

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, November 13, 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 Wade Auman, Business Advisory Council

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

Standing Committees

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

- October Financial Reports – **Appendix B-1 (Action)**..... Jeanette McBride
- September Foundation Fund Statement – **Appendix B-2** Korrie Ervin
- Grants Update – **Appendix B-3**..... 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
 - Naming of Maintenance Building

Personnel Committee..... Gelynda Capel, Chairman

- **Personnel Appointments**
 - Director of Learning Resources/Professional Development – **Appendix D-1**
 - Learning Resources Technical Assistant – **Appendix D-2**
 - NCWorks Customer Service Specialist – **Appendix D-3**
 - Student Success and Retention Specialist – **Appendix D-4**
 - Facility Maintenance Instructor – **Appendix D-5**

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

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

- Continuing Education – **Appendix E-2**
- Update from Vice President of Student Services – **Appendix E-3** Beth Smith

Legislative/Public Relations Committee Paula Covington, Chairman

- Legislative Updates..... Dr. Chad Bledsoe
 - Proposed Amendment of 1C SBCCC 300.97 – Faculty – **Appendix F-1**
(Future Legislative Changes)
- Public Relations/Marketing Update – **Appendix F-2**Michele Haywood

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

- Board Policy Manual Dr. Chad Bledsoe
 - Section 7 – **Appendix G-1 – Second Reading (Action)**
 - Policy 1.12, Awards and Recognitions –**Appendix G-2 – Second Reading (Action)**
 - Section 5 – **Appendix G-3 – First Reading**
- 2019-2020 Institutional Effectiveness Plan – **Appendix G-4**Carol Holton
(A link is provided)
- Business Continuity Plan Dr. Chad Bledsoe
(A copy will be provided at the meeting)
- Board of Trustee OAR’s – **Appendix G-5 (Action)**Claudia Bulthuis
- Strategic Planning Timeline – **Appendix G-6**..... Dr. Chad Bledsoe

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

President’s Report Dr. Chad Bledsoe

- Activities Since Previous Board Meeting – Appendix I
- Academic Excellence Award
- Montgomery Proposed Golden Leaf Grant

Chairman’s ReportClaudia Bulthuis

- Trustee Handbook
- Calendar of Events – **Appendix J**
 - Phi Theta Kappa Ceremony, December 12, 2019
 - Board Retreat, March 21, 2020
 - Graduation, May 6, 2020
- **Presidential Evaluation Schedule**
 - Direct Reports turn in forms by January 31.
 - BOT reviews Direct Report Forms at February BOT Meeting.
 - BOT receives evaluation form at February BOT Meeting.
 - BOT returns completed forms by March BOT Meeting.
 - Results are compiled and reviewed by BOT at the Retreat in March.
 - Results are discussed with Dr. Bledsoe at April BOT Meeting.

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, October 9, 2019

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:05 p.m. in the College Boardroom by Claudia Bulthuis, Chairman, with the following members present:

Present

Claudia Bulthuis
Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris

Kerry Hensley
Susan Hershberger
Gordon Knowles
Bill Price
Cole McQuinn, SGA President

Absent

Phil Absher
Johnny McKinnon

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; and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including Crystal Thomas, Coordinator of Prison Programs.

Approval of the Agenda - Action

Ms. Hensley made a motion, seconded by Mr. Knowles, to approve the agenda for the October 9, 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 – Crystal Thomas, Coordinator of Prison Programming

The Board received a presentation on prison programs from Crystal Thomas, Coordinator of Prison Programming.

Approval of September Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mr. Harris, to approve the September Board and 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 September financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the September financial reports as a matter of information. Coming from committee, this required no second. The motion carried. Brief discussion was held on the new format of the financial statements. There will be a session held, for Trustees to provide a background on the budgeting process.
- The committee received an update on the August Foundation Funds Statement presented by Mrs. Ervin.
- The committee received a Foundation update provided by Mrs. Ervin. She reported that the second annual Shooting Clay tournament that will be held on November 1, 2019 at DeWitt's in Ellerbe, NC.

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 with a photo showing the walls recently constructed. The server room in Capel Hall is now complete and awaiting inspections. Phase one of interior renovations in Blair Hall has started and will be complete within 180 days.
- The committee reviewed Appendix C-3, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. He reported that interior renovations have started in Blair Hall. The HVAC project for Capel Hall is awaiting inspections before the project is closed out. The arms room for Gunsmithing is almost complete.

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 Notice of Resignation from Deborah Ashby, Director of Learning Resources/Professional Development and Vance Beck, Facility Maintenance Instructor.

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 Forestry Club made an appearance at the John G. Palmer Woodsmen’s meet at the Cradle of the Forestry in Brevard, on October 4, 2019. They came in third place again this year.
- The Early College has 59 seniors and 42 of them are on track to finish their High School and Associate Degrees in May, 2020. Sixteen of the remaining students are planning to return for their fifth year with one student looking to change majors and continue their education at the College. In addition, students are on track to complete 16 Certificates in May.
- For the fall semester, the college has 1,004 students with a growth of 15% in FTE.
- The Montgomery Community College chapter of Phi Theta Kappa will meet to elect officers and to plan chapter activities for the fall semester. Installation of new members is scheduled for December, 2019.
- The committee received an update on Continuing Education activities from Mr. Proctor. He noted that Leadership Montgomery is in their 26th year with 19 participates and that Continuing Education hosted the first basic training class for Department of Correction employees. In the past, the college had only partnered with the Department of Correction to hold continuing education classes.
- The committee received notification of an ECU Pirate Promise Agreement between East Carolina University and Montgomery Community College. Mr. Proctor presented the co-admissions agreement and noted that it is designed to improve transfer student access and success through a collaborative baccalaureate degree completion program.
- The committee received an update on Student Services activities from Mrs. Smith. She reported that Staff and Faculty attended a presentation on Aviso, the early alert system that the college will put in place in December. The Montgomery County Health Department offered flu shots to employees, students and families on October 7, 2019.
- The committee received recommended revisions to the Student Fee Chart. Mrs. Smith reported that the only change being made to student fees are the TEA’s test fees for nursing students. The ATI fee has increased in price due to the vendor. The committee approved, and Mr. Price made a motion to approve, the Student Fee Chart Revisions. Coming from committee, this required no second. The motion carried.

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 proposed permanent amendment of 1D SBCCC 400.11, Education Services through Career and College Promise from Dr. Bledsoe.
- The committee received a legislative update located in Appendix F-2 on the adoption of 1B SBCCC 100.1, Definitions from Dr. Bledsoe.
- The committee received a legislative update located in Appendix F-3 on the amendment of 1E SBCCC 700.4 - College Access Parking & Security (CAPS) Fees from Dr. Bledsoe. This amendment adds student transportation to the list of permitted uses of CAPS fees. Dr. Bledsoe noted that this fee may be added for fall 2020.
- The committee received a legislative update located in Appendix F-4 on the amendment of 1B SBCCC 200.3, Establishing Multi-Campus Centers from Dr. Bledsoe.
- 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 – Robert Harris, Vice 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 7 of the Board Policy Manual as first reading. The Board recommended changes to policies 7.1.1, 7.1.2, 7.1.4, 7.1.5 and 7.1.8. These policies will be modified and presented to the Board at the next Board meeting for second reading.
- The committee received Policy 1.12, Awards and Recognitions, of the Board Policy Manual as first reading.
- Dr. Bledsoe presented the 2020-2025 Strategic Plan Report. He noted that data gathering process has been successful. The college has had internal and external outreach focus groups to collect data and will continue to meet with civic groups to generate more external input.
- Mrs. Bulthuis presented the Board of Trustees OARs for discussion. She noted that this is the first evaluation that the Board has participated in. Mrs. Bulthuis recommended carrying forward the goals to the 2020 year and continue to increase the Board's awareness of responsibilities and implementing the Board of Trustees, New Trustee Orientation handbook.
- Mrs. Bulthuis presented the Board of Trustees Self- Evaluation for discussion. She noted that the some members of the Board were not aware of their role in assisting with the five year Strategic Plan. The Board will increase their participation and preparation of the five year plan.

SGA Report – Cole McQuinn, SGA President –Appendix H

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H. She reported that SGA Senators approved the addition of two new program clubs. The SGA will sponsor Mid-Term Mania on October 16, 2019. SGA Officer elections will be held in late October and the annual SGA Spooktacular will take place October 31, 2019 in Student Services from 11:00 a.m. until 1:00 p.m.

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 attended a Communities in Schools meeting at West Montgomery High School on October 4, 2019.
- Dr. Bledsoe was active in several strategic planning focus groups held at the college and at several locations in town.
- The Education Strategy Group report was highlighted in the Montgomery Herald recently. This report assessed the partnership between the Montgomery Community College and Montgomery County Schools.
- He reported that the House Appropriations Committee passed House Bill 61, Community College Budget/2019-2021 Biennium. This bill contains all of the community college items that were included in the budget, House Bill 966, except for, salary increases and capital funding.

Golden Leaf Grant – Appendix I-1

Dr. Bledsoe presented Appendix I-1, the Golden Leaf Proposal. This grant will allow the college to apply for up to a total of \$1.5 million dollars. Up to two grant proposals will be submitted to support a partnership with the Cooperative Extension to create an agricultural center. The center would be housed on MCC property and shared with the cooperative extension office, Montgomery County Schools and the College. A group from Mt. Gilead has approached college administration with a proposal to open up a barber school and to house classes in Mt. Gilead.

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

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

- The Veteran's Day ceremony will be held on November 11, 2019 at 11:30 a.m. by the Flagpole at the college.
- The Board retreat will be held on March 28, 2020 at 8:00 a.m. in the college Boardroom.
- Graduation will be held on May 6, 2019.

Mrs. Capel made a motion, seconded by Mr. Knowles, to approve the date change of the May 13, 2020 Board of Trustees meeting to be held on May 6, 2020. The motion carried.

Mrs. Bulthuis shared the Trustee Handbook. The Handbook was distributed to the Trustees during the meeting for them to review for discussion at next month's meeting.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the meeting at 7:42 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 9, 2019 at 5:32 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Absent

Phil Absher

Others Present

Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris
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; and Courtney Atkins, Assistant to the President.

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

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

September Financial Reports – Appendix B-1 – Jeanette McBride

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

- As of September 30, 2019, County fund expenditures were \$186,260 or, 24% of the budget.
- As of September 30, 2019, there were \$287,486 available for Capital Expenditures. Of those funds, \$6,000 was spent for rent on the college's Biscoe center. \$1,600 was used for parking lot repairs and \$9,900 was spent on a utility vehicle.
- As of September 30, 2019 State funds expenditures were \$1,694,332 which is close to the amount spent in September of 2018.
- As of September 30, 2019, the Institutional Fund balance was \$616,429. There are several negative fund balances due to reimbursable grants. Those grants have to be paid out before they are reimbursed.
- As of September 30, 2019, the balance in the STIF account was \$195,686.

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

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

Mrs. Ervin presented Appendix B-2, the August Foundation Fund Statement. As of August 31, 2019, the total funds were \$3,892,774.50. This reflects a market drop of \$21,662.22.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. All Trustees received a brochure on the second annual Shooting Clay tournament that will be held on November 1, 2019 at DeWitt's in Ellerbe, NC.

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

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 9, 2019 at 5:44 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Paula Covington
Kerry Hensley
Susan Hershberger
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; 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.

Dr. Dunlap made a motion, seconded by Mr. Harris, to approve the September committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She noted that progress is being made this week on the Maintenance Building and presented a photograph showing the walls that are being put up. The server room in Capel Hall is now complete and awaiting inspections. Phase one of interior renovations in Blair Hall has started and will be complete within 180 days.

Construction Update – Appendix C-2 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. He reported that interior renovations have started in Blair Hall. The HVAC project for Capel Hall is awaiting inspections before the project is closed out. The arms room for Gunsmithing is almost complete.

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, October 9, 2019 at 5:47 p.m. in the College Boardroom.

Present

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

Absent

Phil Absher, Vice Chairman

Others Present

Katie Dunlap
George Gilbreath
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; 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 Ms. Covington, to approve the September committee meeting minutes. The motion carried.

Notice of Resignation – Appendices D-1 and D-2

The Committee received Appendices D-1 and D-2, the Notice of Resignation from Deb Ashby, Director of Learning Resources/Professional Development and Vance Beck, Facility Maintenance Instructor.

There being no further business, the meeting adjourned at 5:49 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

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

Absent

Johnny McKinnon

Others Present

Gelynda Capel
Paula Covington
Robert Harris
Kerry Hensley
Gordon Knowles
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; 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 except Dr. Johnny McKinnon.

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the September committee meeting minutes. 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. The Forestry Club made an appearance at the John G. Palmer Woodsmen's meet at the Cradle of the Forestry in Brevard, on October 4, 2019. They came in third place again this year. The Early College has 59 seniors and 42 of them are on track to finish their High School and Associate Degrees in May, 2020. Sixteen of the remaining students are planning to return for their fifth year with one student looking to change majors and continue their education at the College. In addition, students are on track to complete 16 Certificates in May.

For the fall semester, the college has 1,004 students with a growth of 15% in FTE. The Montgomery Community College chapter of Phi Theta Kappa are going to elect officers and plan chapter activities for the fall semester. Instillation of new members is scheduled for December, 2019.

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. Leadership Montgomery is in their 26th year with 19 participates. Continuing Education hosted the

first basic training class for Department of Correction employees. In the past, the college had only partnered with the Department of Correction to hold continuing education classes.

Pirate Promise Agreement – Appendix E-3 – Lee Proctor

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 was presented to Trustees.

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. Several Staff and Faculty attended a presentation on Aviso, the early alert system that the college will put in place in December. The Montgomery County Health Department offered flu shots to employees, students and families on October 7, 2019.

Student Fee Chart Revisions– Appendix E-5 – Beth Smith (Action)

Mrs. Smith presented Appendix E-5, the 2019 Student Fee Chart Revisions. The only change being made to student fees are the TEA's test fees for nursing students. The ATI fee has increased in price due to the vendor.

Mrs. Hershberger made a motion, seconded by Mrs. Bulhuis, to approve the Student Fee Chart Revisions. The motion carried.

There being no further business, the meeting adjourned at 6:10 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 6:11 p.m. in the College Boardroom as a committee of the whole.

Present

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

Absent

Also Present

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Gordon Knowles
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; 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 September 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, and F-4.

Appendix F-1, is the proposed permanent amendment of 1D SBCCC 400.11 - Education Services through Career and College Promise. 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.

Appendix F-2 is the adoption of 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.

Appendix F-3 is the amendment of 1E SBCCC 700.4 - College Access Parking & Security (CAPS) Fees. This amendment adds student transportation to the list of permitted uses of CAPS fees. Dr. Bledsoe did note that this fee may be added for fall 2020.

