,940**		
Total Current Expense		**1,689,457**		
2 Equipment		4,875		
Perkins Equipment		-		
Books		-		
Equipment & Books		**4,875**		
Total Expenses		**1,694,332**		

1 Early Alert Software funded w/Minority Male Success Inititative Grant $45,130

2 Clear Touch purchased for Medical Assisting in First Health Bldg

Montgomery Community College
Institutional Funds- Board Report September 2019

		2019-20 Revenue	2019-20 Expense	Cash Balance 9/30/19
1	Pell Overpayments	-	-	(4,116)
	Veterans Reporting Fee	-	25	651
	Overhead Receipts 75%	490	626	14,403
	Current General & Miscellaneous	408	408	15,137
	Administrative Support	218	(484)	-
	Overhead Receipts 25%	164	-	9,564
	Excess Fee Receipts	1,307	1,200	-
2	Textbook Rental	427	14,906	(7,199)
	College Work Study	1,342	1,342	-
	Total Institutional Support	**4,356**	**18,023**	**28,440**
	Forestry Program	-	-	8,606
	Specific Fees	29,783	23,207	91,438
	Live Projects: Taxidermy	-	-	349
	Self Supporting Curriculum	-	1,307	20,506
	Distance Learning	56	-	-
	NC Live Grant	1,000	411	589
	Technology Fee-Curriculum	8,402	207	113,563
	Total Curriculum Instruction & Fees	**39,240**	**25,133**	**235,050**
	Scrap Metal Fund HVAC	51	-	768
	Self Supporting	7,151	10,810	87,493
	Community Service	-	-	1,712
	Career Readiness	-	-	2,173
	Small Business Center	185	-	8,062
	Specific Fees: Occupational Extension	3,283	4,219	76,390
	Horticulture: Live Project	-	-	878
	MCF ESL Child Care	-	-	-
	Fire Training Center Grant	-	-	12,312
	Technology Fee: Continuing Education	-	-	2,008
	Total Cont Ed/Non-Curriculum Inst & Fees	**10,669**	**15,029**	**191,795**
	NCWorks Grant Adult Services/Dislocated Worker	20,198	54,463	(34,265)
	NCWorks Finish Line Grant	500	500	-
3	**Total NC Works**	**20,698**	**54,963**	**(34,265)**
	Operational Funds	232	1,893	56,287
	Sales Tax Utilization	23,600	7,600	16,000
	Total Plant Operation & Maintenance	**23,832**	**9,493**	**72,287**
	Vending Machines	4,704	6,568	9,123
	Bookstore Vending	1,017	363	45,243
	General Store	5,426	4,241	1,185
	Parking Fee	2,487	-	46,801
	Student Government Association	13,016	1,944	33,718
	Graduation Fund	60	-	2,159
	Student Ambassador	1,456	109	27,314
	Club Accounts	-	-	64,034
	Agency Fund	-	-	75,805

Montgomery Community College
Institutional Funds- Board Report September 2019

		2019-20 Revenue	2019-20 Expense	Cash Balance 9/30/19
	Funds for Others	-	-	5,048
	Restricted Scholarships Held	-	-	8,328
	Loan Funds Held for Others	-	-	13,000
	Total Proprietary/Other	**28,166**	**13,225**	**331,758**
	FSEOG	10,082	10,082	524
	Pell Grant	516,063	514,449	1,616
4	Education Lottery Scholarship	-	9,704	(9,596)
5	Golden LEAF	-	4,500	(4,500)
6	NC Community College Grant	-	34,057	(34,057)
7	High Demand/Low Enrollment	-	1,100	(889)
8	MCC Foundation Scholarship	-	88,969	(88,969)
	Wells Fargo Scholarship	-	-	-
9	Less Than Half-time	-	90	(90)
	SGA President Scholarship	750	750	-
	SECU Scholarships	2,500	2,500	-
	Total Student Aid- Grants & Scholarships	**529,395**	**666,201**	**(135,961)**
	Capital Projects- Sales Tax Utilization	9,968	9,968	-
	Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
	Bond-Bldg 100 Int/HVAC/Roof	72,632	-	-
	Bond-Capel Hall Office Renovation	-	-	-
10	Golden Leaf FY2015-085	(7,957)	16,150	(72,675)
	Canon Grant/ Blair Hall Floor	-	-	-
	Total Capital Assets	**94,375**	**(21,176)**	**(72,675)**
	Total Institutional Funds: First Bank	**750,732**	**780,891**	**616,429**

STIF Account as of 9/30/19	**Interest This Year**	**Prior Y.E. Balance**	**Current Balance**
Operational Funds	232	44,053	44,285
Distance Learning	56	10,649	10,705
Technology Fees	411	78,216	78,628
Bookstore	325	61,744	62,068
Total Institutional Funds: State Treasury	**1,024**	**194,662**	**195,686**

1 Pell Overpayment
2 Due from MCS
3 Due from NC Works (WIOA & Finish Line Grants)
4-7 Due from State
8 Due from MCC Foundation
9 Due from State
10 Due from Golden Leaf Grant

County Budget Line Item Detail

FT Svc/Maint/Skilled Craft	***Salaries***
PT Svc/Maint/Skilled Craft	
Supvr Svc/Maint/Skilled Craft	
Social Security	
Retirement	***Benefits***
Medical Insurance	
Longevity Payments	
Car Allowance	
Waste Removal/Recycling	***Contracted***
Pest Control Svcs Agreement	***Services***
Lawn and Grounds Service	
Custodial Supplies	
Maintenance Supplies	***Supplies &***
Repair Supplies	***Materials***
Gas/Travel/Reimbursement	
In-State Lodging	
In-State Meals	
Out-of-State Ground Transportation	***Professional***
Out-of-State Lodging	***Development***
Out-of-State Meals	***(Travel)***
Registration Fees	
Telephone	
ISP Charges	
Heat	***Utilities***
Water	
Electricity	
Garbage/Sewage Disposal	
Equipment Repair	
Repairs to Facilities	***Repairs &***
Repairs to Grounds-Supplies	***Maintenance***
Service Contracts	
Membership Dues	***Membership &*** ***Dues***
Property Insurance	
Liability Insurance	***Insurance &***
Workers Comp	***Bonding***
Life Insurance	
EAP Program Expense	
PR-President's Office	
Other Current Expense	***Other Current***
Non-MT to Unrestricted	***Expenses***
Lease/Rental Other Equipment	
Non-Capitalized Equipment	***Non-Capitalized*** ***Equipment***

State Budget Line Item Detail

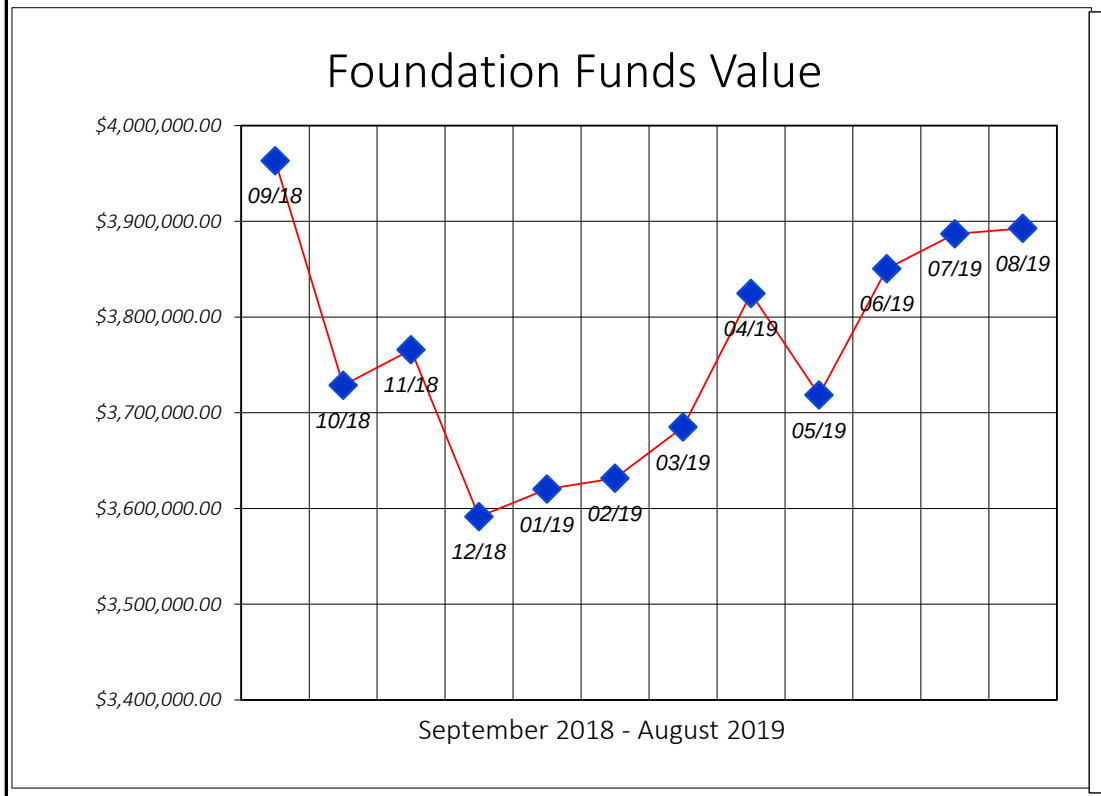
President	
FT Senior Administrator	
FT Professional Staff	
PT Professional Staff	
30 Hour Professional Staff	***Salaries- Full Time & Part Time***
FT Support	
PT Support	
FT Faculty	
PT Faculty	
PT Teaching Assistant	
FT Technical/Paraprofessional	
PT Technical/Paraprofessional	
Student Salaries - Instruction	
Social Security	
Retirement	
Medical Insurance	***Benefits***
Unemployment Compensation	
Longevity Payments	
Legal Services	
Financial/Audit Service	
System Implementation/Integration Services	
Administrative Services	
WAN Support Services	***Contracted Services***
LAN Support Services	
Other Contractual Services	
Contracted Instruction	
Online Tutoring Contract	
Custom Training 3rd Party Contract	
Copies & Instructional Supplies	
Other Supplies	***Supplies & Materials***
Tires, Oil Changes, Other Maintenance	
In-State Ground Transportation	
In-State Lodging	
In-State Meals	
Out-of-State Ground Transportation	
Out-of-State Air Transportation	***Professional Development (Travel)***
Out-of-State Lodging	
Out-of-State Meals	
Board/Non-Employee Transportation	
Board Expense - Subsistence	
Registration Fees	
Postage	

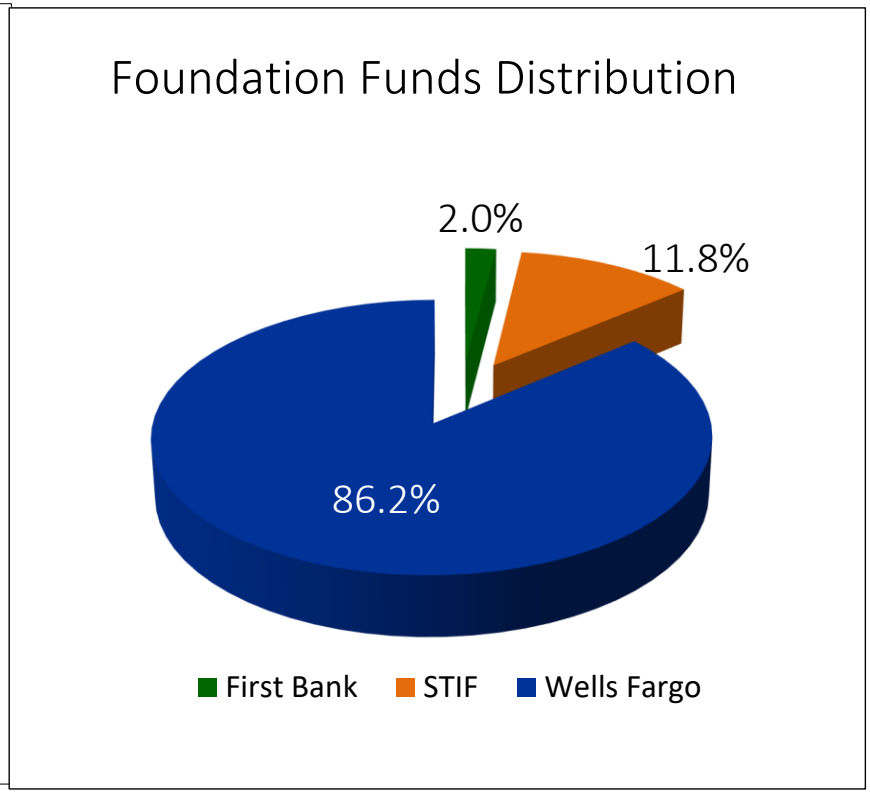
Managed Server Support Software Subscriptions	***Communications***
Equipment Repair Service Contracts Maintenance Agreement-Equipment Maintenance Agreement-NonWAN Maintenance Agreement-Server Maintenance Agreement LAN Equipment	***Equipment Repairs & Maintenance Contracts (I.T. Equipment)***
Advertise Vacant Positions Advertising	***Advertising***
Magazine/Newspaper Subscriptions Other Current Expense Electronic Processing Hazardous Waste Removal Childcare Assistance Grant Project Skill-Up-Student Assistance	***Other Current Services***
Rental/Lease Servers NonWAN Data Process Software Software License Renewal Laptop Application I.T. Security Software	***I.T. Rentals/ Leases/ Licenses***
Motor Vehicle Insurance Liability Insurance	***Insurance & Bonding***
Membership & Dues Accreditation Expense	***Membership & Dues***
Minor Equipment Low Risk <$5K Minor Equipment High Risk <$5K	***Minor Equipment***
Office Equipment Educational Equipment Perkins Equipment Books	***Equipment & Books***

Montgomery Community College Foundation

Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of August 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	**$3,313,176.99**	**$459,681.61**	**$77,689.77**	**$3,850,548.37**	**$3,370,532.50**	**$460,269.25**	**$56,106.19**	**$3,886,907.94**
Receipts								
Interest/Dividends	$10,840.87	$1,639.98	$2.38	$12,483.23	$4,788.09	$829.78	$1.04	$5,618.91
Deposits	$33,685.00	$1,033.00	$43,426.99	$78,144.99	$2,650.00	$1,033.00	$32,545.74	$36,228.74
Total Receipts	$44,525.87	$2,672.98	$43,429.37	$90,628.22	$7,438.09	$1,862.78	$32,546.78	$41,847.65
Disbursements								
Fees/Withdrawals	$5,297.12	$2,850.55	$42,164.66	$50,312.33	$1,992.39	$2,627.99	$9,698.49	$14,318.87
Total Disbursements	$5,297.12	$2,850.55	$42,164.66	$50,312.33	$1,992.39	$2,627.99	$9,698.49	$14,318.87
Market Value Net Change	$1,910.24	$0.00	$0.00	$1,910.24	($21,662.22)	$0.00	$0.00	($21,662.22)
Ending Value	$3,354,315.98	$459,504.04	$78,954.48	$3,892,774.50	**$3,354,315.98**	**$459,504.04**	**$78,954.48**	**$3,892,774.50**
Net Change	$41,138.99	($177.57)	$1,264.71	$42,226.13	($16,216.52)	($765.21)	$22,848.29	$5,866.56





Building and Grounds Committee
Wednesday, October 9, 2019
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

Agenda Items

- **Call to Order ..... Gordon Knowles, Chairman**
- **Approval of September Committee Minutes – Appendix C ..... All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Construction Update – Appendix C-2 .....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, September 11, 2019 at 5:40 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Gordon Knowles, Chairman	Robert Harris	Phil Absher
Claudia Bulthuis, Vice Chairman		Paula Covington
Gelynda Capel		Kerry Hensley
Katie Dunlap		Susan Hershberger
George Gilbreath		Johnny McKinnon
		Bill Price
		Cole McQuinn, SGA President

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

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

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

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

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. Progress is being made on the Maintenance Building, in the report was a photograph of the concrete pad that has been poured for that building. Andrew Courts, Agriculture Instructor, has partnered with Maintenance to assist with landscaping on campus.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report. The incident that was reported was related to a student medical issue.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-3, the Construction Update timeline. He reported that interior renovations will begin on Blair Hall soon and will be complete in 180 days from the start date. The College should receive the certificate of occupancy on November 6, 2019 for the CTE Building.

2019 Campus Security Report – Appendix C-4 – Jeanette McBride – (Action)

Mrs. McBride presented Appendix C-4, the 2019 Campus Security Report. She noted that the college only had one item to report which was a drug arrest. The Board was notified of this incident at the October 10, 2018 Board meeting.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap, to approve the 2019 Campus Security Report. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

Board Report

Facilities

October 2019

Prepared By: Wanda Frick

Construction on the Industrial Maintenance Building is moving along. Walls are being erected with the roof being insulated and installed afterward.

The server room in Capel Hall is getting 2 new HVAC units to replace the one prior unit which had reached its life end.

Phase I of interior renovations have begun in Blair Hall with the electrical and fire alarm devices being removed. The old ceilings will be removed next to prepare for wall removal in specified areas.

Montgomery Community College
Construction Update
October 2019

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**
  1st phase for roof replacement – The roofing project has been completed.
  2nd phase schematics (building renovations and HVAC upgrades) – The Notice to Proceed was issued September 23, 2019. The site supervisor from H. M. Kern and the electrical contractor are on-site removing lighting and electrical devices to prepare for ceiling grid removal in Phase I areas. Next will be wall removal in these areas.

  - Budget: $3,495,000 (NC Bond) $150,000 (Golden Leaf)
  - Disbursed to Date: (NC Bond) $925,764 (Golden Leaf) $150,000

- **Capel Hall (200) HVAC Replacement**

  Project is currently 99% complete. The final punch list from the state construction office inspectors has been submitted. The project contractors have 30 days to address found issues. Contractors are still working to correct issues with units.

  - Budgeted: $1,075,000
  - Disbursed to Date: $980,377

- **Blair Hall, 3rd Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

  The HVAC and replacement of the garage doors has been completed. The contractor for the arms room is currently finishing the display panels and shelves for arms storage.

  - Budget: $250,000 (Golden Leaf)
  - Disbursed to Date: $242,675

- **Industrial Maintenance Building**

  The Industrial Maintenance Building's wall have been erected. Currently the crew is insulating and installing the roof system. The front brick accent wall is being constructed.

