



MONTGOMERY COMMUNITY COLLEGE

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

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, June 12, 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 PresentationDr. Heather Seawell, Principal of the Early College

Approval of May Board Minutes– Appendix A (Action).....Claudia Bulthuis

Standing Committees

Budget & Finance Committee Susan Eggleston, Chairman

- May Financial Reports – **Appendix B-1 (Action)**Jeanette McBride
- April Foundation Fund Statements – **Appendix B-2** Korrie Ervin
- Foundation Update..... Korrie Ervin
- Letter from State Auditor – **Appendix B-3**..... Dr. Chad Bledsoe

Building & Grounds Committee Gordon Knowles, Chairman

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

Personnel Committee.....Gelynda Capel, Chairman

- **Notice of Resignation**
 - Distance Learning Program Assistant – **Appendix D-1**.....Gelynda Capel

- **Personnel Appointment**
 - NC Works Career Center Director – **Appendix D-2**.....Gelynda Capel
- 2019-2020 Contract Renewals – **Appendix D-3**.....Gelynda Capel
- President’s Contract Renewal – **Appendix D-4 – (Action)**.....Gelynda Capel
- Presidents’ Salaries and Supplements – **Appendix D-5**Claudia Bulthuis
- Blanket Travel Authorization – **Appendix D-6 – (Action)**Gelynda Capel
- Educational Technical Assistant Request – **Appendix D-7 (Action)**Gelynda Capel
- Distance Learning Coordinator Request – **Appendix D-8 (Action)** Gelynda Capel

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

- Update from Vice President of Instruction – **Appendix E-1** Lee Proctor
 - Continuing Education – **Appendix E-2**..... Lee Proctor
- Update from Vice President of Student Services – **Appendix E-3**.....Beth Smith
- Perkins Fund Allocations – **Appendix E-4**..... Dr. Chad Bledsoe

Legislative/Public Relations Committee.....Andrea Marshall, Chairman

- Legislative Update Dr. Chad Bledsoe
 - CC 19-021 Proposed Amendment of 1H SBCCC 200.1 – Allocation of Funds – **Appendix F-1**
 - CC 19-022 Proposed Adoption of 1A SBCCC 200.6 – Delegation of Contractual Authority – **Appendix F-2**
 - CC 19-023 Proposed Amendment of 1H SBCCC 400.4 – Capital Project Approval and Obtaining Capital Funds – **Appendix F-3**
 - Senate Budget Update – **Appendix F-4**
- Public Relations/Marketing Update – **Appendix F-5** Michele Haywood

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

- Board Policy Manual Dr. Chad Bledsoe
 - Section 3, Part 3.3 and Part 3.4 – **Appendix G-1 – Second Reading (Action)**
 - Policy 2.2.3 – Facility Use – **Appendix G-2 – Second Reading (Action)**

President’s Report – Appendix H Dr. Chad Bledsoe

- Strategic Plan

Chairman’s Report.....Claudia Bulthuis

- Update on the Board of Trustees Handbook
- Recognitions
- Calendar of Events – **Appendix J**

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, May 8, 2019

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 5:01 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
George Gilbreath
Robert Harris

Susan Hershberger
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Bill Price

Absent

Susan Eggleston
Jennifer Haywood, SGA President

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

Welcome

Mrs. Bulthuis welcomed all in attendance.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the May 8, 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.

Approval of April Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mrs. Marshall, to approve the April Board and Committee Meeting Minutes. The motion carried.

STANDING COMMITTEE REPORTS

The committees conducted their business as a committee of the whole.

Budget and Finance Committee

April Financial Reports – Appendix B-1 (Action) – Jeanette McBride

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

- As of April 30, 2019, County fund expenditures were \$631,397 or, 81% of the budget. It is expected that 100% of budget will be expended by the year end.
- As of April 30, 2019, there were \$254,513 available for Capital Expenditures.
- As of April 30, 2019, State funds expenditures were \$5,980,157 or, 78% of the budget. It is expected that 100% of budget will be expended by the year end.
- As of April 30, 2019, the Institutional Fund balance was \$697,736.
- As of April 30, 2019, the balance in the STIF account was \$193,993.

Mrs. Hershberger made a motion, seconded by Mr. Knowles, to approve the April Financial Funds report. The motion carried.

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

Mrs. Ervin presented Appendix B-2, the March Foundation Fund Statement. As of March 31, 2019, the balance of Foundation Funds totaled \$3,685,094, which reflects a market gain of \$44,000 for the month of March.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. She reported that Troy Lumber Company donated \$10,000 for an endowed scholarship during the month of April, and since, they have donated \$30,000, totaling \$40,000. The Foundation Board met earlier today. Updates were given on the Golf Tournament and discussion was held about the Foundation Dinner and Raffle that is scheduled for September 6, 2019. The Foundation Board approved a mini-grant for summer camps and they also approved adding the mini-grant to the annual budget.

Building and Grounds Committee

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She noted that handrails have been installed on the stage in the Multi-Purpose Room and that several Maintenance Personnel have attended training seminars.

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

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. The HVAC renovations in Blair Hall are progressing. The second phase of construction in Blair Hall for interior renovations have been sent out for bids and bidding will close on May 28, 2019.

Personnel Committee

Notice of Resignation – Appendix D-1 – NCWorks Director – Gelynda Capel

Mrs. Capel presented Appendix D-1, the resignation of Russell Ingram for the position of NCWorks Director.

Curriculum/Student Services Committee

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.

Update from Dean of Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

Update from Vice President of Student Services – Appendix E-3 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3

Legislative/Public Relations Committee

Legislative Update – Appendix F-1 and Appendix F-2 Dr. Chad Bledsoe

Dr. Chad Bledsoe presented Appendix F-1 and F-2, the Legislative Updates. Appendix F-1 is a proposed amendment to 1D SBCCC 400.11 – Education Services to Minors for Curriculum. Appendix F-2 is an Adoption of 1B SBCCC 200.3 - Establishing Multi-Campus Centers.

Public Relations/Marketing Update – Michele Haywood – Appendix F-3

Mrs. Haywood presented Appendix F-3, the Public Relations/Marketing Update. Mrs. Haywood reported that several interviews will be published in this year's design schedule for Fall 2019.

Institutional Status Committee

Section 3, Part 3.2 – Appendix G-1 – Second Reading – (Action)

Dr. McKinnon made a motion, seconded by Mr. Knowles, to approve Section 3, Part 3.2 of the Board Policy Manual. The motion carried.

Section 3, Part 3.3 and Part 3.4 – Appendix G-2 – First Reading

Dr. Bledsoe presented Section 3, Part 3.3 and Part 3.4 of the Board Policy Manual for first reading. There was discussion on Policies 3.3.1, 3.3.2, 3.3.4, 3.3.6, and 3.3.8. Recommended changes were discussed and those will be brought to the Board for approval at the June Board of Trustees meeting.

Policy 2.2.3 – Facility Use – Appendix G-3 – First Reading

Dr. Bledsoe presented Policy 2.2.3, Facility Use, from the Board Policy manual for first reading.

Board Self-Evaluation – Carol Holton

Mrs. Holton distributed the Board Self-Evaluation to the Trustees. The Evaluation will be due back to her on May 22, 2019.

SGA Update – Appendix H

Dr. Bledsoe presented the SGA report. He noted that Leah McQuinn has been elected to serve as the next SGA President.

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:

- He reported that he continues to have Partners Meetings with Montgomery County Schools.
- He attended the NRA Event with two Gunsmithing employees.
- He attended the BLET Graduation on May 2, 2019; the Early College orientation on May 3, 2019; and the LPN Pinning Ceremony on May 7, 2019.

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

Mrs. Bulthuis presented the Board of Trustees Handbook. She noted that it will give detailed information and the requirements of being a Trustee. She asked for suggestions and will be planning a more formal presentation at the next Board meeting.

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

- Graduation is tonight.

There being no further business, Mr. Gilbreath made a motion, seconded by Mr. Knowles to adjourn the meeting at 5:58 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Budget and Finance Committee
Wednesday, June 12, 2019
5:30 p.m.**

Committee Members

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

Agenda Items

- **Call to Order..... Susan Eggleston, Chairman**
- **May Financial Reports – Appendix B-1 (Action) Jeanette McBride**
- **April Foundation Fund Statements – Appendix B-2.....Korrie Ervin**
- **Foundation UpdateKorrie Ervin**
- **Letter from State Auditor – Appendix B-3Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

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

County Funds - May 2019		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	5,500	500	92%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	147,026	13,366	92%
514050	Supvr Svc/Maint/Skilled Craft	84,165	7,013	77,152	7,013	92%
518100	Social Security	18,934	1,539	17,076	1,858	90%
518200	Retirement	46,524	3,843	42,681	3,843	92%
518300	Medical Insurance	49,906	4,116	44,450	5,456	89%
518700	Longevity Payments	2,130	0	2,130	0	100%
519090	Waste Removal/Recycling	11,249	893	9,981	1,268	89%
519110	Pest Control Svcs Agreement	750	0	500	250	67%
519120	Lawn and Grounds Service	126	0	0	126	0%
521000	Custodial Supplies	16,504	1,264	14,807	1,697	90%
522000	Maintenance Supplies	21,903	3,982	18,450	3,453	84%
524000	Repair Supplies	13,000	68	9,802	3,198	75%
525000	Gas/Travel/Reimbursement	1,200	236	372	828	31%
531140	In-State Lodging	517	517	517	0	100%
531150	In-State Meals	134	85	134	0	100%
531210	Out-of-State Ground Transportation	188	0	188	0	100%
531240	Out-of-State Lodging	712	0	712	0	100%
531250	Out-of-State Meals	123	0	123	0	100%
531500	Registration Fees	1,721	145	1,721	0	100%
532200	Telephone	16,269	1,060	15,187	1,082	93%
532330	ISP Charges	800	65	691	109	86%
533100	Heat	49,402	3,926	49,401	1	100%
533200	Water	8,631	1,829	8,566	65	99%
533300	Electricity	193,000	16,788	178,447	14,553	92%
533400	Garbage/Sewage Disposal	8,653	751	7,653	1,000	88%
535100	Equipment Repair	2,552	0	2,551	1	100%
535200	Repairs to Facilities	10,810	666	10,795	15	100%
535201	Repairs to Grounds-Supplies	1,291	0	200	1,091	15%
535400	Service Contracts	8,421	1,597	6,242	2,179	74%
539200	PR-President's Office	600	0	216	384	36%
539500	Other Current Expense	474	0	474	0	100%
543000	Lease/Rental Other Equipment	4,601	383	4,217	384	92%
545000	Property Insurance	18,150	0	11,260	6,890	62%
545200	Liability Insurance	3,567	0	250	3,317	7%
545201	Workers Comp	5,147	0	(246)	5,393	-5%
545301	Life Insurance	2,160	186	1,963	197	91%
545302	EAP Program Expense	1,670	140	1,543	127	92%
546100	Membership & Dues	2,660	0	2,660	0	100%
555100	Minor Equipment Low Risk	964	0	964	0	100%
Total Current Expense		776,000	64,957	696,355	79,646	90%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2019 Report	\$ 567,185
Add: FY16 Property Tax Allocation from County Report	58,669
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	61,881
Add: FY19 Property Tax Allocation from County Report	61,257
	809,666
Total Revenue	809,666
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,269)
Less: 2016-17 Projects	(60,729)
Less: 2017-18 Projects:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$22K), Sec Cameras (\$21.4K), Bldg 500 Roof (\$23.1K), Bldg 500 Wall & Foundation Repairs (\$3K), Bldg 200 Brick and Fence Work (\$17.6K), Lawn Equip (\$2.4K), Floor Care Equip (\$2.9K), BAS Controls (\$8.7K), Bldg 100 Flooring Repair and polishing (\$47.8K), Bldg 300 Gutter Replacement (\$2.6K)	(151,597)
	87,714
Sub-total Life-to-date Revenues less Submitted Projects	87,714
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
	\$ 262,714
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 5/31/19	

**Montgomery Community College
State Funds - Board Report for May 2019**

State Funds - May 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	130,202	11,837	92%
511200 FT Senior Administrator	247,968	20,664	227,304	20,664	92%
511300 FT Professional Staff	1,060,662	88,279	949,908	110,754	90%
511310 PT Professional Staff	21,768	2,123	16,861	4,907	77%
511340 30 Hour Professional Staff	16,632	0	0	16,632	0%
512000 FT Support	62,304	5,192	57,054	5,250	92%
512010 PT Support	28,074	4,117	23,975	4,099	85%
513000 FT Faculty	1,978,764	162,171	1,825,186	153,578	92%
513010 PT Faculty	675,450	60,755	589,077	86,373	87%
513030 PT Teaching Assistant	17,688	1,575	16,120	1,568	91%
515000 FT Technical/Paraprofessional	556,916	57,853	499,519	57,397	90%
515010 PT Technical/Paraprofessional	87,450	10,964	66,689	20,761	76%
516020 Student Salaries - Instruction	2,383	343	2,383	1	100%
518100 Social Security	361,285	30,858	318,762	42,523	88%
518200 Retirement	778,239	66,065	712,659	65,580	92%
518300 Medical Insurance	461,217	38,825	417,829	43,388	91%
518500 Unemployment Compensation	3,905	0	3,905	0	100%
518700 Longevity Payments	48,364	1,499	47,577	787	98%
519000 Legal Services	2,476	649	2,476	0	100%
519010 Financial/Audit Service	10,000	0	0	10,000	0%
519020 Sys Implement/Integration Svcs	1,800	0	0	1,800	0%
519040 Administrative Services	2,258	1,007	2,258	0	100%
519130 Misc Service Contract	500	0	0	500	0%
519140 WAN Support Services	30,000	0	30,000	0	100%
519142 LAN Support Services	12,751	0	12,750	1	100%
519200 Other Contractual Services	20,750	0	20,000	750	96%
519400 Contracted Instruction	46,659	882	41,090	5,569	88%
519401 Online Tutoring Contract	21,858	0	15,727	6,131	72%
519700 Custom Training 3rd Party Contract	4,728	0	4,728	0	100%
523XXX Copies & Instr Supplies	212,843	25,650	143,148	69,695	67%
527000 Other Supplies	90,510	2,162	75,453	15,057	83%
527005 Tires, Oil Changes, Other Maint	2,168	0	2,168	0	100%
531110 In-State Ground Transportation	27,239	2,351	16,436	10,803	60%
531140 In-State Lodging	18,514	2,321	14,735	3,779	80%
531150 In-State Meals	4,494	521	3,716	778	83%
531210 Out-of-State Ground Transportation	1,682	449	1,668	14	99%
531220 Out-of-State Air Transportation	5,554	533	4,594	960	83%
531240 Out-of-State Lodging	6,920	1,991	6,917	3	100%
531250 Out-of-State Meals	2,208	540	2,206	2	100%
531410 Board/Non-emp Transportation	56	0	55	1	99%
531420 Board Expense - Subsistence	3,484	1,121	3,484	1	100%
531500 Registration Fees	36,688	2,321	30,682	6,006	84%
532100 Postage	8,831	2,396	7,965	866	90%
532337 Managed Server Support	2,310	0	2,310	0	100%
532700 Software Subscriptions	10,189	2,541	10,161	28	100%
535100 Equipment Repair	10,344	1,043	10,161	183	98%
535400 Service Contracts	558	0	458	100	82%
535430 Maint Agreement-Equipment	6,186	0	3,560	2,626	58%

**Montgomery Community College
State Funds - Board Report for May 2019**

State Funds - May 2019		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535450	Maint Agreement-NonWAN	43,934	9,580	43,932	2	100%
535495	Maint. Agree.-Server	3,895	3,892	3,892	3	100%
537000	Advertising	48,998	11,522	42,099	6,899	86%
535491	Maint.Agree LAN Equipment	13,375	0	13,375	0	100%
537100	Advertise Vacant Positions	6,979	2,051	5,932	1,047	85%
539400	Magazine/Newspaper Subs	5,162	1,998	5,162	0	100%
539500	Other Current Expense	496	419	494	2	100%
539520	Electronic Processing	12,000	369	9,980	2,020	83%
539591	Hazardous Waste Removal	543	0	542	1	100%
539700	Childcare - 530 Purpose	22,900	3,289	21,698	1,202	95%
539720	Project Skill-Up-Student Assistance	10,968	0	5,988	4,980	55%
542403	Rental/Lease Servers	3,520	320	3,520	0	100%
544000	NonWAN Data Process Software	5,288	0	3,003	2,285	57%
544010	Software License Renewal	35,182	4,419	20,129	15,053	57%
544020	Laptop Application	251	251	251	0	100%
545100	Motor Vehicle Insurance	1,505	1,504	1,504	1	100%
545200	Liability Insurance	3,800	0	685	3,115	18%
546100	Membership & Dues	16,686	8,921	14,106	2,580	85%
546200	Accreditation Expense	5,230	0	5,230	0	100%
555100	Minor Equipment Low	107,614	89,140	95,890	11,724	89%
555200	Minor Equip High	68,676	752	58,857	9,819	86%
1	Total Current Expense	7,572,668	750,024	6,730,181	842,487	89%
551000	Office Equipment	18,269	0	0	18,269	0%
552072	Server	7,952	7,952	7,952	0	100%
553000	Educational Equipment	459,373	0	74,100	385,273	16%
553700	Edu.Equip.Perkins Grant	31,348	0	0	31,348	0%
555100	Minor Equipment Low Risk	15,029	0	(1,498)	16,527	-10%
555200	Minor Equipment H Risk	1,803	0	1,803	0	100%
556100	Books	16,040	647	13,766	2,274	86%
2	Total Capital Expense	549,814	8,599	96,123	453,691	17%
	Total Expenses	8,122,482	758,623	6,826,304	1,296,178	84%

1 Expected to spend all of state current expense budget except where funds are restricted and/or can be carried forward to the next fiscal year.