Appendix F-4 is the amendment of 1B SBCCC 200.3 - Establishing Multi-Campus Centers. This amendment clarifies which types of instruction can be counted towards enrollment at a multi-campus center for budget FTE purposes.

Public Relations/Marketing Update – Michele Haywood – Appendix F-5

Mrs. Haywood presented Appendix F-5, the Public Relations/Marketing Update. The spring schedule will be published on November 1, 2019 to allow for students to register early for classes. East and West High schools are selling yearbook ads. They 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.

The open house for the CTE Building is set for January 16, 2020. Dignitaries will be invited to attend the open house beginning at 10:00 a.m. Parents and students will be invited to attend at 5:30 p.m. Both Montgomery County Schools and Montgomery Community College are partnering on this event.

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

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 11, 2019 at 6:19 p.m. in the College Boardroom.

Present

Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent

Johnny McKinnon, Chairman

Also Present

Paula Covington
George Gilbreath
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; and Courtney Atkins, Assistant to the President.

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

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

Dr. Bledsoe made a motion, seconded by Mrs. Capel to approve the September committee minutes. The motion carried.

Section 7 of the Board Policy Manual – Appendix G-1 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 7, of the Board Policy Manual to the Board for first reading. The Board recommended changes to policies 7.1.1, 7.1.2, 7.1.4, 7.1.5 and 7.1.8. These policies will be modified and presented to the Board at the next Board meeting for second reading.

Policy 1.12, Awards and Recognitions – Appendix G-2 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 1.12, Awards and Recognitions to the Board for first reading.

2020-2025 Strategic Plan Timeline – Appendix G-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-3, the 2020-2025 Strategic Plan Timeline. He noted that data gathering process has been successful. The college has had internal and external outreach focus groups to collect data and will continue to meet with civic groups to generate more external input.

Board of Trustees OARs – Appendix G-4 – Claudia Bulthuis

Mrs. Bulthuis presented the Board of Trustees Outcome Assessment Report as a handout to the Trustees. She noted that this is the first evaluation that the Board has participated in. Mrs. Bulthuis recommended carrying forward the goals to the 2020 year and continue to increase the Board's awareness of responsibilities and implementing the use of the new Trustee Handbook. The Board will establish an extended training for all Trustees to participate in during the 2020 year.

Board of Trustees Self-Evaluation – Appendix G-5 – Claudia Bulthuis

Mrs. Bulthuis presented Appendix G-5, the Board of Trustees Self-Evaluation. She noted that some members of the Board were not aware of their role in assisting with the five year Strategic Plan. The Board will increase their participation and preparation of the five year plan.

There being no further business, the meeting adjourned at 6:35 p.m.

**Budget and Finance Committee
Wednesday, November 13, 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 October Committee Minutes – Appendix B..... All**
- **October Financial Reports – Appendix B-1 (Action)..... Jeanette McBride**
- **September Foundation Fund Statement – Appendix B-2.....Korrie Ervin**
- **Foundation UpdateKorrie Ervin**
- **New Business**
- **Adjourn**

Budget & Finance Committee Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 9, 2019 at 5:32 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Absent

Phil Absher

Others Present

Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris
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; and Courtney Atkins, Assistant to the President.

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

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

September Financial Reports – Appendix B-1 – Jeanette McBride

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

- As of September 30, 2019, County fund expenditures were \$186,260 or, 24% of the budget.
- As of September 30, 2019, there were \$287,486 available for Capital Expenditures. Of those funds, \$6,000 was spent for rent on the college's Biscoe center. \$1,600 was used for parking lot repairs and \$9,900 was spent on a utility vehicle.
- As of September 30, 2019 State funds expenditures were \$1,694,332 which is close to the amount spent in September of 2018.
- As of September 30, 2019, the Institutional Fund balance was \$616,429. There are several negative fund balances due to reimbursable grants. Those grants have to be paid out before they are reimbursed.
- As of September 30, 2019, the balance in the STIF account was \$195,686.

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

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

Mrs. Ervin presented Appendix B-2, the August Foundation Fund Statement. As of August 31, 2019, the total funds were \$3,892,774.50. This reflects a market drop of \$21,662.22.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. All Trustees received a brochure on the second annual Shooting Clay tournament that will be held on November 1, 2019 at DeWitt's in Ellerbe, NC.

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

**Montgomery Community College
County Funds - Board Report for October 2019**

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	248,118	83,012	165,106	33%
Benefits	125,791	43,391	82,400	34%
Contracted Services	12,361	5,431	6,930	44%
Supplies & Materials	42,527	15,351	27,176	36%
Professional Development (Travel)	3,039	509	2,530	17%
Utilities	290,863	94,315	196,548	32%
Repairs & Maintenance	20,629	6,855	13,774	33%
Membership & Dues	2,660	1,440	1,220	54%
Insurance & Bonding	31,172	542	30,630	2%
Other Current Expenses	5,876	1,723	4,153	29%
Non-Capitalized Equipment	964	311	653	32%
Total Current Expense	784,000	252,880	531,120	32%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's August 2019 Report	\$ 618,915
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	1,039,548
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$8K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K)	(19,568)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 10/31/19	\$ 296,029

Montgomery Community College
State Funds - Board Report for October 2019

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time		1,291,281		
Salaries- Part Time		226,169		
Salaries- Full Time & Part Time		1,517,450		
Benefits		546,738		
Contracted Instruction		13,891		
Financial/Audit Services		11,371		
I.T. Contracted Services		7,570		
Other Contracted Services		-		
Contracted Services		32,832		
Supplies & Materials		52,231		
Professional Development (Travel)		29,305		
Communications		8,238		
Equipment Repair		9,594		
Maintenance Agreements		36,012		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		45,606		
Advertising		14,219		
Credit Card Electronic Processing		2,327		
Child Care Assistance Grant		900		
Project Skill-Up-Student Assistance		3,569		
Other Current Expense		8,699		
Other Current Services		15,495		
Software License Renewal		3,847		
Other I.T. Rentals/ Leases		53,581		
IT Rentals/Leases/Licenses		57,427		
Insurance and Bonding		-		

Montgomery Community College
State Funds - Board Report for October 2019

		2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues			5,352		
Minor Equipment Low Risk < \$5K			1,940		
Minor Equipment High Risk < \$5K			785		
Minor Equipment			2,725		
1	Total Current Expense	7,429,266	2,327,619	5,101,647	31%
	Equipment	486,539	4,875	481,664	1%
	Perkins Equipment		-		
	Books	17,274	-		
	Equipment & Books	503,813	4,875	498,938	1%
2	Total Expenses	7,933,079	2,332,493	5,600,586	29%

1 Current Expense includes baseline budget enacted 11/4/19 plus carryforwards for performance based funding.

2 Equipment and books includes baseline budget enacted 11/4/19 plus carryforwards from last years' budget. Adjustments for management flex and .5% reversion.

Montgomery Community College
Institutional Funds- Board Report October 2019

	2019-20 Revenue	2019-20 Expense	Cash Balance 10/31/19
1 Pell Overpayments	-	-	(4,116)
Veterans Reporting Fee	-	25	651
Overhead Receipts 75%	602	910	12,784
Current General & Miscellaneous	524	524	14,267
Administrative Support	386	1,131	-
Overhead Receipts 25%	201	-	9,601
Excess Fee Receipts	1,307	1,200	-
2 Textbook Rental	427	15,736	(8,029)
College Work Study	4,473	4,473	-
Total Institutional Support	7,920	23,999	25,158
Forestry Program	-	-	8,606
Specific Fees	31,562	28,459	87,966
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,307	20,506
Distance Learning	75	-	-
NC Live Grant	1,000	411	589
Technology Fee-Curriculum	8,906	826	113,310
Total Curriculum Instruction & Fees	41,543	31,004	231,325
Scrap Metal Fund HVAC	51	-	768
Self Supporting	6,955	15,287	82,820
Community Service	-	-	1,712
Career Readiness	-	-	2,173
Small Business Center	411	-	8,288
Specific Fees: Occupational Extension	4,734	5,320	76,740
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	12,151	20,608	187,698
NCWorks Grant Adult Services/Dislocated Worker	54,463	68,006	(13,543)
NCWorks Finish Line Grant	500	1,913	(1,413)
3 Total NC Works	54,963	69,919	(14,955)
Operational Funds	309	8,377	49,804
Sales Tax Utilization	23,600	9,600	14,000
Total Plant Operation & Maintenance	23,909	17,977	63,804
Vending	6,344	8,060	9,271
Bookstore Vending	1,126	363	45,141
General Store	5,324	5,222	102
Parking Fee	2,587	-	46,901
Student Government Association	13,672	2,226	34,092
Graduation Fund	60	-	2,159
Student Ambassador	1,529	109	27,386
Club Accounts	-	-	80,318
4 Agency Fund	-	-	(19,686)

**Montgomery Community College
Institutional Funds- Board Report October 2019**

	2019-20 Revenue	2019-20 Expense	Cash Balance 10/31/19
Funds for Others	-	-	5,696
Restricted Scholarships Held	-	-	8,828
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	30,641	15,980	240,208
FSEOG	10,082	10,082	175
5 Pell Grant	512,585	511,177	(5,070)
6 Education Lottery Scholarship	9,704	10,192	(380)
Golden LEAF	5,750	5,750	-
7 NC Community College Grant	34,257	34,326	(69)
High Demand/Low Enrollment	2,531	1,100	1,642
MCC Foundation Scholarship	88,969	88,969	-
Wells Fargo Scholarship	-	-	-
Less Than Half-time	90	90	-
SGA President Scholarship	750	750	-
SECU Scholarships	2,500	2,500	-
Total Student Aid- Grants & Scholarships	667,218	664,936	(3,702)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	74,807	2,175	-
Bond-Capel Hall Office Renovation	-	-	-
8 Golden Leaf FY2015-085	(7,957)	23,475	(80,000)
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	96,550	(11,676)	(80,000)
Total Institutional Funds: First Bank	934,895	832,747	649,536

STIF Account as of 10/31/19	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	309	44,053	44,362
Distance Learning	75	10,649	10,724
Technology Fees	549	78,216	78,765
Bookstore	433	61,744	62,177
Total Institutional Funds: State Treasury	1,366	194,662	196,028

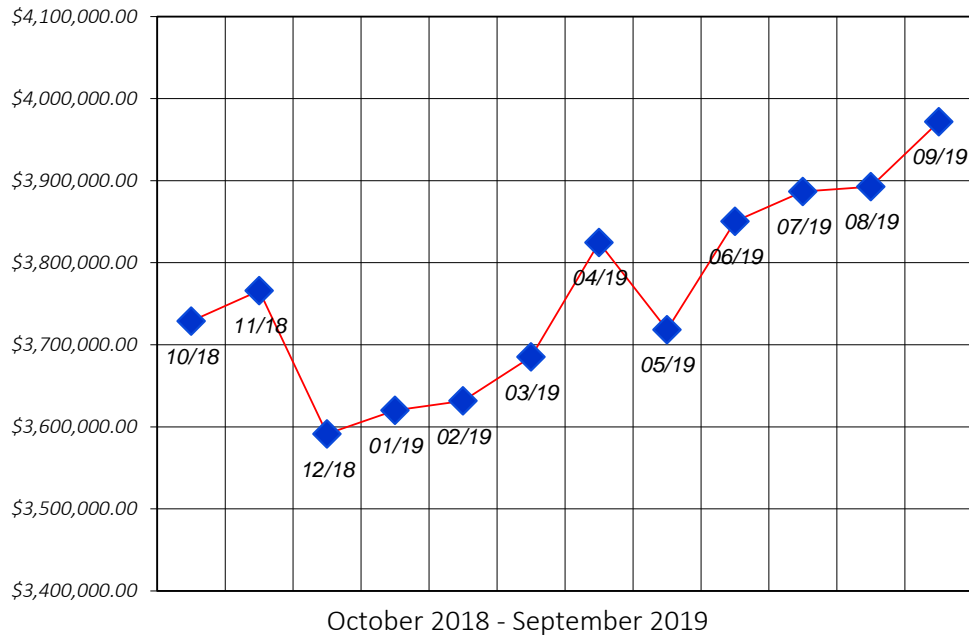
- 1 Pell Overpayment
- 2 Due from MCS
- 3 Due from NC Works (WIOA & Finish Line Grants)
- 4 Financial Aid Bookstore Charges
- 5 Pell Adjustment
- 6-7 Due from State
- 8 Due from Golden Leaf Grant

Montgomery Community College Foundation

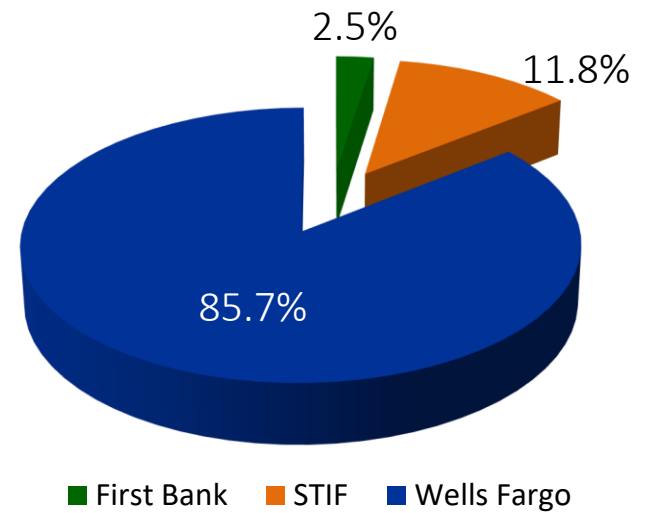
Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of September 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	\$3,354,315.98	\$459,504.04	\$78,954.48	\$3,892,774.50
Receipts								
Interest/Dividends	\$17,314.65	\$2,434.87	\$3.74	\$19,753.26	\$6,473.78	\$794.89	\$1.36	\$7,270.03
Deposits	\$45,113.18	\$13,134.25	\$96,622.86	\$154,870.29	\$11,428.18	\$12,101.25	\$53,195.87	\$76,725.30
Total Receipts	\$62,427.83	\$15,569.12	\$96,626.60	\$174,623.55	\$17,901.96	\$12,896.14	\$53,197.23	\$83,995.33
Disbursements								
Fees/Withdrawals	\$7,288.38	\$6,071.47	\$75,745.79	\$89,105.64	\$1,991.26	\$3,220.92	\$33,581.13	\$38,793.31
Total Disbursements	\$7,288.38	\$6,071.47	\$75,745.79	\$89,105.64	\$1,991.26	\$3,220.92	\$33,581.13	\$38,793.31
Market Value Net Change	\$35,878.16	\$0.00	\$0.00	\$35,878.16	\$33,967.92	\$0.00	\$0.00	\$33,967.92
Ending Value	\$3,404,194.60	\$469,179.26	\$98,570.58	\$3,971,944.44	\$3,404,194.60	\$469,179.26	\$98,570.58	\$3,971,944.44
Net Change	\$91,017.61	\$9,497.65	\$20,880.81	\$121,396.07	\$49,878.62	\$9,675.22	\$19,616.10	\$79,169.94

Foundation Funds Value



Foundation Funds Distribution



Grants Applied or in Process 2019

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Golden LEAF	Expansion of Advanced Agricultural Training in Montgomery County	Montgomery County Schools and Montgomery Community College will develop a multi-year sustainable agriculture program to retrain 100 existing row crop production farmers and train future growers with advanced technologies, modernizing agricultural and non-sustainable farming practices.	1 year	\$1.5 million	Submitted October 31, 2019 Golden LEAF Board to meet 2/2020
Golden LEAF	Barber School	Montgomery Community College in partnership with the nonprofit Friends in Focus plans to establish a barber school at the Highland Community Center in Mt. Gilead, North Carolina. The goal of this joint venture is to provide a viable career opportunity to marginalized citizens that face significant employment barriers and provide a solution to a regional workforce need.	1 year	\$500,000	Submitted October 31, 2019 Golden LEAF Board to meet 2/2020
National Rifle Association (3)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships	1 year	\$8,000 and supplies	Submitted August 30, 2019

Grants Awarded 2019

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
NC Dept. of Health and Human Services	2019-2020 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$3,500	Submitted July 19, 2019 Award Notification received 08/15/2019	
National Rifle Association (4)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E) Gunsmithing Shooting Club and Program Support (NRA -E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Award Notifications received 1/29/2019	
NCCCS	Minority Male Mentoring Early Alert Project	Purchase an early alert software platform for a 3-year research project consisting of success coaching and retention initiatives.	3 years	\$130,936 over 3 years	Submitted January 7, 2019 Award Letter January 24, 2019	

**Building and Grounds Committee
Wednesday, November 13, 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 October Committee Minutes – Appendix C..... All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Construction Update – Appendix C-2Dr. Chad Bledsoe
(Naming of Maintenance Building)**
- **New Business**
- **Adjourn**

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 9, 2019 at 5:44 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Paula Covington
Kerry Hensley
Susan Hershberger
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; 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.