  - Budget: $495,000
  - Disbursed to Date: $86,516

Montgomery Community College
Building Project Timeline

	Projected/Actual Cost		2019											2020
Project Name	**NC Connect Bond**	**Other**	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**January**
Capel Hall Roof Replacement (Complete)	$ 174,430														
Capel Hall HVAC Replacement	$ 1,075,000		Construction					Complete							
Center for Workforce Development (Complete)	$ 111,449														
Entrance Sign Renovation (Complete)	$ -	$ 6,877													
Capel Hall Painting/Carpet/Construction (Complete)	$ 124,565														
Capel Hall Office Renovations (Complete)	$ 47,006														
Industrial Maintenance Building	$ 495,000				(3-1)	(3-1)	State Board	Design/Build Bid	Construction						Complete
Building 500 Roof (Original Building - 1987)		$ 23,887													
Building 500 Renovation (timeline TBD)	$ 25,000														
Building 500 HVAC (timeline TBD)	$ 75,000														
Building 300 HVAC (timeline TBD)	$ 75,000														
Firing Range Expansion		TBD										Construction			Complete
Blair Hall 3rd Hall HVAC (Complete)		$ 250,000				Construction Bid	Construction			Complete					
Blair Hall Renovation	$ 3,495,000	$ 150,000													
Roof Replacement (Complete)			Construction			Complete									
Interior Renovation / HVAC (excl. 3rd hall)				SCO Review			Construction Bid		SCO Review			Construction			
Blair Hall Entrance and Unassigned Funds	$ 637,087														
Total Cost	**$ 6,334,537**	**$ 430,764**													

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

Printed: 10/2/2019

Personnel Committee
Wednesday, October 9, 2019
6:00 p.m.

Committee Members

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulthuis

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of September Committee Minutes – Appendix D.....All**
- **Notice of Resignation .....Gelynda Capel**
  - **Director of Learning Resources/Professional Development – Appendix D-1**
  - **Facility Maintenance Instructor – Appendix D-2**
- **New Business**
- **Adjourn**

Personnel Committee
Minutes

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 5:47 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Gelynda Capel, Chairman	Robert Harris	Katie Dunlap
Phil Absher, Vice Chairman		George Gilbreath
Paula Covington		Susan Hershberger
Kerry Hensley		Gordon Knowles
Claudia Bulthuis		Bill Price
		Johnny McKinnon
		Cole McQuinn, SGA President

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

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

Committee roll was taken by Chairman Capel, and all committee members were present except Robert Harris.

Ms. Hensley made a motion, seconded by Mr. Absher, to approve the August committee meeting minutes. The motion carried.

Personnel Appointments – Appendices D-1 and D-2

The Committee received Appendices D-1 and D-2, the Personnel Appointments. Those appointed are Shaquille Little, Educational Partnerships Technical Assistant; Edwin Garner, Automotive Instructor; and Dedie Weaver, Culinary Instructor. Mrs. Weaver does not have a personnel appointment form because she is employed with Montgomery County Schools and is being contracted with Montgomery Community College.

NCWorks Customer Service Specialist – Appendix D-3 – Action

Mrs. Capel presented Appendix D-3, the request for a new position, NCWorks Customer Service Specialist which will be funded by a grant provided by NCWorks.

Mrs. Bulthuis made a motion, seconded by Mrs. Hensley, to approve the request for the position of a NCWorks Customer Service Specialist. The motion carried.

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

Deborah M. Ashby

P.O. Box 901

Troy, N.C. 27371

September 9, 2019

Dear

This is to notify you that I am resigning from my position as Director of Learning Resources and Professional Development with Montgomery Community College. My last day of employment will be October 9. 2019.

Thank you for the opportunities for personal and professional growth offered to me during my time here. If there is anything I can do to help with the transition, please let me know.

Yours sincerely,

Deborah M. Ashby

September 23, 2019

Mr. Tracey Wyrick
Montgomery Community College
1011 Page Street
Troy, NC 27371

Dean Wyrick,

After much thought and careful consideration, I have decided to resign my position as Instructor of the Facilities Maintenance program at Montgomery Community College. Please accept this letter of resignation effective as of December 31, 2019. Thank you for the opportunity.

Sincerely,

Vance Beck
620 Yow Road
Seagrove, NC 27341

Curriculum and Student Services Committee
Wednesday, October 9, 2019
6:05 p.m.

Committee Members

Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Johnny McKinnon
Claudia Bulthuis

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of September Committee Minutes – Appendix E .....All**
- **Update from Vice President of Instruction – Appendix E-1 ..... Lee Proctor**
  - **Continuing Education – Appendix E-2**
  - **ECU Pirate Promise Agreement – Appendix E-3**
- **Update from Vice President of Student Services – Appendix E-4 . Beth Smith**
  - **Student Fee Chart Revisions – Appendix E-5 (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, September 11, 2019 at 5:50 p.m. in the College Boardroom.

Present	**Absent**	**Others Present**
Bill Price, Chairman		Phil Absher
George Gilbreath, Vice Chairman		Gelynda Capel
Katie Dunlap		Paula Covington
Susan Hershberger		Kerry Hensley
Johnny McKinnon		Gordon Knowles
Claudia Bulthuis		Cole McQuinn, SGA President

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

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

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

Dr. McKinnon made a motion, seconded by Mr. Gilbreath, to approve the August committee meeting minutes and called Curriculum/Student Services committee meeting minutes, as amended. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1. He noted that the first Associate Degree Nursing class started on August 19 with 15 students. BLET has 14 students currently signed up. This is the largest BLET class in many years. Over 130 students have begun the new CTE programs at Montgomery Community College. Courses in Welding, Electrical, Carpentry, Sustainable Agriculture, Culinary, and Automotive are being offered this fall.

Update on Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. He noted that Foundational Studies will have an increase of 50 or more students in developmental math enrollment. He also noted that the NCWorks Career Center will have a recertification visit on September 12. State monitors will verify customer service practices and partner participation.

Summer Class Visitation Report – Appendix E-3 – Lee Proctor

Mr. Proctor presented the Summer Class Visitation Report as listed in Appendix E-3. During the spring semester 2019 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 56 courses on campus and 55 courses at off campus distant learning venue for a total of 111 courses. Of the 56 courses offered on campus, 30 required verification. Of the 55 courses offered off campus, 25 required verification.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4. She reported that an implementation kick-off conference call for Aviso, the new Early Alert project, is scheduled for September 6. Also, several Student Services staff members will attend a RISE workshop at Randolph Community College on September 10.

There being no further business, the meeting adjourned at 6:06 p.m.

Board Report
Vice President of Instruction
October, 2019

The Forestry Club will defend last year's 3rd place finish at the John G. Palmer Woodsmen's Meet at the Cradle of the Forestry in Brevard, on October 4, 2019. MCC will be represented by 17 students and their advisors at the annual meet. We wish them well!

The Early College has 59 students in their first "senior year" and 42 of them are on track to finish their High School and Associate Degrees in May (Associate in Science – 29; Associate in Arts – 11; Associate in Applied Science – Industrial Systems Technology – 2). Sixteen of the remaining students are on track to return for their fifth year and complete. One student is looking to change majors and continue their education at the College. In addition, students are on track to complete 16 Certificates in May. Reminder that this group has only been at the Early College 3 years!

The new Career and Technical Education Programs of Study have had an active Fall semester. The Culinary program has been busy getting the "Catering Kitchen" cleaned and up and running. The smell of cookies and other baked goods have filled the halls. The Sustainable Agriculture program participated in Montgomery County Farm Heritage Day activities and built "bee habitats" around campus. The Carpentry class has been working on project design and development. They completed their first project – toolboxes. The Masonry and Automotive classes have been working on developing basic skills and look forward moving on to "live projects" soon.

The Montgomery Community College chapter of Phi Theta Kappa meet on October 2 to elect officers and to plan chapter activities for the Fall semester. The chapter plans on participating in the SGA Spooktacular and is looking for a service project for this semester. Instillation of new members is scheduled for later in the semester.

Montgomery Community College and East Carolina University have entered into a co-admissions agreement designed to improve transfer student access and success through a collaborative baccalaureate degree completion program. A copy of the Pirate Promise Agreement is included in the Board Packet.

Board Report
Continuing Education Department
October, 2019

Student Success Story: Atisha Carrillo

- Atisha Carrillo was hit by a drunk driver several years ago, resulting in kidney damage that required dialysis until her kidney transplant operation in January of 2019. After surviving the wreck, parenting 3 children by herself, and surviving her transplant Atisha decided to pursue a career in healthcare. Atisha applied for WIOA services at Montgomery Community College to help support her aspirations for a career in healthcare. She successfully completed the CNA1 program this summer and recently passed the state certification exam. She is now enrolled in the prerequisite classes for the LPN program and hopes to be accepted into the program in Spring of 2020. She is excited to be given this opportunity and has a promising career ahead of her. She always mentions how grateful she is for the WIOA program and MCC. She wants to become an LPN to provide a stable life for her children. She said, **"For the last 3 years I have seen how nurses make a difference and I want to be that difference for someone".**

Business & Industry:

- September 17th hosted an orientation for the new Leadership Montgomery class. This year's class has 19 participants.

Foundational Studies

- September 12th attended an outreach event at Brutonville Community Center to raise awareness about classes and opportunities.

Small Business Center

- Nominated to serve on the NC Outdoor Festival Advisory Board.

Workforce Investment Opportunity Act (WIOA)

- Met with Longworth Industries in Candor, NC to discuss the OJT (On the job training) program that will reimburse the company 50% of an employee's hourly wage for 6 months. Selected and approved participants will register in the WIOA program.

Health & Public Safety

- September 23rd hosted the first correctional officer basic training class at MCC.

East Carolina University & Montgomery Community College
Pirate Promise Agreement

East Carolina University (ECU) and Montgomery Community College (MCC) enter into a co-admission agreement designed to improve transfer student access and success through a collaborative baccalaureate degree completion program.

Partnership Objectives:

- Improve access to baccalaureate degree programs (see Transfer Programs addendum).
- Improve transfer retention and graduation rates.
- Provide students with a seamless degree-completion pathway.
- Improved efficiency to degree completion.
- Remove student success barriers.
- Optimize student services and resources.
- Prepare students to succeed in a global society.
- Strengthen the partnership between ECU and MCC.

Requirements:

- Students must be enrolled in an Early College, Career and College Promise program or be in their first year of community college enrollment prior to applying for Pirate Promise.
- Submit a completed Pirate Promise application for the available entry term.
- Commit to full-time status (a minimum of 12 semester hours) at MCC unless the student is enrolled in an Early College or Career and College Promise program.
- Students must complete the degree requirements at MCC for an Associate in Science (AS), Associate in Arts (AA), Associate in Fine Arts (AFA), Associate in Engineering (AE), Associate in Applied Science in Early Childhood Education (AAS), or an Associate in Applied Science (AAS) for the B.S. Industrial Technology or B.S. Construction Management programs.
- Prior to registering for ECU classes, students must submit an admissions application and official transcripts, provide immunization documentation, complete the Campus Safety Questions, and meet admissions requirements as stated in the ECU Undergraduate Catalog (including a cumulative 2.5 minimum GPA).

ECU agrees to provide:

- An established admission procedure and criteria for the Pirate Promise program, including opportunities for holistic reviews.
- Sharing of data as it relates to Pirate Promise students and their performance at ECU. For purposes of the agreement, the parties are considered to be "school officials with legitimate educational interests" under FERPA and may share Pirate Promise student data between them.

Student Benefits:

- Guaranteed admission to ECU (*note – admission to certain degree-completion programs are departmental decisions*)
- Shared electronic records management system
- Waived ECU application fee
- Joint academic advising
- Joint financial aid counseling and micro-scholarship opportunities
- Access to ECU Libraries
- Access to ECU Transit
- Eligible to purchase an ECU One Card (student ID card)
- Eligible for discounted athletic tickets
- Eligible to purchase a fitness center pass
- Eligible to purchase a student parking permit
- Access to programming through the Office of Student Activities and Organizations at ECU
- Access to Pirate Promise Event days on ECU's campus

ECU and MCC commit to maximizing student success and an annual review of this partnership agreement.

Signature	Date	Signature	Date
Dan Gerlach, Interim Chancellor East Carolina University		Chad Bledsoe, President Montgomery Community College	

MCC Board of Trustees – October 9, 2019
Update from the Student Services Division

Student Services happenings:

- A representative from Aviso, the vendor supplying the new early alert system, met with a group of staff and faculty September 19 and presented information about the system we will be implementing in December.
- Diana Sanchez attended an Assistive Technology Expo September 26.
- The Montgomery County Health Department will offer flu vaccinations to students and their families October 7.

For review and approval: Revised Student Fee Chart for 2019-2020

2019 - 2020 STUDENT FEES

Fee	CONTINUING EDUCATION	Fee	CURRICULUM
$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	$5	Parking
$35	Graduation Fee (GED/AHS)	$16	Technology - Computer (per student per term)
*Fees for Heritage Crafts Continuing Education courses are listed in the advertised cost of the course. Fees are based on actual cost of the materials for the specific course (changed because of the courses are moving from self-supporting to Occupational Extension).		$30	Activity Fee (Fall/Spring) $27 Student Activity Fee; $3 Student Ambassador Activity Fee
		$5	Activity Fee (Summer) $4 Student Activity Fee; $1 Student Ambassador Activity Fee
		$65	***TEAS test fee (for ADN/PN program)***
		$5	Photo ID Replacement
		$40	Graduation Fee
		$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		**Curriculum Individual Class Fees**	
$75	NRA - Occupational NRA Classes, includes a meal	$25	AHR 110 Intro to Refrigeration
$36.60	CE Summer Gunsmithing ($35 supplies and $1.60 insurance)	$85	DEN 102 Dental Materials
$20	MIG – TIG Stick Welding (each course)	$50	DEN 112 Dental Radiography
$20	Bricklaying	$25	ELC 112 DC/AC Electricity
$5	Digital Photography	$25	ELC 113 Residential Wiring
$2	Pottery Lab (per class)	$25	ELC 117 Motors and Controls
$25	Taxidermy (per class)	$50	GSM 111 Gunsmithing I
$30-$200	Fees for Heritage Crafts CE classes; specific fee dependent upon class taken	$100	GSM 120 Gunsmithing Tools
	Fee dependent on cost of supplies for the specific course*	$40	GSM 225 Gunmetal Refinishing
	Example:	$15	MED 140 Exam Room Procedures I
$30	Plaster class in pottery	$15	MED 150 Lab Procedures I
$75	Supplies for pottery, basket weaving, etc.	$125	Medical Assisting AAMA Certification Exam Fee
$100	Pottery salt glass firing class, basket weaving, etc.	$50 for each course	PBT 100 Phlebotomy Technology, PBT 101 Phlebotomy Practicum
$150	Bladesmithing	$50	ADN/PN - Lab Simulation
$200	Bladesmithing, jewelry making class	***$2100 ($420/term)***	***ADN ATI Program fee***
		$1750 ($875/term)	***PN ATI Program fee***
		$15 for each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
		When course is split, course fee is divided as well.	
		$25	Book Fee for Career & College Promise (per course)
		$36 for each course	*PCC 110, 111, 130, 210, 211 (CU program currently inactive)*
Continuing Education Student Accident & Liability Insurance		**Curriculum Student Accident & Liability Insurance**	
$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	$13	Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, & Practical Nursing students (per student per academic year)
$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = $7.50 + TXY 121AB fee = $7.50 for a total of $15).

Legislative/Public Relations Committee
Wednesday, October 9, 2019
6:15 p.m.

Committee Members

Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price

Agenda Items:

- **Call to Order.....Paula Covington, Chairman**
- **Approval of September Committee Minutes – Appendix F .....All**
- **Legislative Updates.....Dr. Chad Bledsoe**
  - Proposed Permanent Amendment of 1D SBCCC 400.11 - Education Services through Career and College Promise – **Appendix F-1**
  - Adoption of 1B SBCCC 100.1 Definitions – **Appendix F-2**
  - Amendment of 1E SBCCC 700.4 - College Access Parking Security (CAPS) Fees – **Appendix F-3**
  - Amendment of 1B SBCCC 200.3 - Establishing Multi-Campus Centers – **Appendix F-4**
- **Public Relations/Marketing Update – Appendix F-5.....Michele Haywood**
- **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, September 11, 2019 at 6:06 p.m. in the College Boardroom.

Present	**Absent**	**Also Present**
Paula Covington, Chairman		Phil Absher
Claudia Bulthius, Vice Chairman		Gelynda Capel
Kerry Hensley		Katie Dunlap
Bill Price		George Gilbreath
		Susan Hershberger
		Gordon Knowles
		Johnny McKinnon
		Cole McQuinn, SGA President

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

Ms. Covington, Chairman called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

Mr. Price made a motion, seconded by Ms. Hensley, to approve the August committee minutes. The motion carried.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe presented the Legislative Updates located in Appendices F-1, F-2, F-3, F-4, and F-5. Appendix F-1, is the update on the amendment of 1H SBCCC 200.1, Allocation of Funds. The amendment delegates authority to the System President to approve certain budget allocations to colleges.

Appendix F-2 is the amendment of 1C SBCCC 400.11, Leave Payouts. The amendment clarifies that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.

Appendix F-3 is the adoption of 1A SBCCC 200.6, Delegation of Contractual Authority. This rule will delegate authority to the System President to execute contracts as under certain monetary thresholds.

Appendix F-4 is the temporary amendment of 1D SBCCC 400.11. The SBCC chose to adopt a temporary amendment rather than following the process for permanent rulemaking in order to comply with changes to state law made in Session Law 2019-185. The Session Law added construction and business technologies to the existing list of career technical

education pathways for high school freshmen and sophomores. The changes became effective on August 1, 2019 and apply as of the beginning of the 2019-2020 school year.

Appendix F-5 is the enactment of Session Law 2019-185. It expands pathway options and permits enrollment in college courses as part of a college transfer pathway or career technical pathway for certain freshman and sophomore high school students.

Public Relations/Marketing Update – Michele Haywood – Appendix F-6

Mrs. Haywood presented Appendix F-6, the Public Relations/Marketing Update. She noted that the online Criminal Justice associate degree program was ranked fourth in the country by bestcolleges.com.

There being no further business, the meeting adjourned at 6:16 p.m.

NC COMMUNITY COLLEGES
CREATING SUCCESS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

24 September 2019

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Proposed Permanent Amendment of 1D SBCCC 400.11 - Education Services through Career and College Promise (Curriculum)**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to permanently amend **1D SBCCC 400.11 - Education Services through Career and College Promise (Curriculum).** This amendment was adopted as a temporary amendment in August 2019. The proposed amendment addresses a legislative change that allows 9th and 10th graders to enroll in Career and College Promise (CCP) CTE pathways in construction and business technologies.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 24 October 2019.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 9 October 2019.** Written comments and requests for hearing shall be directed to the following address: Jonathan Harris, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by **email to publiccomments@nccommunitycolleges.edu**. Thank you for your attention to this matter.