2 Several large equipment orders to be completed and expensed in June. The remaining budget to be carried forward to the next fiscal year.

**Montgomery Community College
Institutional Funds - Board Report for May 2019**

Institutional Funds - May 2019			Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
1	01-121	Pell Overpayments	-	-	436	-	(616)
	01-128	Veterans Reporting Fee	-	-	630	(20)	676
	01-132	Overhead Receipts 75%	146	100	2,868	2,178	13,613
	01-133	Current General & Misc	32	32	1,230	1,205	13,237
	01-134	Admin Support	68	314	973	745	-
	01-135	Overhead Receipts 25%	49	-	956	-	9,345
	01-139	Excess Fee Receipts	-	-	800	800	-
2	01-142	Textbook Rental	25	385	21,861	23,634	(535)
	01-222	Forestry Program	-	-	-	127	8,606
	01-291	Specific Fees: Medical Assist	-	-	1,705	-	4,282
	01-291	Specific Fees: Electronics	-	-	563	-	3,500
	01-291	Specific Fees: Gunsmith	225	-	6,855	(20)	42,715
	01-291	Specific Fees: Pottery	96	-	96	-	96
	01-291	Specific Fees: Phlebotomy	-	-	100	-	500
	01-291	Specific Fees: Taxidermy	190	-	1,745	-	12,960
	01-291	Specific Fees - LPN	56	-	1,756	-	10,174
	01-291	Specific Fees: Dental	25	-	1,970	1,376	5,743
	01-291	Specific Fees: NET/TEAS	-	-	6,168	6,717	4,664
	01-291	Specific Fees: HVAC	-	-	150	-	325
	01-294	Live Projects: Taxidermy	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	(4,543)	598	49,879	20,306	95,389
	01-331	Community Service	(280)	-	(280)	-	3,995
	01-352	Career Readiness	-	-	567	273	2,173
	01-363	Small Business Center	-	-	1,175	689	7,877
	01-391	Specific Fees: Occ. Ext	7,135	6,820	30,353	24,894	76,835
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	78	(4,784)	2,582	7,274	63,236
3	01-622	Sales Tax Utilization	-	2,000	147,684	151,597	(5,913)
	01-715	Vending	343	343	10,857	10,857	-
	01-716	Bookstore Vending	-	-	36,643	36,643	-
	02-131	College Work Study	4,099	4,099	31,911	31,911	-
	02-228	Self Supp. Curriculum	1,694	-	1,694	800	21,813
	02-229	Distance Learning	19	-	183	-	-
	02-232	NC Live Grant	-	(160)	1,000	1,000	-
	02-292	Tech Fee-Curr	1,241	-	19,093	47,525	59,875
	02-340	Mont. Fund: ESL	-	-	3,000	1,044	1,956
	02-383	Fire Training Center Grant	-	-	5,085	5,619	12,312
	02-392	Tech Fee: Con Ed	70	-	50	-	2,008
4	02-425	NCWorks Grant Adult Services	-	7,140	88,700	105,182	(16,482)
4	02-427	NCWorks Grant Dislocated Worker	-	2,961	33,588	39,088	(5,500)
4	02-428	NCWorks Finish Line Grant	-	4,812	-	7,798	(7,798)
	02-823	FSEOG	-	-	16,695	16,695	-
5	02-824	Pell Grant	3,512	3,512	895,520	895,520	(3,745)
	02-831	Educ. Lottery Schol.	(939)	-	33,924	33,924	-
	02-833	Golden LEAF	2,936	-	14,682	11,746	2,936
	02-835	NC Comm Coll Grant	(3,453)	475	65,735	65,735	-
	02-836	High Demand/Low Enrollment	-	-	1,440	1,440	-
	02-837	MCC Foundation Scholarship	20,794	-	170,074	170,074	-
	02-838	Wells Fargo Scholarship	-	-	500	500	-

Montgomery Community College
Institutional Funds - Board Report for May 2019

Institutional Funds - May 2019		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
02-839	Less Than Half-time	-	-	990	990	-
02-842	SGA President Scholarship	-	-	1,500	1,500	-
02-845	SECU Scholarships	-	-	6,250	6,250	-
05-715	Vending	888	343	9,622	11,293	11,204
05-716	Bookstore Vending	-	177	9,897	44,076	46,422
05-720	Bookstore	109	-	1,061	-	-
05-721	General Store	948	948	22,993	22,993	-
05-740	Parking Fee	311	-	4,820	-	43,874
05-770	Stud Govt Assoc	723	404	26,899	25,861	22,305
05-771	Graduation Fund	223	3,272	6,350	4,957	2,688
05-774	Stud. Ambassador	117	227	3,069	3,222	25,863
07-925	Bond-Bldg 200 HVAC Replacement	-	-	898,145	668,108	-
07-925	Bond-Bldg 100 Int/HVAC/Roof	-	-	737,327	711,906	-
07-925	Bond-Capel Hall Office Renov	-	-	47,006	47,006	-
07-926	Golden Leaf FY2015-085	-	-	103,126	123,233	42,738
07-927	Canon Grant/ Blair Hall Floor	-	-	197,790	197,790	-
09-772	Club Accounts	-	-	-	-	67,965
6 09-773	Agency Fund	-	-	-	-	(14,387)
09-775	Funds for Others	-	-	-	-	8,955
Total	Institutional Funds: First Bank	36,936	34,020	3,790,041	3,594,061	699,825

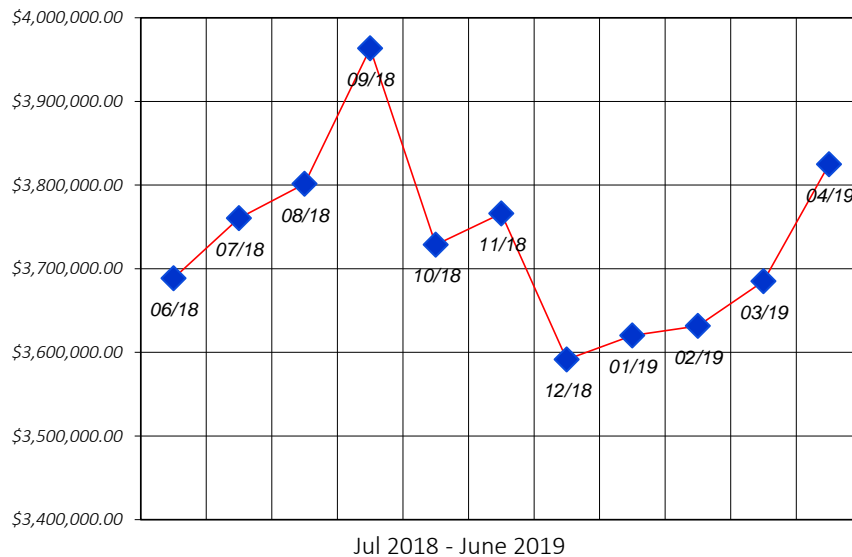
STIF Account as of 5/31/19		Interest	Interest	Prior Y.E.	Current
		This Period	This Year	Balance	Balance
01-621	Operational Funds	78	757	43,222	43,979
02-229	Distance Learning	19	183	10,448	10,631
02-292	Technology Fees	138	1,344	76,742	78,086
05-720	Bookstore	109	1,061	60,580	61,641
Total	Institutional Funds: State Treasury	344	3,345	190,992	194,337

- 1 Pell Overpayment
- 2 Due from MCS
- 3 Due from County
- 4 Due from NC Works (WIOA & Finish Line Grants)
- 5 PELL Adjustment
- 6 Financial Aid Bookstore Charges

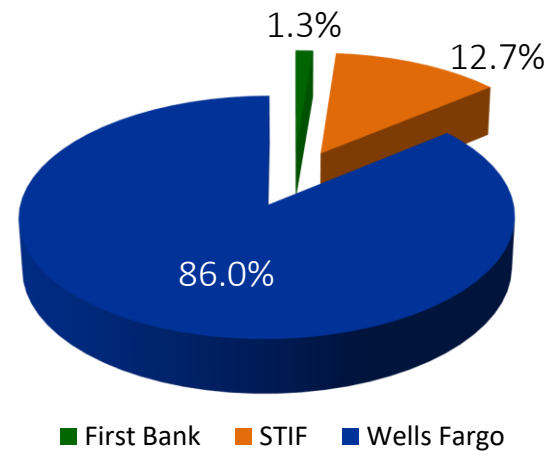
Montgomery Community College Foundation Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of April 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,121,549.22	\$469,257.37	\$40,769.41	\$3,631,576.00
Receipts								
Interest/Dividends	\$64,154.82	\$8,065.06	\$8.43	\$72,228.31	\$6,494.12	\$804.38	\$1.05	\$7,299.55
Deposits	\$37,590.74	\$228,461.65	\$300,709.90	\$566,762.29	\$24,166.00	\$13,326.00	\$55,122.00	\$92,614.00
Total Receipts	\$101,745.56	\$236,526.71	\$300,718.33	\$638,990.60	\$30,660.12	\$14,130.38	\$55,123.05	\$99,913.55
Disbursements								
Fees/Withdrawals	\$156,332.11	\$202,049.64	\$301,411.07	\$659,792.82	\$4,569.70	\$6,441.39	\$37,845.72	\$48,856.81
Total Disbursements	\$156,332.11	\$202,049.64	\$301,411.07	\$659,792.82	\$4,569.70	\$6,441.39	\$37,845.72	\$48,856.81
Market Value Net Change	\$157,042.68	\$0.00	\$0.00	\$157,042.68	\$88,577.70	\$0.00	\$0.00	\$88,577.70
Ending Value	\$3,290,073.69	\$484,387.44	\$50,267.80	\$3,824,728.93	\$3,236,217.34	\$476,946.36	\$58,046.74	\$3,771,210.44
Net Change	\$102,456.13	\$34,477.07	(\$692.74)	\$136,240.46	\$114,668.12	\$7,688.99	\$17,277.33	\$139,634.44

Foundation Funds Value



Foundation Funds Distribution



STATE OF NORTH CAROLINA
Office of the State Auditor



Beth A. Wood, CPA
State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0600
Telephone: (919) 807-7500
Fax: (919) 807-7647
<http://www.ncauditor.net>

May 21, 2019

Susan P. Eggleston, Chair, Budget & Finance Committee
Montgomery Community College
PO Box 312
Star, North Carolina 27356

Dear Ms. Eggleston:

We have completed our financial statement audit at Montgomery Community College for the year ended June 30, 2018, and have issued our report thereon dated March 27, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Auditor's Responsibility

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. We made reference to the report of another auditor as a basis, in part, for our opinion on the basic financial statements. During the course of the audit we performed certain procedures to ensure that the other auditor was independent and professionally competent, which included obtaining certain confirmations directly from the other auditor. We also reviewed the other auditor's report to ensure that it contained all required information and that the audit was conducted in accordance with generally accepted auditing standards. We did not assume responsibility for, and thus were not required to be involved in the work of the component auditor. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Montgomery Community College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Susan P. Eggleston, Chair, Budget & Finance Committee
May 21, 2019
Page 2

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified.

Compliance with Independence Requirements

We have complied with all relevant independence requirements.

Qualitative Aspects of the Entity's Significant Accounting Practices

Management, along with the Office of the State Controller, has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Montgomery Community College is included in the notes to the financial statements.

The College changed accounting policies related to other postemployment benefit plans by adopting Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, as amended by Statement No. 85, *Omnibus 2017*. This statement establishes standards of measuring and recognizing assets, deferred outflows of resources, liabilities, deferred inflows of resources, and expenditures related to postemployment benefits other than pensions. The implementation of these standards also includes new requirements for note disclosures and required supplementary information intended to provide users with a more comprehensive and transparent understanding of postemployment benefits other than pension plans. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the financial statements. In accordance with the terms of our engagement letter, we advised management about the appropriateness of accounting policies and their application.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected

Susan P. Eggleston, Chair, Budget & Finance Committee
May 21, 2019
Page 3

misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected financial statement misstatements.

In addition, professional standards require us to accumulate all material corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreement arose during the course of the audit.

Representations Requested from Management

We have requested certain representations from management that are included in the attached management representation letter dated March 27, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

Other Matters

This information is intended solely for the use of Montgomery Community College Board of Trustees, the Budget & Finance Committee of Montgomery Community College, and management of Montgomery Community College and is not intended to be and should not be used by anyone other than those specified parties. If you have any questions about these matters, please contact the Financial Audit Director at (919) 807-7514.

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR

Ted F. Price

Ted F. Price, CPA
Financial Audit Director

BAW/TFP:ae

cc: Dr. Chad A. Bledsoe, President
Jeanette McBride, Vice President, Administrative Services
Claudia B. Bulthuis, Chair, Board of Trustees

Attachment



MONTGOMERY COMMUNITY COLLEGE

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

March 27, 2019

The Honorable Beth A. Wood, State Auditor
Office of the State Auditor
2 South Salisbury Street
20601 Mail Service Center
Raleigh, North Carolina 27699-0600

Dear Auditor Wood:

We are providing this letter in connection with your audit of the basic financial statements of Montgomery Community College as of June 30, 2018, and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of Montgomery Community College and the results of its operations and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of Montgomery Community College's basic financial statements in conformity with the aforementioned accounting principles.

Along with the Office of the State Controller, we are responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

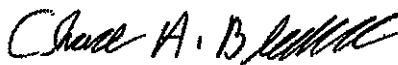
We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation and fair presentation of the basic financial statements of Montgomery Community College in conformity with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatements, whether due to fraud or error. We have provided you with:

3. We have provided you with:
 - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for purposes of the audit, including minutes of meetings of Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
4. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, nor are we aware of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects we should have considered when preparing the basic financial statements.
5. All transactions have been properly recorded in the accounting records underlying the basic financial statements and supplementary information.
6. We are in agreement with the adjusting journal entries and related notes and cash flow statement changes you have recommended, and they have been posted.
7. We have disclosed to you any risks that we have identified that the basic financial statements may be materially misstated as a result of fraud.
8. We acknowledge our responsibility for the design, implementation, and maintenance of programs and internal controls to prevent and detect fraud.
9. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the basic financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's basic financial statements received in communications from employees, former employees, analysts, governmental agencies, regulators, or others.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
12. The following have been properly recorded or disclosed in the basic financial statements:
 - a. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which Montgomery Community College is contingently liable.

- c. All accounting estimates that could be material to the basic financial statements. We believe the estimates and the key factors and assumptions underlying those estimates, including those measured at fair value, are reasonable in the circumstances.
13. We are responsible for compliance with all laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of basic financial statement amounts.
14. There are no:
 - a. Violations or possible violations of laws, regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the basic financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - b. Items of which we are aware involving pending or threatened litigation, claims, or assessments or unasserted claims or assessments whose effects we should have considered when preparing the basic financial statements, or that are required to be disclosed in the basic financial statements in accordance with accounting principles generally accepted in the United States of America, and we have not consulted legal counsel concerning litigation, claims, or assessments.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
15. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
16. Montgomery Community College or the State of North Carolina has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
17. To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the date of the basic financial statements and through the date of this letter that would require adjustment to or disclosure in the aforementioned basic financial statements or in the supplementary information.
18. With respect to the basic financial statements:
 - a. All component units, joint ventures, and/or related organizations are properly reported/disclosed.
 - b. All funds and activities are properly classified.
 - c. Equity accounts are properly classified.
 - d. Investments are properly valued.

- e. Provisions for uncollectible receivables have been properly identified and recorded.
 - f. Expenses have been appropriately classified and allocated.
 - g. Revenues are appropriately classified.
 - h. Interfund, internal, and intra-equity activity and balances have been appropriately classified and reported.
 - i. Capital assets are properly capitalized, reported, and if applicable, depreciated.
19. With respect to information required by the Governmental Accounting Standards Board (GASB) to be presented with the basic financial statements (required supplementary information or RSI, including Management's Discussion and Analysis):
- a. We acknowledge our responsibility for the RSI.
 - b. RSI is presented and measured according to authoritative guidelines on a basis consistent with that of the prior year.
 - c. RSI is consistent with the basic financial statements.
 - d. We have disclosed any significant assumptions or interpretations underlying the measurement or presentation of the RSI.
 - e. Management's discussion and analysis (MD&A) is based on facts, decisions, or conditions currently known to management and does not contain forecasts or other prospective information.
20. To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the date of the basic financial statements and through the date of this letter that would require adjustment to or disclosure in the aforementioned basic financial statements as pertains to Montgomery Community College Foundation, Inc., Montgomery Community College's component unit.