Dr. Dunlap made a motion, seconded by Mr. Harris, to approve the September committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She noted that progress is being made this week on the Maintenance Building and presented a photograph showing the walls that are being put up. The server room in Capel Hall is now complete and awaiting inspections. Phase one of interior renovations in Blair Hall has started and will be complete within 180 days.

Construction Update – Appendix C-2 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. He reported that interior renovations have started in Blair Hall. The HVAC project for Capel Hall is awaiting inspections before the project is closed out. The arms room for Gunsmithing is almost complete.

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

Board Report

Facilities

November 2019

Prepared By: Wanda Frick

Construction on the Industrial Maintenance Building is continuing. Outside the fenced area is complete. Inside the electrical, plumbing, and HVAC is being installed. Drywall has been delivered for installation pending the next local inspection.



The maintenance crew has been busy in Blair Hall moving areas and removing items from hallways for upcoming renovations.

Montgomery Community College
Construction Update
November 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 walls have been framed in the area with electrical (wiring) and HVAC (ductwork) installation almost complete. Door frames and drywall installation will be taking place in the next couple of weeks. Meanwhile, the area currently occupied by the mailroom is being cleared and readied for demolition.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$927,939 (Golden Leaf) \$150,000

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

Project is currently 99% complete. The final punch list has been addressed and the designer is compiling the required documents for submittal to the state for close out of the project.

- 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. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

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

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is continuing. Outside the fenced area is complete. Inside the electrical, plumbing, and HVAC is being installed. Drywall has been delivered for installation pending the next local inspection.

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

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2019									2020			
	NC Connect Bond	Other	April	May	June	July	August	September	October	November	December	January	February	March	April
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)	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)			Complete												
Interior Renovation / HVAC (excl. 3rd hall)			SCO Review	Construction Bid		SCO Review			Construction				Complete		
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
Complete

Personnel Committee
Wednesday, November 13, 2019
6:00 p.m.

Committee Members

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

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of October Committee Minutes – Appendix D All**
- **Personnel Appointments.....Gelynda Capel**
 - **Director of Learning Resources/Professional Development – Appendix D-1**
 - **Learning Resources Technical Assistant – Appendix D-2**
 - **NCWorks Customer Service Specialist – Appendix D-3**
 - **Student Success and Retention Specialist – Appendix D-4**
 - **Facility Maintenance Instructor – Appendix D-5**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 9, 2019 at 5:47 p.m. in the College Boardroom.

Present

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

Absent

Phil Absher, Vice Chairman

Others Present

Katie Dunlap
George Gilbreath
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; 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 Ms. Covington, to approve the September committee meeting minutes. The motion carried.

Notice of Resignation – Appendices D-1 and D-2

The Committee received Appendices D-1 and D-2, the Notice of Resignation from Deb Ashby, Director of Learning Resources/Professional Development and Vance Beck, Facility Maintenance Instructor.

There being no further business, the meeting adjourned at 5:49 p.m.

Personnel Appointment

Name of Person	Touger Vang
Present Address	189 Beaman Rd., Troy, NC 27371
Position	Director of Learning Resources & Professional Development
Position Category	Level 3
Salary	\$55,344
Effective Date of Employment	October 10, 2019
Budget Information	11-410-97-511300-20600

Position Description:

Coordinate all functions of the library, including selection, acquisition and cataloging of books, periodicals, computerized information and audiovisuals to support the purpose and instruction of the college. Provides professional library services to students, faculty, staff, and community patrons to include reference services, orientations and instruction in bibliographic and electronic resources/databases to all library users. Supervise library operations and library personnel. Additionally, this position researches and develops professional development activities for staff and faculty.

Education and Certifications

School/Certification	Years Attended	Degree
UNC Greensboro	2001-2003	BS, Business Administration
UNC-Greensboro	2011-2014	MLIS, Library & Information Studies

Work Experience

Employer	Dates of Employment	Position/Title
Catawba County Library System	10/2017-8/2018	Librarian/Manager
Yolo County Library	1/2015-10/2017	Librarian II
UNC-Greensboro	3/2011-1/2015	Graduate Assistant
UNC-Greensboro	10/05-1/2015	Various positions within Student Services

Professional Participation/Honors:

COMMUNITY SERVICES

Staff Sponsor and Advisor

January 2001 — May 2014

Asian Students Association, UNCG

- Advised first generation Asian American students to select courses and career choice.
- Taught and worked with Asian American parents on financial aid applications • Arranged special weekend university tours for working Asian American parents

Volunteer Hmong Language Instructor

August 2006 - May 2010

Hmong Students and Alumni Association of UNCG

- Developed Hmong language curriculum and cultural competency course for college students
- Taught Hmong language level 1 through level 3
- Administered Hmong language test for college students

USDA StrikeForce Initiative for Rural Development Advisory Committee — NC, Member, 2013-2014.

The Center for New North Carolinians Advisory Board, Member, 2010-2013.

United Hmong Association, Inc. - Hickory, NC, Interim Executive Director, 2009-2010.

Hmong Students and Alumni Association of UNCG, Founder d« Chair, 2006-2010.

North Carolina State Refugee Assistance Program Advisory Board, Member, 1994-1996.

Hmong Southeast Puav Pheej, Inc. - Hickory, NC, Volunteer and Board Member, 1992-2004.

GUEST LECTURES

- Renaissance Society Diversity Seminar: From the Mountains of Laos to the Sacramento Valley: The Odyssey of the Hmong People, May 11, 2016 (Renaissance Society, Sacramento, CA).
- CPS 601: Global Intercultural Conflict Transformation (Professor Cathryne L. Schmitz, Fall 2013; UNCG).
 - Topic: Conflict Management within the Hmong Community.
- Multicultural and Gender Studies (Professor Kyla Kurian, Spring 2013; North Carolina Central University). Topic: Traditional I-Hmong Death Rituals and Grief. HEA 471:
- Immigrant and Refugee Health (Professor Sharon D. Morrison, Spring 2013; UNCG). Topic: Hmong Traditional Healing Practices and Public Health. RCO 215:
 - Cultural Heritages, Information, Representation and Identity (Professor Clara M. Chu, Fall 2012; UNCG). Topic: Hmong Culture, Refugee Identity and Representation. HEA 340:Community Observation Assessment (Professor Andrew A. Peachey, Spring 2011; UNCG). Topic: Working with Refugees in Public Health. SES 605:
 - Diversity and Inclusive Early Care and Education (Professor Belinda J. Hardin, Fall 2009; UNCG). Topic: Hmong Parents and Children with Disabilities.
 - Invited Speaker on Southeast Asian Community and Culture regionally and nationally, 2001-Present.

PROFESSIONAL AFFILIATIONS AND SERVICES

- California Library Association, Member, 2015 — Present.
- Asian Pacific American Librarians Association, Member, 2014 - Present.
- American Library Association, Member, 2012 — Present.

- Asian Students Association, Advisor, 2001 — 2014.
- Program Review & Evaluation Committee, Office of Multicultural Affairs, UNCG, Member, 2011.
- Program Review & Evaluation Committee, Recreation Center, UNCG, Member, 2009.
- The Center for New North Carolinians AmeriCorps ACCESS, UNCG, Professional Member, 2008 — 2009.

RESEARCH AND CONSULTING

- American Library Association: New American Project, 2018

Project Welcome: Libraries and Community Anchors Planning for Resettlement and Integration of Refugees and Asylum Seekers, The University of Illinois Library at Urbana-Champaign, 2016-2017. • "Leadership: Future is Now" Panel, ACE Scholars Institute: Step into Your Future!, 14th June 2014, Presenter.

"Igniting Change: Transforming Practice Through Dialogue with Diverse Library and Information Professionals" Session, The Conference for Entrepreneurial Librarians, Theme: Social Entrepreneurship in Action; 16-17th May 2013; Greensboro, NC, Presenter.

- "Public Libraries and Refugees: Partnership in New Life Literacy" Poster, Graduate Research and Creativity Expo, The University of North Carolina at Greensboro Graduate School, 2 April 2013; Greensboro, NC with Clara M. Chu, Trae Middlebrooks, Leatha Miles-Edmonson and Ashanti White. "Community-Engaged • Research: Experiences and Best Practices from the Information Needs and Barriers of Southeast Asian Refugee Undergraduates Project," 2012 Joint Conference of Librarians of Color (JCLC),

Theme: Gathering at the Waters: Celebrating Stories, Embracing Communities, 19th-23rd September 2012; Kansas City, MO.
<http://jclconference.org/>

- "Transforming the Education of Diverse Students: Learning Through Dialogue with the Next

Generation of Librarians" Session, 2012 Joint Conference of Librarians of Color (JCLC), Theme:

Gathering at the Waters: Celebrating Stories, Embracing Communities, 19th — 23rd September 2012; Kansas

City, MO, Presenter. "Through the Eyes of Refugees: The "Other" Speaks" Poster, Diversity do Outreach Fair, American Library Association Conference, 22nd_25th June 2012; Anaheim, CA. with Clara M.

Chu, Trae Middlebrooks, Leatha Miles-Edmonson and Ashanti White. "A Community Approach to Studying the Information Needs and Barriers of Southeast Asian Refugee Undergraduates," Charting Courses: Diversity Research, American Library Association Conference, 22nd 25th June 2012; Anaheim, CA.

- Expanding the Informational: Asian American Digital Representation and Community

Empowerment." Roundtable, Theme: Expanding the Political: Power, Poetics, Practices, 11 th-14th April 2012; Washington DC, Panelist.

Southeast Asian Undergraduates Information Needs Project, UNCG, Consultant, 2011-2015.

- The Center for New North Carolinians, UNCG, Research Fellow, 2011-2015.

Coalition for Diverse Language Communities Planning Committee, UNCG, Member, 2011-2015

Hiring Committee

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Tracey Wyrick	Dean, Public Services
Carol Holton	Director, Institutional Effectiveness
Jeanette McBride	VP, Administrative Services
Rebekah Bunting	Dept Head, Science & Math
Sandra Britt	Dept Head, English & Communications

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Touger Vang, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Touger Vang for the **Director, Learning Resources & Professional Development** position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Mallory Smith
Present Address	491 Fire Tower Rd., Ellerbe, NC 28338
Position	Learning Resources Technical Assistant
Position Category	Level 8
Salary	28,128
Effective Date of Employment	October 10, 2019
Budget Information	11-410-97-515000-20600 48% 05-721-00-515000-00000 22% 11-430-97-515000-80201 30%

Position Description:

Assists students with logging into CATS Lab/Library computers and other campus technologies such as Self-Service, Gmail and Blackboard. Assists students, faculty and staff with connecting personal devices to the campus WIFI. Maintains CATS Lab/Library computers and reports hardware/software issues to the IT department. Schedules testing dates in the CATS Lab. Serves as the eCampus Liaison for textbook adoptions and orders books for the Career & College Promise program. Provides Library circulation desk coverage and works under the direction of the Director of Learning Resources for other duties, as assigned.

Education and Certifications

School/Certification	Years Attended	Degree
The College of Charleston	2007-2011	BA, English (Creative Writing)

Work Experience

Employer	Dates of Employment	Position/Title
Forest Hills Presbyterian Church	7/2015-4/2019	Office Administrator/Bookkeeper
Richmond County Schools	11/2012-1/2015	District Public Information Officer
Richmond County Journal	11/2011-8/2012	Writer/Reporter

Professional Participation/Honors:**Hiring Committee**

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Mike Collins	Department Chair, Business Technologies
Monette Ayers	Director of NC Works Center
Jessica Blanchard	Accounts Receivable Specialist
Deborah Ashby	Director, Learning Resources & Professional Development

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Mallory Smith, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Mallory Smith for the Learning Resources Technical Assistant position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Geneé Greene
Present Address	203 Bruton St. Biscoe, NC 27209
Position	NC Works Customer Service Specialist
Position Category	
Salary	\$30,000
Effective Date of Employment	10/7/19
Budget Information	

Position Description:

The NC Works Customer Service Specialist will provide administrative and customer support to the operations and customers of the Montgomery County NC Works Career Center and Montgomery Community College's Continuing Education programs.

Education and Certifications

School/Certification	Years Attended	Degree
Sandhills Community College	2014-2016	A.A.S.
UNC Pembroke	2016-2018	B.S. Business Administration

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	2019-Present	NC Works Administrative Assistant
White Star Pharmacy	2016-2019	Pharmacy Assistant
Food King	2012-2016	Closing Manager

Professional Participation/Honors:

Honor's List Fall 2016, Spring 2017, Fall 2017, and Spring 2018.