CC19-048
E-mail Copy

Attachments

State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 September 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1D SBCCC 400.11 - "Education Services through Career and College Promise (Curriculum)"

Specify whether the SBCC proposes to adopt amend, or repeal a rule:	**Adopt (new rule)**	**Amend (change existing rule)**	**Repeal (delete entire rule)**
		X	

Rationale for proposed adoption, amendment or repeal:	SENATE BILL 366 added the option for 9th and 10th graders to enroll in Career and College Promise (CCP) CTE pathways in construction and business technologies. The amendment addresses this legislative action

Proposed Effective Date of Rule	December 1, 2019

1D SBCCC 400.11 is proposed for amendment as follows:

State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 400. CURRICULUM

1D SBCCC 400.11 Education Services through Career and College Promise (Curriculum)

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required. All previous high school transition programs, including Huskins, Concurrent Enrollment, Cooperative and Innovative High Schools, Learn and Earn, and Learn and Earn Online were consolidated and replaced by Career and College Promise. Career and College Promise rules applicable to Workforce Continuing Education are provided in 1D SBCCC 300.4(c)(1)(D).

(a) The major purpose of community colleges is to serve students who have graduated from high school or are beyond the compulsory age limit of the public school and have left public school. However, a minor may seek admission to a community college subject to the conditions in this Section.

(b) Career and College Promise is a dual enrollment program for eligible North Carolina high school students. Community colleges may collaborate with local school administrative units to offer courses through the following Career and College Promise program pathways:

(1) A College Transfer Pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics;

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(2) A Career and Technical Education Pathway leading to a certificate, diploma or degree;

(3) Career and Technical Education – Workforce Continuing Education leading to a State or industry recognized credential. CCP rules applicable to Workforce Continuing Education are provided in 1D SBCCC 300.4(c)(1)(D).

(4) A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the North Carolina General Statutes.

(c) All non-self-supporting curriculum courses taken by high school students at community colleges in accordance with this Section are tuition-waived.

(d) High school students may not audit courses offered under the Career and College Promise Program.

(e) High school students enrolled in a College Transfer Pathway or a Career and Technical Education Pathway may not enroll in developmental education courses, but may enroll in supplemental courses. For the purposes of this section, the phrase "supplemental courses" shall have the same meaning as in 1D SBCCC 400.8(b)(1).

(f) A college shall submit a program of study for each Career and College Promise program it plans to offer, to the North Carolina Community College System Office using program codes provided by the North Carolina Community College System Office.

(1) Career and Technical Education programs of study must be in compliance with the State Board approved curriculum standard and must include a minimum of twelve (12) semester hours of credit from core courses or consist of courses as listed in the college's catalog as a local, traditional certificate. General education courses for career and technical education programs of study shall be directly related to student success in the selected major. All courses in the program of study must be required courses. Course options are prohibited.

(2) College Transfer Pathway programs of study shall be in compliance with the State Board approved Associate in Arts, Associate in Engineering, Associate in Science, Associate in Fine Arts in Visual Arts or Associate Degree Nursing Transfer Pathways approved by the State Board of Community Colleges.

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(3) Programs of study must be approved by the North Carolina Community College System Office assigned Academic Programs staff before students can be enrolled.

(4) Within the Career and College Promise program of study, a college must verify its capacity to teach all courses in the program of study.

(5) Career and College Promise Students may not be enrolled in the Associate in General Education or General Occupational Technology programs with the exception of the Associate in General Education in Nursing degree.

(6) Students enrolled in Adult Basic Education or Adult Secondary Education are not eligible for Career and College Promise.

(g) High school students shall complete a college application, provide a high school transcript which demonstrates eligibility to enroll in Career and College Promise as outlined in 1D SBCCC 400.11(i), (j), or (k), and provide evidence of college readiness as outlined in 1D SBCCC 400.11(k)(1) to be admitted into a Career and College Promise transfer pathway. The student shall provide a copy of the high school transcript or a copy of an assessment report from diagnostic assessment tests approved by the State Board of Community Colleges verifying that the eligibility requirements have been met. Colleges must verify eligibility prior to enrollment of the student in the Career and College Promise Program. Colleges shall maintain verification of student eligibility for a Career and College Promise pathway.

(h) Colleges shall assign student codes provided by the North Carolina Community College System Office and shall update the student code to reflect when the student transitions out of the Career and College Promise program and is no longer eligible to participate in the program and receive a tuition waiver.

(i) Colleges must be in compliance with 1D SBCCC 400.96(a) regarding Level I Instructional Service Agreements when providing courses (on-line or traditional) or services to groups of Career and College Promise students outside of their service area.

(j) High school graduation may not be delayed in order to continue a student's eligibility for the Career and College Promise Program.

(k) College Transfer Pathway

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(1) To be eligible for enrollment in a College Transfer Pathway, a high school student must:

(A) Be a high school junior or senior as designated by the local educational agency; and

(B) Have an unweighted high school GPA of 2.8; or

(C) Demonstrate college readiness in English, reading and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges.

(2) To maintain eligibility for continued enrollment in the pathway, a student must:

(A) Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35 and

(B) Maintain a 2.0 GPA in college coursework after completing two courses.

(3) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

(4) A student may only enroll in one College Transfer Pathway program of study. Course substitutions may be approved by the chief academic officer for individual students. Course substitutions for individual students must be documented and maintained on file.

(5) A student may change the student's pathway major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(6) High school students in the CCP College Transfer Pathways must complete the entire pathway before taking additional courses in the Associate degree with the exception of mathematics courses.

(7) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the

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completion of the Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts in Visual Arts or Associate in General Education Nursing degree.

(8) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student may enroll in both a College Transfer Pathway and a Career Technical Education (CTE) pathway.

(9) A student may change the student's program of study major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(10) The college may award the Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts, or Associate in General Education – Nursing to the Career and College Promise student prior to high school graduation.

(11) Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the university). The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in credits beyond the initial transfer program. Approval is contingent upon the student's documentation of justification based upon career pathway needs or transfer program requirements.

(l) Career Technical Education Pathway (CTE) (Juniors and Seniors)

(1) To be eligible for enrollment, a high school student must:

(A) Be a high school junior or senior; and

(B) Have an unweighted GPA of 2.8 on high school courses; or

(C) Demonstrate college readiness in English, reading and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges.

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(D) Juniors or seniors who do not meet the eligibility requirements in 1D SBCCC 400.11(l)(1)(A) – (C) shall have the recommendation of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. A recommendation is only allowed for entry into Career and College Promise Career and Technical Education pathway that does not include Universal General Education Transfer Component (UGETC) courses.

(2) College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit high school career cluster. The college will grant articulated credit to students based on the then-current local or state North Carolina High School to Community College articulation agreement.

(3) To maintain eligibility for continued enrollment, a student must:

(A) Continue to make progress toward high school graduation as outlined in G.S. 115C-105.35, and

(B) Maintain a 2.0 in college coursework after completing two courses.

(4) A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

(5) Course substitutions may be approved by the chief academic officer for individual students. The college will document course substitutions for individual students and maintain those course substitutions in the student's file.

(6) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a Career Technical Education Junior or Senior may concurrently enroll in two Career and Technical Education Pathways or in one College Transfer Pathway and one Career Technical Education Pathway.

(7) The student may change the student's pathway major with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

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(8) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes the Career and Technical Education certificate or diploma may continue in the same traditional associate in applied science program as long as they are still eligible for the Career and College Promise program. The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in credits beyond the initial Career and Technical Education program. Approval is contingent upon documentation that the credits beyond the initial program allow the student to support the student's chosen career path (i.e. a career pathway plan).

(9) The college may award the certificate, diploma, or degree to the Career and College Promise student prior to high school graduation.

(m) Career Technical Education Pathway (Freshmen and Sophomores)

(1) Colleges may enroll eligible high school Freshman and Sophomores only in industrial technologies (program code 50xxx), engineering technologies (program code 40xxx), agriculture and natural resources (program code 15xxx), ~~and~~ transportation (program code 60xxx), construction (program code 35xxx), and business technologies (program code 25xxx) certificate and diploma programs.

(2) Freshmen and Sophomores may not enroll in Career and Technical Education pathways that include Universal General Education Transfer Component (UGETC) courses.

(3) To be eligible for enrollment, a high school student must be a high school Freshman or Sophomore. A Freshman or Sophomore must:

(A) Have passed Math I with a grade of "C" or better;

(B) Test college ready in mathematics as determined by the assessment given by the North Carolina Department of Public Instruction;

(C) Test college ready in English and reading as determined by the assessment given by the North Carolina Department of Public Instruction;

(D) Have received information outlining program requirements for completion of the certificate or diploma; and

DRAFT

(E) Have the recommendation of the high school principal or the principal's designee and the college's chief student development administrator or the college's chief academic officer; or

(F) Demonstrate college readiness in English, reading and mathematics by meeting benchmarks on diagnostic assessment tests which have been approved by the State Board of Community Colleges and have the recommendation of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer.

(4) College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. The college will grant articulated credit to the students based on the then-current local or state North Carolina High School to Community College articulation agreement. To maintain eligibility for continued enrollment, a student must:

(A) Continue to make progress toward high school graduation, and

(B) Maintain a 2.0 in college coursework after completing two college courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

(5) A student must enroll in one pathway and may not substitute courses in one pathway for courses in another.

(A) The student may change the student's pathway major to another eligible program of study with approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer. The college's chief student development administrator or the college's chief academic officer shall approve a change in pathway based on verification that the program change allows the student to meet their newly chosen career path.

(B) A student may concurrently enroll in two Career and Technical Education Pathways in allowable program areas provided the exception has been approved by the college's chief student development administrator or the college's chief academic officer. The college's chief student development

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administrator or the college's chief academic officer shall approve an exception if concurrent pathways are aligned to the student's career pathway interest and career goals.

(6) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes a Career Technical Education pathway, while still enrolled in high school may continue to earn college credits leading to the completion of a higher level credential within the same program code. The college's chief student development administrator or the college's chief academic officer shall approve the continuation if the credential is in the same program code.

(7) With approval of the high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer, a student who completes the Career and Technical Education certificate or diploma may continue in the same traditional associate in applied science program as long as they are still eligible for the Career and College Promise program.

(8) The college may award the certificate, diploma, or degree to the Career and College Promise student prior to high school graduation.

(9) The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in credits beyond the initial Career and Technical Education program. Approval is contingent upon documentation that the credits beyond the initial program allow the student to support the student's chosen career path (i.e. a career pathway plan).

(n) Cooperative Innovative High School Programs (CIHSP)

(1) Cooperative Innovative High School Programs are jointly established by local boards of education and local boards of trustees.

(2) CIHSP enroll 100 or fewer students per grade level.

(3) Students enrolled in CIHSP have the opportunity to complete an associate degree program, diploma, certificate, or earn up to two years of college credit while completing a high school diploma within five years.

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(4) A CIHS student may enroll in
(A) One College Transfer program of study;
(B) One College Transfer program of study and one Career and Technical Education (CTE) program of study; or
(C) Two Career and Technical Education (CTE) programs of study.
(5) Students pursuing credits beyond the initial transfer associate degree must provide documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina). The high school principal or the high school principal's designee and the college's chief student development administrator or the college's chief academic officer must approve prior to enrollment in credits beyond the initial transfer program of study. Approval is contingent upon documentation of justification based upon career pathway needs or transfer program requirements (i.e. bachelor degree plan published by the University of North Carolina).
(6) CIHSP are located on college campuses. A school shall obtain approval from the State Board of Community Colleges for exceptions to this requirement. Exceptions are based on local needs as outlined in the location waiver request. The approved waiver shall be maintained locally for documentation. The State Board of Community Colleges shall use the following factors to determine whether to approve location waivers:
(A) Space availability;
(B) School capacity;
(C) Proximity to the student population;
(D) Suitable, available space with equipment specific to the curriculum; or
(E) Articulable, imminent, and significant health or safety concerns.
(7) Student eligibility requirements for CIHSP are determined locally.
(8) CIHS students may not audit courses.
(9) CIHS students may not enroll in developmental education courses, but may enroll in supplemental courses.

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(10) CIHS students may not be enrolled in the Associate in General Education or General Occupational Technology programs with the exception of the Associate in General Education in Nursing degree.

(11) Colleges may award the certificate, diploma, or degree prior to high school graduation.

History Note: Authority G.S.115D-20(4);

Eff. November 1, 2017.

Amended Eff. June 1, 2019.

Temporary Amendment Eff. August 20, 2019.

Amended Eff. _____

DRAFT

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

24 September 2019

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Law Enforcement Training, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Adoption of 1B SBCCC 100.1 - Definitions**

On 20 September 2019, the State Board of Community Colleges voted to adopt **1B SBCCC 100.1 - Definitions**. This rule defines four types of instruction. The definitions will be used to clarify which types of instruction can be counted towards enrollment at a multi-campus center for budget FTE purposes.

The rule will be effective 1 October 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum.

CC19-049
E-mail Copy

Attachment

1B SBCCC 100.1 is adopted as follows:

State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER B. COLLEGE OPERATIONS

SUBCHAPTER 100. DEFINITIONS

1B SBCCC 100.1 Definitions

The following definitions apply to this Chapter.

(a) "Traditional Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered face to face with the instructor in the physical presence of students.

(b) "Online Instruction" – College curriculum or continuing education course in which 100% of the instruction is delivered online.

(c) "Hybrid Instruction" – College curriculum or continuing education course in which greater than 50%, but less than 100% of the instruction is delivered online.

(d) "Blended Instruction" – College curriculum or continuing education course in which less than or equal to 50% of the instruction is delivered online.

History Note: Authority G.S. 115D-5;

Eff. 01 October 2019.

NC COMMUNITY COLLEGES
CREATING SUCCESS

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

24 September 2019

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Amendment of 1E SBCCC 700.4 - College Access Parking & Security (CAPS) Fees**

On 20 September 2019, the State Board of Community Colleges voted to amend **1E SBCCC 700.4 - College Access Parking & Security (CAPS) Fees.** The amendment adds student transportation to the list of permitted uses of CAPS fees.

The rule will be effective 1 October 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the amendments made to the rule, click on the **October 1, 2019** hyperlink at the bottom of the attached rule.

CC19-050
E-mail Copy

1E SBCCC 700.4 is amended as follows:

State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER E. STUDENT TUITION AND FEES

SUBCHAPTER 700. LOCAL FEES

1E SBCCC 700.4 College Access, Parking and Security (CAPS) Fees

(a) Fee Rates. The local board of trustees is authorized to establish a fee charged to students to use college parking facilities and college property and to promote student access to the campus.

(b) Use of CAPS Fee Receipts. CAPS fee receipts shall only be used to support costs

(1) for acquiring, constructing, and maintaining the college's parking facilities;

(2) for parking enforcement;

(3) for providing student transportation; and

(4) for the security of college property.

(A) Security costs include, but are not limited to, salaries, related benefits, and operating costs associated with security personnel; contracted security services; vehicles, equipment, and capital improvements necessary to secure college property.

History Note: *Authority G.S. 115D-5; G.S. 115D-39;*
Eff. *May 16, 2014.*
Amended Eff. *October 1, 2019.*

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Peter Hans, President

24 September 2019

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Amendment of 1B SBCCC 200.3 - Establishing Multi-Campus Centers**

On 20 September 2019, the State Board of Community Colleges voted to amend **1B SBCCC 200.3 - Establishing Multi-Campus Centers.** The amendment clarifies which types of instruction can be counted towards enrollment at a multi-campus center for budget FTE purposes. The types of instruction will be defined in the newly adopted rule **1B SBCCC 100.1 - Definitions**.

The rule will be effective 1 October 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu/sbcccode. For your convenience, a copy of the rule in its final form is attached to this memorandum. To see the amendments made to the rule, click on the **October 1, 2019** hyperlink at the bottom of the attached rule. The amendment is on page 4 line 25 of the linked document.

CC19-051
E-mail Copy

1B SBCCC 200.3 is proposed for amendment as follows:

State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER B. COLLEGE OPERATIONS

SUBCHAPTER 200. PROGRAM ACCOUNTABILITY

1B SBCCC 200.3 Establishing Multi-Campus Centers

(a) Definition. A multi-campus center ("MCC") is a convenience location in the community college service area to provide appropriate population and geographic access for community outreach, testing, faculty and staff offices, as well as literacy, continuing education, and curriculum instruction. Students may complete certificates, diplomas, and associate degrees at MCC locations. Comprehensive instructional support functions including, but not limited to libraries and student development services, are parts of the operation. An MCC must provide students the opportunity to complete at least one associate degree at the MCC.

(b) Purpose. The purpose of the SBCC's policy on MCCs is to help ensure that appropriate geographic access to community college programs and services is provided to students while minimizing the unnecessary duplication and proliferation of facilities and while minimizing the negative impact on existing community college campuses and centers.

(c) Establishment and Maintenance. To establish and maintain an MCC designation, colleges must satisfy all of the following criteria:

(1) The MCC is established in a location that provides geographic access to community college programs and services in a location within the college service area that is at least ten (10) miles from the main campus or other MCC locations or the college must provide evidence that the MCC is established in a location where the main campus or other MCC locations cannot adequately provide community college programs and services. This provision only applies to MCCs established after the effective date of this rule.

1B SBCCC 200.3 is proposed for amendment as follows:

(2) Colleges shall provide programs and services based on evidence of student demand and needs.

(3) Colleges shall obtain prior approval and maintain approval of the MCC from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Programs and services provided through MCCs shall comply with The Principles of Accreditation: Foundation for Quality Enhancement of SACSCOC.

(4) County government provides support for maintenance and operation of the MCC physical plant.

(5) The college has developed an instructional program and services plan including, but not limited to a description of programs, staffing, and instructional support functions.

(6) The SBCC determines that the MCC is unlikely to have a significant negative impact on institutions contiguous to the MCC. The college shall consult with community college institutions contiguous to the MCC, and the community college institutions that are contiguous to the MCC may provide evidence that the MCC has or is likely to have a significant negative impact on college or program specific enrollment.

(7) Students enrolled at an MCC must be able to complete at least one associate degree at the MCC.

(8) Evidence that the duplication of instructional support and other cost expenses are justifiable from cost effectiveness and quality of support services perspectives.