Chief Executive Officer



Chief Financial Officer

Montgomery Community College
Financial State Audit Report for Fiscal Year 2017-2018

<https://www.ncauditor.net/EPSSWeb/Reports/Financial/FIN-2018-6854.pdf>

Building and Grounds Committee
Wednesday, June 12, 2019
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Robert Harris
Johnny McKinnon

Agenda Items

- **Call to Order Gordon Knowles, Chairman**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Construction Update – Appendix C-2Dr. Chad Bledsoe**
 - **Blair Hall Construction Bids**
- **New Business**
- **Adjourn**

Board Report

Facilities

June 2019

Prepared By: Wanda Frick

The old freezer in Taxidermy has been dismantled and disposed to make room for the new freezer box to be installed.



The majority of the lighting in the Library has been changed to LED tubes for energy savings. A little over 200 tubes have been changed out in the area.

Montgomery Community College
Construction Update
June 2019

- **Blair Hall (100) Renovation, HVAC and Roof Replacement**

1st phase for roof replacement – The roofing project is complete. Final inspection was submitted on April 29, 2019.

2nd phase schematics (building renovations and HVAC upgrades) – Bids for the project will close on June 4, 2019.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$853,132 (Golden Leaf) \$140,387

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

Project is currently 99% complete. Awaiting final inspection by State Construction Office and submittal of close out documents.

- Budgeted: \$1,075,000
- Disbursed to Date: \$959,845

- **Blair Hall, 3rd Hall HVAC Renovations**

This project is currently underway to renovate existing 3rd hall units and remove a mezzanine air handling unit with comparable roof top units. To date, all 8 new units have been set with 7 running. The last will be online within the week. A change order has been submitted for HVAC controls installed on roll-up doors, to shut units down if doors are left open.

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

- **Industrial Maintenance Building**

The project has been released for bids. Bidding closes June 13, 2019.

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

**Montgomery Community College
Building Project Timeline**

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

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

**Personnel Committee
Wednesday, June 12, 2019
6:00 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Notice of Resignation Gelynda Capel**
 - **Distance Learning Program Assistant – Appendix D-1**
- **Personnel Appointment.....Gelynda Capel**
 - **NC Works Career Center Director – Appendix D-2**
- **2019-2020 Contract Renewals – Appendix D-3.....Gelynda Capel**
- **President’s Contract Renewal – Appendix D-4Gelynda Capel**
- **Presidents’ Salaries and Supplements – Appendix D-5 Claudia Bulhuis**
- **Blanket Travel Authorization – Appendix D-6.....Gelynda Capel**
- **Educational Technical Assistant Request– Appendix D-7.....Gelynda Capel**
- **Distance Learning Coordinator Request – Appendix D-8.....Gelynda Capel**
- **New Business**
- **Adjourn**

Dr. Chad Bledsoe
1011 Page Street
Troy, NC 27371

Dear Dr. Bledsoe:

The purpose of this letter is to announce my resignation from MCC, effective May 31, 2019

I've enjoyed working with you and the other "family" members here at MCC and I will miss you all dearly.

I have accepted a position as Driver's License Examiner at the DMV office in Troy, NC. This new position gives me the financial means of taking care of myself and my grandson and will also give me more time to spend with my family. I will be able to leave work at work and not have the stress of worrying about whether or not I did this or that concerning courses once I get home and during the breaks.

I wish you and the entire MCC family all the best. I do hope our paths cross again in the future.

Sincerely,

Delores D Blake

Personnel Appointment

Name of Person	Monette Ayers
Present Address	3247 Okeewemee Rd. Star, NC 27356
Position	NC Works Career Center Director
Position Category	
Salary	\$44,000
Effective Date of Employment	6/10/19
Budget Information	

Position Description:

This position is responsible for working directly with WIOA-eligible Montgomery County residents to secure training and employment opportunities. The Career Center Director supervises and coordinates all Career Center operations to include; ensuring program services and development, working with and coordinating services with community partners, providing adequate staffing and professional development, budgeting, administration, monitoring of Center activities, and marketing services to the public.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	1991-1993	AAS Early Childhood
Gardner Webb University	1996-2006	B.S. Human Services
Walden University	2012-2014	M.S. Early Childhood Studies

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery County Partnership for Children	2017-2019	Program Coordinator
Center for Creative Leader	2017- Present	Golden Leaf Scholar Coach
Ayers Prayers Family Child Care Home and Eggleston's Playground LLC	2007-2018	Owner/Operator
Regional Consolidated Services	1996-2005	JobLink Director

Professional Participation/Honors:

Level 12 NC Early Education Certification, NC AEYC, and NC ACCESS

Hiring Committee

Person	Position
Mike Collins	Department Chair, Business Technologies
Tonya Luck	Accountant
Deanne Brown	Director of Foundational Studies
Andrew Gardner	Dean of Continuing Education
Lee Proctor	Vice President, Instruction
Doni Hatchel	Financial Aid Director

Appointment Recommendation and Approval

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

Chad A. Bledsoe
President



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Chad A. Bledsoe, President

DATE: June 1, 2019

SUBJECT: Employment Contract Renewal for 2019-2020

I recommend that 12 month employment contracts be issued to the following staff for the 2019-2020 fiscal year:

Courtney Atkins	Assistant to the President
Korrie Ervin	Director of Resource Development
Michele Haywood	Public Information Officer
Carol Holton	Director of Institutional Effectiveness/SACS Liaison
Jeanette McBride	Vice President of Administrative Services
Lee Proctor	Vice President of Instruction
Beth Smith	Vice President of Student Services

In addition, I recommend that employment contracts be issued to the following staff and faculty for the 2019-2020 fiscal year as presented by the Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services. Please see the attached recommendations.

Thank you for your cooperation in this matter.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Jeanette McBride, Vice President of Administrative Services *jm*

Subject: Employee Contract Renewal for FY 2019-2020

Date: June 4, 2019

I recommend issuing employment contracts to the following staff for the 2019–2020 academic year:

NAME	POSITION
Ms. Jennifer Gonzales	Controller
Ms. Connie Harris	Purchasing/Evening Coordinator
Ms. Margie Phillips	Accounts Payable Specialist
Ms. Tonya Luck	Accountant
Ms. Jessica Brower	Accounts Receivable Specialist
Ms. Melisa Bond	Director of Human Resources
Ms. Wanda Frick	Director of Facilities
Ms. Markisha Martin	Custodian
Mr. Marcus Ervin	Maintenance Supervisor
Mr. Mark Little	Maintenance Technician II
Mr. Danny Johnson	Evening Custodian/Maintenance II
Mr. Roger Brown	Groundskeeper/Maintenance III
Mr. C. Kevin Lamonds	Lead Maintenance Technician I/Electrical
Mr. Willie Ratcliff	Custodian
Ms. Cindy Ellison	Dean of Technology & Learning Resources
VACANT	Distance Learning Coordinator
Ms. Deborah Ashby	Director Learning Resources
Ms. Shaquille Little	Learning Resources Technical Assistant
Mr. Kavin Sydalack	Systems Administrator
Ms. Brenda Parsons	Network Administrator
Mr. Jonathan Carrick	Systems Technician
Mr. Taylor Sarks	Digital Content Mgr/Multimedia Specialist

Thank you for your consideration in this matter.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9660 • FAX: (910) 576-2176

MEMORANDUM

TO: MCC Board of Trustees

FROM: R. Lee Proctor, Vice President of Instruction

SUBJECT: Recommendation for Employment 2019-2020 Fiscal Year

DATE: June 3, 2019

Based on sufficient demand for the respective programs, I recommend employment contracts for the following instructors for fiscal year 2019-2020:

Full-Time Twelve (12) Month Contracts – July 1, 2019 through June 30, 2020:

Billy J. Athay Gunsmithing Instructor
 Mark Dye Director of Gunsmithing & NRA Program
 Leonard Fagan Gunsmithing Instructor
 Amy Friery Dean of Health and Human Services/Instructor
 Art Furr Electrical Systems Technology Department Chair/ Instructor
 Donna Harwood Coordinator/Instructor Nurse Aid
 Dylan Hurley Department Chair Forestry Management Technology/Instructor
 Josh Hussey Forestry Management Technology Instructor
 David Klass Math Instructor
 Lori McAllister Dental Assisting Department Chair/Instructor
 Matthew Mutarelli Gunsmithing Instructor
 Tim Sheffield Gunsmithing Instructor
 Andy Speer Taxidermy Department Chair/ Instructor
 Wendy Vaughn Director of Nursing/ Instructor
 Natalie Winfree Dean of Arts and Science/Instructor
 Tracey Wyrick Dean of Career and Technical Education/ Instructor

Full-Time Ten (10) Month Contracts -- August 1, 2019 through May 31, 2020:

Amanda Beaman Phlebotomy and Medical Office Admin Department Chair/Instructor
 Sandra Britt Department Chair English, Arts, and Humanities/Instructor
 Ryan Cobb Industrial Systems Technology Department Chair/Instructor
 Mike Collins Business Administration Department Chair/Instructor
 Jennifer Garner Department Chair Medical Assisting/Instructor
 Edwin Hinson Air Conditioning, Heating and Ventilation Department Chair /Instructor
 Marsha Mabry Computer Information Technology Department Chair/ Instructor
 Carolyn Saunders Nursing Instructor

R. Lee Proctor
June 3, 2019
Page 2

Full-Time Nine (9) Month Contracts – August 12, 2019 through May 8, 2020:

Rebekah Bunting..... Department Chair Science and Mathematics/Instructor
Allison Burns Practical Nursing Instructor
Debbie Douglas..... History/Political Science Instructor
Robin Gibson Practical Nursing Instructor
Kevin Hathcock Math Instructor
David Hendrix..... Foundational Studies Instructor
Renee Jones..... English Instructor
Mindy Joyner Biology Instructor
Pam Raffaldt Associate Degree Nursing Instructor
Amber Scott Associate Degree Nursing Instructor

Temporary Full-time Contract – August 12, 2019 through December 31, 2019:

Alexander Bravo Spanish Instructor

I recommend employment contracts for the following staff for fiscal year 2019 – 2020:

Full-Time Twelve (12) Month Contracts -- July 1, 2019 through June 30, 2020:

Riley Beaman..... Director of Health and Public Safety
Deanne Brown Director of Foundational Studies
Lynn Epps Director of Educational Partnerships
Andrew Gardner..... Dean of Continuing Education
Jessica Hamilton Director for Business and Industry Services
Savannah Heath Small Business Center Director
Teresa Hudson Administrative Assistant to the Vice President of Instruction
Monette Ayers..... NC Works Center Director
Shavier Mason Assistant to the Dean of Continuing Education
Domenick Muoio Apprenticeship Coordinator*
Connie Parsons..... Administrative Assistant, Continuing Education
Crystal Thomas Coordinator of Prison Programming/Instructor
Kay Russell Receptionist/Data Entry Technician
Alex Williams Coordinator of NRA Programs/Gunsmithing Technician

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

*Grant funded position. Current funding ends December 31, 2019

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



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street • Troy, NC 27371 • Telephone: 910-898-9600 • Fax: 910-576-2176

Memorandum

To: Dr. Chad Bledsoe, President

From: Beth Smith, Vice President of Student Services

Date: June 3, 2019

Subject: Recommended Employment for 2019-2020 from the Student Services Division

I would like to recommend that full-time employment contracts be issued to the following Student Services staff members for 2019-2020 contingent upon available funding.

Karen Frye	Enrollment Coordinator
Doni Hatchel	Director of Financial Aid
Tavia Housley	Enrollment Specialist
Jessica Latham	Coordinator of Student Life & Recruitment
Tammy Owens	Financial Aid Assistant
Phyllis Parsons	Administrative Assistant/Switchboard Operator
Diana Sanchez	Counselor
(Vacant - Counseling Center position)	

I would like to recommend that a part-time contract be issued to Carmen Simpson, Evening Switchboard Operator, for 2019-2020 contingent upon available funding.

Thank you.

STATE OF NORTH CAROLINA
COUNTY OF MONTGOMERY

EMPLOYMENT CONTRACT

THIS CONTRACT, made and entered into this the 1st day of July, 2019, by and between the Trustees of Montgomery Community College (hereinafter "Trustees"), a body corporate established and operating under the laws of the State of North Carolina with its principle offices located at 1011 Page Street, Troy, NC 27371 and Chad Bledsoe (hereinafter "President"). (The Trustees and the President may be hereinafter referred to singularly as a "Party" and collectively as the "Parties".)

WITNESSETH, the Parties agree as follows:

- I. **EMPLOYMENT:** The Trustees employ the President as the Chief Administrative Officer of Montgomery Community College and President accepts the employment with the Trustees subject to the terms and conditions set forth below.
- II. **DUTIES OF PRESIDENT:** The President shall faithfully, industriously, and to the best of the President's ability perform all duties as described in Board Policy 1.11 College President's job description adopted by the Trustees on the 11th day of June, 2014 and additional duties assigned from time-to-time by the Trustees. In addition, the President shall fulfill all duties imposed upon community college presidents by law or regulation and shall insure that the college operates in accordance with all applicable federal and state laws and regulations.
- III. **TERM:** This agreement shall be effective on the 1st day of July, 2019, This Employment contract shall remain in effect for a period of four years (hereinafter "original term"), subject to the termination provisions of this agreement. Unless otherwise extended, modified, or terminated, the employment of the President under this Employment Contract shall continue on a month-to-month basis after the original term ends. If this Employment Contract continues on a month-to-month basis, it is terminable by either party upon 30 days written notice.
- IV. **RENEWAL:** The Parties agree to meet no less than 90 days prior to the expiration of the original term of this Employment Contract to discuss a new employment contract or an extension or renewal of this Employment Contract.
- V. **COMPENSATION:** The Trustees shall pay the President an annual salary, payable in equal monthly installments, in an amount equal to the sum of the State funds allocated to the Trustees in accordance with State Board of

Community Colleges' Presidential Salary Schedule and any other supplement as established by the Trustees.

- VI. **OTHER BENEFITS:** In addition to the compensation provided to the President pursuant to Paragraph V, the President shall receive the following additional benefits:
- \$6,000 Annually for travel expenses (\$500 per month)
 - Up to \$2,000 in memberships in community and professional organizations
 - Health Insurance as paid by the college.
- VII. **SECONDARY EMPLOYMENT:** The President shall devote all of his time, attention, knowledge, and skills to the operation and administration of the Montgomery Community College and shall not engage any other employment for remuneration except as approved by the Trustees in accordance with the NC State Board of Community Colleges 200.94 (28). The Trustees acknowledges that federal and state laws regarding military service supersede both this contractual provision and the State Board of Community Colleges Code.
- VIII. **PROFESSIONAL LIABILITY INSURANCE:** To the extent permitted by law, the Trustees shall purchase and maintain professional liability insurance for the President for the purpose of indemnifying the President from claims made against the President arising from the performance of official duties as described in Paragraph II. The Trustees shall have sole discretion in determining the appropriate amount of professional liability insurance, but the amount of coverage shall not be less than \$1,000,000.
- IX. **TERMINATION OF EMPLOYMENT CONTRACT:**
- A. **JUST CAUSE:** The Trustees may terminate this Employment Contract for cause if the President fails to substantially perform the "Duties of President" as defined in Article II of this Contract or engages in conduct or activity which is deemed by the Trustees to seriously injure or seriously impair the reputation, operation or function of Montgomery Community College, including but not limited to, neglect of duty, conviction of a felony or misdemeanor, conduct unbecoming of a community college president, or breach of contract.

If the Trustees wish to terminate the president for cause, the Trustees shall provide the President with a written notice explaining the basis for the termination. The President shall notify the Trustees within 5 business days after his receipt of the Trustees' notification if the President wishes to rebut the basis for the termination during a hearing before the Trustees. Any such hearing shall be held within 10 days of

the President's request for a hearing, except upon mutual agreement of the parties.

The Parties may be represented by legal counsel at the termination hearing and each party shall bear the costs of their own counsel.

- B. DEATH: This Employment Contract shall be terminated upon the President's death.
 - C. RESIGNATION OR RETIREMENT: This Employment Contract shall terminate upon the effective date of the President's retirement or if accepted by the Trustees, the resignation of the President. Sixty calendar days written notice shall be given to the Trustees prior to the effective date of the retirement or resignation of the President.
 - D. BREACH: If either Party breaches this Employment Contract, this Contract may be terminated at the discretion of the non-breaching Party if the breaching Party fails to correct the breach 30 calendar days after the receipt of written notice of the breach.
- X. EVALUATION: The Trustees shall conduct an annual evaluation of the President during the spring semester of each year. The evaluation shall be conducted in accordance with NC State Board of Community Colleges Code 300.98, and the results of the evaluation shall be shared with the President during a closed session meeting of the Trustees, if a closed session is permitted under law. Should the performance of the President be found to be unacceptable, the Board reserves the right to impose disciplinary measures in accordance with the personnel manual of Montgomery Community College or to pursue termination of the President pursuant to Article IX of this Employment Contract.
- XI. MISCELLANEOUS
- A. CHOICE OF LAW: This Employment Contract and performance under this agreement, and all suits and special proceedings under this agreement shall be construed in accordance with and pursuant to the laws of the State of North Carolina. Should any action, special proceeding, or other proceeding be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of North Carolina shall be applicable and shall govern this agreement to the exclusion of any law of any other forum.
 - B. SITUS: The place of this contract, its situs and forum, shall be Montgomery County, North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation, and enforcement shall be determined by the state courts sitting in said county.