Braves Scholar Award Recipient, 2017 and 2018

Hiring Committee

Person	Position
Lee Proctor	Vice President of Instruction
Monette Ayers	NC Works Career Center Director
Lynn Epps	Director of Educational Partnerships
Andrew Gardner	Dean of Continuing Education
Tonya Luck	Accountant

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Genee, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Genee for the NC WORKS position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Allie M. Morgan
Present Address	445 Warner Road, Troy, NC 27371
Position	Student Success & Retention Specialist
Position Category	Level 6
Salary	\$38,004
Effective Date of Employment	November 1, 2019
Budget Information	State funds

Position Description

The Student Success and Retention Specialist will assist with the promotion of a positive and successful learning experience for students in an effort to increase student retention, success, and completion. This individual will serve as a Success Coach, assisting incoming students with admission and enrollment processes.

Education and Certifications

School/Certification	Years Attended	Degree
Campbell University	2015 – 2019	Bachelors in Bus Admin; Minor Accounting Masters in Bus Admin
Montgomery CC	2013 – 2015	College transfer classes

Work Experience

Employer	Dates of Employment	Position/Title
Troy Lumber Company	May 2019 – present	Management Trainee
Campbell University	August 2017 – May 2019	Graduate Assistant in Disability Services, Office Assistant in Student Success, Mentor in School of Business
Gregory L Blake, Inc.	June 2017 – August 2018	Staff Accountant
NC Dept of Transportation	May 2017 – July 2017	Processing Assistant
Montgomery Herald	May 2014 – August 2014	Receptionist

Professional Participation/Honors

Member: Young Lumber Professional, Southeastern Lumber Manufacturers Association, Inc.
Graduated Magna Cum Laude, Campbell University

Hiring Committee

Person	Position
Beth Smith	VP of Student Services
Amy Friary	Associate Dean/Health & Human Services
Diana Sanchez	Counselor
Jessica Blanchard	AR Specialist

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Allie M. Morgan checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Allie M. Morgan for the Student Success & Retention Specialist position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Charles Kevin Lamonds, Sr.
Present Address	104 Lamonds Lane, Candor, NC 27229
Position	Facility Maintenance Instructor
Position Category	Faculty
Salary	\$43,340 – 10 Months
Effective Date of Employment	January 1, 2020
Budget Information	

Position Description:

Instructor in Facility Maintenance program

Education and Certifications

School/Certification	Years Attended	Degree
East Montgomery High	1980-84	Diploma
Montgomery CC	2006-2008	EET AAS

Work Experience

Employer	Dates of Employment	Position/Title
MCC	2012-2019	Lead Maintenance Tech
Seven Oaks Doors/Hardware	2008-2012	System Technician
Candor Hosiery	1992-2005	Maintenance Tech

Professional Participation/Honors:

NC Board of Examiners of Electrical Contractors

Hiring Committee

Person	Position
Tracey Wyrick	Dean of CTE
Lynn Epps	Director of Educational Partnerships
Doni Hatchel	Director of Financial Aid
Jessica Hamilton	Director of Business and Industry
Natalie Winfree	Dean Arts and Sciences
Dylan Hurley	Department Chair Forestry

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed ___Kevin Lamonds___, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve _Kevin Lamonds_ for the _Instructor – Facility Maintenance_ position.



Chad A. Bledsoe
President

**Curriculum and Student Services Committee
Wednesday, November 13, 2019
6:05 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of October Committee Minutes – Appendix EAll**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2**
- **Update from Vice President of Student Services – Appendix E-3 . Beth Smith**
- **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

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

Absent

Johnny McKinnon

Others Present

Gelynda Capel
Paula Covington
Robert Harris
Kerry Hensley
Gordon Knowles
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; 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 except Dr. Johnny McKinnon.

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the September committee meeting minutes. 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. The Forestry Club made an appearance at the John G. Palmer Woodsmen's meet at the Cradle of the Forestry in Brevard, on October 4, 2019. They came in third place again this year. The Early College has 59 seniors and 42 of them are on track to finish their High School and Associate Degrees in May, 2020. Sixteen of the remaining students are planning to return for their fifth year with one student looking to change majors and continue their education at the College. In addition, students are on track to complete 16 Certificates in May.

For the fall semester, the college has 1,004 students with a growth of 15% in FTE. The Montgomery Community College chapter of Phi Theta Kappa are going to elect officers and plan chapter activities for the fall semester. Instillation of new members is scheduled for December, 2019.

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. Leadership Montgomery is in their 26th year with 19 participates. Continuing Education hosted the

first basic training class for Department of Correction employees. In the past, the college had only partnered with the Department of Correction to hold continuing education classes.

Pirate Promise Agreement – Appendix E-3 – Lee Proctor

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 was presented to Trustees.

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. Several Staff and Faculty attended a presentation on Aviso, the early alert system that the college will put in place in December. The Montgomery County Health Department offered flu shots to employees, students and families on October 7, 2019.

Student Fee Chart Revisions– Appendix E-5 – Beth Smith (Action)

Mrs. Smith presented Appendix E-5, the 2019 Student Fee Chart Revisions. The only change being made to student fees are the TEA's test fees for nursing students. The ATI fee has increased in price due to the vendor.

Mrs. Hershberger made a motion, seconded by Mrs. Bulhuis, to approve the Student Fee Chart Revisions. The motion carried.

There being no further business, the meeting adjourned at 6:10 p.m.

**Board Report
Vice President of Instruction
November, 2019**

Phi Theta Kappa (PTK) will have formal instillation of new members on December 12, 2019 at 5:00 pm in the Multipurpose Room. Club activities this fall include staffing the MCC booth at the Mt. Gilead Fall Festival and having a booth at the MCC Spooktacular celebration.

The **University Transfer Advisory Board** meeting is scheduled for November 12, 2019. Representatives from area high schools, Colleges, and University will meet to give feedback on the programs and make suggestions for the future. A number of our students have already received acceptance notifications from the four-year schools they have applied to.

The **Career and Technical Education Programs (CTE)** has been active this month. The Sustainable Agriculture and the Masonry class travelled to the North Carolina State Fair to observe competitions and demonstrations in their areas. The Masonry class will travel on November 14, 2019 to the SPEC Mix Bricklayer 500 North Carolina Regional Series which is a qualifier for the 2020 World Championship. Students will have the opportunity to watch the top in their craft compete to win the regional competition.

As reported at last month's Board of Trustees meeting, the Forestry Club placed 3rd at Woodsmen Meet in Brevard. The following students "medaled" at the meet:

1st Place Finishes

Cameron Cagle and Nathan Cagle (Team Water Boil)
Scott Griffiths and Ryan Egerter (Pole Fell)
Wesley Bodenheimer (Chainsaw, Standing Block Chop, and Single Buck)
Megan Strong (Single Buck)

2nd Place Finishes

Gavin Hailey and Scott Griffiths (Crosscut Saw – Jack and Jack)

3rd Place Finishes

Jake Thompson (Archery)
Ryan Egerter (Horizontal Speed Chop)
Megan Strong (Pole Climb)
Gavin Hailey and Maegan Byrd (Crosscut Saw – Jack and Jill)
Megan Strong and Maegan Byrd (Crosscut Saw – Jill and Jill)

Crystal Thomas is now a **Registered ServSafe Examination Proctor**. This will allow her to administer the ServSafe Exam for Food Services students at Southern Correctional and the Culinary Program at the College. It is another industry recognized certification that our students can earn.

The **Gunsmithing** students are currently fundraising for their annual trip to the National Shooting Sports Foundation Shot Show in January. Currently there are 29 students and faculty planning on attending the Show. We will also have a faculty representative at the Safari Club's International Annual Hunters' Convention to meet with vendors and representatives in the hunting industry.

Board Report
Continuing Education Department
November, 2019

Student Success Story: Marcus Little

- Marcus Little came to Montgomery Community College in June of this year. He had graduated from NC A&T, but had not been able to find a steady job. He was frustrated with the lack of opportunity to use his degree, and wanted to retrain and go into the trucking industry. Marcus applied for, and received WIOA assistance, and completed truck driving school. He was so excited about passing the class that he went and obtained his CDL license the very same day. Marcus was able to secure full time employment with Ready Mix of the Carolinas, INC as a truck driver. He is optimistic about his future and appreciates all the services he has received.

Student Success Story: Mandy Moore

- Mandy Moore is enrolled in the High School Equivalency program at MCC. She has set a goal to finish the program in December and is well on her way. She has already passed two out of the five HiSET tests with high scores. She is a mentor to some of the younger students in the class and often shares how she dropped out of high school at 14 and spent the next 15 years wasting time. She plans to begin the CNA program next semester and then the LPN program. She is an exceptional student and a shooting star.

Business & Industry:

- Delivered training for the following companies KM Machine and McRae Industries.
- Met with and developed training proposals for Myrick Construction, Longworth Industries, Mohawk Industries, and Jordan Lumber.

Heritage Crafts

- Showcased the MCC Pottery program through live pottery wheel demonstrations at the Mt. Gilead Fall Festival.

Small Business Center

- Hosted a successful Outdoor Recreation Business Summit in conjunction with Stanly Community College at the Badin Conference Center.
- Completed SBCN Director credentialing and will be recognized at the SBCN/SBTDC joint conference in November.

Health & Public Safety

- November 1, 2019 MCC graduated its first Correctional Officer Basic Training class.

MCC Board of Trustees – November 13, 2019

Update from the Student Services Division

Highlights & Previews

- FASFA night was held at MCC October 2.
- Doni Hatchel, Lynn Epps, and Beth Smith presented information about attending college and financial aid options to approximately 60 West Montgomery seniors and family members at their Senior Breakfast event in October.
- Doni Hatchel assisted with a regional counselor training session at Sandhills Community College during which she and others on the panel discussed financial aid options and processes.
- Enrollment Office staff have begun offering a new series of face-to-face orientation sessions for incoming students.

**Legislative/Public Relations Committee
Wednesday, November 13, 2019
6:15 p.m.**

Committee Members

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

Agenda Items:

- **Call to OrderPaula Covington, Chairman**
- **Approval of October Committee Minutes – Appendix FAll**
- **Legislative Updates.....Dr. Chad Bledsoe**
 - **Proposed Amendment of 1C SBCCC 300.97 – Faculty – Appendix F-1**
- **Public Relations/Marketing Update – Appendix F-2..... 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 6:11 p.m. in the College Boardroom as a committee of the whole.

Present

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

Absent**Also Present**

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Gordon Knowles
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; 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 September 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, and F-4.

Appendix F-1, is the proposed permanent amendment of 1D SBCCC 400.11 - Education Services through Career and College Promise. 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.

Appendix F-2 is the adoption of 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.

Appendix F-3 is the amendment of 1E SBCCC 700.4 - College Access Parking & Security (CAPS) Fees. This amendment adds student transportation to the list of permitted uses of CAPS fees. Dr. Bledsoe did note that this fee may be added for fall 2020.

Appendix F-4 is the amendment of 1B SBCCC 200.3 - Establishing Multi-Campus Centers. This amendment clarifies which types of instruction can be counted towards enrollment at a multi-campus center for budget FTE purposes.

Public Relations/Marketing Update – Michele Haywood – Appendix F-5

Mrs. Haywood presented Appendix F-5, the Public Relations/Marketing Update. The spring schedule will be published on November 1, 2019 to allow for students to register early for classes. East and West High schools are selling yearbook ads. They 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.

The open house for the CTE Building is set for January 16, 2020. Dignitaries will be invited to attend the open house beginning at 10:00 a.m. Parents and students will be invited to attend at 5:30 p.m. Both Montgomery County Schools and Montgomery Community College are partnering on this event.

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



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

22 October 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 Amendment of 1C SBCCC 300.97 - Faculty**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend and recodify **1C SBCCC 300.97 – Faculty**. The proposed amendment clarifies that the employment of faculty and the determination of teaching loads is to be consistent with standards established by the Southern Association of Colleges and Schools Commission on Colleges. The proposed amendment will also recodify **1C SBCCC 300.97**, changing the rule number to **1C SBCCC 300.3**

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 21 November 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 6 November 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.

CC19-054
E-mail Copy

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 22 October 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1C SBCCC 300.97 – “Faculty”
---	-----------------------------------

Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Rationale for proposed adoption, amendment or repeal:	
--	--

Proposed Effective Date of Rule	January 1, 2020
--	-----------------

1C SBCCC 300.97 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**
 2 **TITLE 1. COMMUNITY COLLEGES**

3
 4 **CHAPTER C. PERSONNEL**

5
 6 **SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

7
 8 **1C SBCCC 300.97 300.3 FACULTY STANDARDS**

9 (a) General

10 (1) Colleges shall employ faculty members ~~so as to meet Southern Association of~~
 11 ~~Colleges and Schools' criteria~~ consistent with the standards established by the
 12 Southern Association of Colleges and Schools Commission on Colleges.

13 (2) Colleges shall determine appropriate teaching and non-teaching loads for faculty
 14 and for technical assistants to the faculty ~~so as to meet Southern Association of~~
 15 ~~Colleges and Schools' criteria~~ consistent with standards established by the
 16 Southern Association of Colleges and Schools' Commission on Colleges.

17 (3) ~~The Principles of Accreditation: Foundations for Quality Enhancement~~
 18 ~~Commission on Colleges, Southern Association of Colleges and Schools, current~~
 19 ~~edition is hereby adopted by reference, including any subsequent amendments~~
 20 ~~and editions of this book, to apply to community colleges. The standards~~
 21 established by the Southern Association of Colleges and Schools Commission on
 22 Colleges as documented in the Principles of Accreditation: Foundations for Quality
 23 Enhancement, current edition, is hereby adopted by reference to apply to
 24 community colleges, including any subsequent amendments, editions, and
 25 associated guidelines. ~~Copies for The Principles of Accreditation: Foundations for~~
 26 ~~Quality Enhancement may be inspected in or obtained at no cost from the Office~~
 27 ~~of the System President, Department of Community Colleges, 200 W. Jones~~
 28 ~~Street, Raleigh, NC 27603-1379.~~

29 (b) Instructors for Extension Emergency Services Training. All instructors in the area of
 30 Emergency Services Training must be qualified as established by the respective
 31 emergency services certifying agency. Emergency services training means training

1C SBCCC 300.97 is proposed for amendment as follows:

1 delivered to personnel in law enforcement, fire and rescue services, and emergency
2 medical services agencies.