(9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or basic skills) budget FTE via traditional, blended, or hybrid instruction originating from and delivered at that MCC location. If an MCC drops below the minimum budget FTE (Level I MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System Office will provide the college president with a written notification that this drop occurred after that year's budget allocations are approved by the State Board. If the MCC's budget FTE remains below the minimum in the subsequent fiscal year, for a Level 1 MCC, the budget allocation for that MCC will be reduced

1B SBCCC 200.3 is proposed for amendment as follows:

by fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced by 50% of the difference between Level 2 and Level 1 funding. If a Level 2 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will be recategorized as a Level 1 MCC and its budget allocation will be decreased to the Level 1 funding. If a Level 1 MCC's budget FTE continues to remain below the minimum in the third fiscal year, the MCC will no longer be designated as an MCC, and its budget allocation will be eliminated. A college must follow the MCC approval process to re-establish an MCC in any future year.

(10) The physical facility or facilities for the MCC must either be owned or leased on a long-term basis by the college.

(d) The College of The Albemarle Dare County Campus and Gaston College Kimbrell Campus and Textile Technology Center MCCs established by the General Assembly are exempted from 1B SBCCC 200.3(c)(9).

(e) Colleges shall comply with the following steps to obtain approval for MCC designation.

(1) Step 1 – Initial State Board Review and Recommendation. Community colleges seeking a MCC designation must submit their application to the State Board of Community Colleges ("State Board") for approval by September 15th of each year. Community colleges' applications shall include information responding to the criteria specified in 1B SBCCC 200.3(c)(1) - (c)(10).

(A) If a community college meets all of the criteria specified in 1B SBCCC 200.3(c), then the State Board shall recommend approval of the MCC designation.

(B) If a community college does not meet all of the criteria specified in 1B SBCCC 200.3(c)(1) – (c)(10), but provides evidence of being able to meet all of the criteria by the enactment of the budget for that fiscal year, the State Board shall recommend conditional approval. The State Board's recommendation for conditional approval shall specify the criteria in 1B SBCCC 200.3(c)(1) – (c)(10) the college must satisfy to receive final State Board approval that is contingent upon the General Assembly appropriating funds.

1B SBCCC 200.3 is proposed for amendment as follows:

(2) Step 2 - Appropriation of Funds by the General Assembly. If the State Board recommends the MCC for approval or for conditional approval, the System Office shall include the State Board's recommendation in the budget request provided to the Office of State Budget and Management and to the General Assembly. If the General Assembly appropriates funds for the MCC, the State Board's recommendation moves to Step 3. If the General Assembly does not appropriate funds, the college shall annually certify in writing to the System Office by September 15th that there are no changes in the MCC application, and the System Office shall resubmit the college's MCC request as a part of the annual budget process in subsequent years, unless the college withdraws its request.

(3) Step 3: State Board Approval. If the General Assembly appropriates recurring funds to support the MCC consistent with the existing funding formula and if the college satisfies any conditions specified by the State Board by the enactment of the budget for that fiscal year, the State Board shall approve the MCC designation. If the State Board approves the MCC designation, the State Board shall allocate recurring funds to the college for the newly approved MCC.

History Note: Authority G.S. 115D-5;

Eff. May 1, 2019.

Amended: *October 1, 2019*.

Public Relations / Marketing Highlights
September 2019

Projects in Progress

- Spring 2020 schedule is in progress. Look for Forestry's Dylan Hurley and Josh Hussey on the cover! CTE instructors will be introduced and some of our long-term curriculum programs will be featured.
- High schools are selling yearbook ads. East and West Montgomery are projecting this will be the last time they have separate yearbooks, so the ads will be extra-special!
- Agricultural students have begun a closed-group Facebook page where students' work will be featured. This is an invitation-only page which is administered by the instructor. It gives students the chance to showcase what they do in class.

CTE Open House

Preliminary plans are being made for the CTE Open House. Based on our projected timeline, a tentative date of Thursday, January 16th has been selected. Don't mark your calendars yet! You will be receiving a "Save the Date" card in the mail once that date is set. In addition, invitations will go out closer to the date.

Facebook Top Posts for September

Total Likes 2574 (Up 36 from 2538 in August)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	9/4	Hurricane Dorian – MCC will remain open	5,768	1,379	24%
MCC	9/12	Second week of classes – ADN class exercises	1,704	829	49%
MCC	9/10	MCC rated in top 20	1,466	103	7%

MCC Instagram Posts for September

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
399	14338	26	1016	3	4468

Gunsmithing Instagram Posts for September

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
118	8729	27	139	2	3652

Institutional Status Committee
Wednesday, October 9, 2019
6:25 p.m.

Committee Members

Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Agenda Items:

- **Call to Order.....Dr. Johnny McKinnon, Chairman**
- **Approval of September Committee Minutes – Appendix G.....All**
- **Board Policy Manual..... Dr. Chad Bledsoe**
  - **Section 7 – Appendix G-1 – First Reading**
  - **Policy 1.12, Awards and Recognitions – Appendix G-2 – First Reading**
- **2020-2025 Strategic Plan Timeline – Appendix G-3... Dr. Chad Bledsoe**
- **Board of Trustees OARs – Appendix G-4.....Claudia Bulthuis**
- **Board of Trustees Self-Evaluation – Appendix G-5 .....Claudia Bulthuis**
- **New Business**
- **Adjourn**

Institutional Status Committee
Minutes

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 6:16 p.m. in the College Boardroom.

Present	**Absent**	**Also Present**
Johnny McKinnon, Chairman	Robert Harris, Vice Chairman	Phil Absher
Gelynda Capel		Paula Covington
Katie Dunlap		George Gilbreath
Claudia Bulthuis		Kerry Hensley
		Susan Hershberger
		Gordon Knowles
		Bill Price
		Cole McQuinn, SGA President

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

Dr. McKinnon, Chairman, called the meeting to order.

Roll was taken by Chairman McKinnon, and all members were present except Robert Harris.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel to approve the August committee minutes. The motion carried.

Section 4 of the Board Policy Manual – Appendix G-1 – Second Reading (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 4, of the Board Policy Manual to the Board for second reading. He noted that Policy 4.2.8 will be modified along with Policy 1.12 and it will be presented to the Board at the next Board meeting.

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve Section 4, with the exclusion of Policy 4.2.8, of the Board Policy Manual. The motion carried.

Policy 2.3.11 – Public Information – Appendix G-2 – Second Reading (Action) – Dr. Chad Bledsoe

Appendix G-2, Policy 2.3.11, Public Information, was presented to the Board of Trustees for second reading.

Mrs. Capel made a motion, seconded by Dr. Dunlap, to approve Policy 2.3.11, Public Information. The motion carried.

Policy 1.12, Awards and Recognitions – Appendix G-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-3, Policy 1.12, Awards and Recognitions. He noted that Policy 1.12 will be modified along with Policy 4.2.8 and it will be presented to the Board at the next Board meeting.

CORE & Emergency Action Committees – Appendix G-4 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the CORE & Emergency Action Committees. He noted that the institution has many standing committees that faculty and staff serve on and that there is a need for a CORE committee and an Emergency Action committee.

The purpose of the CORE Committee is to guide the development, evolution, and coordination of projects and business processes that rely upon the Colleague system or integrated applications. And to serve as the primary liaison between functional areas and the IT department. Establish, review, and maintain a Colleague software update testing and approval process.

The Emergency Action Committee is an internal group of employees with expertise in public safety, facilities, counseling, and administration. The primary responsibility of this group is to address to potential emergencies before they occur and to respond to campus emergencies before the arrival of public service agencies.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap to approve the CORE committee and Emergency Action committee. The motion carried.

2019 Performance Measures – Appendix G-5 – Carol Holton

Mrs. Holton presented appendix G-5, the 2019 Performance Measures. The college met or exceeded performance in three sections with three sections showing performance below college average, above baseline level.

2019 Performance Measures Report for the Board – Appendix G-6 – Carol Holton

Mrs. Holton presented Appendix G-6, the 2019 Performance Measures Report for the Board. This is a summary report of the 2019 Performance Measures presented in Appendix G-5.

2018-2019 Strategic Plan – Appendix G-7 – Carol Holton

Mrs. Holton presented Appendix G-7, the 2018-2019 Strategic Plan that College administration put together.

2020-2025 Strategic Plan Report – Appendix G-8 – Carol Holton

Mrs. Holton presented the 2020-2025 Strategic Plan Report.

Board of Trustees OARs – Carol Holton

Mrs. Holton presented the Board of Trustees Outcome Assessment Report as a handout to the Trustees.

There being no further business, the meeting adjourned at 6:30 p.m.

Section 7 – Information Technology

- **Part 7.1 – Information Technology**
    - Policy 7.1.1 – Technology Systems
        - Procedure 7.1.1 – Employee Personal Computer Use
    - Policy 7.1.2 – Internet and Network Acceptable Use
    - Policy 7.1.3 – Electronic Records Retention
    - Policy 7.1.4 – Electronic Signatures
    - Policy 7.1.5 – Social Media
    - Policy 7.1.6 – Peer-to-Peer File Sharing
    - Policy 7.1.7 – Digital Technology Accessibility
    - Policy 7.1.8 - Clean Desk Policy
- **Part 7.2 – Library**
    - Policy 7.2.1 – Library
    - Policy 7.2.2 - Library- Intellectual Freedom
    - Policy 7.2.3 - Challenges to Library Materials
    - Policy 7.2.4 - Selection of Materials

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY TECHNOLOGY SYSTEMS	POLICY 7.1.1

I. OVERVIEW

The College's technology systems include technology hardware, electronic mail and other forms of electronic communications, Internet access and use of computing devices. As the owner of property and services, the College has the right to monitor activities and to access information on the College's technology systems stored, sent, created or received by faculty, staff, students or other users. Any individual using the College's technology systems should not expect individual privacy in their use of the technology systems including, but not limited to, the use of the College's electronic mail system.

When using the College's technology systems, all users shall adhere to the College's information technology policies and procedures.

II. PUBLIC AND CONFIDENTIAL RECORDS

Unless otherwise confidential by law, records generated using the College's technology systems are considered public records and must be maintained as public records pursuant to the College's policies and procedures. Student education records and certain personnel information are protected by law and are confidential. For more information concerning student records, see Policy 5.4.3 – Student Records and for information concerning personnel records, see Policy 3.3.1 – Personnel Files.

Employees may not download confidential student and personnel information onto a personally owned electronic device or onto another network unless authorized by the President or Chief Information Officer.

III. EMPLOYEE USE OF TECHNOLOGY SERVICES

Employees using the College's technology hardware, software, or systems should adhere to the following guidelines.

A. Employees shall adhere to Policy 7.2 – Internet and Network Acceptable Use Policy.

B. All computing devices, including portable computing devices such as laptops or tablets, shall

1. Use encryption or other measures to protect confidential information, including personal information, from unauthorized disclosure;

2. Be labeled with tamper-resistant tag, permanently engraved label or ID number, or both identifying the device as the College's property;

3. Be used in compliance with all applicable security requirements for the College's computers; and

4. Include password protection on such devices, if applicable.

C. The College's mobile technology equipment, such as laptops and tablets, may be used at home by College personnel provided:

1. Use of the equipment at home will not interfere with the College's operational needs;

2. Employee has obtained supervisor approval;

3. Personnel return items to campus upon request for system maintenance, upgrades, inventory, and verification.

D. The College's Information Technology Services Department ("ITS") maintains all of the College's technology equipment. ITS does not support the use and setup of the College's technology equipment on Internet, network and computing resources that are not owned and maintained by the College.

E. The College recognizes that employees may occasionally receive personal email on College computers, use College equipment to complete an online course and for other personal reasons. Personal use of College computers and equipment is acceptable provided that employees adhere to the following:

1. Personal use may not interfere with the College's operational needs;

2. Equipment may not be checked out solely for the purpose of personal use;

3. Users understand that data stored on College equipment or sent using College email or other communication methods is not private;

4. Users will adhere to all state and federal laws and the College's policies and procedures;

5. Equipment or information resources are not used for illegal, malicious or obscene purposes;

6. Equipment or information resources are not used to seek or exchange electronic information or software unrelated to one's job duties and responsibilities;

7. The College's data and information are not shared with unauthorized individuals;

8. All software copyright and licensing laws are followed;

9. Not use College email or passwords for non-college sites (e.g., social networking sites);

10. Not share sensitive College information or student details on social networking sites.

11. Equipment is not used for any political purposes, including nonprofit activities of a political nature.

12. Equipment is not used for private or personal for-profit activities. This includes personal use for marketing or business transactions, advertising of products or services, or any other activity intended to foster personal gain. Employees may not use College equipment or information resources in pursuit of private businesses operated by the employee or in pursuit of work for other agencies, colleges or businesses.

13. Printers and photocopy machines may not be used for personal use.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY INTERNET AND NETWORK ACCEPTABLE USE	POLICY 7.1.2

I. PURPOSE

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. College owned or operated computer resources are for the use of College employees, students and other authorized individuals. This Policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. ACCEPTABLE USE

A. Acceptable Activity

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, internet browsing, and FTP, are the property of Montgomery Community College. These systems are to be used for business purposes in serving the interests of the College, and of our students, staff and faculty in the course of normal operations.

Users are expected to exercise responsible, ethical behavior when using all College computer resources. This Policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer resources.

"Authorized Individual" shall mean any person, other than a student or employee, granted permission to access the College's network or allowed to use the College's information technology resources. Authorized Individuals are expected to adhere to this and other College policies when accessing the College's network and information technology resources.

B. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.

2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.

3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.

4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in another individual's work.

5. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

6. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.

7. Using another person's password or sharing of one's own password (users should not share their password with anyone and those who choose to do so are responsible for the outcomes resulting from the use of their password).

8. Storing sensitive and protected data unsecured on non-approved solutions including third-party hosted solutions and local mediums such as USB flash drives and portable hard drives

9. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.

10. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas, unless otherwise authorized.

11. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.

12. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, auditors and trainers at the discretion of the Director of Information Technology. Information Technology support

staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.

13. Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.

14. Using a College computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.

15. Disclosing confidential student or personnel information to unauthorized third parties;

16. Violating copyright laws and/or fair use provisions through: a) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and b) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright;

17. Other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's Policies and Procedures.

18. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Montgomery Community College.

III. RESERVATIONS OF RIGHTS AND LIMITS OF LIABILITY

A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.

B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.

C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.

D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.

E. The College reserves the right to limit the allocation of computer resources.

F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.

G. College funds may not be used to purchase personal network access or products.

H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College's network or College's computers.

IV. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

V. ELECTRONIC MAIL

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum or continuing education program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this Policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

A. Unacceptable Activity

1. The College email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, sexual orientation, pornography, religious beliefs and practice,

political beliefs, or national origin. Employees who receive any emails with this content from any College employee should report the matter to their supervisor immediately.

2. Employees are prohibited from automatically forwarding College email to a third party email system. Individual messages which are forwarded by the user must not contain College confidential information.

3. Employees are prohibited from using third-party email systems and storage servers such as Hotmail, Yahoo, etc. to conduct College business, to create or memorialize any binding transactions, or to store or retain email on behalf of the College. Such communications and transactions should be conducted through proper channels using College approved documentation.

4. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).

5. Unauthorized use, or forging, of email header information.

College officials do not routinely monitor electronic mail but may do so as the College deems necessary. The College may use software to monitor electronic mail for certain safety protocols. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. The electronic mail sent and received, on a College-provided e-mail account is the exclusive property of the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

A. In the course of an investigation triggered by indications of misconduct or misuse;

B. As needed to protect health and safety of students, employees or the community at large;

C. As needed to prevent interference with the College's academic mission;

D. As needed to locate substantive information required for College business that is not more readily available;

E. As needed to respond to legal actions; and

F. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act ("FERPA"). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy 7.2.

VI. PRIVATE EMPLOYEE WEBSITES AND OTHER INTERNET USE

When creating or posting material to a webpage or other Internet site, including social media, apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VII. VIOLATIONS

Each individual is ultimately responsible for his/her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY ELECTRONIC RECORDS RETENTION	POLICY 7.1.3

I. INTRODUCTION

This Policy governs the College's retention of electronic records, including electronic mail ("email") and instant messages. The Policy is intended to provide guidance on the need for retention of electronic records and messages sent and received by College employees. The College will retain and destroy electronic records, including email and instant messages, in accordance with this Policy and the approved Record Retention and Disposition Schedule ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges. For the purposes of this Policy, the term "electronic records" is defined to include electronic mail and instant messages.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Electronic records made or received in connection with the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 *et seq*. Examples of electronic records that are public records include, but are not limited to: messages that include information about policies or directives, official business correspondence, official reports, or material that has historic or legal value.

Public records, including electronic records, may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the electronic record determines its retention requirement.

The content of the email, not the method or device in which it was sent, dictates whether the email is a public record. For example, if an employee has work email on his private, personal email account, that email remains a public record. For this purpose, employees are strongly encouraged to use only their work email address for work emails. In the event that an employee, however, does have work emails on their personal email accounts, they are responsible to properly maintain the email and, if necessary for retention purposes, transfer the email to another medium for proper retention.

III. ELECTRONIC RECORDS CUSTODIAN

Because electronic messages can be sent and forwarded to multiple people, copies of the messages may exist in the accounts of multiple users. In most cases, the author, or originator, of the electronic message is the legal custodian and is responsible for maintaining the "record" copy. However, cases in which the recipient has altered the message (made changes, added attachments, etc.), or when the message is coming from outside the college; the recipient is the one responsible for retaining the message.

When the custodian of an electronic message leaves the employment of the College, it is the responsibility of the supervisor to ensure all public records remaining on the computer and in the messaging account are retained or disposed of appropriately.

The College additionally stores all email and instant messages as a fail-safe archive in the event of system failure or unlawful tampering. All messages which are sent or received using the College's email and instant messaging system are copied and retained by this system for (5) five years. This storage mechanism is intended as a safety measure and does not replace the individual employee's legal responsibility for retaining and archiving electronic messages in accordance with the state of North Carolina's record retention laws.

IV. TYPES OF ELECTRONIC MESSAGES

For retention purposes, email messages generally fall into the following two categories:

A. Email of limited or transitory value. For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose.

B. Email containing information having lasting value. Email is sometimes used to transmit records having lasting value. For example, email about interpretations of an agency's policies or regulations may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting email records to be purged.

V. PROCEDURES FOR COMPLIANCE

While the methods for reviewing, storing or deleting electronic records may vary, compliance with the retention requirements may be accomplished by one of the following:

A. Retention of Hard Copy. Print the record and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication.

B. Electronic Storage of records and email. Electronically store the record or email in a file, on a disk or a server so that it may be maintained and stored according to its content definition under this Policy.