Parties hereby exclusively submit to the personal jurisdiction of the state courts located in Montgomery County, North Carolina.

- C. ENTIRE AGREEMENT: This contract and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements.
- D. AMENDMENTS: This contract may be amended only by written amendments duly executed by the Trustees and the President.
- E. ASSIGNABILITY: This Employment Contract is not assignable.
- F. SEVERABILITY: Each provision of this Employment Contract is separable from the whole. If any provision of this agreement is determined invalid, then that invalidity shall not impair the remaining provisions of this Employment Contract.

IN WITNESS WHEREOF, the parties hereto have duly executed this Employment Contract as of the day and year first written above.

Date

Chair, Montgomery Community College Board of Trustees

Date

President, Montgomery Community College



Community College President Salaries

As of October 2018

Source: State = State Budget, Local/Other = payroll register

* indicates the November 2018 Payroll Register was used because of anomalies noted in October 2018 A status of I indicates an interim president

A status of N indicates a president who is new to the college since the prior year's report

College Short Name	State	Local/Other	Total
Beaufort County CC	142,039	\$ 12,336.00	154,375
Bladen CC	142,039	\$ -	142,039
Blue Ridge CC	142,039	\$ 40,533.00	182,572
Brunswick CC	142,039	\$ 38,172.00	180,211
Carteret CC	142,039	\$ 43,684.00	185,723
College of The Albemarle	142,039	\$ 41,620.00	183,659
Edgecombe CC	142,039	\$ 7,102.00	149,141
Halifax CC	142,039	\$ 16,169.00	158,208
Haywood CC	142,039	\$ 10,873.00	152,912
Isothermal CC	142,039	\$ 48,009.00	190,048
James Sprunt CC	142,039	\$ 18,260.00	160,299
Martin CC	142,039	\$ 36,469.00	178,508
Mayland CC	142,039	\$ 30,004.00	172,043
McDowell TCC	142,039	\$ 5,922.00	147,961
Montgomery CC	142,039	\$ 6,000.00	148,039
Pamlico CC	142,039	\$ 5,153.00	147,192
Piedmont CC	142,039	\$ 21,078.00	163,117
Roanoke Chowan CC	142,039	\$ 3,346.00	145,385
Rockingham CC	142,039	\$ 28,397.00	170,436
Sampson CC*	142,039	\$ 19,872.00	161,911
Southeastern CC	142,039	\$ -	142,039
Tri-County CC	142,039	\$ 15,698.00	157,737
Western Piedmont CC	142,039	\$ 40,672.00	182,711
Wilson CC	142,039	\$ 45,372.00	187,411
Average	\$ 142,039.00	\$ 22,280.88	\$ 164,319.88



Community College President Salaries

As of October 2018

Source: State = State Budget, Local/Other = payroll register

* indicates the November 2018 Payroll Register was used because of anomalies noted in October 2018 A status of I indicates an interim president

A status of N indicates a president who is new to the college since the prior year's report

College Short Name	S	State	Local	Other	Total
	t				
Alamance CC		151,632	78,408	-	230,040
Asheville-Buncombe TCC		161,892	68,131	-	230,023
Beaufort County CC		142,039	12,336	-	154,375
Bladen CC		142,039		-	142,039
Blue Ridge CC		142,039	40,533	-	182,572
Brunswick CC		142,039	38,172	-	180,211
Caldwell CC & TI		151,632	60,000	-	211,632
Cape Fear CC*	N	161,892	100,503	-	262,395
Carteret CC		142,039	43,684	-	185,723
Catawba Valley CC		151,632	91,896	-	243,528
Central Carolina CC		151,632	90,049	-	241,681
Central Piedmont CC		161,892	166,203	-	328,095
Cleveland CC	N	151,632	62,778	-	214,410
Coastal Carolina CC		151,632	73,315	-	224,947
College of The Albemarle		142,039	41,620	-	183,659
Craven CC		151,632	15,000	-	166,632
Davidson County CC		151,632	119,618	5,461	276,711
Durham TCC		151,632	73,034	-	224,666
Edgecombe CC	N	142,039	7,102	-	149,141
Fayetteville TCC		161,892	131,051	-	292,943
Forsyth TCC*		161,892	136,608	-	298,500
Gaston College		160,810	91,709	-	252,519
Guilford TCC		161,892	117,854	-	279,746
Halifax CC		142,039	16,169	-	158,208
Haywood CC		142,039	10,873	-	152,912
Isothermal CC		142,039	48,009	-	190,048
James Sprunt CC	I	142,039	18,260	-	160,299
Johnston CC		151,632	53,361	-	204,993
Lenoir CC		151,632	27,341	-	178,973
Martin CC	N	142,039	36,469	-	178,508
Mayland CC		142,039	30,004	-	172,043
McDowell TCC		142,039	5,922	-	147,961

Mitchell CC		151,632	31,208	3,594	186,433
Montgomery CC		142,039	6,000	-	148,039
Nash CC		151,632	68,646	-	220,278
Pamlico CC		142,039	5,153	-	147,192
Piedmont CC		142,039	21,078	-	163,117
Pitt CC	N	161,892	58,276	-	220,168
Randolph CC		151,632	83,509	-	235,141
Richmond CC		151,632	27,729	11,876	191,236
Roanoke Chowan CC		142,039	3,346	-	145,385
Robeson CC		151,632	21,800	-	173,432
Rockingham CC		142,039	28,397	-	170,436
Rowan-Cabarrus CC		170,647	59,881	-	230,528
Sampson CC*	N	142,039	19,872	-	161,911
Sandhills CC		167,223	56,597	48,668	272,488
South Piedmont CC		151,632	30,000	-	181,632
Southeastern CC		142,039	-	-	142,039
Southwestern CC		151,632	35,890	-	187,522
Stanly CC		151,632	21,975	-	173,607
Surry CC		151,632	60,721	10,715	223,068
Tri-County CC		142,039	-	15,698	157,737
Vance-Granville CC	I	151,632	60,000	-	211,632
Wake TCC	I	164,088	78,108	-	242,196
Wayne CC		151,632	68,411	-	220,043
Western Piedmont CC		142,039	31,260	9,412	182,711
Wilkes CC		151,632	82,975	-	234,607
Wilson CC		142,039	45,372	-	187,411

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

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

TRAVELERS: Dr. Chad Bledsoe			
TRAVEL TO: Local and Regional Meetings		SOURCE OF FUNDS: State	
MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle		SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
REQUESTING DEPARTMENT: President's Office		DEPARTMENTAL APPROVAL	
		DIVISION HEAD	DATE
		DEPARTMENT HEAD	DATE
TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	PERIOD ENDING	
	July 1, 2019	June 30, 2020	
PURPOSE AND EXPLANATORY REMARKS – Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate. Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, ACCT Seminar in Washington D.C., SACSCOC Annual Conference, SHOT Show, President's Conference in Maryland and the NRA Convention.			
LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:			
(THIS SECTION FOR STATE OFFICE USE ONLY)			
<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.	
<input type="checkbox"/>	Request Denied		
<input type="checkbox"/>	Request Returned		
COMMENTS OR REPLY:			
Approval for the State President		DATE	

Educational Partnerships Technical Assistant

Minimum Qualifications


- High School Diploma or equivalent and Associate Degree in progress.
- 1-2 years of experience working with school age students.
- Proficiency in Word and Excel.

Preferred Qualifications

- Associate Degree completed or in progress.
- 1-2 years of experience in the North Carolina Community College System.
- Knowledge of the Colleague/Ellucian system.

Job Requirements

- Provide technical support to the Director of Educational Partnerships.
- Assist with Career and College Promise (CCP) registrations; distribute and collect appropriate paperwork; confirm pathway/course eligibility.
- Enter CCP and Early College course registrations into the Colleague/Ellucian system.
- Along with the Director of Educational Partnerships, monitor CCP/Early College student performance.
- Provide assistance to Career and Technical Education students including monitoring pathway completion, student success and early warning programs.
- Assist with Career Fairs, recruitment, and career awareness opportunities.
- Assist with recruitment of pre-Apprenticeship in partnership with the Apprenticeship Coordinator.
- Assist Montgomery Community College (MCC) staff with book orders for high school programs.
- Assist with book distribution and collection from CCP and Early College Students.
- Provide technical assistance to CCP and Early College students in Blackboard, Email, etc.
- Assist with career oriented summer camps to increase community awareness and interest in CTE programs available at the College.
- Other duties as assigned.

	Title: Distance Learning Coordinator	
	Department: Technology & Learning Resources	
	Date: May 15, 2019	FLSA: Exempt
	Revision Date:	Job Rank: Level V
Job Description		Page: 1

1.0 Reports To: Dean of Information Technology & Learning Resources

2.0 Supervises: None

3.0 Position Description:

The Distance Learning Coordinator supports the implementation, development, integration and ongoing operation of the learning management system (Blackboard). Under limited supervision, the person will provide support to Blackboard users and administer the Blackboard (Bb) course management system. Additionally, the position will provide training to staff and faculty on the use of the college's LMS, as well as other topics related to teaching online.

The position also provides technical support to students and supervises a computer lab available for student use and academic testing.

4.0 Minimum Qualifications and Degree Requirements:

Bachelor's degree in a related field of study such as Educational Technology, Instructional Design, Instructional Technology or other related field from a regionally accredited college/university, and teaching experience in an online environment or a strong background in online instructional design; knowledge of ADA compliance.

5.0 Essential Responsibilities:

- Performs system administration functions by creating courses and accounts, uploading rosters, performing backups and restores and archiving course designs.

Title: Distance Learning Coordinator


Department: Distance Learning

Date: May 15, 2019 FLSA: Non-Exempt

Revision Date: Job Rank: Level V

Job Description Page 1

- Maintains a highly detail-oriented disposition with demonstrated capacity to work in a team-oriented environment, interfacing with various departments to manage and support the use of various online learning systems.
- Researches and implements improvements for distance learning related to student success initiatives
- Communicate well with others both verbally and in writing.
- Organize and prioritize workload in order to meet necessary deadlines.
- Make independent judgements/decisions within established guidelines.
- Demonstrable teamwork attitude.
- Excellent interpersonal, written, verbal, and presentation skills.

	Title: Distance Learning Coordinator	
	Department: Technology & Learning Resources	
	Date: May 15, 2019	FLSA: Exempt
	Revision Date:	Job Rank: Level V
Job Description		Page: 2

- Responds to faculty learning management system (LMS) support requests.
- Responds to student LMS help desk tickets, emails and phone calls.
- Provides excellent customer service to all constituents, including but not limited to faculty, staff and students.
- Performs research for issues from faculty and student help requests and document resolution.
- Performs training and education regarding the uses of Blackboard Learn to students and faculty.
- Creates unique user access in addition to registering users in specific courses.
- Assists with the development of educational processes as it related to Blackboard Learn.
- Oversees the installation of all system updates, upgrades, building blocks, and other software integrated with Blackboard Learn and collaborates with the Dean of Information Technology & Learning Resources to establish system defaults, policies and procedures, and strategic plans for system use and expansion.
- Perform other duties as assigned by the Dean of Information Technology & Learning Resources.

6.0 Difficulty of Work:

Work is consistent; however, it requires the capacity to be flexible with the changing needs of the students, faculty, staff, and technology. The position requires the ability to perform multiple tasks without conflict and in a timely fashion.

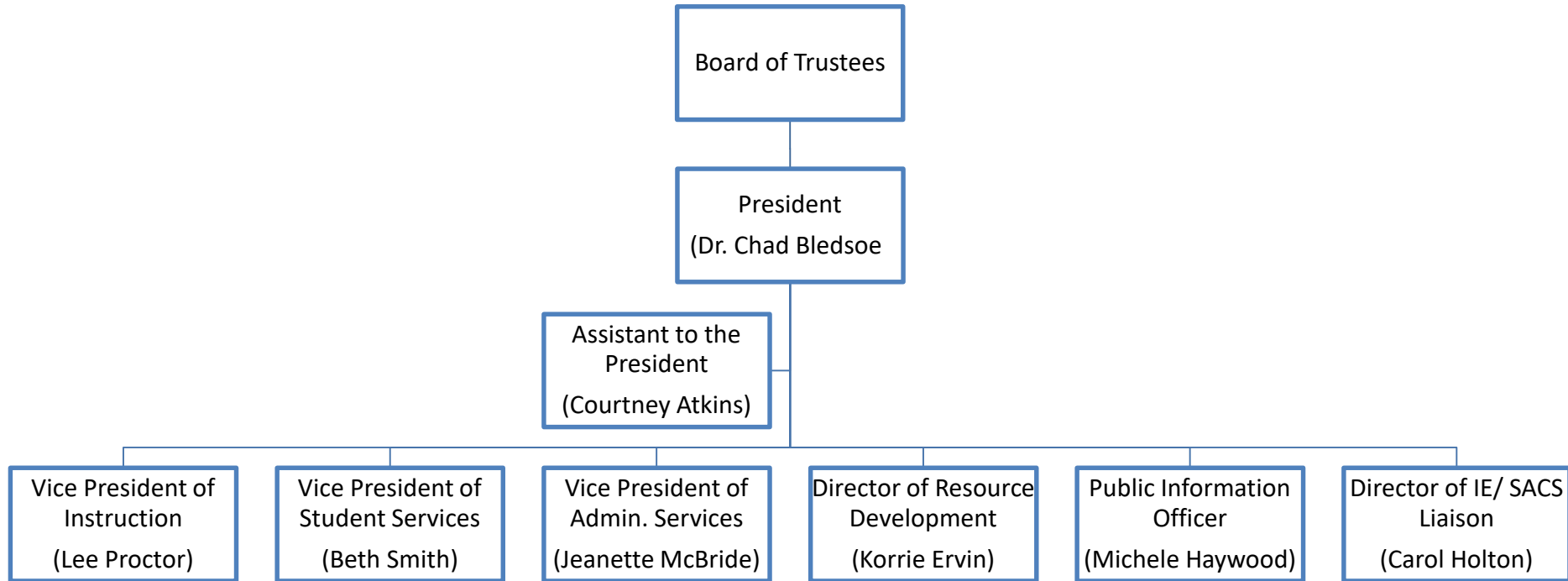
7.0 Equal Opportunity Employer Statement:

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

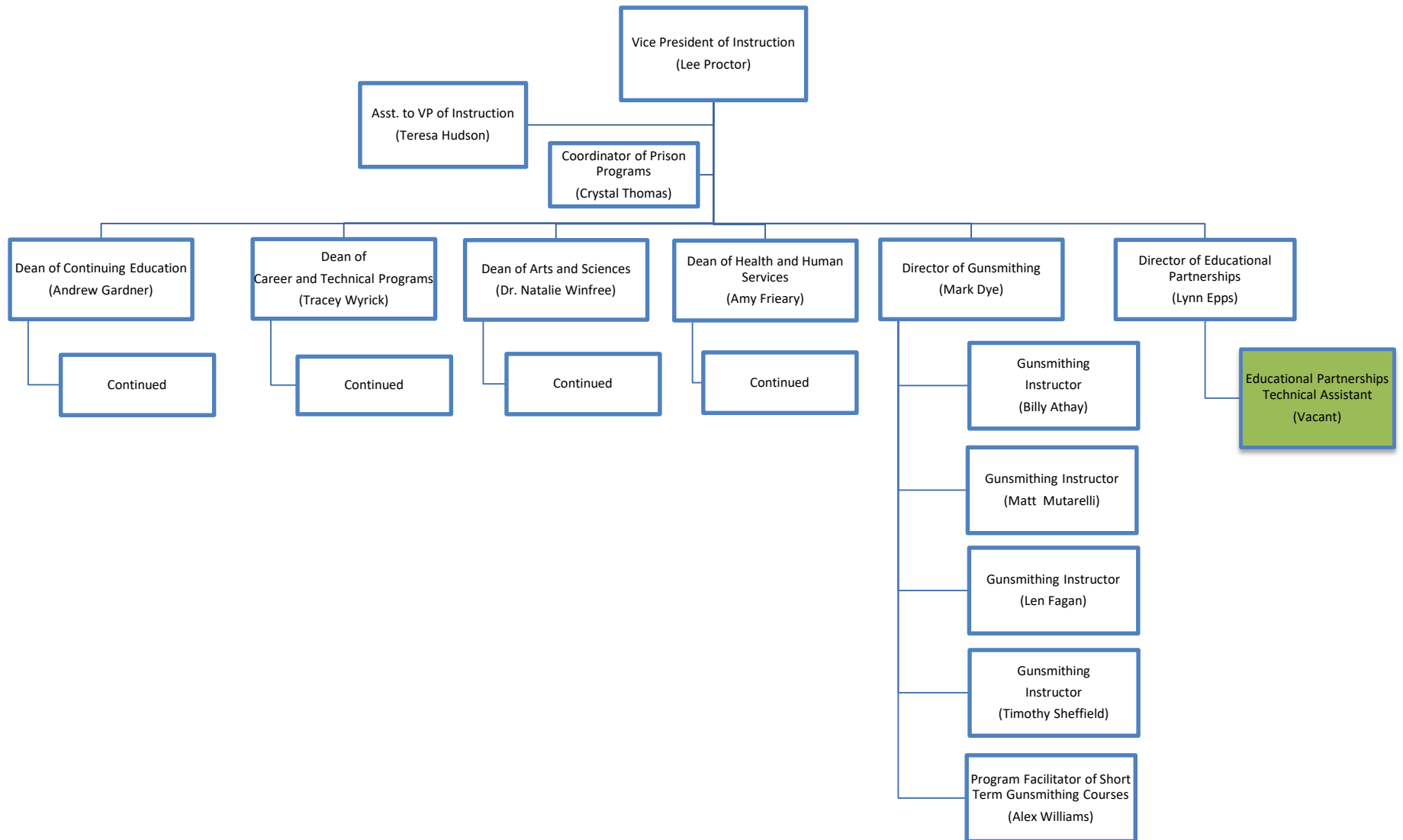
Montgomery Community College Organizational Chart