3

4 *History Note: Authority G.S. 115D-5.*

5 *Eff. February 1, 1976;*

6 *Amended Eff. March 1, 2007; July 1, 1998; September 1, 1993; August*
7 *17, 1981; September 30, 1977.*

8 *Amended Eff. _____*

DRAFT

Public Relations / Marketing Highlights October 2019

Projects Completed

- NRA “Save the Date” postcard designed, printed and mailed
- West, East & Early College Yearbook ads
- Honor’s list magnets
- Foundation Shooting Tournament banner
- Gunsmithing banner completed (for Florida trade show)
- Business card directory ad for Montgomery Herald
- Breast Cancer Awareness campaign ad for Montgomery Herald
- Parent postcard mailed
- Registration ads for Speckled Paw and Montgomery Herald placed
- Sleigh Full of Clay, Christmas Knifemaking, Veterans Day fliers
- CTE informational flyer created
- Trinity Music Series Ad
- HVAC Here to Career launch – posters & social media
- Spring 2020 Schedule completed

Projects in Progress

- CTE Open House “Save the Date” postcards and invitations
- CTE Brochures
- NRA Brochure & mailing

Website Update

- Surveys emailed – data collected
- Current site content clean-up – ongoing

Facebook Top Post for October

Total Likes 2586 (Up 22 from 2574 in September)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	10/21	Spencer Hudson scholarship recipient	1,100	108	10%

MCC Instagram Posts for October

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
334	13157	24	1040	5	687

Gunsmithing Instagram Posts for October

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
69	6046	12	157	2	2641

**Institutional Status Committee
Wednesday, November 13, 2019
6:25 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order Dr. Johnny McKinnon, Chairman**
- **Approval of October Committee Minutes – Appendix G All**
- **Board Policy Manual.....Dr. Chad Bledsoe**
 - **Section 7 – Appendix G-1 – Second Reading (Action)**
 - **Policy 1.12, Awards and Recognitions – Appendix G-2 – Second Reading (Action)**
 - **Section 5 – Appendix G-3 – First Reading**
- **2019-2020 Institutional Effectiveness Plan – Appendix G-4.....Carol Holton (A link is provided)**
- **Business Continuity PlanDr. Chad Bledsoe (A copy will be provided at the meeting)**
- **Board of Trustee OAR’s – Appendix G-5 (Action).....Carol Holton**
- **Strategic Planning Timeline – Appendix G-6.....Dr. Chad Bledsoe**
- **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 6:19 p.m. in the College Boardroom.

Present

Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent

Johnny McKinnon, Chairman

Also Present

Paula Covington
George Gilbreath
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; and Courtney Atkins, Assistant to the President.

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

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

Dr. Bledsoe made a motion, seconded by Mrs. Capel to approve the September committee minutes. The motion carried.

Section 7 of the Board Policy Manual – Appendix G-1 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 7, of the Board Policy Manual to the Board for first reading. The Board recommended changes to policies 7.1.1, 7.1.2, 7.1.4, 7.1.5 and 7.1.8. These policies will be modified and presented to the Board at the next Board meeting for second reading.

Policy 1.12, Awards and Recognitions – Appendix G-2 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 1.12, Awards and Recognitions to the Board for first reading.

2020-2025 Strategic Plan Timeline – Appendix G-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-3, the 2020-2025 Strategic Plan Timeline. He noted that data gathering process has been successful. The college has had internal and external outreach focus groups to collect data and will continue to meet with civic groups to generate more external input.

Board of Trustees OARs – Appendix G-4 – Claudia Bulthuis

Mrs. Bulthuis presented the Board of Trustees Outcome Assessment Report as a handout to the Trustees. She noted that this is the first evaluation that the Board has participated in. Mrs. Bulthuis recommended carrying forward the goals to the 2020 year and continue to increase the Board's awareness of responsibilities and implementing the use of the new Trustee Handbook. The Board will establish an extended training for all Trustees to participate in during the 2020 year.

Board of Trustees Self-Evaluation – Appendix G-5 – Claudia Bulthuis

Mrs. Bulthuis presented Appendix G-5, the Board of Trustees Self-Evaluation. She noted that some members of the Board were not aware of their role in assisting with the five year Strategic Plan. The Board will increase their participation and preparation of the five year plan.

There being no further business, the meeting adjourned at 6:35 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

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;

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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. Applicable devices include:
 - Any device used to store, transmit or receive personally identifiable information on any person.
 - Any device used to store, transmit or receive confidential College information.
 - Any device used to store, transmit or receive student education and/or confidential personnel records or information.
- 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;

Policy 7.1.1

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:

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.

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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

Policy 7.1.2

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,

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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:

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)

It is the College's intent to provide efficient services for its employees, students and for the public. College officials and students are encouraged to use electronic means, especially electronic mail, when conducting College business when those means result in efficient and improved service.

The acceptance of electronic signatures in e-mails from college campus accounts is encouraged. 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:

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:

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;

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- 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>

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.

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 important 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.

Policy 7.1.8

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.

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. A committee of 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:

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**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
ADMISSIONS AND
REGISTRATION****POLICY
5.1.1**

The College does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, genetic information or military status in any of its activities or operations.

I. Open Door Admissions

Except as otherwise specified herein, the College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least eighteen (18) years of age. The College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the College or to any program of study, loans, scholarships or other educational activity at the College unless the accreditation was not conducted by a State agency. For purposes of this Policy, the term “accreditation” shall include certification or any other similar approval process. Student admission processing and placement determination shall be performed by College officials. Admission requirements for an emancipated minor shall be the same as for an applicant who is eighteen (18) years old or older. Non-emancipated minors may be admitted and allowed to attend the College pursuant to 1D SBCCC 200.95.

The open-door policy does not mean there are no restrictions on admission into specific College programs. Students shall be admitted into specific College programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests and/or personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

For more specific information regarding certain admissions criteria, see Procedure 5.1.1.1.

II. Admissions Denials**A. Basis for Denials**

1. Suspension/Expulsion from another Educational Entity.

If the College suspends or expels a student for non-academic disciplinary purposes, the College shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, the College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is

under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

2. Safety Concern.

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the Director of Enrollment (“Director”) shall document:

- a. Detailed facts supporting the rationale for denying admission;
- b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- c. The conditions upon which the application that is refused would be eligible to be admitted.

3. Residency for Distance Learning.

The U.S. Department of Education regulation 600.9 State Authorization requires that if an institution is offering distance education in a state where it is not physically located, the institution must meet individual state requirements for offering distance or correspondence education within that state. The College participates in the National Council for State Authorization Reciprocity Agreement (NC-SARA), a voluntary, regional approach to state oversight of postsecondary education.

Admission of applicants residing outside of North Carolina to an on-line degree, diploma, certificate program or individual on-line courses offered by the College is dependent on the College’s ability to secure authorization from the applicant’s state of residence. As a NC-SARA participating institution, the College is authorized to offer distance education courses in states that are also participating in NC-SARA.

State authorization does not affect the cost of attending the College. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

4. Undocumented Immigrants.

An undocumented immigrant is any immigrant who is not lawfully present in the United States. The College shall not admit undocumented immigrants unless all of the following conditions apply:

Policy 5.1.1

- a. The undocumented immigrant attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law.
- b. The undocumented immigrant must comply with all federal and state laws concerning financial aid.
- c. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
- d. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
- e. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- f. An admitted undocumented student will not be permitted to register for a class or program of study or be placed on a waiting list until the conclusion of the last published registration date for the term.

5. Readmissions.

The College reserves the right to refuse readmission to a former student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. For readmission concerning Health Science Programs, see Procedure 5.1.1.2.

6. Criminal Justice Education and Training.

The College requires students enrolled in courses mandated under N.C.G.S. § 17C and 17E, the North Carolina Criminal Justice Education and Training Standards Commission or the North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program. Failure to have such sponsorship shall result in an admission's denial.

7. Non-Criminal Justice Education and Training Firearm Courses.

Except for courses governed by Criminal Justice Education and Training, if the College has a program that requires students to possess a firearm, prior to admission, the student must provide proof of eligibility to possess

firearms. For purposes of this Policy, “firearm” means a handgun, shotgun or rifle that expels a projectile by action of an explosion; “proof of eligibility” means: i) a current, valid State-issued permit to purchase a firearm; ii) a current, valid State-issued concealed carry permit from North Carolina; iii) a current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina; iv) proof of an exemption from permit requirements pursuant to N.C.G.S. § 14-415.25; or v) a background check to determine whether the applicant can lawfully possess a firearm in North Carolina pursuant to N.C.G.S. §§ 14-269.8; -404(c); -415.1; -415.3; and -415.25.

B. Appeal for Admissions Denials

If an applicant is denied admissions to the College for any of the reasons specified in Section II(A)(1)-(7), within five (5) calendar days following the receipt of the reasons specifying the denial, the applicant may file a written appeal with the Director for a reconsideration. The written appeal shall contain the applicant’s reasons why he/she should be admitted and shall include any supporting documentation. The Director shall also meet with the applicant and provide the applicant an opportunity to respond. Within ten (10) calendar days from receipt of the applicant’s written appeal, the Director shall make his/her determination and provide the applicant with a written response.

If the applicant does not agree with the Director’s determination, within five (5) calendar days following the receipt of the Director’s determination, the applicant may file a written appeal with the President. The President shall conduct an “on the record review” and shall make a determination within ten (10) calendar days after receipt of the applicant’s written appeal. The President’s decision is final.

III. Registration

Registration is complete when all fees are paid or deferred by the Business Office and the student is issued a receipt. It is the responsibility of the instructor to ensure that each of his/her students is actually attending the correct class and section number.

Adopted:

Legal Reference: 1D SBCCC 200.95 and 400.2; NC Community College Written Memoranda CC10-026 (issued 7/12/10)

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
ACCEPTANCE OF TRANSFER
STUDENTS/CREDIT****POLICY
5.1.2**

-
- A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.
- B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
 2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
 3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
 4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
 5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to the possible need for a demonstration of skills will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of Instruction.
- C. The responsibility for determining transfer credit from other colleges and universities rests with the Director of Enrollment. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. In

such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for allied health program courses. Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer.

- D. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:
1. The student completes the Residency Determination Service process (if not completed at previous school), submits an application for admission, and provides an official high school or high school equivalency transcript and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.
 2. The Director of Enrollment evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The Director will consult with the appropriate faculty member(s) and/or Dean if there are questions about the transferability of credit.
 3. The student is given placement test(s), if applicable.
 4. The student continues with registration procedure.

The College recognizes the following additional opportunities for awarding transfer credits:

1. College Board Advanced Placement Program ("AP"): College course credit may be granted to students who pass the AP examinations with a score of three, four or five. Students must submit a College Board AP score report to the Enrollment Office for consideration of granting college credit.
2. College-Level Examination Program ("CLEP"): College course credit may be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Office for consideration of granting college credit.
3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for training they received through military service. Students seeking credit for military training must submit a Joint Services Transcript ("JST"), an academically accepted document approved by the American Council on Education ("ACE"), to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Director of Enrollment will review and apply appropriate course credit. The Vice

President of Student Services will be consulted if there is need for further discussion regarding proposed course credit.

4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. The student must request that the Director of Enrollment review his/her Continuing Education or other non-curriculum work for possible transfer credit. Students must have earned a minimum letter grade of a “C”, passed the final assessment with a proficiency of 70% or better, or successfully passed the applicable credentialing exam. Continuing Education grades of S or P will be considered for credit. The appropriate Dean for each division will approve non-curriculum course material prior to curriculum credit being officially granted. Proficiency examinations may be required before transfer credits are awarded for CEUs (Continuing Education Units). Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements.

Adopted:

Advanced placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. To earn advanced placement, a student may take a proficiency examination in most subject areas which he/she can demonstrate a mastery of theory and practical application. Information on courses and/or subject areas that are not suitable nor allowable for proficiency exams may be obtained from the Enrollment Office. Under no circumstances will credit be given when the challenge examination grade is less than "C". Total credits earned by examination and/or transfer credit cannot exceed seventy-five (75) percent of the program requirements.

The following persons will not be permitted to take proficiency examinations:

1. Persons who have taken the proficiency examination previously.
2. Persons who have either been previously enrolled in and/or dropped from the course.
3. Persons who were enrolled in and failed the course.

For credit by examination, full-time students enrolled in sixteen (16) credit hours or more are exempt from additional tuition charges; however, students enrolled in less than sixteen (16) credit hours must pay the Business Office the tuition required by the state for each semester hour credit; this fee is not refundable. A registration form must be completed in the Enrollment Office after approval has been obtained to take a proficiency examination. Any exceptions to the above procedures and requirements must be approved by the Vice President of Student Services. Exceptions will be made only under rare circumstances.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
FINANCIAL AID AND
SCHOLARSHIP****POLICY
5.1.4**

The College provides the opportunity for all students to apply for certain types of financial aid programs and scholarships. The College (or the College's Foundation in case of scholarships) administer these programs in accordance with all applicable laws, rules and regulations. Requirements and critical dates for applying and receiving financial aid and scholarships are outlined in the College's catalog and on the College's website.

Adopted:

I. ATTENDANCE REQUIREMENTS

The following attendance requirements shall apply to all College students:

- A. Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At the instructor's discretion, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.
- B. Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an online class prior to or on the ten percent (10%) point of the class will be reported by the instructor as "never attended." A student who has never attended a class by the ten percent (10%) date is no longer enrolled in the class and will not earn credit or receive a tuition refund for the course. Under extenuating circumstances, a student who has never attended by the ten percent (10%) date may petition for reinstatement in the class to the Vice President of Instruction.
- C. Any student who has been absent for two consecutive weeks in a 16-week term or one week in shorter academic terms may be administratively withdrawn from the course. A student in an online, hybrid, or blended course may be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance (for hybrid/blended), and/or lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the aforementioned actions does not constitute attendance. A grade of "W" will be assigned for any course from which the student is administratively withdrawn.

Under extenuating circumstances, a student may petition, in writing, the Vice President of Instruction, for reinstatement in the course upon demonstrating the capacity and likelihood of satisfactorily completing requirements as indicated on the course syllabus. The Vice President, upon consultation with the instructor and/or Dean/Program Head, will make a decision regarding reinstatement into the class. Reinstatement will only be considered when the absence was due to unforeseeable and uncontrollable circumstances. Tuition refunds or credits will not result from an administrative withdrawal.

- D. A student's absence while participating in a College-sponsored or approved activity will be considered an excused absence for participating students. Such excused absences will not be considered in the student's class attendance for drop purposes, nor will excused absences be included in the determination of a grade for

Policy 5.2.1

“participation” of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time and final exams to be missed due to College sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

- E. A student must be present for at least eighty percent (80%) of a curriculum class to be counted in attendance for that class. Some classes/programs have stricter attendance requirements than the 80% minimum. Information on attendance requirements will be included on the course syllabus.

In instances of extraordinary circumstance, the Vice President, with recommendation of the appropriate Dean/Program Head, may grant exceptions to the minimum attendance requirements.