VI. LITIGATION HOLD

A litigation hold is a directive not to destroy electronic records, including email, which might be relevant to a pending or imminent legal proceeding. The President may establish a committee to oversee and monitor litigation holds; such committee may contain a member of the Technology Department, the College's legal counsel and a member of the Administrative Team. In the case of a litigation hold, the committee shall direct employees and the Technology Department, as necessary, to suspend the normal retention procedure for all related records.

Adopted:

Legal Reference: N.C.G.S. §§ 121-5; 132-1 *et seq*; Records Retention & Disposition Schedule (July 1, 2016)

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY	POLICY 7.1.4

ELECTRONIC SIGNATURES

It is the College's intent to provide efficient services for its employees, students and for the public. The Board of Trustees ("Board") encourages College officials and students to use electronic means, especially electronic mail, when conducting College business when those means result in efficient and improved service.

The Board encourages the acceptance of electronic signatures in e-mails from college campus accounts. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students may use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc. Employees may use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

College user accounts are to be used solely by the student or employee assigned to the account. Users may not allow access to their accounts by other persons, including relatives or friends. All users are responsible for protecting the confidentiality of their account and for adhering to Policy 7.2 – Internet and Network Acceptable Use.

College employees are authorized to use an electronic signature to sign contracts, purchase orders, grant applications and other electronic documents to the same extent the employee is authorized to sign a hard copy of the document.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY SOCIAL MEDIA	POLICY 7.1.5

I. COLLEGE SOCIAL MEDIA SITES

The College recognizes that social media sites are useful technologies in communicating with College constituencies and in enabling transparent communication. All of the College's social media shall follow established procedures and shall be registered with the College's Public Relations Department. College employees shall exercise good, professional judgment when using official College social media sites to ensure that communications are appropriate, professional, maintain the security of the College's network and comply with local, state and federal laws and with the College's technology security procedures. All content generated on a College-operated social media site should support the mission of the College.

College employees whose responsibility it is to operate a social media account on behalf of the College shall be responsible for monitoring discussions and content added by third-parties, including comments. The College's Public Relations Department has the right to remove any post or comment on any social media account operated by the College. Additionally, posts made on social media sites must be ADA compliant, adhering to Web Content Accessibility Guidelines 2.0 Level AA (WCAG 2.0 AA). Employee administrators of social media sites must attend annual training regarding ADA compliance.
Social media accounts may be deactivated by the College's Public Relations Department due to non-use or non-compliance with the College's overall mission or goals.

Social media accounts controlled by the College are subject to records retention regulations.

II. EMPLOYEE'S PRIVATE SOCIAL MEDIA SITES

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page (i.e., social media site), employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain appropriate relationships at all times with students and members of the public. Having a public personal website or online social media profile or allowing access to a private website or private social media profile is considered a form of direct communication with students and members of the public. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

III. Social Media Sites and Blogging

1. Blogging by employees, whether using the College's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy.

2. The College's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Montgomery Community College confidential or proprietary information, or any other material covered by the College's Confidential Information policy when engaged in blogging.

3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of the College and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by the College's *Non-Discrimination and Anti-Harassment* policy.

4. Employees may also not attribute personal statements, opinions or beliefs to the College when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the College. Employees assume any and all risk associated with blogging.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY PEER-TO-PEER FILE SHARING	POLICY 7.1.6

I. PURPOSE

The Digital Millennium Copyright Act of 1998 ("DMCA") legally protects a copyright holder from the unauthorized use of his or her digital content. Unauthorized use means violating the user agreement or terms of use for the digital content. Illegally sharing and/or reproducing copyrighted materials such as music, videos, documents, software and photos is considered copyright infringement. The Higher Education Opportunity Act ("HEOA") includes a provision directly related to DMCA.

HEOA holds higher education institutions accountable for student illegal peer-to-peer ("P2P") file sharing occurring on College networks. Illegal P2P file sharing is downloading, also known as copying and/or saving, copyrighted material to a hard drive or any other storage device and/or sharing or making it available to other people without the consent of the copyright holder.

P2P applications are used to legitimately share digital content. However, P2P applications can expose the College to legal liabilities when illegal file sharing occurs. P2P applications can also present a security risk because a downloaded file may actually contain a virus or a malicious program that could target and infect other machines on the network, impact the performance of the network and compromise sensitive/confidential information.

The purpose of this Policy is to inform the College community on preventive measures that will help avoid legal liability and security risks resulting from illegal file sharing. This Policy applies to any individual using the College's computer network.

II. POLICY

Individuals using the College's computer network will be held accountable for adhering to the following terms and conditions:

A. Read the user agreement or terms of use for the following digital content in order to make sure you do not use nor share digital material illegally: documents, videos, and games located on the Internet; social networking sites (i.e. YouTube); purchased digital content (i.e., music, software); and peer-to-peer file sharing applications;

B. Delete unauthorized copyrighted material from your electronic device (i.e. computer, tablet);

C. Use a legal alternative to unauthorized downloading. The College does not endorse a particular product or service nor is it responsible for any cost or any technology related issues resulting from the use of the legitimate sources;

D. Disable the file sharing feature for P2P software if you do not have permission to share the digital material (i.e., documents, movies, games, etc.) legally; contact the software vendor for technical support;

E. Follow the P2P vendor's best practices for securing the computer used for P2P activity (i.e., anti-virus software, a vendor supported operating system, personal firewall, current version of P2P application, etc.); the Federal Trade Commission[1] also has P2P best practices; and

F. For College-owned assets, P2P software can only be used to promote the College's mission, academic and business needs. Where applicable, P2P software is not allowed on machines that process and/or store confidential/sensitive data. The personal use of P2P applications on College-owned assets for recreational and leisure purposes is prohibited.

III. ENFORCEMENT

Enforcement of this Policy shall include:

A. Disclosure to students and employees on an annual basis;

B. Monitoring network traffic and limiting network bandwidth; and

C. Implementing other technology-based deterrents as needed.

In addition to employment and student discipline issued by the College in accordance with applicable policies and procedures (up to and including dismissal/suspension), individuals cited for unauthorized use may be subjected to civil and/or criminal damages such as monetary damages and potential prison time. According to the US Copyright Office[2], monetary damages can range from $200 to $150,000 for each act. Criminal prosecutions may result in a fine of up to $250,000 and a prison term of up to five (5) years for each act.

Adopted:
Cross Reference: Policy 7.2

[1] URL Link should be fixed but here is the URL: https://www.consumer.ftc.gov/articles/0016-p2p-file-sharing-risks

[2] https://www.copyright.gov/title17/92chap5.html#504

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY DIGITAL TECHNOLOGY ACCESSIBILITY	POLICY 7.1.7

The College is committed to taking reasonable measures to support the accessibility of its audio, visual, telecommunications and web-based technologies ("Digital Technology") for use by students, employees and/or the general public. Students who seek an accommodation for Digital Technology should contact Counseling Services. Employees who seek accommodations should contact the College's Human Resources office.

Undue burden and non-availability may qualify as an exemption from this Policy when compliance is not technically possible or is unreasonably burdensome in that it would require extraordinary measures due to the nature of the request or would fundamentally alter the purpose of the Digital Technology.

When conducting core academic and business activities using web content, the College shall make a good faith effort to align the web content with the guidelines of the most current version of Web Content Accessibility Guidelines 2.0 Level AA (WCAG 2.0 AA).

Adopted:
Legal Reference: Americans with Disabilities Act of 1990, as amended.

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY	POLICY 7.1.8

CLEAN DESK POLICY

I. PURPOSE

The purpose for this policy is to establish the minimum requirements for maintaining a "clean desk" – where sensitive/critical information about our employees, our intellectual property, our students and our vendors is secure in locked areas and out of site. A Clean Desk policy is not only ISO 27001/17799 compliant, but it is also part of standard basic privacy controls.

A clean desk policy can be an import tool to ensure that all sensitive/confidential materials are removed from an end user workspace and locked away when the items are not in use or an employee leaves his/her workstation.

This policy applies to all Montgomery Community College employees and affiliates.

II. POLICY

1. Employees are required to ensure that all sensitive/confidential information in hardcopy or electronic form is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
2. Computer workstations must be locked when workspace is unoccupied.
3. Computer workstations must be logged out completely at the end of the work day.
4. Any Restricted or Sensitive information must be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the work day.
5. File cabinets containing Restricted or Sensitive information must be kept closed and locked when not in use or when not attended.
6. Keys used for access to Restricted or Sensitive information must not be left at an unattended desk.
7. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
8. Printouts containing Restricted or Sensitive information should be immediately removed from the printer.
9. Upon disposal Restricted and/or Sensitive documents should be shredded in the official shredder bins or placed in the lock confidential disposal bins.
10. Whiteboards containing Restricted and/or Sensitive information should be erased.
11. Lock away portable computing devices such as laptops and tablets.

12. Treat mass storage devices such as portable hard drives or USB drives as sensitive and secure them in a locked drawer.
13. All printers and fax machines should be cleared of papers as soon as they are printed; this helps ensure that sensitive documents are not left in printer trays for the wrong person to pick up.

III. POLICY COMPLIANCE

Compliance Measurement

Compliance verification of this policy will be completed through various methods, including but not limited to, periodic walk-thrus, business tool reports, internal and external audits, and feedback to the policy owner.

Exceptions

Any exception to the policy must be approved in advance by the CIO.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY LIBRARY	POLICY 7.2.1

I. Mission

The Montgomery Community College Library's mission is to provide access to information in a variety of formats and to serve as an integral part of the College's teaching, learning, research, and service to on-campus and distance education students, faculty, staff, and community in direct support of the College's mission.

II. Objectives

To accomplish the Library's mission, it shall continually work to:

A. Build, with the collaboration of faculty, a collection of resources appropriate to the curriculum and to the College community's current and future needs.

B. Utilize current technologies to provide a system of organization and physical access to the Library's collection and to sources beyond the collection.

C. Design and deliver instruction and consultation about organization, content and use of learning resources that includes instruction that is user-based, on demand and customizable.

D. Provide a functional, accessible, attractive, user-centered physical facility to support and increase the use of learning and information resources.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY LIBRARY – INTELLECTUAL FREEDOM	POLICY 7.2.2

The Library Services Team affirms its support of intellectual freedom consistent with the official position of the American Library Association (ALA). The Library Services Team endorses the Library Bill of Rights and the Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights as espoused by the ALA.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY CHALLENGES TO LIBRARY MATERIALS	POLICY 7.2.3

Books and other instructional material shall only be removed from the Library for legitimate educational reasons and subject to the limitations of the First Amendment to the U.S. Constitution. The Board of Trustees believes professional educators are in the best position to determine the appropriateness of the materials in the Library's collection.

If a complaint is made by a current student or faculty member, the following procedures will be followed:

A. The complainant must file his/her objections in writing on the prepared questionnaire. The questionnaire is printed in the Library Handbook and a copy may be obtained in the Library. The completed questionnaire will be submitted to the Information Services Committee ("Committee") as a formal complaint.

B. The questionable material will not be withdrawn until a final decision (including appeals) has been made on the complaint.

C. Within ten (10) business days after receiving the completed questionnaire, the Committee will meet with the complainant to discuss the complainant's objection. The meeting will be a closed meeting with only the complainant and the Committee. After the meeting, the Committee will make a decision on the objection and provide written notification to the complainant within five (5) business days.

D. The complainant may appeal the Committee's decision to the President in writing within five (business days) receipt of the written decision.

E. The President shall conduct an "on the record" review of all previously submitted documents. If necessary, the President may solicit more documentation from the complainant and/or Committee. The President shall make a decision within thirty (30) business days after receipt of the complainant's appeal. The President's decision shall be final.

Adopted:

Legal References: U.S. Const. Amend. I; N.C. Const. Art. I, §14; *Board of Educ. v. Pico,* 457 U.S. 853 (1982)

MONTGOMERY COMMUNITY COLLEGE	INFORMATION TECHNOLOGY AND LIBRARY SELECTION OF MATERIALS	POLICY 7.2.4

The selection of materials involves many people – students, faculty, staff, administrators and library professionals. The responsibility for coordinating the selection of instructional materials and making the recommendations for purchase rests with the professionally trained library personnel. The librarian has the specific responsibility for evaluating the existing library collection and using reports of reputable, unbiased, professionally prepared evaluations to assist in selection of new materials. If controversy arises concerning an item to be purchased or the priority of an item, the Information Services Team will make a purchasing recommendation.

Adopted:

Honorary Associate Degree

In recognition of outstanding commitment or support to Montgomery Community College, the Board of Trustees may, at its discretion, award an Honorary Associate Degree to one of its past members, a past member of the Montgomery Community College Foundation Board, a past employee of the college, or supporter of the college.

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.

Approved:

Updated 10/1/2019

Strategic Planning
2020-2025
Timeline

Projected Date	MONTH	Responsible	Completed Date
	MAY		
May 30	Initial Planning Meeting • Discussed overview of the Strategic Planning Process • Preliminary Identification of needed data	Dr. Bledsoe Carol Holton	√ May 30
	JUNE		
By Jun 13	Create a draft Timeline	Carol Holton	√ June 4
By Jun 13	Data: Gather needed data • Current Programs of Study, headcounts, graduation #s • Economic trends • Demographic trends • Future look of education	Carol Holton	√ June 5
By Jun 13	Survey: Draft Needs Survey(s)	Carol Holton	√ June 5
June 13	Meet @: • Review and edit timeline • Review gathered data & determine if more is needed • Review & finalize Needs Survey • Identify Survey recipients & method to deploy survey & time length for response • What info is needed to deploy survey (mailing addresses or email addresses?)	Dr. Bledsoe Carol Holton	√ June 13
June 18	Provided Timeline and Survey Questions in draft form to Cabinet and requested their input/feedback	Carol Holton	√ June 13
June 27	Meet @: • SWOT? Where do we do this? Who does this? • Identify Focus Groups, location of events, and dates to hold • Identify method of invites (email, paper ad, social media) • Identify agenda / talking points or questions • Refine Needs Survey questions	Dr. Bledsoe Carol Holton	√ June 27

Updated 10/1/2019

Projected Date	MONTH	Responsible	Completed Date
	JULY		
July 11	Meet @: • Focus group details/ refinement (location of meetings / food/questions/SWAG?/Program Info/ Videos?) • Training for Core & Facilitators for focus groups • Review post card for handout • Discuss Strategic Plan Template • What sections/headings are needed	Dr. Bledsoe Carol Holton	√ July 11

July 31	Meet @
	• Wording for the External Focus Group email invitation
	  o Set date for external invites to go out
	  o When do we want to start calling if RSVPs are low?
	• Review Survey again
	  o Write invitation asking them to complete (language for internal, external, students)
	  o Review deploy dates for survey
	• Review Strategic Plan Template to date
	• Postcard review & finalization
	• Focus Groups
	  o Questions
	  o Training date for facilitators
		Dr. Bledsoe
		Carol Holton
			√
			July 31

July 1-31	Prepare Strategic Plan Template	Carol Holton Dr. Bledsoe	√ July 31
	AUGUST		
August (various dates)	Post cards – hand out at events like: Early College Open House pick up schedule parents & students (8/7) Rotary Club (8/15) CCP Orientation (8/15) Scholarship Night (8/20) Early College Syllabus night (8/21) Foundation Gala (9/6) Golf Tournaments (CIS 9/24 & Veterans 9/18)	Carol Holton Dr. Bledsoe Various others	√ ongoing
Aug __	Deploy Needs Survey to Legislative Email List	Carol Holton Dr. Bledsoe Courtney Atkins	√ Aug 20 & Sep 10 Survey link sent out

Updated 10/1/2019

Projected Date	MONTH	Responsible	Completed Date
			with external focus group invites
Aug 13	Deploy Needs survey to Employees (Faculty & Staff) Ask Public Information Officer to put something on Yourspace about Needs Survey, with link for 8/26 week	Carol Holton	√ Aug 13
Aug 14	Board Meeting – present info to date on Strategic Plan Deploy Needs survey to Board of Trustees	Carol Holton	√ Aug 14
Aug 19	Deploy Needs survey to MCC Students Ask Public Information Officer to do a post on Facebook, Instagram and MCC website seeking input on Needs Survey	Carol Holton	√ Aug 19
Aug 19	Training for Facilitators, August 19th, 11 - 12	Dr. Bledsoe Carol Holton	√ Aug 19
Aug 19	Meet @ • Upcoming focus groups – last minute issues to resolve • Status of survey, how many responses thus far • Review Strategic Plan draft document to date • How is post card use/dispersion going?	Dr. Bledsoe Carol Holton	√ Aug 19
Aug 23	Internal Focus Group #1 (Blair Hall, Room 103B) 11:00 – 1:00	President, VPs & Carol Holton	√ Aug 23
Aug 29	External Focus Group (Capel Hall, Multi-purpose Room) 5:30 pm – 7:30 pm 10 guests	President, Carol Holton, Lee Proctor, Courtney Atkins	√ Aug 29
Aug 1-31	Continued drafting Strategic Plan document	Carol Holton Dr. Bledsoe	
	SEPTEMBER		
Sep	Compile Survey Results	Carol Holton	
Sep 10	Student Focus Group #1 (Outside Student Lounge) 11:00 am – 1:00 am	President, VPs & Carol Holton	√ Sep 10
Sep 11	Board Meeting – present info to date on Strategic Plan*	Carol Holton	√

Updated 10/1/2019

Projected Date	MONTH	Responsible	Completed Date
			Sep 11
Sept 12	CORE Strategic Plan Committee Meeting	CORE members	√ Sep 12
Sep 13	Internal Focus Group #2 (Capel Hall, Multi-purpose Rm) 11:00 – 1:00	President, VPs & Carol Holton	√ Sep 13
Sep 23	External Focus Group – The Biscoe Center, 5:30 – 7:30 pm 14 guests	President, Carol Holton, Lee Proctor, Amy Frieary	√ Sep 23
Sep 25	External Focus Group – The Highland Center, 5:30 – 7:30 pm 27 guests	President, Carol Holton, Lee Proctor, Mike Collins, Jeanette McBride, Debby Douglas	√ Sep 23
	OCTOBER		
**October	Start writing plan (using survey & focus group input)	Carol Holton	
Oct 9	Board Meeting – present info to date on Strategic Plan	Carol Holton	
Oct 10	CORE Strategic Plan Committee Meeting	CORE Members	
Oct 10	Dr. Bledsoe's Rotary Group – Facilitate a Focus Group at this Civic Club Meeting	Dr. Bledsoe	
Oct 17	Lions Club, Biscoe - Facilitate a Focus Group at this Civic Club Meeting	Dr. Bledsoe	
Proposed	Civitan Club - Facilitate a Focus Group at this Civic Club Meeting	Dr. Bledsoe	
Proposed	MCS Administrators & BOE Lunch - Facilitate a Focus Group	Dr. Bledsoe	
	NOVEMBER		
Nov 6	Draft Strategic Plan to Courtney for inclusion in November Board package	Carol Holton	
Nov 7	CORE Strategic Plan Committee Meeting	CORE Members	
Nov 13	Board of Trustees 1st read of Strategic Plan for 2020-2025	Board	
	DECEMBER		
Dec 5	CORE Strategic Plan Committee Meeting	CORE Members	
	JANUARY		
January 8	Board of Trustees 2nd read and approval of Strategic Plan for 2020-2025	Board	

Updated 10/1/2019

***Carol is out of the office for 2 weeks in October – one week as reviewer on SACS visit, and one week of vacation*

Board of Trustees
Outcomes Assessment Report 2018-2019

No.	Expected Program Outcome	Data Source	Met / Not Met Assessment Results / Analysis of Results 2018-2019	Actions Taken/Improvements Made Based on Results of 2018-2019 Future Action Plan
1	Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities. • By providing better ongoing training to current members • Creating an orientation package for new members	Board Minutes, NCACCT seminar attendance, Board Checklist	**MET / NOT MET / Partial Met?** Draft Board of Trustees Handbook presented to BOT at May 2019 meeting, and an update was presented at the June 2019 meeting. Director of IE prepared a checklist for Board Member's use to identify when certain annual topics are typically covered/ handled by the Board.	**Actions Taken Based on Results** **Future Actions Planned Based on Results** Will carry this goal forward to 2019-2020 since the handbook, nor orientation package is complete at this time.
2	Increase Board knowledge and public awareness of the CTE Building and its impact on educational opportunities in the county.	Board Minutes, Board held and/or participation in community forums	**MET / NOT MET / Partial Met?** CTE Information shared at Board Meetings or with outside groups in 18-19: • EducationNC on campus of MCC August 2018 • President hosted the Rotary Program October 2018 • CTE/MOU January 2019 • New Programs to be offered in CTE Building February 2019 • President reported on meeting re CTE building/funding with MCS & state representatives February 2019	**Actions Taken Based on Results** **Future Actions Planned Based on Results** Carry forward? Not Carry forward?