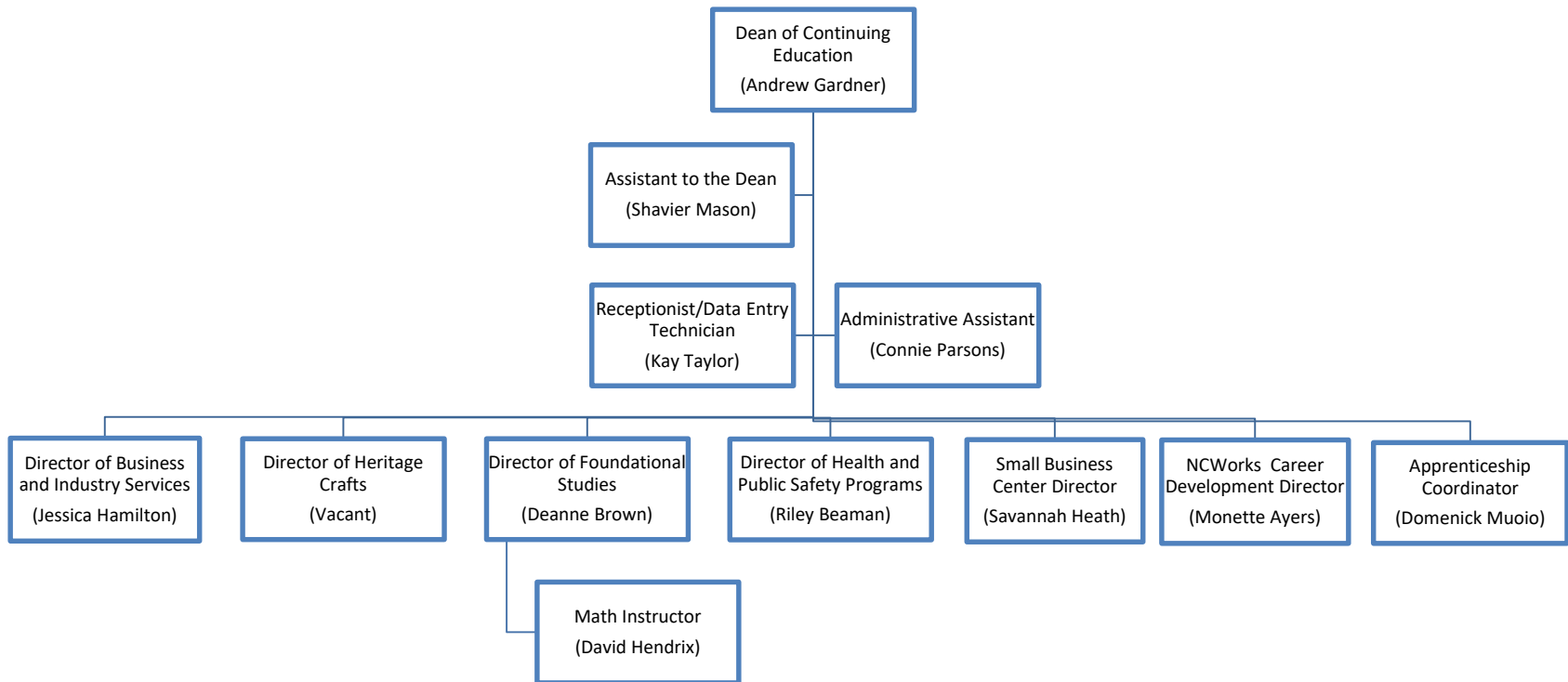
Montgomery Community College Administration



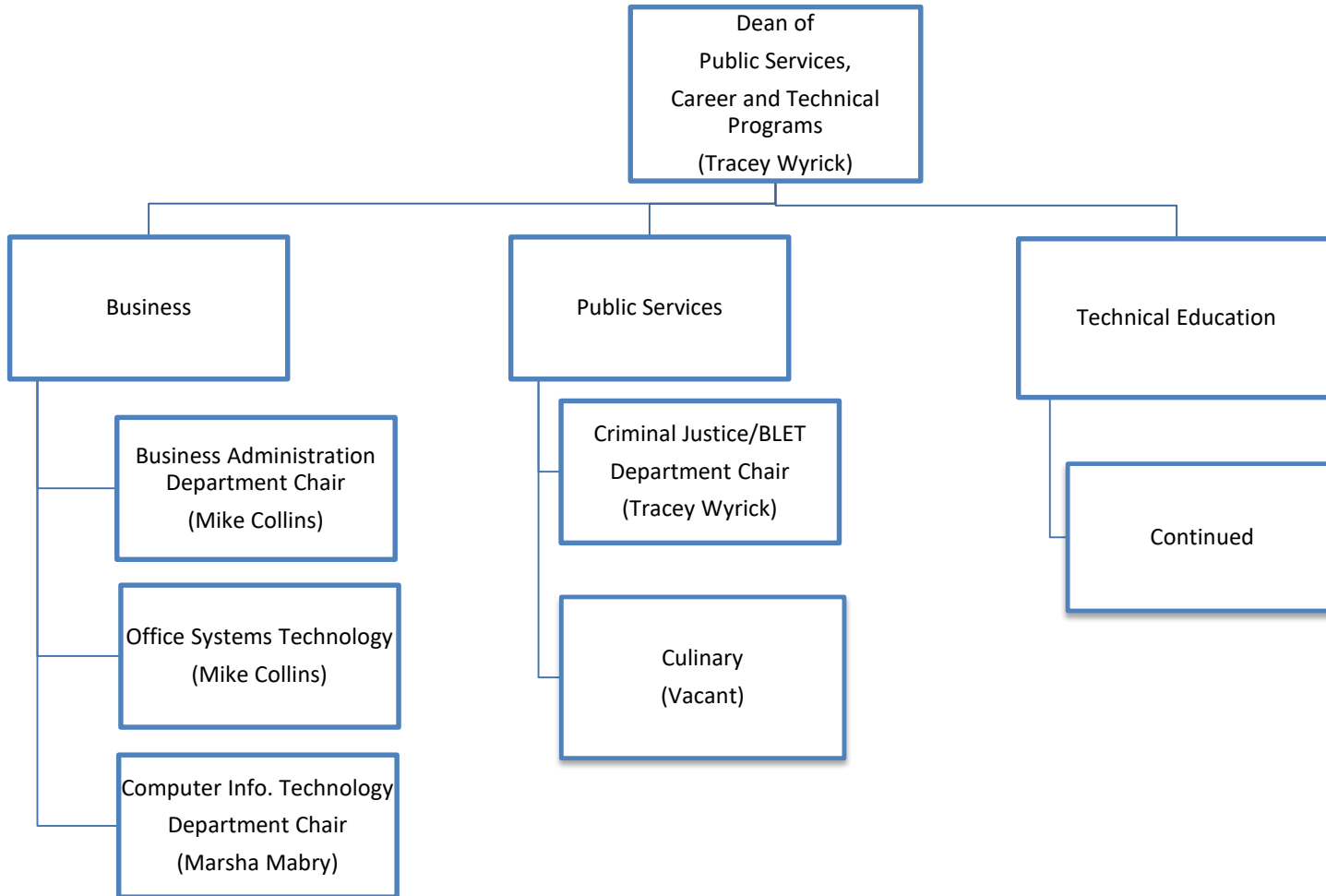
Instruction



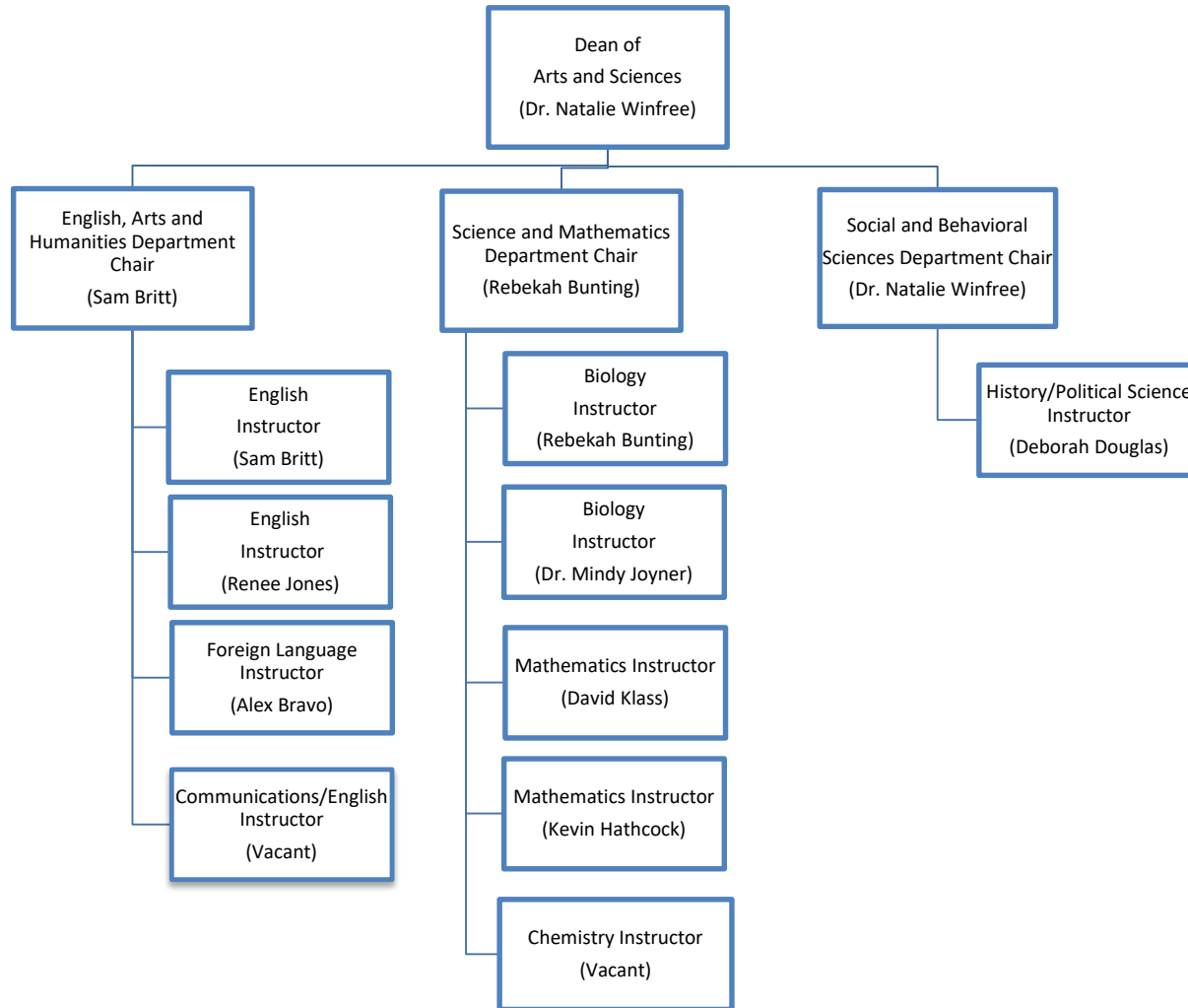
Instruction (Continuing Education)



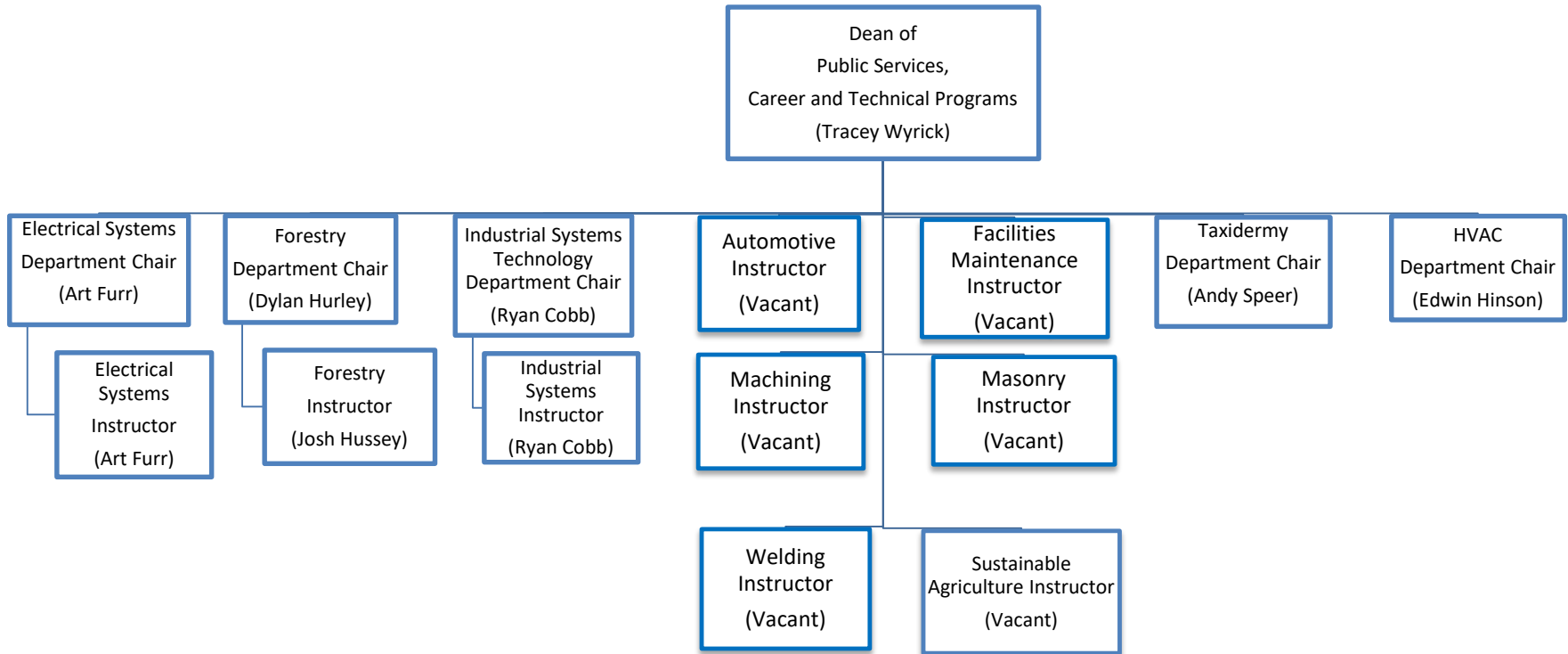
Instruction (Public Services, Career & Technical Programs)