- F. The College provides reasonable accommodations, including a minimum of two (2) excused absences each academic year, for religious observances required by the faith of the student. Such reasonable accommodations must be requested in accordance with the procedures for this Policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student requesting the accommodation. College faculty are required, as part of their responsibility to their students and the College, to adhere to this Policy and ensure its full and fair implementation by reasonably accommodating students’ religious practices or beliefs. Regardless of any accommodation that may be granted, College students are responsible for satisfying all academic objectives, requirements and prerequisites as determined by their instructor and the College.

1. Academic year: The sequence of fall, spring and summer semesters.
2. Reasonable accommodation: Any change in an academic course or program of study with respect to the way tasks or responsibilities are customarily done that enables a student to observe his/her religious practice or belief without creating an undue hardship.
3. Religious practice or belief: A practice or observance that is sincerely held within the tenants of that religious belief.
4. Undue hardship: An accommodation that would require significant expense or difficulty for the College or would result in the inability of the student to perform an essential function of his or her course/program of study. The determination of undue hardship is dependent on the facts of each individual situation.

Adopted:

Legal Reference: N.C.G.S. § 115D-5(u); 1B SBCCC 500.99; 1G SBCCC 200.93

I. Student Voluntary Withdrawal from Course(s)**A. Ten Percent (10%) Census Date**

1. On-cycle sections (a regularly scheduled course section offered consistent with an academic period): A student may withdraw from an on-cycle section for a partial refund on or before the official ten percent (10%) census date of the semester. On-cycle sections are typically 16-week fall or spring semesters and 8-week summer semesters.
2. Off-cycle sections (a regularly schedule course section that is not offered consistent with an academic period): After an off-cycle course section has begun, a student may withdraw from the section for a partial refund on or before the ten percent (10%) census date of the section. Off-cycle sections operate on a shorter time span than what is typical for the semester. Fall or spring off-cycle sections might include 12-week or 8-week sessions. Summer off-cycle sections might operate on a 4- or 6-week basis.

For more information on tuition/fee refunds, see Policy 6.1.4 – Tuition/Fee Refunds. In the case of withdrawal on or before the official ten percent date (10%) date, the withdrawn course(s) will not be included on the transcript.

B. Seventy Five Percent (75%) Date

At any point prior to the seventy five percent (75%) date of the semester, a student may voluntarily withdraw from his/her courses. A student withdrawing prior to the seventy-five percent (75%) date will receive a grade of “W” for each course dropped.

If a student withdraws after the seventy-five percent (75%) date, the instructor will initially determine if the grade received will be a “W” or a “F.” If the instructor has requested the grade of “F” but there are extenuating circumstances (i.e., medical, job relocation, etc.) that have contributed to a student’s decision to withdraw after the seventy-five percent (75%) date, the Vice President of Student Services (“Vice President”) may override the instructor’s grade request and assign the grade of “W.” The option to override the grade of “F” will be discussed with the appropriate instructor prior to either grade being posted to the student’s transcript. The Vice President may require supporting documentation from the student to justify the decision to grant a “W.”

It is the student's responsibility to officially withdraw from course(s) if he/she cannot meet the requirements of the course. The student should first consult his/her instructor or advisor before withdrawing. Students receiving financial aid should also consult a financial aid advisor before withdrawing. Withdrawing from a course could substantially delay the completion of the student's program of study and may impact future financial aid eligibility. To officially withdraw, the student must submit a completed withdrawal form to the Enrollment Office.

Students who stop attending any course must officially withdraw from the course in order to ensure that they will not receive a "FA," a grade indicating that the student has failed the course based on attendance issues. In the case of an official withdrawal submitted by the established deadlines, the student will receive a "W" which will not impact the grade point average but will appear in the student's official transcript.

All applicable deadlines will be published in the College's official calendar.

II. Student Involuntary Withdrawal from Course(s)

- A. Students who register for a course and do not attend classes prior to ten percent (10%) will be dropped by the instructor.
- B. A student must be present for at least eighty percent (80%) of a curriculum class to be counted in attendance for that class. Some classes/programs have stricter attendance requirements than the 80% minimum. Any student who exceeds the number of allowable absences based on the attendance policy for that class will be unofficially withdrawn from the class by the instructor; a grade of "FA" will be assigned. Students who officially withdraw from a class prior to the seventy-five percent (75%) point of the semester may receive a grade of "W" rather than "FA" if approved by the Vice President, after consultation with the instructor. Information on attendance requirements will be included on the course syllabus.
- C. Students may be involuntarily withdrawn from courses for disciplinary reasons subject to the student discipline policies.
- D. Students may be involuntarily withdrawn from courses where their continued presence creates a threat to the health and safety to self and/or others. A student may appeal the decision through the grievance process.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
AUDITING COURSES****POLICY
5.2.3**

Any individual may audit a College class based on the following:

- A. The individual pays the normal tuition and fees. However, any person who is at least 65 years old may audit non-self-supporting occupational extension courses without the payment of any required registration fee or tuition provided the individual meets the other criteria listed herein. A student may be charged local fees associated with the courses.
- B. Auditing students do not take tests or examinations; they do not receive grades, credit or financial aid; and they cannot later change the “audit” to credit.
- C. Students auditing a course must meet the same course prerequisite and attendance standards as all other students in the course. Auditing a course will not meet the prerequisite of any sequential or higher-level course.
- D. Auditing is subject to open seats in the course; a student who audits a course shall not displace other students seeking to enroll in the course for a grade and credit.
- E. Students who audit a course and withdraw or are dropped from the course will be issued a grade of “W.”
- F. Students who desire to audit must inform their instructor at the first class session. Students must notify the Enrollment Office during the first week of the semester. Audits appear on the grade report as “AU.”

Adopted:

Legal Reference: 1D SBCCC 700.1; S.L. 2017-57

**MONTGOMERY
COMMUNITY COLLEGE**

**STUDENT SERVICES
GRADING SYSTEM**

**POLICY
5.2.4**

I. Student Evaluation.

Methods of evaluation of a student's work may differ widely from class to class and among faculty members. Evaluation instruments or methods should reflect the objectives of the College and the course being taught. Students will be informed during the first week of class of the requirements for the course, methods of evaluation and the way their final grade will be determined. Each instructor determines the relative value of each evaluation instrument to be used.

II. Grading System.

A letter grade is used to indicate the quality of a student's work in a course. Grade points are assigned for each letter so that a grade point average can be calculated. The grading system is as follows.

Grade	Explanation	Quality points per credit hour
A (90-100)	Outstanding	4
B (80-89)	Above average	3
C (70-79)	Average	2
D (60-69)	Passing	1
F (Below 60)	Failure	0
FA (Below 60)	Failure due to non-attendance	0
AP	Advanced Placement	0
AU	Audit of a course	0
CE	Credit by proficiency exam	0
CR	Credit (used for developmental DMA/DRE courses)	0
CT	Credit by transfer	0
I	Incomplete	0
IP	In progress	0
NG	No grade issued by instructor	0
P	Passing (developmental courses)	0
P1	Passing Tier 1 – transition courses	0
P2	Passing Tier 2 – transition courses	0
P3	Passing Tier 3 – transition courses	0
R	Re-enroll (used for developmental DMA/DRE courses)	0
RA	Re-enroll (due to non-attendance of DMA/DRE courses)	0

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S	Satisfactory progress	0
SR	Senior citizen audit	0
TP1	Transfer credit of Tier 1 – transition courses	0
TP2	Transfer credit of Tier 2 – transition courses	0
TP3	Transfer credit of Tier 3 – transition courses	0
U	Unsatisfactory Progress	0
W	Official or Administrative Withdrawal	0
*	An asterisk immediately following a grade indicates that the grade was not included in the totals for GPA calculation.	0

Marks of AU, CE, and CT are not considered as credit hours attempted nor are quality points awarded. The marks of CE and CT will result in the recording of proper credit hours according to the course's assigned value.

A grade of incomplete (I) grade will be given when circumstances justify additional time to complete the course. A grade of incomplete not removed by the end of the succeeding term will be changed to an “F” unless the instructor grants additional time. A grade of incomplete will not be considered for credit hours attempted until the grade is changed by the instructor or is reverted to an “F” due to lack of proper action by the student. The student will be informed of variations in the grading system during the first week of class. Exception: Special Credit students may be given a grade of W (withdrawal) on the course(s) without officially withdrawing.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
GRADE APPEAL****POLICY
5.2.5**

This Policy shall apply to grade appeals unrelated to issues pertaining to the Code of Student conduct. The grade appeal process applies only to final course grades. In the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. For sequential classes that have a clinical component, the student will be allowed to take the academic coursework, but will not be allowed to participate in the clinical component of the class until the appeal is over. If the grade is upheld, the student will be administratively dropped from the course and refunded the tuition.

- A. If a student is dissatisfied with his or her grade, the student must first meet with the instructor who assigned the grade and request that the instructor review the basis for the grade. In cases where the student is unable to meet in person with the instructor, the student may contact the instructor by letter or email. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, must originate through the instructor. If the instructor is no longer employed at the College, the student may proceed to step two.
- B. If the student is still dissatisfied with the instructor's determination, the student may present his/her case in writing to the appropriate Dean or Program Head. The Dean/Program Head will make a written determination and provide it to the student.
- C. If the student remains dissatisfied, a final review may be made by the Vice President of Instruction, in consultation with the Vice President of Student Services and/or all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.

The right to contest a grade expires at the end of the term following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances.

Adopted:

Each student is expected to maintain satisfactory academic progress toward a degree, diploma or certificate. At the end of each term, a student's term and cumulative GPA are reviewed. Special standards of progress for Associate Degree Nursing, Dental Assisting, Medical Assisting, and Practical Nursing students are published in the respective handbooks for these majors. Special standards are also in place for the Gunsmithing program; the standards are published in the program handbook. Standards for students enrolled in any of these programs supersede standards for students enrolled in other programs at MCC

- A. **Academic Alert:** If a student's GPA falls below 2.0, the student will be placed on academic alert. Academic alert is a non-punitive intervention that serves to alert the student, the counselors, and instructors to potential academic issues. Students on academic alert must discuss their academic status with their faculty advisor or other designated college representative. If the term GPA improves at the end of the next term, the student returns to a good standing status.
- B. **Academic Probation:** A student whose term GPA remains below a 2.0 for two consecutive terms will be placed on academic probation. Students on academic probation are required to consult with the counselor or other designated college representative and may be required to reduce their course load, repeat courses, or register for foundational studies classes to strengthen their educational background. Students failing to see a counselor or designated college representative by the end of the term in which they are notified of probationary status will not be allowed to reenroll for the next term. Students may remove themselves from academic probation by reestablishing the minimum GPA standing for credit hours attempted.
- C. **Academic Suspension:** A student whose term GPA remains below a 2.0 for a third consecutive term will be placed on academic suspension for one term. Students on suspension may register for Continuing Education courses, but may not register for curriculum courses during the suspension period unless approved by the counselor after consultation with the student's program advisor. At the discretion of the counselor and with concurrence of the advisor, students may request a waiver of the one term suspension to continue their studies. The counselor and advisor will review the reasons for the request and determine if a waiver is justified. Suspended students who request and receive approval to register must adhere to the requirements established by the counselor.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
CURRICULUM COURSE
REQUISITES****POLICY
5.2.7**

The primary purpose of prerequisites and corequisites is to ensure that students possess the necessary skills to be academically successful for subsequent coursework. While successful completion of prerequisites/corequisites is the traditional way students demonstrate readiness, in exceptional circumstances, students may acquire requisite skill or knowledge through other means. In such cases, prerequisites/corequisites may be waived with appropriate approvals and permission by the Vice President of Student Services. Documentation of the approved waiver will be maintained on file.

Adopted:

Legal Reference: 1D SBCCC 400.97; Numbered Memo CC06-269

I. REPEATING COURSES**A. Curriculum Courses**

Curriculum courses with earned grades of “D” or “F” may be repeated. Courses with earned grades of “C” or higher may be repeated as long as repetition of the course does not conflict with other established policies. When courses are repeated, the highest earned grade and hours will be computed in the cumulative grade point average. The first course (grade and hours) will be shown on the transcript and will not be included in the cumulative grade point calculations.

B. Extension Education Courses

Students may enroll in extension education courses as many times as necessary to accomplish their individual educational/training goals provided they continue to show progress, do not prohibit others from participating, are willing to pay fees, and do not violate North Carolina Community College System policy. Extension Education programs/courses are designed to enable participants to progress, at their individual achievement rates, in gaining knowledge and skills in specific educational areas.

II. COURSE SUBSTITUTIONS

When it is determined to be in the best interest of the student’s declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student’s major curriculum) require the approval of the Vice President of Instruction (“Vice President”). Course substitutions from curriculums outside the student’s major area, which have been made for the purpose of addressing the general education or related course requirements, must be approved by the department Dean or Program Head. The Vice President and/or appropriate Dean must notify the Director of Enrollment in writing of all applicable course substitutions on an individual student basis.

Adopted:

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures control over this Policy.

- A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. For more information regarding attendance and academic standards, see policies contained in the Policy Manual, Section 5.2 – Attendance and Academics.
- B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place and manner. For more information, consult Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.
- C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.
- D. The Family Educational Rights and Privacy Act of 1974 (“FERPA”) provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. For more information, consult Policy 5.4.3 – Student Records – FERPA.
- E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. For more information concerning student due process rights with respect to disciplinary situations, consult Policy 5.3.2 – Student Code of Conduct.
- F. Students have the right to voluntarily withdrawn from courses under certain criteria. For more information, consult Policy 5.2.2 – Withdrawal from Courses.
- G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College’s programs and opportunities. For more information, consult Policy 5.3.4 – Discrimination and Harassment.

MONTGOMERY	STUDENT SERVICES	POLICY
COMMUNITY COLLEGE	STUDENT CODE OF CONDUCT	5.3.2

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeals Procedures for Academic-Related Violations and/or Procedure 5.3.2.2 – Discipline and Appeals Procedures for Non-Academic Related Violations.

I. Academic-Related Violations

- A. **Plagiarism** – The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.

- B. **Cheating** – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.

- C. **Aiding Acts of Academic Dishonesty** – Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

II. Non-Academic Related Violations

- A. **Theft and Property Damage** – Students shall not steal or damage College property or another individual's property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.

- B. **Trespass to Property** – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without

Policy 5.3.2

permission); or remaining on the College campus after having been directed to leave by a College official.

- C. **Drugs and Alcohol** – Unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.5 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.
- D. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
- E. **Mental/Physical Abuse** – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons.
- F. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.
- G. **Sexual Harassment and Sexual Violence.** Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence.
- H. **Unlawful Discrimination.** Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult Procedure 5.4.3.2 – Unlawful Discrimination.
- I. **Communicating Threats** – Students shall not verbally, in writing, through a third party or by any other means threaten to physically injure another person or that person’s child, sibling, spouse or dependent, or willfully threaten to damage the property of another.
- J. **Bullying** – Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits or a College’s employee’s ability to perform the essential functions of his/her job.