Board of Trustees
Outcomes Assessment Report 2018-2019

No.	Expected Program Outcome	Data Source	Met / Not Met	Actions Taken/Improvements Made Based on Results of 2018-2019
			Assessment Results / Analysis of Results 2018-2019	Future Action Plan
			• President Met with System President Hans February 2019 • Additional Faculty Positions needed 19-20 (CTE related) March 2019 • President Presentation to Mt. Gilead Civitan Club March 2019 • Central High School & CTE Building Tour March 16, 2019 • Dean of Continuing Education gave Ameriqual representatives a tour of the CTE Building June 2019 • Vice President of Instruction's Monthly Drone Video of CTE Building and Central High School building progress (November 2018 – June 2019) •	

Board of Trustees
Outcomes Assessment Report 2019-2020

No.	Expected Program Outcome	Data Source	Met / Not Met	Actions Taken/Improvements Made Based on Results of 2019-2020
			Assessment Results / Analysis of Results 2019-2020	Future Action Plan
1	*Continued from 2018-19?:* Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities. • By providing better ongoing training to current members • Creating an orientation package for new members	Board Minutes, NCACCT seminar attendance, Board Checklist		
2	*Continued from 2018-19?:* Increase Board knowledge and public awareness of the CTE Building and its impact on educational opportunities in the county.	Board Minutes, Board held and/or participation in community forums		
3	*New for 2019-2020?:*			
4	*New for 2019-2020?:*			
5	*New for 2019-2020?:*			

DRAFT

Summarization of Board Concerns

Board of Trustee's Self-Evaluation

Conducted May 2019

1. The Board effectively represents the voice of the community.
   1 out of 10 said DOES NOT MEET (p. 4)

2. The Board is appropriately involved in defining and approving the strategic planning of the college, including developing the vision, mission and goals.
   1 out of 10 said DOES NOT MEET (p. 6)
   Comment written by Trustee: "approving is more apt by that statement."

3. The Board monitors the effectiveness of the college in fulfilling the mission.
   1 out of 10 said DOES NOT MEET (p. 11)

4. The Board understands the financial audit and its recommendations.
   1 out of 10 said DOES NOT MEET (p. 11)
   Comment written by Trustee: "They've never seen auditor's report – even the 'clean one.'"

5. The Board actively supports the colleges' foundation and fundraising efforts.
   1 out of 10 said DOES NOT MEET (p. 14)

6. The Board supports the state and national community college trustee associations.
   1 out of 10 said DOES NOT MEET (p. 14)

7. New members receive an orientation to the Board and the institution.
   1 out of 10 said DOES NOT MEET (p. 15)

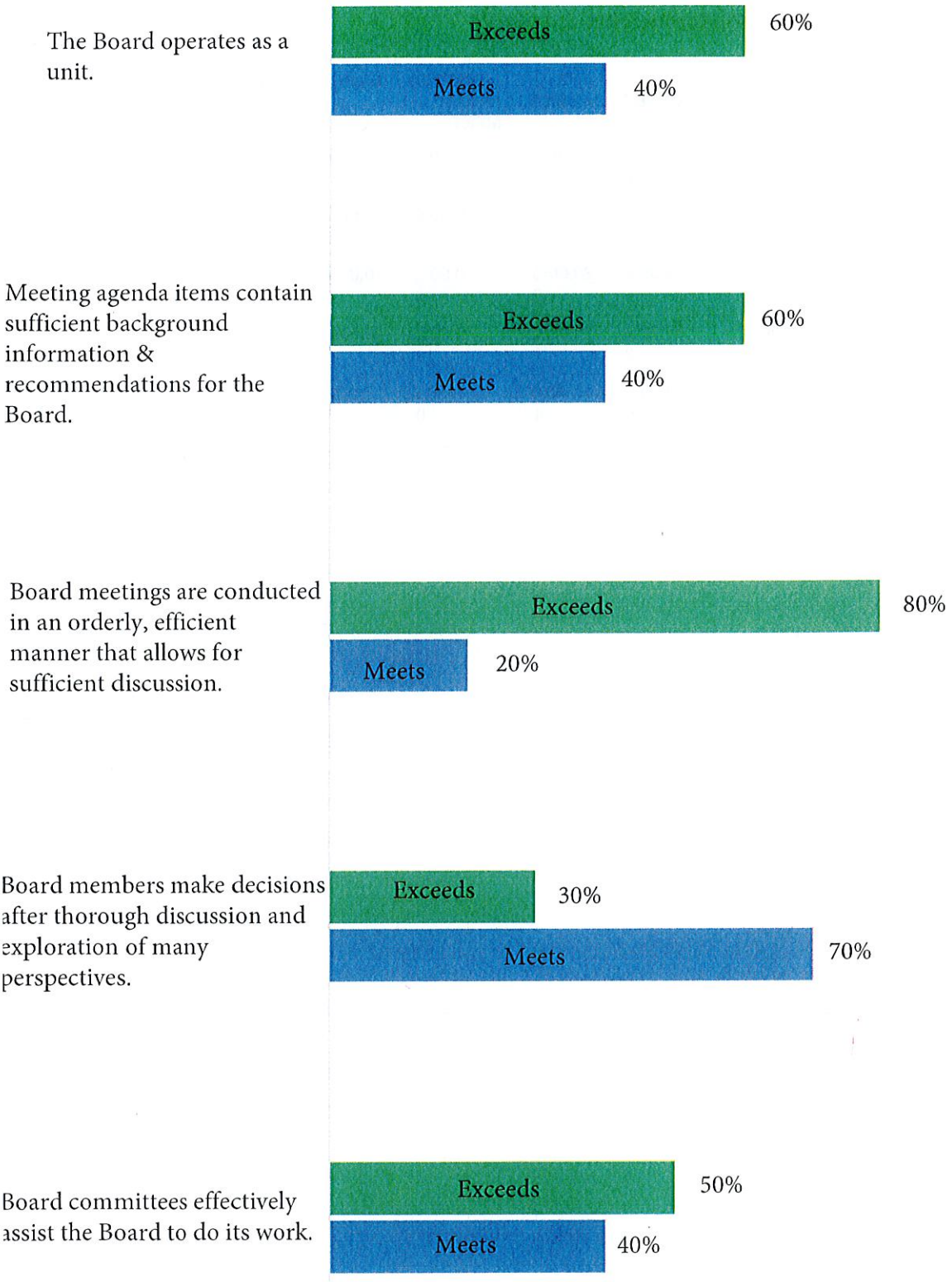
From page 17

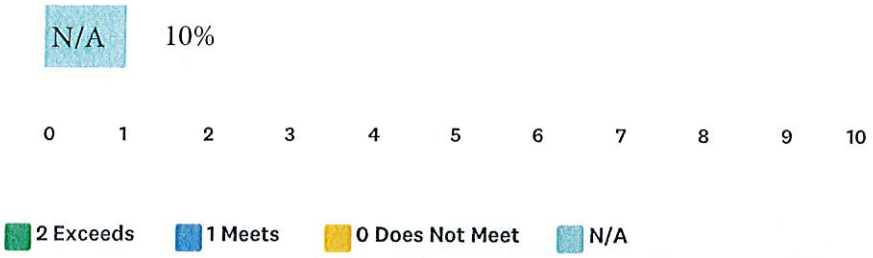
As a trustee, I have concerns about:

1. Board diversity and geographical representation; More Board involvement in College activities, especially the Foundation events.
2. Concerns about supporting a revised grievance policy and procedure.
3. Concerns about if new members are oriented to the Board & the institution.
4. Integration of high school & college and new campus; needing young trustees.
5. The boards minimal role in shaping vision; board members should be more involved in developing vision, mission & goals.

Q1 BOARD ORGANIZATION

Answered: 10 Skipped: 0



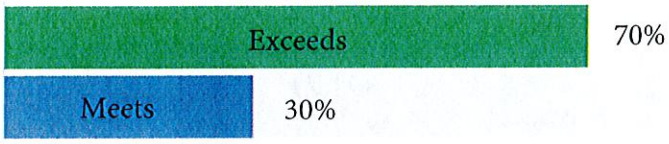


	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board operates as a unit.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
Meeting agenda items contain sufficient background information and recommendations for the Board.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	80.00% 8	20.00% 2	0.00% 0	0.00% 0	10	1.80
Board members make decisions after thorough discussion and exploration of many perspectives.	30.00% 3	70.00% 7	0.00% 0	0.00% 0	10	1.30
Board committees effectively assist the Board to do its work.	50.00% 5	40.00% 4	0.00% 0	10.00% 1	10	1.56

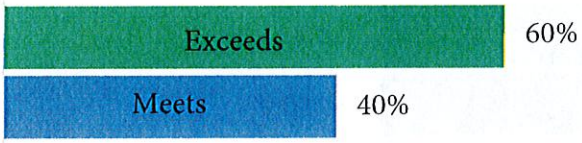
Q2 POLICY ROLE

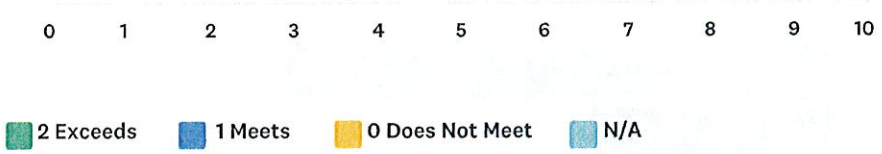
Answered: 10 Skipped: 0

Board meetings focus on governance rather than administration.



The Board periodically reviews and evaluates its policies.

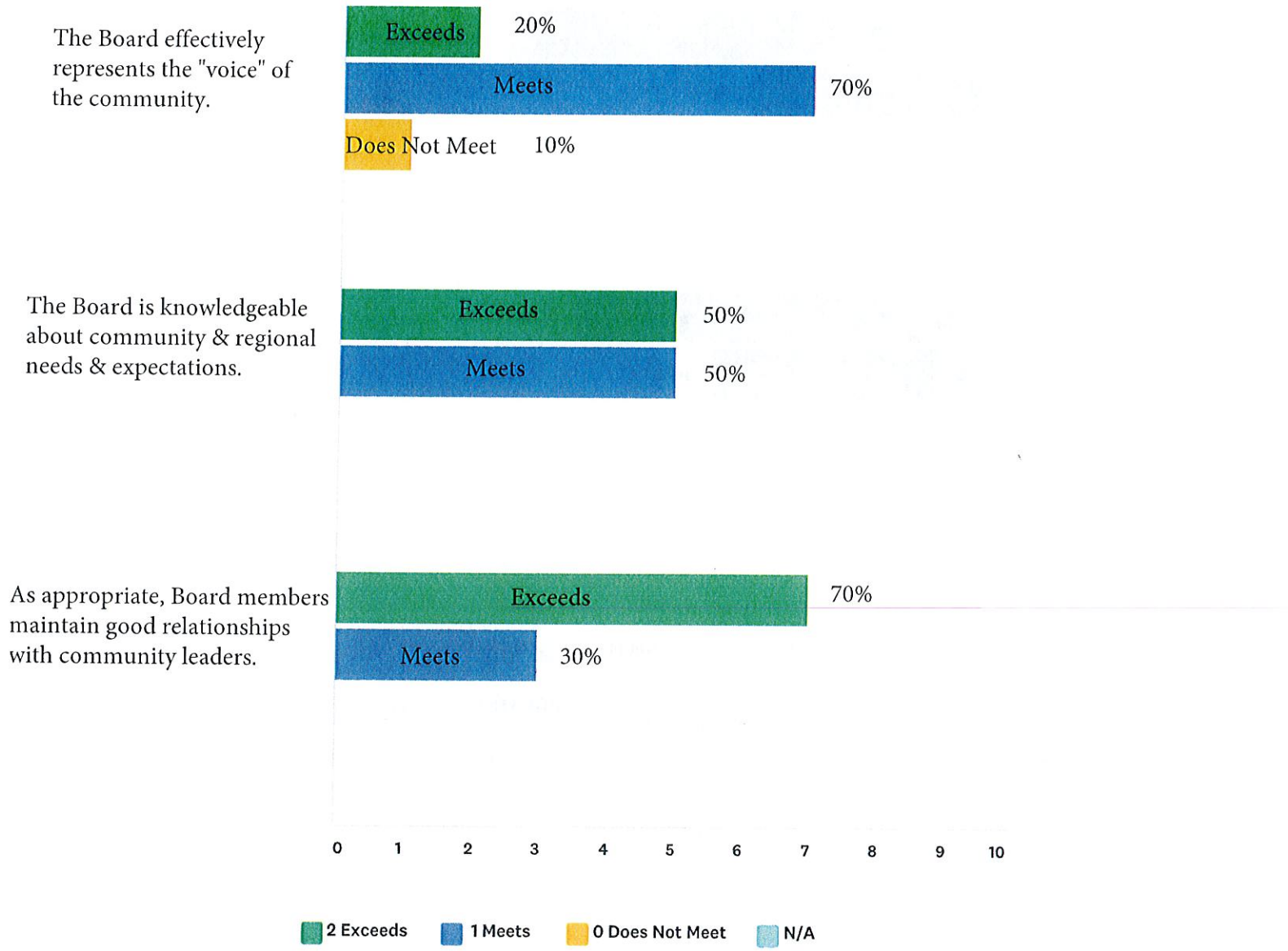




	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
Board meetings focus on governance rather than administration.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	10	1.70
The Board periodically reviews and evaluates its policies.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60

Q3 COMMUNITY RELATIONS

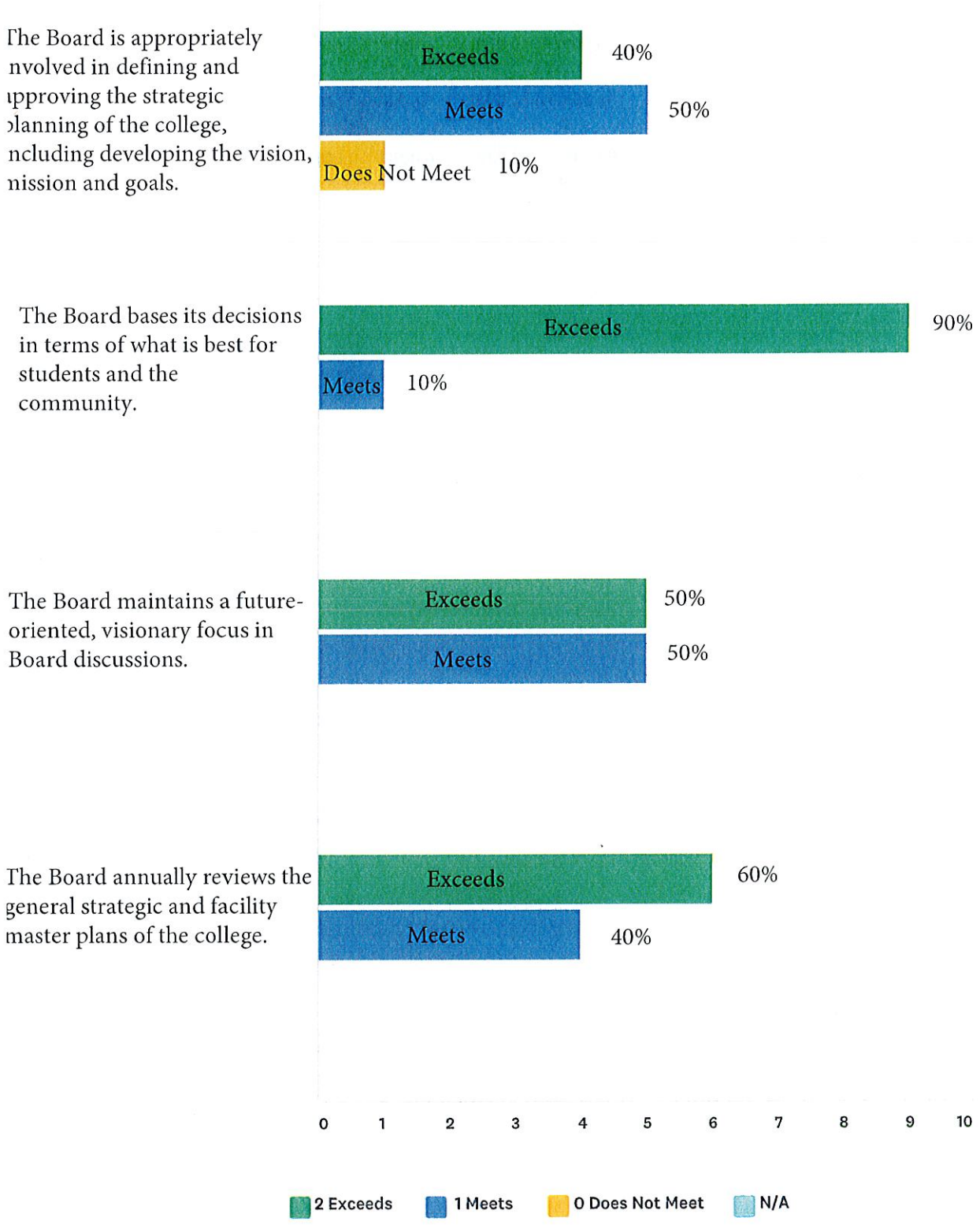
Answered: 10 Skipped: 0



	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board effectively represents the "voice" of the community.	20.00% 2	70.00% 7	10.00% 1	0.00% 0	10	1.10
The Board is knowledgeable about community and regional needs and expectations.	50.00% 5	50.00% 5	0.00% 0	0.00% 0	10	1.50
As appropriate, Board members maintain good relationships with community leaders.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	10	1.70