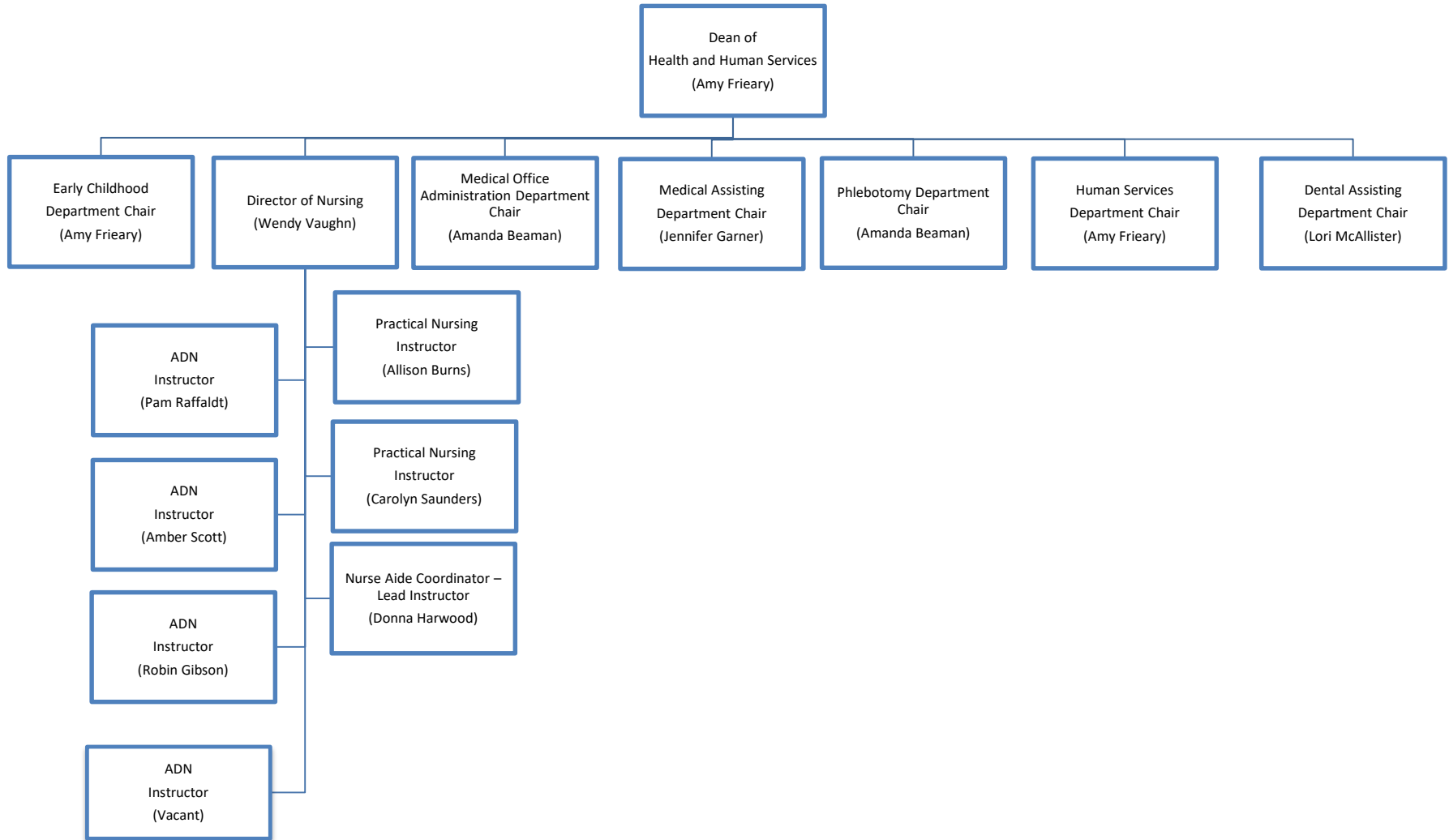
Instruction (Arts and Sciences)



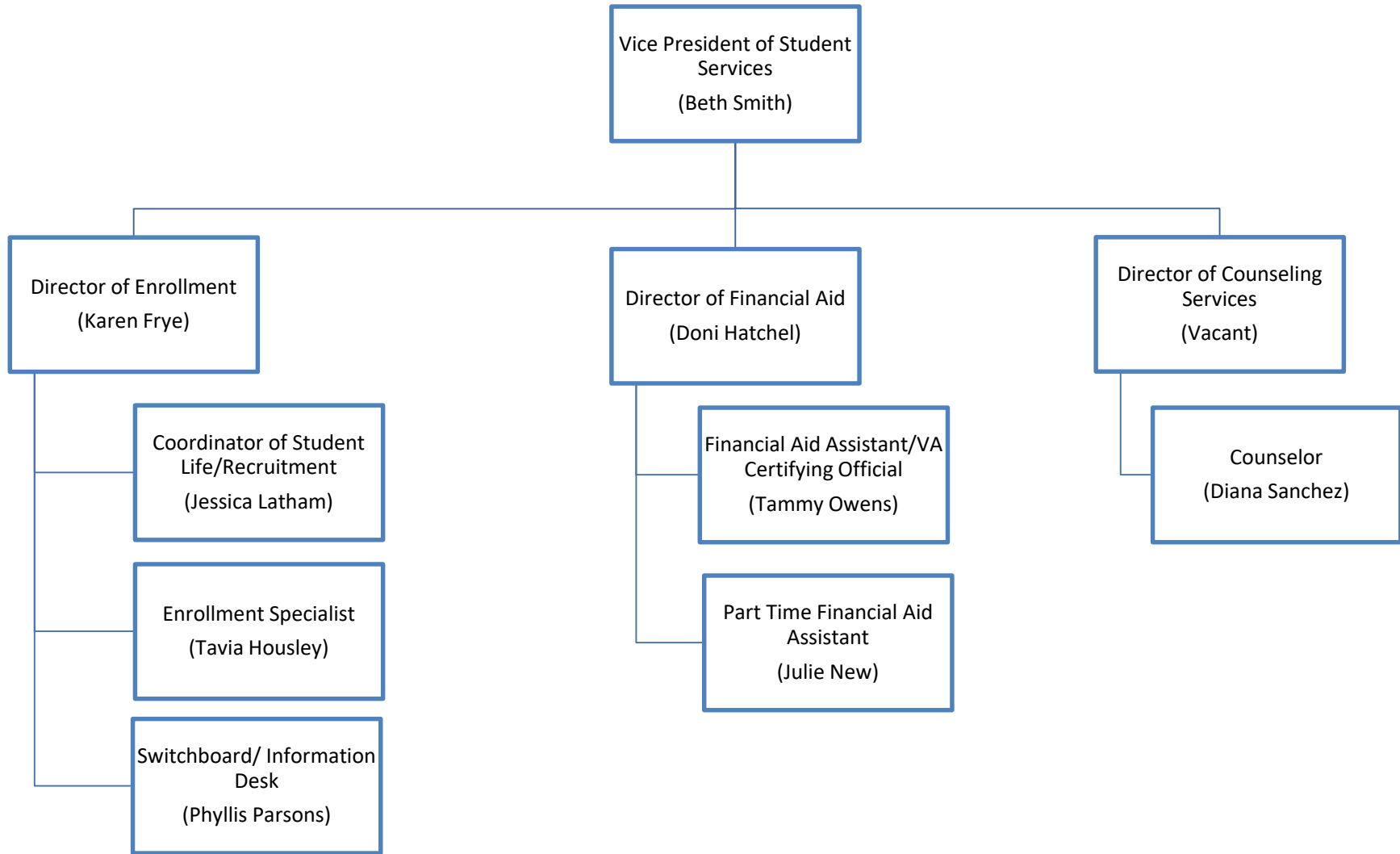
Instruction (Career and Technical Programs)



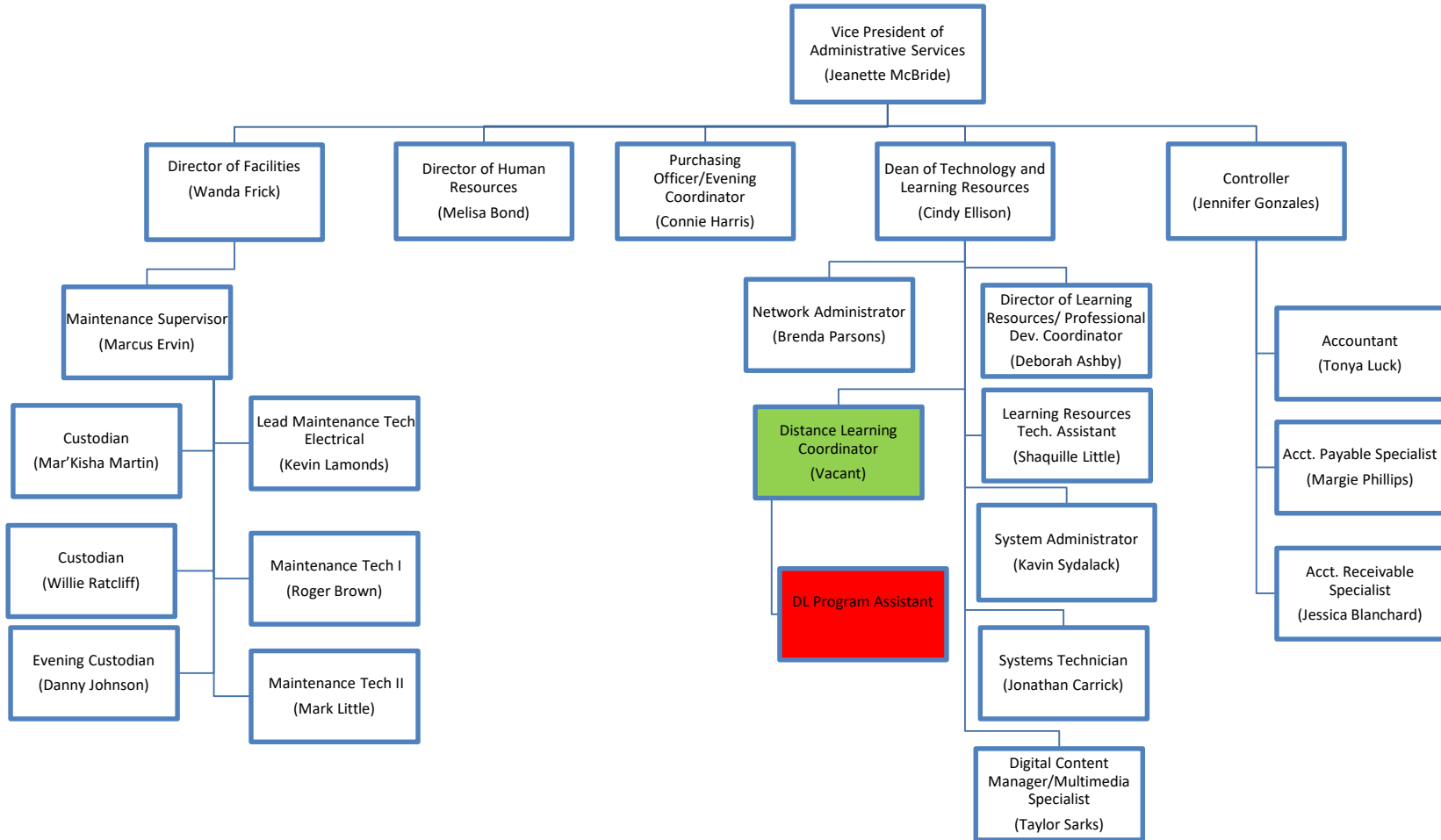
Instruction (Health and Human Services)



Vice President of Student Services



Vice President of Administrative Services



**Curriculum and Student Services Committee
Wednesday, June 12, 2019
6:05 p.m.**

Committee Members

**Bill Price, Chairman
Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis**

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2 Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-3 . Beth Smith**
- **Perkins Fund Allocations – Appendix E-4Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

Board Report
Vice President of Instruction
June 2019

The Pottery, Get Outdoors, and Drone (younger kids section) summer camps are at capacity at this time. The Uwharrie Chapter of Hunters Helping Kids is funding 3 camp scholarships as well as providing financial support for the Get Outdoors camp. The “Call to Duty” camp dates have been shifted to coincide with the Robin Sage training dates.

Classes have begun at both units at Southern Correctional. Enrollment is still low at the Medium-Close Custody unit for the summer due to the total population of offenders, however enrollment is expected to double for Fall as the total population increases.

Eleven of the nineteen 2019 Practical Nursing students have already taken the NCLEX test. Ten students passed and the eleventh is waiting on his results. The faculty are confident that the remaining students from this year’s class will be successful as well on the test.

Six folks have already registered and are making plans to join Montgomery Community College for the nine-day trip to the British Isles in May 2020. Spaces are still available if you are interested in this exciting opportunity to travel abroad. For more information and to enroll in the program go to: www.efcst.com/2150515VC or contact Renee Jones coordinator of the program.



Board Report
Continuing Education Department
June, 2019

Business & Industry:

- Offered 3 Train the Trainer Forklift classes at no cost to business and industry via the customized training program.
- Ameriquel announced \$20 million plus investment that will bring at least 70 employees to the county. Furthermore, they noted the community college's offerings and responsiveness as a key reason for their decision to expand in Montgomery County.
- Completed 19 business visits to raise awareness about an upcoming leadership training event and understand the state of their business.

Foundational Studies

- Attended the Career Clusters Workshop.
- Classes commenced at SCI - Maximum unit.
- Attended the Adult Basic Skills Professional Development Institute

WIOA

- Issued \$2,987 to students via funds from the Finish Line Grant.. Student must be 50% complete with a program in order to receive these funds to help them complete their program.

Dean:

- Presented at the May 9th Rotary meeting.
- Met with Ameriquel representatives on May 24th and gave a tour of MCC and the new CTE building.

MCC Board of Trustees – June 12, 2019 Update from the Student Services Division

Highlights & Previews

- Jessica Latham and Diana Sanchez attended a Student Life professional development conference in May.
- Doni Hatchel will be assisting with a financial aid workshop at Richmond Community College in late June.
- Several programs will be holding group orientation and registration sessions in June and July, including Dental Assisting, Practical Nursing, Forest Management, and Gunsmithing.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM***Peter Hans, President*

May 7, 2019

MEMORANDUM

TO: Dr. Chad Bledsoe, President, Montgomery Community College
Mr. Lee Proctor, Perkins Coordinator

FROM: Robert J. Witchger, Ed.D.
Director, Career and Technical Education

SUBJECT: 2019-2020 Perkins Allocation Estimate

Based on estimated state allocations for Fiscal Year 2019 under the Carl D. Perkins Career and Technical Education Act of 2016 (Perkins) we are providing your estimated 2019-20 Postsecondary Perkins allocation.

These funds are to enhance your Career and Technical Education Programs following guidelines set out in the Perkins act, North Carolina Perkins Handbook, and summarized in our planning documents. This information was shared with your college Perkins coordinator on April 10, 2019 during our annual planning meeting.

The estimated planning allocation for Montgomery Community College is \$54,563.

2019-20 will be a transition year for Perkins, as we begin a comprehensive needs assessment to inform the local application process for future funding, which will require colleges to enhance their relationships with high schools in their service area as well as local employers.

As with all federal funds, local plans need to be approved before the beginning of the fiscal year. To that end we request your college complete your Perkins plan and budget for the 2019-20 year by June 15, 2019, to allow time for review and approval.

Please feel free to contact me (919-807-7126 witchgerb@nccommunitycolleges.edu) if you have any questions regarding these funds and the Perkins program planning process for 2019-20.

**Legislative/Public Relations Committee
Wednesday, June 12, 2019
6:15 p.m.**

Committee Members

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

Agenda Items:

- **Call to OrderAndrea Marshall, Chairman**

- **Legislative UpdateDr. Chad Bledsoe**
 - **CC 19-021 Proposed Amendment of 1H SBCCC 200.1 – Allocation of Funds – Appendix F-1**
 - **CC 19-022 Proposed Adoption of 1A SBCCC 200.6 – Delegation of Contractual Authority – Appendix F-2**
 - **CC 19-023 Proposed Amendment of 1H SBCCC 400.4 – Capital Project Approval and Obtaining Capital Funds – Appendix F-3**
 - **Senate Budget Update – Appendix F-4**

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

- **New Business**

- **Adjourn**



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

21 May 2019

IMPORTANT INFORMATION

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: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Amendment of 1H SBCCC 200.1**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to amend **1H SBCCC 200.1 – "Allocation of Funds."** The proposed change will delegate authority to the System President to approve certain budget allocations to colleges, as recommended by the SBCC Governance Committee.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. 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 20 June 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 5 June 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.

**CC19-021
 E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 21 May 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1H SBCCC 200.1 – “Allocation of Funds.”
---	---

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:	Delegate authority to the System President to approve certain budget allocations to colleges, as recommended by the State Board of Community Colleges Governance Committee.
--	---

Proposed Effective Date of Rule	August 1, 2019
--	----------------

1H SBCCC 200.1 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER H. FISCAL MANAGEMENT**

5
6 **SUBCHAPTER 200. STATE FUNDS**

7
8 **1H SBCCC 200.1 Allocation of Funds**

9 (a) The State Board shall allocate State funds to colleges using one or more of the
10 following methods:

11 (1) Formula allocation: Allocations calculated using a formula of objective, verifiable
12 factors.

13 (2) Competitive allocation: Allocations determined through a competitive process
14 through which colleges apply for funds and the colleges' requests are evaluated
15 and ranked based on identified criteria.

16 (3) Direct allocation: Funds allocated directly to a specific college when one of the
17 following conditions apply:

18 (A) The General Assembly directs that funds shall be allocated to a specific
19 college;

20 (B) The terms of a grant award require that grant funds be allocated to a specific
21 college; or

22 (C) A college has programmatic ability unique among colleges and the desire to
23 fulfill the objectives for which the funds allocated.

24 (b) Notwithstanding subsection (a) of this rule, the State Board delegates to the President
25 of the North Carolina Community College System the authority to approve allocations
26 made pursuant to:

27 (1) 1H SBCCC 200.1(a)(2) if the total amount of funds allocated under the competitive
28 process does not exceed \$250,000;

29 (2) 1H SBCCC 200.1(a)(3)(A) and (B); or

30 (3) 1H SBCCC 200.1(a)(3)(C) if the total amount of funds allocated to the college does
31 not exceed \$250,000.