- K. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
- L. **Possession of Weapons** – Students may not have a weapon of any kind, including but not limited to, a knife, stun gun or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person’s locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times.
- M. **Tampering with Fire Alarms** - Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- N. **Gambling** – Students may not gamble on campus or at any College-affiliated activities or events.
- O. **Traffic Violations** - Violation of College regulations regarding the operation and parking of motor vehicles.
- P. **Providing False Information** – Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.
- Q. **Disobedience / Insubordination** - Failure to comply with instructions of College officials acting in performance of their duties and failure to adhere to the terms of any discipline action.
- R. **Financial Impropriety** – Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly

account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.

- S. **Public Laws** – Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and order of the campus.
- T. **Failure to Report Criminal Activity** - Failure to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5 – Student Alcohol and Drugs on Campus.
- U. **Unauthorized Access to College Records** – Students may not access, view, copy or change official College records without expressed authority to do so.
- V. **Animals on Campus** – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the College’s Disability Services Coordinator. For more information regarding service animals, see Policy 5.4.5 – Service Animals and Other Animals on Campus
- W. **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under Policy 7.2 – Internet and Network Acceptable Use.
- X. **Violation of Policies and Procedures** – Students are expected to be familiar with the College’s policies and procedures. Students may be disciplined for failure to follow the College’s policies and procedures.
- Y. **Violations of Normal Classroom Behavior** – Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.
- Z. **Student Assessment Team** – Not complying with a recommendation or directive by the Student Assessment Team pursuant to Policy 5.3.3 – Student Threat Assessment.

Adopted:

MOMTGOMERY	STUDENT SERVICES	POLICY
COMMUNITY COLLEGE	BEHAVIORAL INTERVENTION	5.3.3

I. Purpose of Student Conduct Review

The College has an obligation to provide a safe place for its students to learn and a safe place for its employees to work. When any College employees or students have a concern about a student's potential to have a negative consequence on the safety of College employees, other students or themselves, they are encouraged to report the matter to the Vice President of Student Services ("Vice President"). If warranted, a Behavioral Intervention Team ("BIT"), a cross-functional multidisciplinary group focused on prevention and early-intervention for students exhibiting concerning behaviors, may be used to address the situation. The following procedures are outlined to guide this process.

II. Procedures for Conduct Review**A. Step One**

College employees or students who are concerned about a student displaying elevated levels of distress, disturbance, or dysregulation (e.g. suicidal thoughts or impulses, violent and aggressive impulses, depression, disruptive behavior, physical or sexual abuse) or displaying behavior that poses a direct threat to the health, welfare and safety of the College community are encouraged to contact the Vice President or the College Counselor.

B. Step Two

The Vice President, with assistance from the Counselor, will conduct a review based on the report. During the review, the following items, among other things, shall be considered: (a) the severity of the reported behavior; (b) whether the reported behavior represents a direct threat to the health, welfare and safety of the college's community; (c) the student's academic, attendance and discipline records; (d) whether this type of behavior has been reported in the past; and (e) whether or not the reported behavior, if true, violates the Code of Student Conduct.

When conducting the review, college staff may: (a) speak with the student; (b) gather additional evidence or information by interviewing members of the college community; (c) compile additional documentation; and (d) review other evidentiary sources.

Based on the result of the conduct review, the Vice President may: (a) treat the matter as a disciplinary action pursuant to Procedure 5.3.2 – Student Code of Conduct, if a violation is believed to have occurred; (b) make a written referral of his/her findings to the BIT for review; or (c) no further action is warranted. If a referral to the BIT is made, the student will be informed in writing concerning the referral; the student and the BIT will receive a copy of the review findings.

III. BIT Review and Determination**A. Membership**

Members of the BIT are:

1. Vice President of Student Services (Chair)
2. Counselor (Co-Chair)
3. Psychology Instructor
4. Campus Resource Officer
5. Director of Facilities
6. One at-large appointee by Vice President

B. BIT Review

If referred by the Vice President or Counselor, the BIT will review the concern to determine if the speech or behavior in question is creating, or may lead to, an unsafe environment and impede the success of the student in question. The BIT's report will be based on the nature of the behavior, the severity of the safety risk and the student's needs.

As a part of this evaluation, the BIT will review the Vice President's or Counselor's findings and may meet with the individual(s) bringing forth the concern, witnesses and the student in question. Further, the BIT may request or require that the student be evaluated by outside professional(s) to determine their suitability to be a student at the College. The student will have an opportunity to review any documentary evidence reviewed by the BIT and will be allowed to address the BIT and may be accompanied by an advocate; however, only the student will be allowed to address the BIT and not the advocate.

C. BIT Determination

Upon completion of the review, the BIT will submit their written findings and determination to the student and Vice President. The BIT may include, but is not limited to, the following recommendations in their findings:

1. No action required.
2. Propose a resolution to address miscommunication.
3. Propose an action plan to address concerning behaviors and support student success.
4. Refer student for an external psychological assessment.
5. Refer the matter to Policy 5.3.2 – Student Code of Conduct to initiate appropriate disciplinary action if a violation is believed to have occurred. The BIT is not authorized to suspend or involuntarily withdraw a student.

Policy 5.3.3

A student's failure or refusal to comply with determination of the BIT as administered by the Vice President of Student Services will constitute a basis to charge the student with an offense under Policy 5.3.2 – Student Code of Conduct and administer according to Procedure 5.3.2.2 – Discipline and Appeal Procedure for Non-Academic Violations.

All documentation associated with each concern addressed will be maintained in the student's permanent record.

D. Incident Follow-up

If warranted, the BIT, at its discretion, may require periodic follow-ups with the student. The desire and frequency of such follow-ups shall be included in the BIT's written determination. Failure by the student to participate in required follow-ups may be treated as a disciplinary infraction.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
DISCRIMINATION AND
HARASSMENT****POLICY
5.3.4**

The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration or in any of its academic programs and employment practices.

For issues related to sexual and gender harassment, discrimination and violence, see Procedures 5.3.4.1 – Sexual Harassment and Sexual Violence.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 5.3.4.2 – Unlawful Discrimination and Harassment.

This is a cross reference to Policy 3.3.7

Adopted:

Legal Reference: Title VII of the Civil Rights Act of 1964; The Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

The College is committed to providing each of its students a drug and alcohol-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment and result in damage to College property.

I. Prohibition

All students shall adhere to the following:

- A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location.
1. *Controlled Substance* means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and includes, but is not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
 2. *Alcohol* means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
 3. *Impairing Substances* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
 4. *College Location* means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
 5. *Reasonable Suspicion* is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under

the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

- B. Student use of drugs as prescribed by a licensed physician is not a violation of Policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.
- C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor or other trained official and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.
- D. The College does not differentiate between drug users, drug pushers or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
- E. A student who violates the terms of this Policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his/her discretion, the Vice President of Student Services may require any student who violates the terms of this Policy to satisfactorily participate in a drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.
- F. Each student is required to inform the College, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.
- G. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.4 – Alcohol and Drugs on Campus.

II. Drug and Alcohol Abuse Awareness Prevention Program

The College operates a drug abuse awareness prevention program for all students and employees. Counseling, information, and referral services are provided by appropriate staff members. The Counselor is available to talk with anyone concerning drug/alcohol use and may be contacted directly or indirectly. Persons requesting anonymity may

Policy 5.3.5

telephone the Counseling Center for information without disclosing their names. Referrals to external agencies may be appropriate in some situations.

Drug/Alcohol prevention and intervention information is available in the Counseling Center. Persons are encouraged to go by and pick up this free information. The College may sponsor speakers who have expertise on drug and/or alcohol use and offer other activities to create awareness of the effects of drugs and alcohol, and how these behaviors affect learning and working.

Adopted:

Legal Reference: 21 CFR Part 1308; 34 CFR 86; N.C.G.S. 90-86, *et seq.*

I. GRIEVANCE PROCESS OVERVIEW

In order to maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President.

A grievance is any matter of student concern or dissatisfaction with the College's control except: (a) student discipline matters regarding academic and non-academic violations (Policy 5.3.2 – Student Conduct); (b) discrimination and unlawful harassment, including sexual harassment and sexual violence (Policy 5.3.4 – Discrimination and Unlawful Harassment); (c) a grade appeal (Policy 5.2.5 – Grade Appeal); or (d) any other matter that has a specific grievance process outlined in that policy or procedure.

II. GRIEVANCE PROCESS**1. Informal Grievance – Step One**

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, he/she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President for Student Services (“Vice President”). The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the information level.

The Vice President (or, depending on the nature of the grievance, another

appropriate Vice President) shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Vice President shall provide his/her written decision within ten (10) business days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the Vice President, he/she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three

If the student is not satisfied with the Vice President's determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The President will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. The President may, at his/her discretion, establish a committee to further investigate the matter and make a recommendation to the President.

At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President shall provide a written decision to the student.

The President's decision is final.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
STUDENT RIGHT TO KNOW
ACT****POLICY
5.4.1**

Pursuant to the Student Right to Know and Campus Security Act (the “Act”), the College is required to publicly disclose relevant graduation and transfer rate information for its students. The Act is a consumer information report designed for public access to relevant graduation and transfer information to enable students to make informed decisions regarding their college choice. The College makes available to currently enrolled as well as prospective students the graduation and transfer rate for the most recent cohort of entering students based on a one-year reporting period.

The Acts’ report is a cohort based study. The cohort is made up of students who enrolled as first-time college students who attended full-time (i.e., twelve [12] or more hours) and had declared themselves as degree seeking. The graduation and transfer rate for the cohort is calculated one year after the cohort's initial date of enrollment. These numbers can be misleading because many community college students attend part-time. Those students are not included in this report. Moreover, students with academic goals other than transfer or degree seeking students are not included in this report. Also, not included with the report are those students who leave school to serve in the armed services, an official church mission or with a recognized foreign aid service of the Federal government.

The report is updated annually and is available in the office of the Vice President of Student Services.

Adopted:

Legal Reference: P.L. 101-542 – Student Right-To-Know Act

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
CAMPUS SECURITY
REPORTING - CLERY ACT****POLICY
5.4.2**

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

- A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:
1. A member of the educational institution's police department or campus security department;
 2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
 3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services; and
 4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.
- B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:
1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
 2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/

vandalism of property that was motivated by bias on race, religion ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Vice President of Student Service’s Office to ensure statistical inclusion of all Clery Act Crimes in the College’s Annual Security Report when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all so designated persons. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim’s identity may remain anonymous.

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

- A. Submit crime statistics to the United States Department of Education;
- B. Maintain a daily crime log (open to public inspection);
- C. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
- D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
- E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

This is a cross reference to policy 2.18

Adopted:

Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>)

MONTGOMERY	STUDENT SERVICES	POLICY
COMMUNITY COLLEGE	STUDENT RECORDS - FERPA	5.4.3

All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

I. COMPLIANCE WITH FERPA RIGHTS

- A. The Family Educational Rights and Privacy Act (“FERPA”) provides students with certain rights to privacy of their educational records and rights of access by others to their educational records. College employees are expected to fully comply with this Policy.
- B. For purposes of this Policy, “student” means an individual who is or has been in attendance at the College. It does not include persons who have not been admitted, who have been admitted but did not attend the College or individuals enrolled solely in non-credit courses. “Attendance” starts when the individual matriculates or declares their intention to enroll at the College, whichever comes first.

II. ANNUAL NOTIFICATION OF RIGHTS

The College shall provide every student with an annual notice of their rights under FERPA. The Vice President of Student Services or his/her designee is responsible for preparing and delivering this annual notice.

III. RIGHT TO INSPECT RECORDS

- A. Students who want to inspect their educational records should direct that request to the individual and within the timeframe as designated in the annual notice. Records which are available for inspection shall be provided to the student during regular business hours.
- B. Students may obtain copies of their educational records if circumstances make on-site inspection impractical and the student is in good standing. When copies are provided, the student may be charged a reasonable fee for the actual copying expense.

IV. DIRECTORY INFORMATION

- A. The College may release Directory Information without student consent. The College designates the following information as Directory Information:

Policy 5.4.3

1. Student's name;
 2. City of residence;
 3. Major field of study;
 4. Dates of attendance/enrollment; and
 5. Credentials earned and dates awarded.
- B. The Solomon Amendment is a federal law that requires institutions to release student recruitment information to military recruiters. This information includes the student's name, address, telephone number, age, major, class level, and degree awarded.
- C. Students who do not wish to have their Directory Information released to the individuals and organizations identified above shall comply with the "opt out" provisions designated in the annual notice.

V. RELEASE OF EDUCATIONAL RECORDS

- A. The College will not release a student's educational records, aside from Directory Information, to any third-party unless the student consents to the release or a valid, legal exception applies.
- B. Disclosures may be made to school officials which include any of the following when that person has a legitimate educational interest in having access to the information: 1) any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College; 2) a member of the College's Board of Trustees; 3) a contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or function for which the College would otherwise use employees, is under the direct control of the College with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of PII from education records; and 4) a person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee.
- C. In compliance with Title IX, the College may disclose the final results of campus disciplinary proceedings in which a student respondent is charged with a violent crime or non-forcible sex offense. Upon the request of the complainant, disclosure may be made regardless of whether the respondent was found responsible. Disclosures to third parties may be made only if the student respondent is found responsible. Disclosure in this situation is limited to the name of the violator, the type of student code violation found to have occurred, and the sanction imposed by the College.

Policy 5.4.3

- D. The College shall release a student's educational records to the student's parents when requested by the parents and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

VI. CORRECTING RECORDS

A student has the right to challenge an item in his/her records believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The student may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the Vice President of Student Services shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the College's decision.

VII. MISCELLANEOUS

- A. Students who believe their rights have been violated may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington D.C. 20202. Complaint must be filed within 180 days of the date of the alleged violation or the date the student knew or should have known of the alleged violation.
- B. A hold may be applied to the release of an official transcript, diploma or other information requested from an official record for a student who has an overdue indebtedness to the College. A hold may be applied for failure to comply with a disciplinary directive. Such a student continues to have the right to see and photocopy his official record upon request.
- C. The College shall only destroy student records in accordance with federal and state laws and regulations and as allowed by the Records Retention & Disposition Schedule for North Carolina Community Colleges. The College shall not destroy student records if there is an outstanding request, grievance or legal matter related to those records.

Adopted:

Legal Reference: 10 U.S.C. § 983; 20 U.S.C. § 1232g; 34 C.F.R. pt. 99

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
USE OF STUDENT WORK****POLICY
5.4.4**

As a condition of enrollment at the College, the student grants the College a non-exclusive, perpetual, world-wide, royalty-free right and license to reproduce and publicly or privately display, distribute, or perform the student's work, in whole or in part, for the College's own educational purposes. This includes:

- A. The use of student work in order to demonstrate compliance with accrediting bodies.
- B. Research conducted by College personnel and presentation or publication resulting from such research.
- C. The use of student work in order to demonstrate student and instructor activities for the purposes of promoting the college and its endeavors.