Q4 POLICY DIRECTION

Answered: 10 Skipped: 0

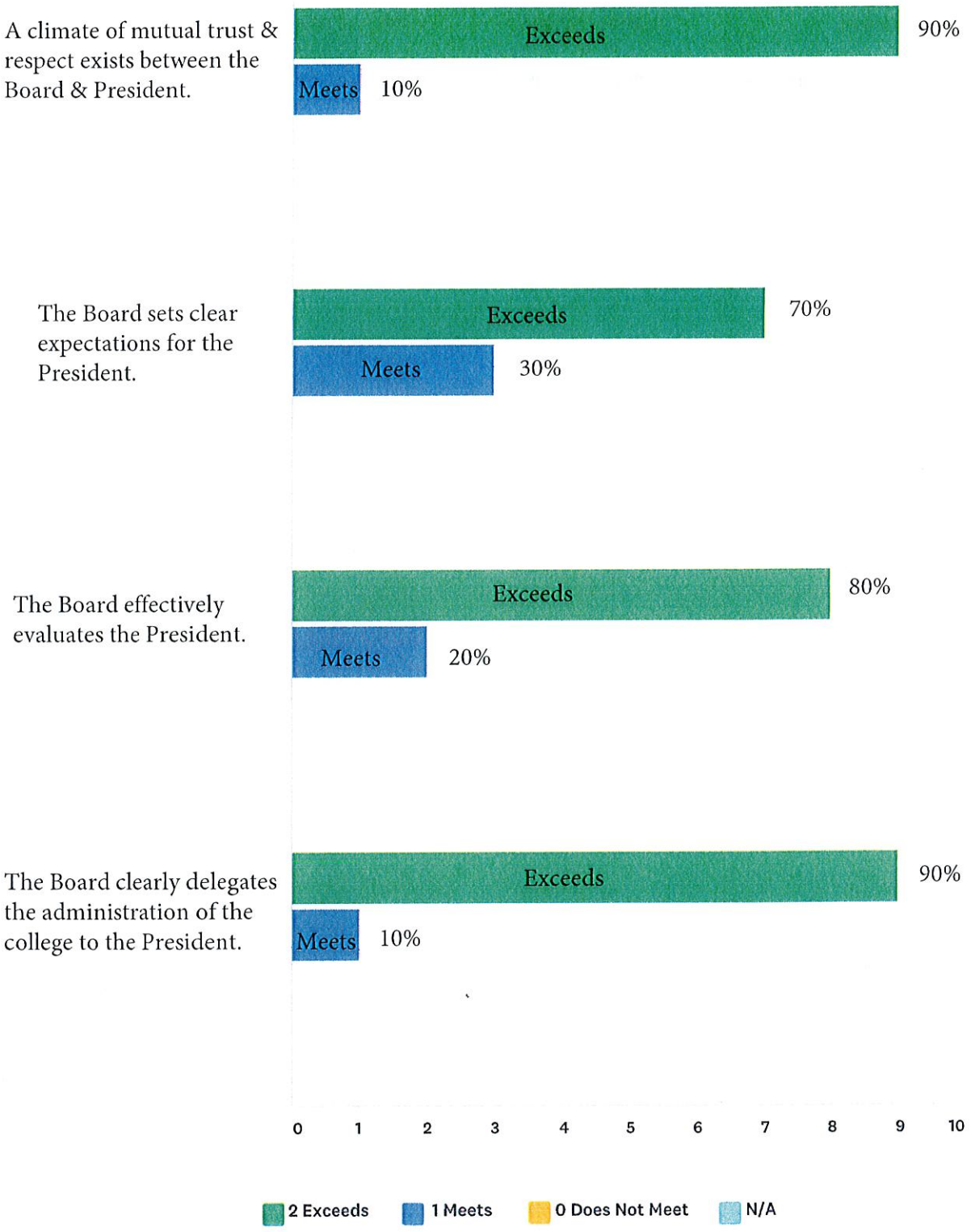


Board of Trustees Self-Evaluation 2019

	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board is appropriately involved in defining and approving the strategic planning of the college, including developing the vision, mission and goals.	40.00% 4	50.00% 5	10.00% 1	0.00% 0	10	1.30
The Board bases its decisions in terms of what is best for students and the community.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	10	1.90
The Board maintains a future-oriented, visionary focus in Board discussions.	50.00% 5	50.00% 5	0.00% 0	0.00% 0	10	1.50
The Board annually reviews the general strategic and facility master plans of the college.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60

Q5 BOARD - PRESIDENT RELATION

Answered: 10 Skipped: 0



	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
A climate of mutual trust and respect exists between the Board and President.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	10	1.90
The Board sets clear expectations for the President.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	10	1.70
The Board effectively evaluates the President.	80.00% 8	20.00% 2	0.00% 0	0.00% 0	10	1.80
The Board clearly delegates the administration of the college to the President.	90.00% 9	10.00% 1	0.00% 0	0.00% 0	10	1.90

Q6 STANDARDS FOR COLLEGE OPERATIONS

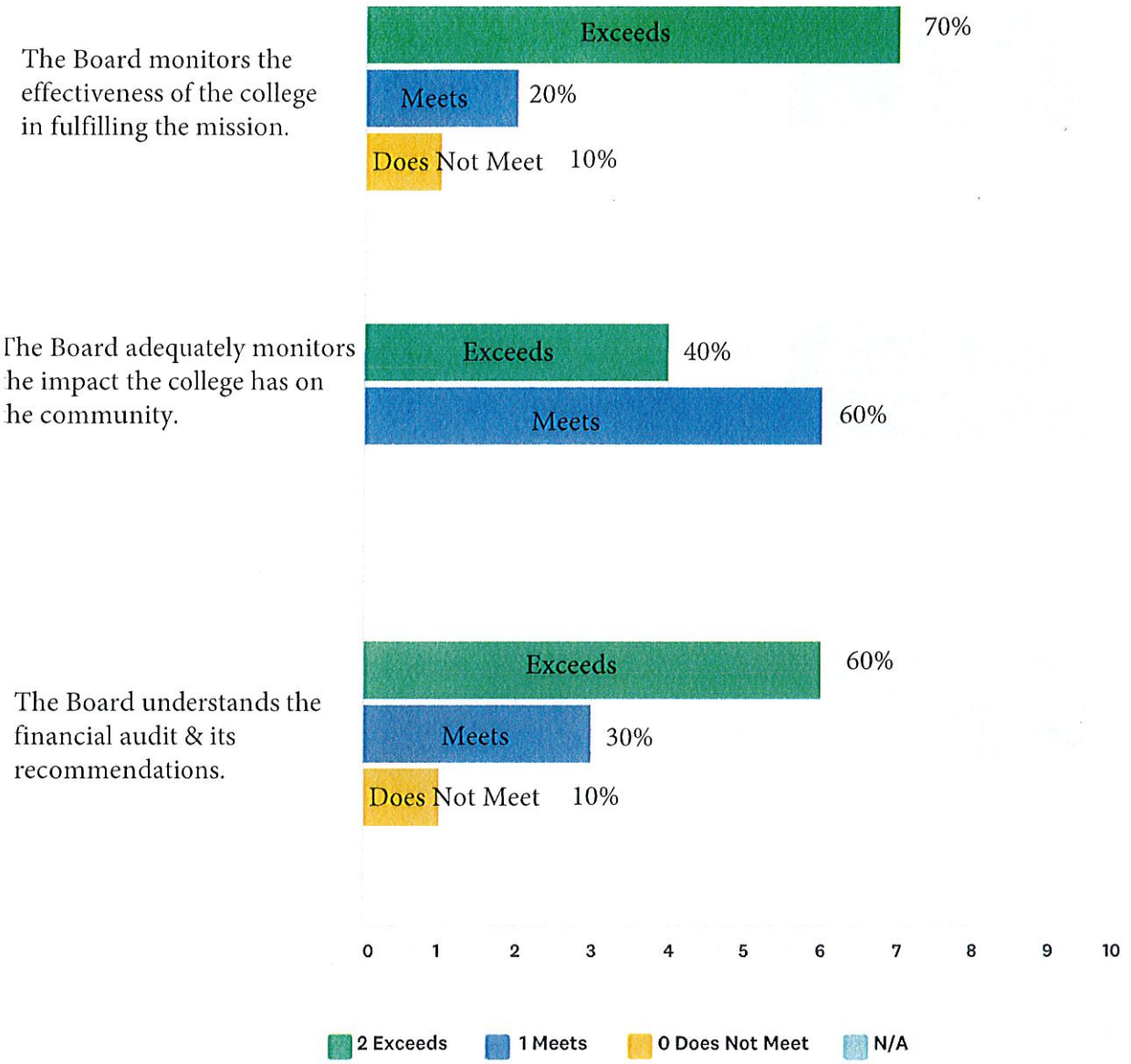
Answered: 10 Skipped: 0

Board of Trustees Self-Evaluation 2019

	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board is knowledgeable about the educational programs and services of the college.	70.00% 7	30.00% 3	0.00% 0	0.00% 0	10	1.70
The Board understands the fiscal condition of the college.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
The Board understands the budget document.	40.00% 4	60.00% 6	0.00% 0	0.00% 0	10	1.40
The Board has policies that require fair employee due process and grievance procedures.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60

Q7 INSTITUTIONAL PERFORMANCE

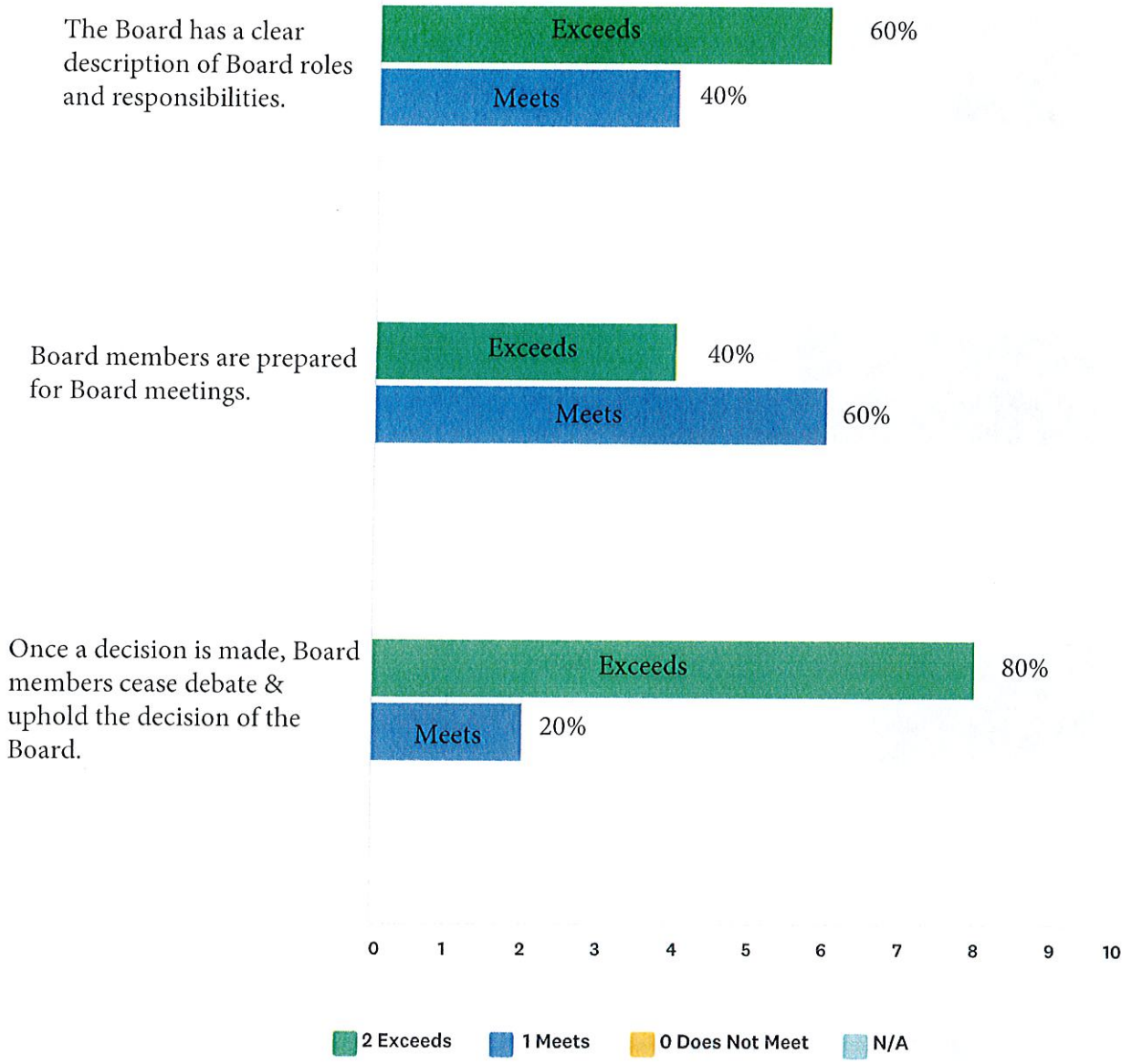
Answered: 10 Skipped: 0



	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board monitors the effectiveness of the college in fulfilling the mission.	70.00% 7	20.00% 2	10.00% 1	0.00% 0	10	1.60
The Board adequately monitors the impact the college has on the community.	40.00% 4	60.00% 6	0.00% 0	0.00% 0	10	1.40
The Board understands the financial audit and its recommendations.	60.00% 6	30.00% 3	10.00% 1	0.00% 0	10	1.50

Q8 BOARD LEADERSHIP

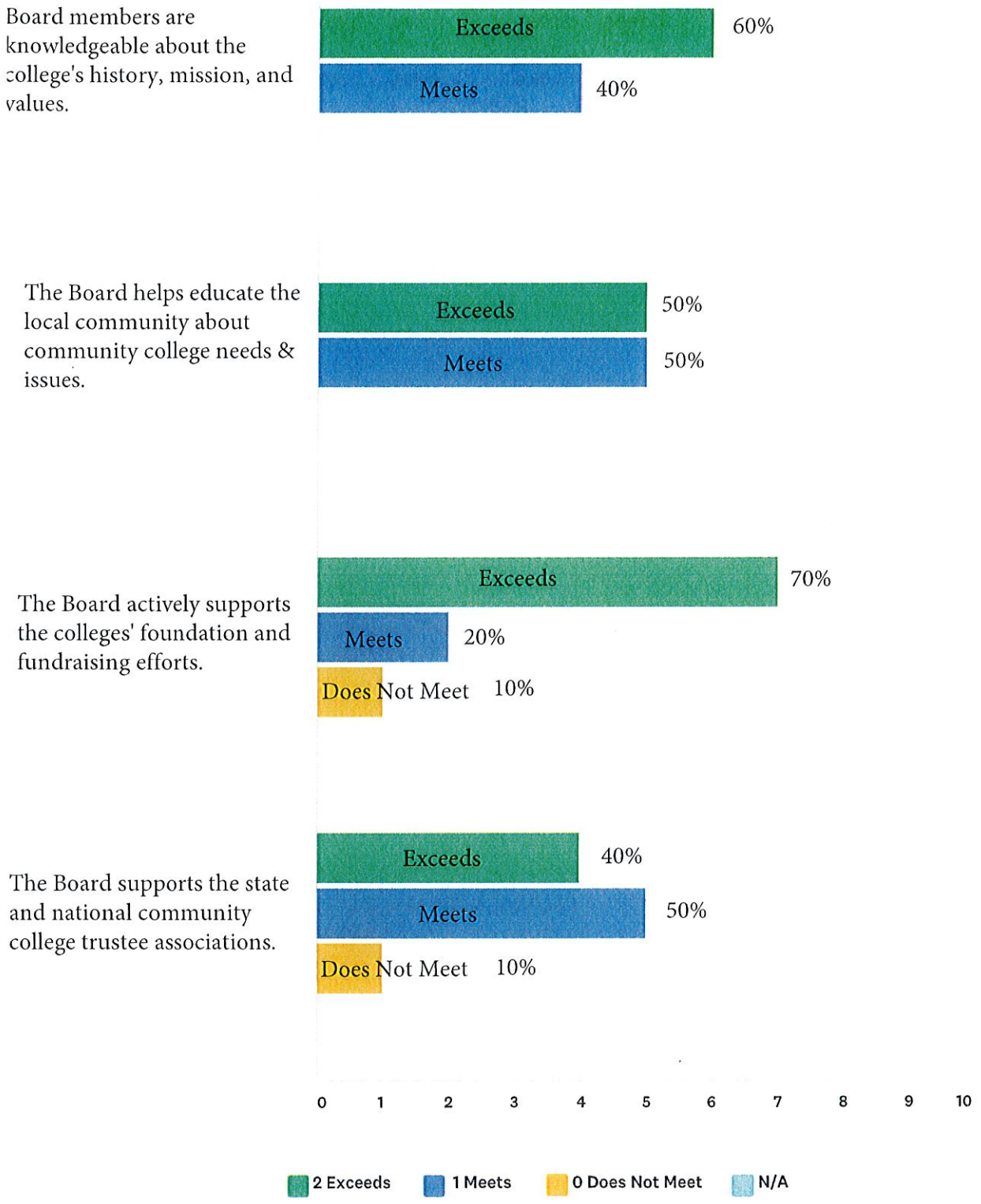
Answered: 10 Skipped: 0



	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
The Board has a clear description of Board roles and responsibilities.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
Board members are prepared for Board meetings.	40.00% 4	60.00% 6	0.00% 0	0.00% 0	10	1.40
Once a decision is made, Board members cease debate and uphold the decision of the Board.	80.00% 8	20.00% 2	0.00% 0	0.00% 0	10	1.80