1H SBCCC 200.1 is proposed for amendment as follows:

1 ~~(b)~~(c) At the time of allocation, the System Office shall notify colleges of the allocation
2 period, which is the time period during which the college is authorized to expend the
3 allocation. The System Office shall extend the allocation period if additional time is
4 needed for the college to complete the objectives for which the funds were allocated,
5 funds remain available, and the extension of the allocation period is in the best interest of
6 the NC Community College System as determined by the System President.

7 ~~(e)~~(d) The System Office may reduce a college's allocation under the following
8 circumstances:

9 (1) At the System Office's request, a college voluntarily forgoes an amount of its
10 approved allocation because it is not able to fully expend the funds and other
11 colleges have a need for those funds; or

12 (2) A college fails to meet pre-determined programmatic or expenditure benchmarks
13 that were communicated to the college when the State Board initially allocated
14 funds and other colleges have a need for those funds; or

15 (3) Revenue collections are not meeting budget projections and there is a projected
16 cash shortfall of greater magnitude than one that can be covered through projected
17 unexpended allocations.

18 ~~(d)~~(e) If a college's allocation is reduced as provided in subsection (c), the System Office
19 shall reallocate those funds to other colleges that demonstrate need and an ability to
20 utilize the funds if there is no projected cash shortfall.

21

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

23 *Eff. [November 1, 2015](#).*

24 *Amended Eff.*

25

26

27



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

21 May 2019

IMPORTANT INFORMATION

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: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Adoption of 1A SBCCC 200.6**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to adopt **1A SBCCC 200.6 – “Delegation of Contractual Authority.”** The proposed adoption will delegate authority to the System President to execute contracts, as recommended by the SBCC Governance Committee.

The proposed adoption is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, is attached to this memorandum. 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 20 June 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 5 June 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.

**CC19-022
 E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 21 May 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Adopt 1A SBCCC 200.6 – “Delegation of Contractual Authority.”
---	---

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

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
X		

Rationale for proposed adoption, amendment or repeal:	Delegate authority to the System President to execute contracts, as recommended by the State Board Governance Committee
--	---

Proposed Effective Date of Rule	August 1, 2019
--	----------------

1A SBCCC 200.6 is proposed for adoption as follows:



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

3
4 **CHAPTER A. STATE BOARD GOVERNANCE**

5
6 **SUBCHAPTER 200. STATE BOARD AUTHORITY**

7
8 **1A SBCCC 200.6 Delegation of Contractual Authority**

9 The State Board of Community Colleges hereby delegates to the System President the
10 authority to execute any contract that meets the following criteria:

- 11 (1) Contracts that expend less than \$250,000 and whose terms do not exceed one year;
12 (2) Contract amendments that cumulatively increase the value of a contract by less than
13 10%; and
14 (3) Any other contract if the SBCC has approved the purpose and amount.

15
16 History Note: Authority G.S. 115D-5;

17 Eff.
18
19
20



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

21 May 2019

IMPORTANT INFORMATION

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: Q. Shanté Martin, *NCCCS General Counsel*

RE: **Proposed Amendment of 1H SBCCC 400.4**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to amend **1H SBCCC 400.4 – "Capital Project Approval and Obtaining Capital Funds"**. The proposed change will codify System President's authority to approve certain actions related to college capital improvement projects, as recommended by the SBCC Governance Committee.

The proposed amendment is published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. 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 20 June 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 5 June 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.

**CC19-023
 E-mail Copy**

Attachments

State Board of Community Colleges Code



Notice of Proposed Rulemaking Form

Date: 21 May 2019

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1H SBCCC 400.4 – “Capital Project Approval and Obtaining Capital Funds”
---	---

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:	Codify System President’s authority to approve certain actions related to college capital improvement projects, as recommended by the State Board of Community Colleges Governance Committee.
--	---

Proposed Effective Date of Rule	August 1, 2019
--	----------------

1H SBCCC 400.4 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER H. FISCAL MANAGEMENT**

5
6 **SUBCHAPTER 400. PROPERTY AND CAPITAL IMPROVEMENTS**

7
8 **1H SBCCC 400.4 Capital Project Approval and Obtaining Capital Funds**

9 ~~State Board~~ (a) Project Approval. The State Board shall approve all formal capital
10 improvement projects, regardless of the source of funds, and all informal college
11 capital improvement projects that are supported in part or in total with State funds. As
12 part of the request submitted to the State Board, the college shall certify that its board
13 of trustees has voted to approve the project. The State Board delegates to the
14 President of the North Carolina Community College System the authority to approve,
15 subject to State Board ratification, a capital improvement project if the college has an
16 urgent need and provides evidence that the college will be negatively impacted if
17 approval is delayed until the next regularly scheduled meeting of the State Board. The
18 System President shall present the project to the State Board for ratification at its next
19 regularly scheduled meeting.

20 (b) Amendments to approved projects. The State Board shall approve amendments to
21 capital projects approved under subsection (a) of this rule, except the State Board
22 delegates to the President of the North Carolina Community College System or the
23 President's designee the authority to approve an amendment that meets one or more
24 of the following conditions:

25 (1) Decreases project funding,

26 (2) Increases project funding solely with non-State funds, or

27 (3) Transfers previously approved State funds (excluding bond funds) to another
28 previously approved project.

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

31 *Eff. [November 1, 2015](#).*

1H SBCCC 400.4 is proposed for amendment as follows:

1 Amended Eff. _____

DRAFT

Budget Update

BUDGET PRIORITIES & OTHER BUDGET PROVISIONS

ITEM	FUNDING REQUESTED	HOUSE BUDGET	SENATE BUDGET
NCACCP, SBCC, NCACCT Priorities			
Short Term Workforce Training	\$12,051,477 R	\$8,000,000 R in 2019-20 \$11,500,000 R in 2020-21	\$12,051,477 R in 2019-20 \$12,051,477 R in 2020-21
Fund Workforce Development IT, including online con-ed	\$15,000,000 R	<i>Funding included in HB 241, Education Bond Act of 2019 in Senate Rules</i>	\$10,000,000 NR in 2019 20 \$10,000,000 NR in 2020-21
Fund Workforce Development Multi-Campus Sites: Forsyth Tech; Guilford Tech; Richmond CC; Wake Tech	\$2,266,348 R	\$0	\$2,266,348 R
Stabilize Budgets for Hurricane Florence Impacted Colleges	\$6,757,307 NR	\$6,757,307 NR	\$6,400,000 NR
Expand Career Coach Program & Eliminate or Reduce Local Match Requirements	\$2,800,000 R Statutory Change to Reduce Match Requirement	\$2,800,000 R Statutory Change to Reduce Match Requirement	\$1,400,000 R Statutory Change to Reduce Match Requirement
Increase Faculty & Staff Compensation ¹	Work Towards National Avg.	\$6,931,838 R in 2019-20 \$13,863,676 R in 2020-21 Also provides 5 bonus leave days that do not have cash value.	\$12,400,000 R in 2019-20 \$24,800,000 R in 2020-21
RDS Funding	Included in Enrollment Adjustment	\$2,400,000 R	\$2,285,757 R

¹ Colleges have flexibility to award based on merit; across-the-board; recruitment bonuses; retention increases; other compensation increases. In addition, the budget also funds related benefits (health insurance, retirement, and short-term disability).

Other Items Included in SENATE Budget		House Budget
<p>Community College Capital. (in Capital Section) Provides funding for the State Board of Community Colleges to distribute for local community college capital projects. Plans for a \$500 million allocation for NCCCS from the State Capital and Infrastructure Fund over 10 years. Amounts shown here are the first 2 years of these funds.</p>	<p>\$43,633,006 NR in 2019-20 \$36,355,687 NR in 2020-21</p>	<p>Not in House Budget but \$200 million included in House Bond Bill 462</p>
<p>Anspach Advanced Manufacturing School. Provides funds for the Anspach Advanced Manufacturing School at the Mayland Community College Yancey County campus. These funds will support equipment purchases and nonrecurring operational expenses.</p>	<p>\$515,000 NR in 2019-20</p>	<p>Not in House Budget</p>
<p>Pamlico Education Services. (in JPS Section) Provides funding for Pamlico Correctional Institution to reimburse Pamlico Community College for educational services that were interrupted due to a fire.</p>	<p>\$452,000 NR in 2019-20</p>	<p>Not in House Budget</p>
<p>Cooperative Innovative High Schools. (in K-12 Section) Provides funding for the 5 Cooperative Innovative High Schools (CIHS) approved for operation in S.L. 2018-5 as well as for Halifax Early College High School and Stanly STEM Early College High School, which are scheduled to open in FY 2019-20.</p>	<p>\$1,510,000 R</p>	<p>No funding but allows Halifax Early College HS and Stanly STEM Early College HS to open without \$</p>
<p>Criminal Justice Fellows. (in JPS Section) Provides funding for the Criminal Justice Fellows Program, which recruits qualified in-state high school seniors or unemployed/underemployed graduates and provides them with a forgivable community college loan to pursue a career in law enforcement in a rural county of the State.</p>	<p>\$332,000 R in 2019-20 \$664,000 R in 2020-21</p>	<p>\$332,000 R in 2019-20 \$664,000 R in 2020-21</p>

Other Items Included in House Budget		Senate Budget
High Achieving Tuition Scholarship. Creates a new tuition scholarship for community college students. High school students with an unweighted 3.5 GPA and enrolling full-time in a community college curriculum program are eligible for scholarship. Students may defer acceptance to UNC institution, pending completion of an associate degree.	\$50,000 R 2019-20 \$2,000,000 R 2020-21	Not in Senate Budget
NC Independent Colleges & Universities Campus Police Training Waiver. Provides waiver for training of campus security on NC private college & university campuses.	\$110,000 R	Not in Senate Budget
Carteret Community College Aquaculture Program. Transfers funds from the Department of Commerce for the Shellfish Aquaculture Demonstration Center, a collaboration between NC Sea Grant and Carteret Community College, to complete construction of a shelter for the aquaculture program.	\$125,000 NR	Not in Senate Budget

NON-BUDGET PRIORITIES

PRIORITY	BILL #/TITLE	STATUS
NCACCP, SBCC, NCACCT Non-Budget Priorities		
RDS Simplification/Remove Barriers	SB 295 -- NC HS as Evidence of Residency	House Education - Universities
Exempt CC System Office Employees from Transfer to DIT	HB 966 – Senate Budget	Senate Appropriations
Allow colleges to use insurance in lieu of bond for	HB 966 – Senate Budget	Senate Appropriations

PRIORITY	BILL #/TITLE	STATUS
employees who handle college funds	SB 436 – Various Higher Education Changes	Senate Education
	HB 668 – Various Higher Education Changes	Senate Rules
Earn FTE in local jails	HB 966 – Senate & House Budget	Senate Appropriations
	HB 463 – Education/Job Readiness Prisons & Jails	House Education-Community Colleges
	SB 561 – Education/Job Readiness Prisons & Jails	Senate Rules
Change prison education from contact hours to membership hours	HB 966 – Senate & House Budget	Senate Appropriations

Public Relations / Marketing Highlights May 2019

FAFSA Videos – Show and Tell

Background: A few months ago I was approached by the financial aid office to find a way to reach Generation Z students (under the age of 24) with the information they need to apply for financial aid. In general, this group does not regularly check email. The problem is that email is currently the most efficient way the financial aid office has to communicate with students.

We wanted to send a series of messages to students *and their parents* that would hit home and encourage them to take certain steps to complete their financial aid application in a timely manner and follow up with any additional information.

We released these four videos on Instagram for our Gen Z audience and on Facebook for their parents, one per week. We'll release them again closer to late registration in August, and again when the 2020-2021 FAFSA application opens in October 2019.

Follow up: We are working with I.T. to give us the capability to text students with prompts to complete steps in the financial aid process. Additionally, we are going to design a card to hand out to students with the step-by-step process for completing their financial aid packet, similar to the one described in the 4th video.

Facebook Top Posts for May

Total Likes 2464 (Up 44 from 2420 in April)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	5/8	Combined graduation posts	17,568	4,572	26%
MCC	5/7	PN Pinning Ceremony	2,900	1370	47%

Instagram Posts for April/May

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Reach
408	13411	14	872	0	2536
672	13622	36	908	1	2677

**Institutional Status Committee
Wednesday, June 12, 2019
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Robert Harris
Claudia Bulthuis**

Agenda Items:

- **Call to OrderDr. Johnny McKinnon, Chairman**

- **Board Policy Manual..... Dr. Chad Bledsoe**
 - **Section 3, Part 3.3 and Part 3.4 – Appendix G-1 – Second Reading (Action)**
 - **Policy 2.2.3 – Facility Use – Appendix G-2 – Second Reading (Action)**

- **New Business**

- **Adjourn**

The Director of Human Resources, or designee, shall maintain all employees' personnel files. The College shall maintain, in individual personnel files, only those records which are required or necessary and relevant to accomplish legitimate personnel administrative needs.

I. PUBLIC INFORMATION

The following information on each college employee is public information and shall be open for inspection:

- A. Name;
- B. Age;
- C. Date of original employment or appointment;
- D. The terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the board has the written contract or a record of the oral contract in its possession;
- E. Current position;
- F. Title;
- G. Current salary (includes pay, benefits, incentives, bonuses, deferred compensation and all other forms of compensation);
- H. Date and amount of each increase or decrease in salary with the College;
- I. Date and type of each promotion, demotion, transfer, suspension, dismissal, or other change in position or classification with the College;
- J. Date and general description of the reasons for each promotion with the College;
- K. Date and type of each dismissal, suspension, or demotion for disciplinary reasons. If the disciplinary action resulted in a grievance filed with the Board of Trustees, written notice of the Board's final decision setting forth the specific acts or omissions that are the basis of the dismissal; and
- L. The office or station to which the employee is currently assigned.

Any person, including College personnel, may have access to the information listed above for the purpose of inspection, examination and copying during regular business hours Monday through Friday. Access to personnel files may be arranged by contacting the Director of Human Resources for an appointment. If an individual desires to have a reproduced copy of the information, the College may require a reasonable duplication fee. All College personnel shall be entitled to one (1) free copy of their personnel file.

II. CONFIDENTIAL INFORMATION

All information other than the information listed in Section I is confidential and shall not be open for inspection and examination except to the following persons:

- A. The employee, applicant for employment, former employee, or his/her properly authorized agent, who may examine his/her own personnel file at all reasonable times in its entirety except for letters of reference solicited prior to employment;
- B. The President, other supervisory personnel and legal counsel for the President;
- C. The Board of Trustees and the Board's attorney;

Policy 3.3.1

- D. A party by authority of a subpoena or proper court order may inspect and examine a particular, confidential portion of an employee's personnel file;
- E. An official of any agency of the state or federal government, or any political subdivision of the state, may inspect any portion of a personnel file when such information is deemed by the College to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purposes of assisting in a criminal prosecution nor for purposes of assisting in a tax investigation.
- F. The President may, in consulting, or at the direction with the Board of Trustees, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or non-employment of any applicant, employee or former employee and the reasons for such action and may allow the personnel file of the person or any portion to be released or inspected to any person or corporation provided that the Board of Trustees has determined that the release of the information is essential to maintaining the integrity of the Board of Trustees or to maintaining the level or quality of services provided by the College. Prior to releasing the information or making the file or any portion available to a person or corporation pursuant to this subsection, the President shall prepare a memorandum setting forth the circumstances which s/he and the Board deem to require the disclosure and the information to be disclosed. The memorandum shall be retained in the files of the President and shall be a public record.

Each individual requesting access to confidential personnel information will be required to submit satisfactory proof of identity.

III. OBJECTING TO RECORDS IN PERSONNEL FILE

An employee, former employee or applicant for employment who objects to materials in his/her personnel file may place in the file a statement relating to the materials the employee considers to be inaccurate or misleading. An individual may seek the removal of material(s) from his/her file through Policy 3.3.8 – Grievance.

IV. MEDICAL AND IMMIGRATION INFORMATION

Pursuant to the Americans with Disabilities Act, all medical information, including workers' compensation history and requests for reasonable accommodation for a disability, medical insurance information and medical documentation for FMLA and other types of leaves related to an employee's medical condition shall be kept separate from an employee's personnel file and shall be disclosed only as follows:

- A. To supervisors who may be told only about work restrictions for an applicant or employee;
- B. To first aid and safety officials where emergency treatment might be required; and
- C. To government officials charged with enforcement of disability law.

Policy 3.3.1

All I-9 and other immigration status records shall be kept in a separate file not included within an employee's personnel file.

Adopted:

Legal Reference: N.C.G.S. 115D-27 through -28

All College employees must be evaluated annually. Performance appraisals should be conducted in a congenial, non-threatening environment and are conducted for the purpose of providing feedback to individuals to facilitate their improvement and/or to recognize excellence.