Nothing herein permits the disclosure of a student's educational record, including student grades, nor can student work be presented in a personally identifiable manner without the student's exclusive permission. This license does not extend to commercialization of the work. Intellectual property created by the student for commercial purposes singularly or in cooperation with the College shall be governed by the Policy 4.2.1 – Intellectual Property.

Adopted:

I. OVERVIEW

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This policy addresses the use of service animals and other animals on campus.

II. DEFINITIONS

- A. **Emotional Support Animal** – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "service animal."
- B. **Service Animal** – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service animals may or may not have been licensed by a state or local government or a private agency. Service animals are limited to service dogs and, in some cases, miniature horses.
- C. **Pets** – any animal that is not an emotional support animal or a service animal.

III. ANIMALS ON CAMPUS

Pets are not permitted on campus and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. Subject to the rules set forth in section IV and V below, emotional support and service animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons (i.e., areas that must adhere to certain required

sanitation rules (campus culinary and health sciences programs and third-party clinical partners)).

IV. PROCEDURES REGARDING SERVICE/EMOTIONAL SUPPORT ANIMALS

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

a. Service Animals

Students and employees are not required to register service animals. However, they are strongly encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a service animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the service animal's access to areas within the College's campus. Logistical or physical accommodations within campus buildings or classrooms may be necessary to ensure that a service animal has the space necessary to assist its handler. In addition, there are other disability related academic accommodations a student handler may be eligible to request to ensure full access to the learning experience. Visitors with service animals are not required to register their animals.

b. Emotional Support Animals

After the College has made a determination that an emotional support animal is allowed on campus (see Section B.2), the student or employee must register the animal with the Disability Services Office (students) or the Office of Human Resources (employees).

2. Care and Supervision

a. The care and supervision of a service/emotional support animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The service/emotional support animal must be under the control of the handler at all times and may not be left alone. A service/emotional support animal must be restrained by a leash that does not exceed six (6) feet in length or other appropriate device dependent on the animal (i.e., carriers or cages). In situations where

a leash or other appropriate device interferes with a service animal's ability to perform its task or service, the service animal must remain under the control of the handler at all times.

- c. The owner and handler of the service/emotional support animal is responsible for any damage of personal or college property or any injuries to an individual caused by the service/emotional support animal.
- d. The handler must ensure the animal is "housebroken" and trained. The handler must clean up and remove all animal waste created by the animal both inside campus buildings and outdoor campus property.
- e. The service/emotional support animal may not disrupt the operation of the College or any class. Disruptions include but are not limited to: barking, growling, pacing/constant motion, foul odor, pawing and or sniffing of others. It is the assumption of the College that all service/emotional support animals on campus are "working" animals and therefore, should not be treated as a pet. There should be no petting by others and no handling by others.

B. Responsibilities of the College Community

1. Service Animals

If the need for a service animal is obvious, College officials may not question the presence of the animal on campus. If the need for a service animal is not obvious, College officials are permitted to ask the handler two questions:

- a. Is the animal required because of a disability?
- b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a service animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual's disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a service animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

2. Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an emotional support animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an emotional support animal on campus. The College is not required to grant reasonable accommodations that would result in a fundamental alteration of a program, create an unsafe environment or would constitute an undue burden. Any requests for a reasonable accommodation for an emotional support animal shall be directed to the Disability Service Office (students) or the Office of Human Resources (employees).

In determining request for accommodations for an emotional support animal, the consideration is: 1) does the person have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities); 2) does the emotional support animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more of the identified symptoms for effects of the person's existing disability; and 3) is the request an undue burden on the College, does the request create an unsafe environment, or does it fundamentally alter a College program.

C. Removal of Service/Emotional Support Animals

The College has the authority to remove a service/emotional support animal from its facilities or properties if the animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities. All cases for removal shall be decided on a case-by-case basis based on that specific situation. In appropriate situations, the College will use a progressive model beginning with a warning for a first offense and removal (either temporarily or permanently) for additional offenses. However, dependent on the severity of the situation, the first offense could result in a temporary or permanent removal.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training". N.C.G.S. § 168-4.5. In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a service animal.

Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

This is a cross reference to policy 3.4.8

Legal Citations: The Americans with Disabilities Act of 1990 As Amended; Section 504 of
 the Rehabilitation Act of 1973

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****STUDENT SERVICES
STUDENT CLUBS AND
ORGANIZATIONS****POLICY
5.4.6**

I. Overview

The College attempts to provide extracurricular activities for students since the College believes that such activities contribute to the overall growth and educational development of an individual. Students are expected to exhibit high standards of responsible citizenship during all College functions whether on or off campus. The Division of Student Services encourages and helps conduct a program of student activities. The student activity program is a part of the educational experience available to all students. Admission for all student activities shall be non-discriminatory.

II. Student Government Association

- A. The Student Government Association (“SGA”) is made up of representatives from the student body. The SGA coordinates and regulates student activities and serves as the student body’s official voice. The President of the SGA is a non-voting member of the College’s Board of Trustees.
- B. The SGA’s organizational documents shall be updated and shall be on file with the College’s Coordinator of Student Life & Recruitment (“Coordinator”). Any revisions to the SGA’s organizational documents shall be reviewed and approved by the College President.
- C. State funds cannot be used for athletics or other extracurricular activities; therefore, almost all student activities are established and maintained by SGA funds. SGA funds are derived from a portion of student activity fees. The SGA budget will be approved by the SGA and submitted for approval by the President and Board of Trustees as early in the school year as possible. Once approved, no further approvals for expenditure of funds will be required by the SGA unless changes to the budget are adopted. All expenditures of funds must still be approved by the Coordinator.

III. Other Student Clubs and Organizations

- A. The College maintains that extracurricular activities compliment the academic programs. Students are encouraged to participate in all phases of the student activities program as long as such participation is consistent with sound educational practices.
- B. The following criteria must be considered by clubs who seek recognition as an official College student organization:
 - 1. The organization must serve an area of student activity need;

2. The membership provisions must not exclude anyone because of his/her race, color, religion, sex, gender, national origin, age, disability or sexual orientation;
 3. The organization must agree to abide by the College's policies and administrative procedures;
 4. The organization's purpose must be compatible with the College's philosophy and educational objectives; and
 5. Such other reasonable rules and regulations required by the President.
- C. **Recognized Student Clubs and Organizations.** Only officially recognized student clubs and organizations shall be allowed to function on the College's campus. In order to achieve recognition, the applying club or organization must complete an official application, on file with the Coordinator, and receive approval by the SGA, the Vice President of Student Services and the President.

IV. Fundraising

The President, in consultation with the Vice President of Student Services and the Coordinator, shall establish rules and regulations regarding student clubs and organizations' fundraising activities. In addition to such rules and regulations, student clubs and organizations are limited as follows:

- A. **Raffles** - The North Carolina General Statutes consider raffles as a form of gambling and are generally unlawful in the state of North Carolina. However, there is an exception that allows two (2) raffles per year for each tax exempt non-profit organization. The total cash prizes offered or paid by any exempt non-profit organization may not exceed ten thousand dollars (\$10,000) in any calendar year.

Student clubs and organizations are encouraged to use alternative methods of fundraising aside from raffles.

- B. **Food** – Unless clubs and organizations have prior, written permission from the President or designee, clubs and organizations may only sell pre-packaged food items, professionally prepared food items prepared by a permitted entity, pre-wrapped items and beverages in sealed containers and must comply with all local Health Department regulations. Examples of these items include bottled/canned soft drinks, pre-wrapped sub sandwiches, wrapped/package desserts, etc. Muffins or cookies must be pre-packaged. The sale of food prepared or assembled at point of sale, such items as tacos, hot dogs, chili, sandwiches, etc. is prohibited unless prior authorization by the President or designee. The sale of potentially hazardous foods as described in 15A NCAC 18A .2635(9) shall not be allowed.

Policy 5.4.6

Pursuant to N.C.G.S. § 130A-250(7), the College, as a tax-exempt entity, is exempted from temporary food establishment permitting requirements for preparing or serving food or drink, for pay, no more frequently than once a month for a period not to exceed two consecutive days.

For instructions on collecting and handling club funds reference procedure 6.2.5.1

Adopted:

Legal Reference: N.C.G.S. §§ 14-309.15, 130A-250(7); 15A NCAC 18A .2635(9)

2019-2020 Institutional Effectiveness Plan

<https://www.montgomery.edu/pdf/mcc/ieplan19-20.pdf>

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
1	<p>Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities.</p> <ul style="list-style-type: none"> • By providing better ongoing training to current members • Creating an orientation package for new members 	Board Minutes, NCACCT seminar attendance, Board Checklist	<p>Partial Met</p> <p>Draft Board of Trustees Handbook presented to BOT at May 2019 meeting, and an update was presented at the June 2019 meeting. (Handbook was distributed to Board Members at the October 9, 2019 meeting.)</p> <p>Director of IE prepared a checklist for Board Member's use to identify when certain annual topics are typically covered/ handled by the Board (shared at December 2018 and January 2019 meetings).</p>	<p><u>Future Actions Planned Based on Results</u></p> <p>Board will utilize the new handbook in 2019-2020, and will enhance Board orientation to see if these two items increase Board's knowledge and awareness.</p> <p>Board will have a session on the Handbook at the Board Retreat in 2020.</p> <p>Will carry this goal forward to 2019-2020.</p>
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	<p>MET</p> <p>CTE Information shared at Board Meetings or with outside groups in 18-19:</p> <ul style="list-style-type: none"> • 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 	<p><u>Future Actions Planned Based on Results</u></p> <p>MCC is not yet in the CTE building – due to construction delays.</p> <p>Board will tour the CTE building as a part of its November 2019 meeting.</p> <p>Will carry this goal forward to 2019-2020.</p>

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
			<ul style="list-style-type: none"> • 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 Ameriqua 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	<p><i>Continued from 2018-19:</i></p> <p>Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities.</p> <ul style="list-style-type: none"> • By providing better ongoing training to current members • Creating an orientation package for new members 	Board Minutes, NCACCT seminar attendance, Board Checklist		
2	<p><i>Continued from 2018-19:</i></p> <p>Increase Board knowledge and public awareness of the CTE Building and its impact on educational opportunities in the county.</p>	Board Minutes, Board held and/or participation in community forums		
3	<p><i>New for 2019-2020:</i></p> <p>Increase Board knowledge and participation in guiding the creation of the College's mission, goals & vision.</p>	Board Minutes, Strategic Planning activities		

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

Updated 11/1/2019

Strategic Planning 2020-2025 Timeline

Projected Date	MONTH	Responsible	Completed Date
	MAY		
May 30	Initial Planning Meeting <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 @: <ul style="list-style-type: none"> • 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 @: <ul style="list-style-type: none"> • 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 11/1/2019

Projected Date	MONTH	Responsible	Completed Date
	JULY		
July 11	Meet @: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • What sections/headings are needed 	Dr. Bledsoe Carol Holton	√ July 11
July 31	Meet @ <ul style="list-style-type: none"> • Wording for the External Focus Group email invitation <ul style="list-style-type: none"> ○ Set date for external invites to go out ○ When do we want to start calling if RSVPs are low? • Review Survey again <ul style="list-style-type: none"> ○ Write invitation asking them to complete (language for internal, external, students) ○ Review deploy dates for survey • Review Strategic Plan Template to date • Postcard review & finalization • Focus Groups <ul style="list-style-type: none"> ○ Questions ○ 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: <ul style="list-style-type: none"> 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 11/1/2019

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 19 th , 11 - 12	Dr. Bledsoe Carol Holton	√ Aug 19
Aug 19	Meet @ <ul style="list-style-type: none"> 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

Updated 11/1/2019

Projected Date	MONTH	Responsible	Completed Date
Sep 11	Board Meeting – present info to date on Strategic Plan*	Carol Holton	√ 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 Friery	√ 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 25
OCTOBER			
**October	Start creating shell document (using survey & focus group input)	Carol Holton	√ ongoing
Oct 9	Board Meeting – present info to date on Strategic Plan	Carol Holton	√ Oct 9
Oct 10	CORE Strategic Plan Committee Meeting	CORE Members	√ Oct 10
Oct 10	Dr. Bledsoe’s Rotary Group – Facilitate a Focus Group at this Civic Club Meeting 12 guests	Dr. Bledsoe	√ Oct 10
Oct 14	MCS Administrators & BOE Focus Group 8 guests	Lee Proctor & Courtney Atkins	√ Oct 14
Oct 17	Lions Club, Biscoe - Facilitate a Focus Group at this Civic Club Meeting 10 guests	Dr. Bledsoe	√ Oct 17
NOVEMBER			
Nov 7	CORE Strategic Plan Committee Meeting – review input for Themes	CORE Members	

Updated 11/1/2019

Projected Date	MONTH	Responsible	Completed Date
Nov 13	Board of Trustees – Strategic Plan update	Carol Holton or Dr. Bledsoe	
	DECEMBER		
Dec 5	CORE Strategic Plan Committee Meeting – review draft Strategic Plan 2020-2026	CORE Members	
	JANUARY		
January 8	Board of Trustees 1 st read and approval of Strategic Plan for 2020-2025	Board	
	FEBRUARY		
February 12th	Board of Trustees 2 nd read and approval of Strategic Plan for 2020-2025	Board	

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

Montgomery Community College
SGA Report
November 13, 2019 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA Day Vice-President, Evening Vice-President, Secretary, and Public Information Officer have been selected.
- Spooktacular was a hit with students, staff, and faculty!
- The SGA sponsored a Sugar Rush Candy Drive to gather candy for residents at a local long-term care facility to distribute to their trick-or-treaters.

**President's Report
November 13, 2019**

Activities since the October Board Meeting

10/9/19	Board of Trustees Meeting
10/10/19	Strategic Planning Core Committee Meeting
10/14/19	Strategic Planning with MCS Administration
10/16/19	Strategic Planning with Candor Lions Club
10/21/19	Presented at the Distance Learning Conference
10/24/19	Monthly Construction Meeting
10/31/19	Spooktacular event at MCC
11/1/19	Shooting Clays Tournament
11/7/19	Strategic Planning Core Committee Meeting

Upcoming Activities

11/13/19	Foundation Board Meeting
11/13/19	Board of Trustees Meeting
11/15/19	Ethical Leadership Forum at N.C. State University
11/21-22/19	NC Rural Meeting
11/28/19	Monthly Construction Meeting

Board of Trustees Information

<https://www.montgomery.edu/bot>



Board of Trustees Calendar of Events
2019-2020

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
December 12, 2019	5:00 p.m.	Phi Theta Kappa Induction Ceremony - Capel Hall
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