Q9 ADVOCATING FOR THE COLLEGE

Answered: 10 Skipped: 0

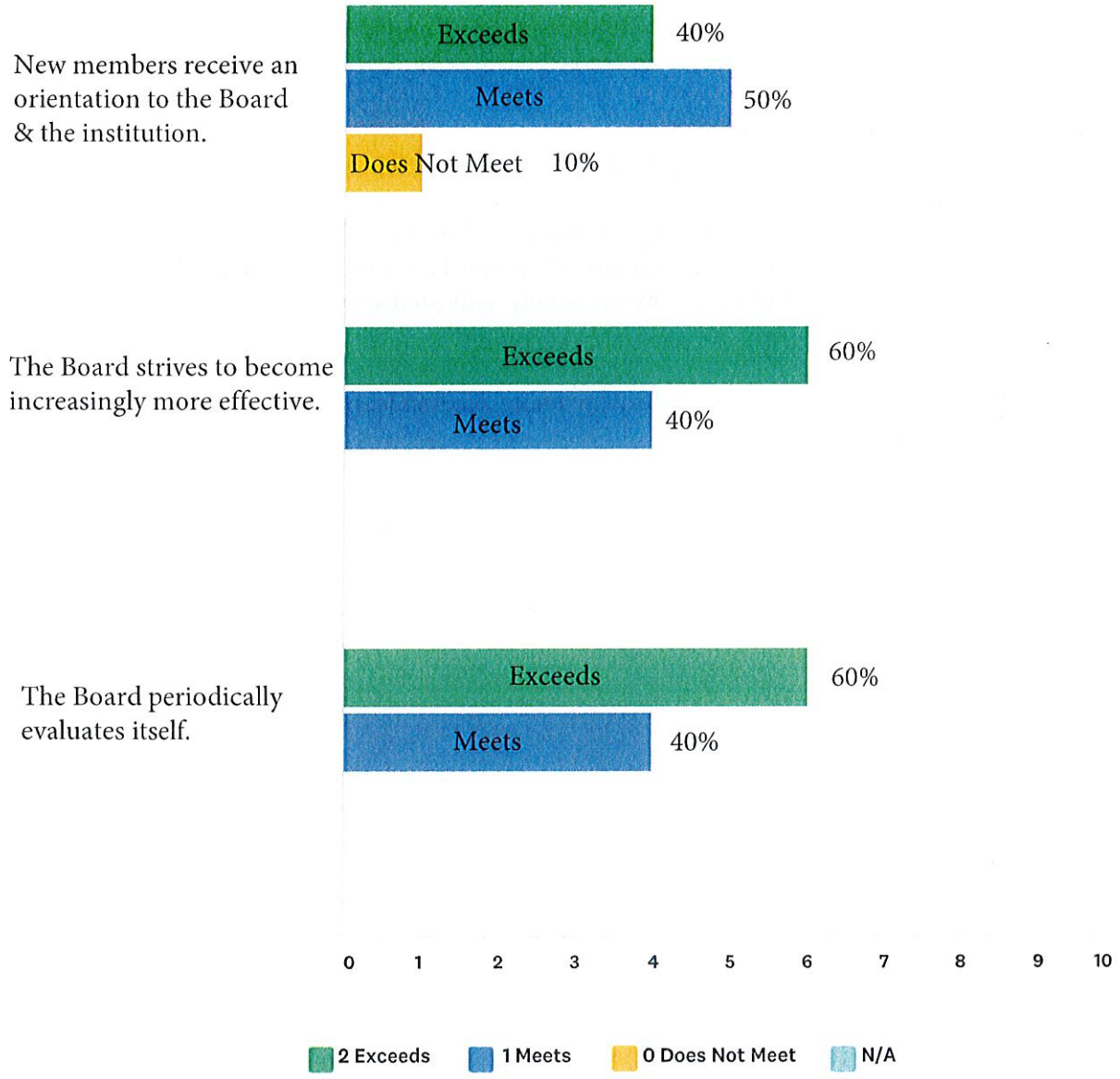


Board of Trustees Self-Evaluation 2019

	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
Board members are knowledgeable about the college's history, mission, and values.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
The Board helps educate the local community about community college needs and issues.	50.00% 5	50.00% 5	0.00% 0	0.00% 0	10	1.50
The Board actively supports the colleges' foundation and fundraising efforts.	70.00% 7	20.00% 2	10.00% 1	0.00% 0	10	1.60
The Board supports the state and national community college trustee associations.	40.00% 4	50.00% 5	10.00% 1	0.00% 0	10	1.30

Q10 BOARD EDUCATION

Answered: 10 Skipped: 0



	2 EXCEEDS	1 MEETS	0 DOES NOT MEET	N/A	TOTAL	WEIGHTED AVERAGE
New members receive an orientation to the Board and the institution.	40.00% 4	50.00% 5	10.00% 1	0.00% 0	10	1.30
The Board strives to become increasingly more effective.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60
The Board periodically evaluates itself.	60.00% 6	40.00% 4	0.00% 0	0.00% 0	10	1.60

Q11 What are the major accomplishments of the Board in the past year?

Answered: 10 Skipped: 0

-Early College developed and CTE building
-Heard grievance and took steps to improve the process; Continue to support and monitor CTE building
-Continuing to support the Early College and monitoring the growth and fiscal needs of both new curriculum and college.
-The Board does an excellent evaluation on the President.
-140 plus graduate and new programs; Refresh of existing facilities near completion
-Involvement in approval of new programs for CTE.
-Working together with the President to complete the facility upgrades and the new CTE Building.
-The board is fulfilling its responsibilities and has taken initiative to become better informed about the CTE initiative/offerings. Our Board Chair, Claudia Bulthuis, is exceptionally dedicated and runs our sessions very effectively.

NOTE: 10 Trustees completed the survey, 2 did not record any major accomplishments

Q12 As a trustee, I have concerns about:

Answered: 10 Skipped: 0

-Board diversity and geographical representation; More Board involvement in College activities,especially the Foundation events
-Concerns about supporting a revised grievance policy and procedure.
-Concerns about if new members are oriented to the Board & the institution.
-Integration of high school & college and new campus; needing younger trustees
-I hope that I am fulfilling my duties as a board member. I welcome feedback from other members, staff, etc. on how we can improve.
-The boards minimal role in shaping vision; board members should be more involved in developing vision, mission & goals. (First statement under POLICY DIRECTION: Trustee wrote "approving is more apt." by that statement. Third statement under INSTITUTIONAL PERFORMANCE: Trustee wrote: "They've never seen auditor's report - even the 'clean' one.")

NOTE: 10 Trustees completed the survey, 4 did not record any concerns.

Montgomery Community College
SGA Report
October 9, 2019 Board of Trustees Meeting

SGA Updates and Highlights

- SGA Senators approved the addition of two new program clubs.
- The SGA will sponsor Mid-Term Mania October 16.
- SGA Officer elections will be held in late October.
- The annual SGA Spooktacular will take place October 31.

President's Report
October 9, 2019

Activities since the September Board Meeting

9/11/19	Board of Trustees Meeting
9/13/19	Internal Focus Group
9/19/19	State Board Meeting
9/26/19	Monthly Construction Meeting
9/27/19	New Employee Orientation
10/2/19	System Office Meeting
10/4/19	Communities in Schools Meeting

Upcoming Activities

10/9/19	NC School of Governors Economic Session
10/9/19	Board of Trustees Meeting
10/10/19	Strategic Planning Core Committee Meeting
10/11/19	New Employee Orientation
10/20-22/19	Distance Learning Conference
10/24/19	Monthly Construction Meeting
10/25/19	New Employee Orientation
10/30/19	Piedmont Triad Partnership Meeting

Board of Trustees Information

https://www.montgomery.edu/bot

What Is Envisioned for AG Education in Montgomery County:

Today's agriculture is a diverse, state of the art, technologically driven, science and math laden, creative, inspiring profession abounding with lucrative and meaningful career opportunities. This face of advanced agriculture is what we want to expose to our students in Montgomery County.

Ironically, due to the advancements in science and technology, most Americans view agriculture as an easily attainable, cheaply made, and limitless resource conglomerate that will forever be a horn of plenty. However, the reality is that the ill-effects of industrialization and over-population are jeopardizing our food resources. Without sustainable agriculture advancements over the next generation, the very foundation of our existence will be dramatically altered.

We feel that Montgomery County is ideally situated to develop and implement a model of Ag education which will be widely replicated and will cultivate the type of students needed to tackle the new challenges of agribusiness. Agriculture is at a crossroads of change and (secondary and vocational) Ag education must change as well. Working with the entities, partnerships, and professionals already available in the County, we feel confident that a research based curriculum of study, placed on the 9-14 grade platform, and housed in a new facility on the Central Campus will attract, engage, and educate high performing science and math students, ideally preparing them for continued educational attainment in agriculture, Ag science, and Ag business at State and A & T universities.

Resources Available in Montgomery County:

A. Co-operative Extension Services: partnership organization with NC State and NC A & T universities. Extension delivers trusted information directly into the hands of farmers and agribusinesses, helping them translate knowledge into solutions that grow our economy and communities. Extension offers a wealth of educational programs that help people make healthier, better-informed decisions and grow our economy. Programs cover a variety of areas from local foods and food safety to gardening and environmental efforts. Extension areas of expertise include animal agriculture, aquaculture, commercial horticulture, nursery & turf, farm health and safety, field crops, food processing, local foods, pest

management, and specialty crops. Staff positions are partially funded by County dollars. Extension delivers 4-H, the largest youth development organization in North Carolina, educating hundreds of thousands of young people each year. Extension's 4-H program is growing the next generation of leaders and equipping youth with the skills to succeed.

B. Sandhills Research Station- established in 1940 on a 100-acre tract in Eagle Springs and moved in 1951 to its present 517-acre site in the Windblow community of Montgomery County. SRS provides the platform necessary for conducting agricultural research developed by scientists at N.C. State University and other institutions. The station provides the land, labor, equipment and management to support the research and the staff provide the care necessary for the research projects. In addition to the production of blueberries, the station research program has expanded to include raspberries and blackberries or caneberries. A grant from the North Carolina Tobacco Trust Fund Commission is currently supporting raspberry production research. There are presently 13 buildings including an office, superintendent's dwelling, equipment maintenance shop, chemical and fertilizer storage buildings, equipment storage sheds and packhouse. A new turf equipment storage building is the most recent addition. The station has a highly developed irrigation system that can supply supplemental irrigation to every field of the station by way of underground lines and hydrants. Two ponds supply the irrigation water. Irrigation machines include two large lateral move systems and four hard hose travelers. Twelve trucks, 14 tractors, a combine and a backhoe are used to support the research operations.

C. Montgomery County Schools (MCS) and Montgomery Community College (MCC): a dynamic partnership has emerged to enhance educational opportunities in Montgomery County. The partnership between these two entities is directed toward improving educational attainment levels and the overall student experience, while maximizing resources. They have embraced the belief that education should not be a process of matriculation through compartmentalized "schools", but instead should be holistic throughout the educational career and should culminate seamlessly into a vocation for which the student has been more than adequately prepared.

The expanded Central Education Campus houses the College, the Early College, the new central high school, and the advanced Career and Technical Education facility. State of the art resources, classrooms, and labs, combined with skilled instructors and partnerships with existing businesses, are being utilized to provide comprehensive and progressive educational experiences, with an individualized approach, on a grade 9-14 platform concept. The platform is designed to identify student aptitudes and to offer appropriate and challenging curriculums aimed at engaging student interest and to challenge students toward competencies and mastery of career and university relevant skills.

D. Golden LEAF: Golden LEAF's mission is to increase economic opportunity in North Carolina's rural and tobacco-dependent communities through leadership in grantmaking, collaboration, innovation, and stewardship as an independent and perpetual foundation. Golden LEAF's vision is a North Carolina with opportunities for growth and prosperity for its people all across the state. The Golden LEAF Foundation strives to be North Carolina's best resource to create meaningful and lasting economic impact on rural, tobacco-dependent and economically distressed communities by working with a hard-to-solve need and bringing creative solutions to the table. In 1999, the North Carolina legislature created the nonprofit Golden LEAF Foundation to administer one-half of North Carolina's share of the Master Settlement Agreement with cigarette manufacturers. Golden LEAF has been a steady hand providing resources to increase the economic opportunity for the state's rural and economically distressed communities through a variety of grantmaking building human and physical infrastructure. Golden LEAF is governed by a board of directors appointed by leaders of NC's Legislative and Executive Branch. The Board has built the endowment in a responsible manner, while other states have used proceeds to balance budgets. The Foundation's funding focuses on critical issues facing rural communities: advancing agriculture practices, creating opportunity for job creation and helping retain crucial businesses at risk for leaving an area, and readying the workforce. The foundation also works with schools to prepare students for college and the workforce and helps move communities toward economic vitality.

The Pathway for Ag Education:

As demonstrated we have all the resources and connections through the Co-op Ext, Sandhills Research Station, NC State and NC A & T Universities, and practitioners in the field to bring the EXPERTISE of advanced agricultural education to our students in Montgomery County. The aforementioned entities have existing relationships and communicate frequently as each performs their similar but unique functions, but we are asking for these functions to be expanded and unified into a partnership with MCS/MCC to create a dynamic Ag education experience.

The County proposes to pay for the construction of a new facility on the Central Campus for Ag education. The cornerstone of this facility will be a research laboratory, which in turn will be the nucleus of the advanced Ag curriculum offered through MCS/MCC. While a transferrable associate's degree is clearly an expected outcome from this proposed project, it is not the goal. Such a curriculum could easily be devised, approved, and implemented in the existing educational facilities. A non-research based curriculum would suffer for three main reasons: (1) it would fail to bring student attention to the new face of AG education, (2) it would fail to attract high achieving science and math students into the program, and (3) it would fail to capitalize on the organizational resources (higher education and private practitioners) operating currently in the County.

With active direction and participation from the Universities, Co-op Ext, and Sandhills Research Station, it is our belief that this project will attract an enhanced student subset and will invariably achieve its educational goals. With leadership, a focal research component that fits harmoniously with existing operations can be identified and a curriculum subsequently tied to that component. In exchange for their active participation, those entities receive (1) facilities and labs available to complement their existing operations in the County; (2) better trained and informed students; (3) student populations for internship work; and (4) a model of Ag education which can be replicated in almost all NC Counties.

In addition, the proposed new facility would house the Montgomery County Co-op Extension and offer an outdoor pavilion to be utilized for the many existing Co-op programs and functions.

Summary and Funding:

In a nutshell, the idea proposed herein is to pull together the resources of the County to develop an AG educational opportunity of such uniqueness, importance, and interest that it will keep all the parties engaged in exhilarating and symbiotic relationships. The Universities and the Research Station will provide the concept and expertise for the research component; the Co-op Extension will engage younger students and current practitioners, acting as the conduit tying the program to both emerging students and the County's existing businesses; and MCS/MCC will provide the instruction and educational resources to propel the program.

This partnership also gives the Co-op Extension new offices and access to the amenities and facilities (classroom space, culinary labs, lecture rooms, auditoriums, flex space, etc.) of the Central Campus. With a little cooperation and planning, resources can be shared and maximized and all entities will benefit from the project.

The County envisions a budget of roughly $6-$7 million to achieve the desired goals and outcomes. This budget includes approximately $1.5 million of Golden LEAF funds for which the County is competing. The LEAF funds are envisioned to pay for the research labs and equipment which will be the cornerstone of the project. The County and MCS/MCC have been working on this proposal with LEAF and the Rural Center for nearly a year and are optimistic for LEAF funding for the concept.

The deadline for the letter of intent to Golden LEAF is November 2019. LEAF will announce the recipients of the funding appropriations in April 2020. What is needed at this time is (1) commitments from the partners named and (2) the first drafts for proposed research/curriculum models. The more models discussed and vetted, the better! It is most desirable that the research facility and labs in the new building will be convertible and the research projects changed every 3-5 years to keep pace with advancements and technology.

Again, success here is completely dependent on the dynamics of the partnerships. Education, especially secondary education, has long been a static and insulated

experience disconnected from up-to-date technologies and from the realities experienced by current practitioners. That can be changed!! Unlike any other "occupation" in the County, AG in Montgomery County offers students the opportunity to experience all facets of the profession within the borders of our County. We have it all: the growers and producers living the profession, the Co-op extension services working to enhance the farmers' businesses, the Universities researching and working in the demonstration fields to improve Ag products and techniques, and the willingness of MCS/MCC to provide the instruction to tie all these experiences together.

Board of Trustees Calendar of Events
2019-2020

October 9, 2019	**5:30 p.m.**	**Committee/Board Meeting**
November 1, 2019		**Shooting Clays Tournament**
November 11, 2019	**11:30 a.m.**	**Veteran's Day Ceremony - MCC Flagpole**
November 13, 2019	**11:30 a.m.**	**Foundation Board Meeting**
November 13, 2019	**5:30 p.m.**	**Committee/Board Meeting**
December 6, 2019	**6:00 p.m.**	**Board Christmas Dinnner**
December, 2019		**No Board Meeting**
January 8, 2020	**5:30 p.m.**	**Committee/Board Meeting**
February 12, 2020	**11:30 a.m.**	**Foundation Board Meeting**
February 12, 2020	**5:30 p.m.**	**Committee/Board Meeting**
March 11, 2020	**5:30 p.m.**	**Committee/Board Meeting**
March 18-20, 2020		**NCACCT Law/Legislative Seminar**
March 28, 2020	**8:00 a.m.**	**Board Retreat**
April 8, 2020	**5:30 p.m.**	**Committee/Board Meeting**
May 6, 2020	**11:30 a.m.**	**Foundation Board Meeting**
May 6, 2020	**5:00 p.m.**	**Board of Trustees Meeting**
May 6, 2020	**7:00 p.m.**	**Graduation**
June 10, 2020	**5:30 p.m.**	**Committee/Board Meeting**
July, 2020		**No Board Meeting**
August 12, 2020	**5:30 p.m.**	**Committee/Board Meeting**
September 9, 2020	**5:30 p.m.**	**Committee/Board Meeting**