I. PRESIDENT EVALUATION

Annually, the Board shall collect data directly from the President's direct reports for the Board's use in the annual performance review of the President. Once data from the direct reports has been collected, the Board shall conduct an evaluation of the President. At a minimum, the evaluation shall include the following categories:

- A. General Administration
- B. Relationship
 - 1. Internal relationships with faculty, staff, students and trustees.
 - 2. External relationships with business and industry, the media, governmental bodies and the general public.
- C. Personal Attributes
- D. Personnel Administration
- E. Fiscal and Facilities Administration
- F. Academic Administration

Results of the President's evaluation shall be discussed during the Board's annual retreat, and be presented to the President at the next scheduled meeting of the Board of Trustees. A copy of the evaluation shall be placed in the President's personnel file.

Prior to June 30th each year, the Board shall submit, in writing, to the State Board a report of the President's evaluation with the following information:

- A. The time period for which the President was evaluated and the date the evaluation was completed;
- B. Description of the methodology used for the evaluation;
- C. Certification that the evaluation included a written assessment of the President's performance in each of the categories identified in Section I(A)-(F) herein;
- D. Certification that the full Board discussed the evaluation results and the results were discussed with the President; and
- E. Certification that appropriate action has been taken if the President's performance is less than satisfactory in any of the categories identified in the evaluation.

II. INSTRUCTIONAL EMPLOYEES

A. NON-CONTINUING EDUCATION INSTRUCTORS

All instructors (full or part-time) shall be observed by the Vice President of Instruction or designee each academic year. All part-time curriculum instructors will be observed at least one (1) time during the semester by the appropriate supervisor. All instructors will be evaluated by the students they teach at the end

Policy 3.3.2

of each semester (summer excluded). Observations and evaluations of full-time instructors will be included in an annual performance evaluation conducted in March by the appropriate supervisor. Student evaluations of part-time curriculum instructors will be reviewed with the instructor by the appropriate supervisor.

A copy of each instructor's annual performance evaluation will be placed in the employee's personnel file in the Business Office.

B. CONTINUING EDUCATION INSTRUCTORS

All full-time and permanent part-time instructors will be observed in the classroom setting annually by the Dean of Continuing Education or appropriate program supervisor. Class visits will be made on a regular basis pursuant to Procedure 4.1.2.1 – Continuing Education Accountability Plan, which may include instructor evaluation.

New part-time instructors in Adult Basic Skills and Occupational Extension classes will be observed at least once during the contract period. Observations and evaluations for full-time instructors will be included in an annual performance review conducted by the Dean of Continuing Education or immediate supervisor.

Proper documentation of instructor evaluations will be maintained and filed by the Dean of Continuing Education. A copy of each evaluation will be placed in the employee's personnel file in the Business Office.

III. NON-INSTRUCTIONAL EMPLOYEES

All College non-instructional employees must be evaluated annually. Performance appraisals should be conducted in a congenial, non-threatening environment and are conducted for the purpose of providing feedback to individuals to facilitate their improvement and/or to recognize excellence.

The results of the individual performance appraisal will be shared with the employee by the person conducting the evaluation no later than March 31st, and those results will be placed in the employee's personnel file held in the College Business Office.

Adopted:

Legal Reference: 1C SBCC 300.98

All College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 3.3.4 – Employee Disciplinary Action, Suspension and Dismissal or, for cases of unlawful discrimination or harassment, Policy 3.3.7 – Discrimination and Harassment. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee’s ability to perform his or her job.

All employees shall¹:

1. Comply with all statutes, regulations and Board of Trustee policies.
2. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
3. Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
4. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
5. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
6. Participate in and complete any professional development activities required by the College.
7. Attend and participate in all required staff meetings and other required meetings.
8. Complete and transmit all required reports and other documentation in a timely and professional manner.
9. Dress appropriately for job duties and in accordance with Montgomery Community College policy and supervisor’s directives.
10. Arrive to work on time.
11. Maintain a courteous and professional attitude when working with other staff members, students and visitors.
12. Exercise proper care and maintenance of College property.
13. Avoid conflicts of interest.

The following are examples of professional and personal conduct that may serve as grounds for disciplinary action, including suspension, demotion or termination. This list is illustrative and not all-inclusive.

I. Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Physical or mental incapability for performing duties.
3. Improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.

¹ May add other rules within this section.

Policy 3.3.3

5. Improper use of leave.
6. Failure to report for duty at the assigned time and place.
7. Failure to obtain or maintain a current license, certificate or credential required by law as a condition for employment.
8. Refusal to accept a reasonable and proper assignment from an authorized supervisor.

II. Personal Conduct

1. Gross misconduct, immorality and/or lascivious behavior that has a negative impact on the College and/or on the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.
3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information in order to secure employment with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the College's property.
10. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
11. Reporting to work under the influence of alcohol or an illegal or unauthorized controlled substance or partaking of such items while on the campus.
12. Acceptance of gifts in exchange for favors or influences related to the College.
13. Disclosing confidential information from official records to an unauthorized person or entity.
14. Engaging in employment or activities that constitute a conflict of interest to the College.
15. Taking part in political management or political campaigns prohibited by law.
16. Any form of unlawful discrimination or harassment.
17. Deliberately or willfully making false, misleading or ambiguous statements in connection with any official College business, official records or about College employees or students.
18. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation towards College employees or students.
19. Violating the College's technology acceptable use policies and procedures.
20. Violations of College policies and procedures.

Adopted:

All disciplinary action is intended to be progressive in nature. However, the type of disciplinary action will be based on the factual situation as well as the nature, severity and type of offense. If warranted by the facts and situation, even for first time offenses, administrators/supervisors may recommend dismissal.

Except as stated elsewhere in the policy, employees shall receive two (2) warnings for minor performance or conduct issues: first, an oral warning with a follow-up letter from the supervisor to the employee documenting the deficiencies in performance or conduct which were discussed and the improvement(s) required; second, a written warning/reprimand which will serve notice upon the employee that a continuation of the deficiencies in performance or conduct may result in disciplinary action which may include dismissal.

I. WARNINGS

A. Verbal Warnings with Follow-Up Letter

1. The employee's supervisor shall meet with the employee and review with the employee exactly what is expected of him/her and explain to the employee how s/he has not met the College's expectations.
2. The supervisor shall provide the employee an opportunity to explain his/her actions.
3. The supervisor shall make recommendations for corrections and establish a reasonable period of time for the employee to correct the issues.
4. The supervisor shall provide the employee a letter regarding the oral warning and the College's expectations. A copy of the letter, and all subsequent letters, shall be included in the employee's personnel file.

B. Written Warnings

After giving an verbal warning and allowing for **the established** period of time to correct the issues outlined in the supervisor's follow-up letter to the employee, if the employee has not corrected the issues, the supervisor shall meet with the employee for the purpose of delivering a written warning. The written warning shall further document the continued issues and shall state that if the employee does not immediately correct the issues, the employee may be subject to additional disciplinary action which could include dismissal. Before issuing to the employee the written warning, the President, Human Resources, and any intermediate superior/supervisor shall review the contents of the letter. A copy of the written warning, and all subsequent letters, shall also be included in the employee's personnel file.

Policy 3.3.4

II. SUSPENSION

Suspensions may be used in two ways: as an independent discipline action or in conjunction with an investigation and dismissal proceedings.

A. Independent Discipline Action

1. If a supervisor determines that an employee's actions warrant suspension, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President and Human Resources. The Vice President shall review the report and provide his/her written recommendation to the President.
2. The President shall determine whether or not to suspend an employee with or without pay. The President may make such determination without a recommendation from a supervisor and/or Vice President. The President may choose other disciplinary action as well.
3. The President shall meet with the employee and give the employee an opportunity to be heard. After hearing from the employee, the President shall make a determination regarding the suspension, whether it shall be paid or unpaid and the length of the suspension. The President or the employee's supervisor shall inform the employee of the President's determination. The President shall prepare a follow-up written statement providing the circumstances and facts which led to the suspension. A copy of the letter shall be included in the employee's personnel file. In cases where the employee's continued presence on campus is not in the College's best interest or a health or safety issue, the President may immediately suspend the employee with pay. Prior to changing any paid suspension to unpaid suspension, the President shall meet with the employee and provide the employee with an opportunity to be heard.
4. When an employee is suspended, s/he shall leave the College property at once and is not allowed to return until the end of the suspension unless authorized by the President.
5. Failure of the employee to report back to work when requested, or at the suspension expiration date, will be considered a voluntary resignation of his/her employment and any subsequent reinstatement or re-employment shall be on the basis of new employment.

B. Suspension to Allow for an Investigation

The President may suspend an employee, with pay, for up to ninety (90) days while conducting his/her investigation as to whether or not the employee engaged in conduct that would warrant dismissal or other disciplinary action. At the end of the ninety (90) day period, the President shall dismiss the employee, reinstate the

Policy 3.3.4

employee or implement another disciplinary action. For good cause, the President may extend the ninety (90) day suspension period.

III. DISMISSAL**A. At Will Employees**

1. If a supervisor determines that an employee's actions warrant dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor and Human Resources, provide the written report to the President. The President may decide to terminate an employee without a recommendation from the immediate supervisor or appropriate Vice President.
2. If necessary, the President may suspend the employee pursuant to Section II (B). After reviewing the written report, the President shall either dismiss the matter or meet with the employee and provide the employee with an opportunity to be heard. If, after the meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice of dismissal. The notice shall be included in the employee's personnel file.
3. An employee may appeal the President's decision to impose suspension without pay and/or dismissal to the Board of Trustees pursuant to Policy 3.3.6; however, the suspension or dismissal shall not be tolled pending the appeal. The employee's only basis for appeal is if the President's actions were based on Impermissible Grounds (as defined in Policy 3.3.5) in violation of state or federal law or if the actions were based on the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws.

B. Contract Employees

1. If a supervisor determines that an employee's actions warrant dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor and Human Resources, provide the written report to the President. If necessary, the President shall suspend the employee pursuant to Section II (B). The President or designee may further investigate the alleged conduct.
2. At the conclusion of his/her investigation and after review of the written report, the President shall either dismiss the matter or meet with the employee and present him/her with a written notice of charges and provide the employee with an opportunity to respond. If, after the written notice of

Policy 3.3.4

charges meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice that the employee is being dismissed and the reasons for the dismissal. The notice shall be included in the employee's personnel file.

3. For serious misconduct, the President may skip any of the procedures in Subsection 1 herein and immediately meet with the employee and provide a written notice of charges.

Legal Reference:

Adopted:

I. DEFINITIONS

1. *Non-renewal* means the decision not to offer a new contract at the end of the current contract period.
2. *Impermissible Grounds* means the use of the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws; or if the decision is otherwise a violation of state or federal law.

II. NON-RENEWAL PROCESS

At least twenty (20) business days prior to the end of the contract period, the President or designee will notify, via hand-delivery, certified mail and/or campus email, any employee who will not be offered a new employment contract. The College may non-renew the employee's contract for any reason that is not based on Impermissible Grounds. The failure of the College to provide notice of non-renewal prior to the expiration of any contract does not entitle the employee to a new contract.

If an employee continues working beyond the term of any contract and the College and employee have not entered into a new or extended contract, the employee shall become an at-will employee and the College or employee may terminate the employment relationship at any time subject to any state or federal laws.

III. RESIGNATIONS

Any employee who does not wish to be nominated for re-employment should notify the appropriate Vice President in writing at least thirty (30) calendar days prior to the expiration of the current contract.

In cases where, in lieu of disciplinary action and dismissal, the employee tries to unilaterally resign, the President may not accept the resignation and continue with the disciplinary and dismissal process.

Adopted:

I. Right of Appeal

- A. In case of suspension without pay or dismissal pursuant to Policy 3.3.4, Non-renewal based on Impermissible Grounds pursuant to Policy 3.3.5, discrimination and harassment pursuant to Policy 3.3.7, or reduction in force pursuant to Policy 3.3.9, an employee has a right to appeal the President's decision and must do so within ten (10) business days of the action taken.
- a. Appeals must be submitted in writing to the President, who shall forward the appeal to the chair of the Board of Trustees.
 - b. The employee must articulate the grounds for the appeal in the notice.
 - c. Further, the employee shall state in the notice whether the employee has or is seeking legal counsel for the appeal. Should the employee decide to retain legal counsel s/he shall notify the President three (3) business days prior to any hearing. Failure to provide notification shall be automatic grounds for a continuance of the hearing if so desired by the College.
 - d. The employee's only basis for appeal is if the President's actions were impermissible based on a violation of state or federal law, College policy or if the actions were based on the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws.
 - e. Upon receipt of all information, the President will immediately forward documentation to the Chair of the Board of Trustees.
- B. No later than ten (10) business days from the President's receipt of the employee's written appeal, unless mutually agreed by the parties, the Chair of the Board of Trustees shall forward the complaint to the College's legal counsel.
- C. No later than ten (10) business days from receipt of the appeal, the College's legal counsel shall conduct a review/hearing (See Review Procedure) of the complaint and the College's response.
- D. No later than ten (10) business days from the review/hearing, the College's legal counsel shall provide the Chair of Board of Trustees with his/her written recommendation to uphold, reject or modify the President's decision.
- E. At the next regularly scheduled Board of Trustees meeting, The Board Chair shall notify the full Board of Trustees of the legal counsel's recommendation. The Board of Trustees will discuss the recommendation in closed session, then in open session, vote to uphold, reverse or modify the President's decision. The Board of Trustees decision is final.

Policy 3.3.6

The final decision of the Board of Trustees shall be included in the employee's personnel file. If the employee is reinstated, s/he shall receive all lost wages from the date of the suspension without pay and/or dismissal unless otherwise decided by the Board of Trustees.

II. Review/Hearing Procedure

- A. The review shall be conducted with only the College attorney, the employee, the President and other appropriate College administrators, Board members, and relevant witnesses. The employee and the President may also be represented by legal counsel. If an employee chooses to have counsel, the employee is responsible for retaining and paying for those services.
- B. Strict rules of evidence or procedure do not apply to appeals. The Board attorney may consider any and all evidence that s/he determines to be fair and reliable.
- C. The burden is on the employee to demonstrate that the President's determination was based a violation of state or federal law or that the actions were based on the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws.
- D. At least five (5) business days prior to the review, the parties shall exchange all documentary evidence that the parties plan on using. The President shall be responsible to assemble all the documents and to make each party a packet for the review. The packet must contain the following in this order: a) a copy of these Procedures; b) a copy of the President's written determination that is being appealed; c) a copy of the employee's request for appeal; d) the President's documents for the review, if any; and e) the employee's documents for the review, if any.
- F. The review may include a hearing if deemed necessary by the College's legal counsel or Chair of the Board of Trustees. If a hearing is held, the following process for presenting information shall be followed.
 - a. The hearing shall begin with the President's presentation of evidence. The President's presentation of evidence is limited to one (1) hour unless extended by the College's attorney. The President, or his/her legal counsel, shall present and examine his/her witnesses and present evidence. The Colleges attorney will have an opportunity to question the witnesses and review the submitted evidence. The employee may cross-examine the President's witnesses and the time used by the employee to cross-examine witnesses shall not count against the President's one (1) hour of time.
 - b. At the conclusion of the President's presentation of evidence, the employee will present his/her evidence. The employee's presentation of evidence is limited to one (1) hour unless extended by the College's attorney. The employee, or

his/her legal counsel, shall present and examine his/her witnesses and present evidence. The College's attorney and Trustees will have an opportunity to question the witnesses and review the submitted evidence. The President may cross-examine the employee's witnesses and the time used by the President to cross-examine witnesses shall not count against the employee's one (1) hour of time.

- c. At the conclusion of the employee's presentation of evidence, the President will be given five (5) minutes to present a closing statement. Following the President's closing statement, the employee shall be given five (5) minutes to present a closing statement.
- d. At the conclusion of the review, the College's legal counsel will deliberate and will inform the Board of Trustees, in writing, of his/her recommendation to uphold, reverse or modify the President's decision no later than ten (10) business days from the date of review.

G. At the next regularly scheduled Board of Trustees meeting, The Board Chair shall notify the full Board of Trustees of the legal counsel's recommendation. The Board of Trustees will discuss the recommendation in closed session, then in open session, vote to uphold, reverse or modify the President's decision. The Board of Trustees decision is final.

H. In the event that more time is necessary for the College's legal counsel to conduct his/her investigation and/or the Board to review the matter, the Board Chair may extend all deadlines as necessary.

Adopted:

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 in any of its academic programs and employment practices.

For issues related to sexual and gender harassment, discrimination and violence, see Procedures 3.3.7.1 – Sexual Harassment and Sexual Violence.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 3.3.7.2 – Unlawful Discrimination and Harassment.

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.

In order to maintain a harmonious and cooperative relationship between the College and its employees, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every employee shall have the right to present his/her problem or grievance free from coercion, restraint, discrimination or reprisal. The Policy provides for prompt and orderly consideration and determination of employee problems or grievances by supervisors and the President.

A grievance is any matter of employee concern or dissatisfaction within the College's control except: (a) employee disciplinary matters pursuant to Policy 3.3.4; (b) Non-renewal based on Impermissible Grounds pursuant to Policy 3.3.5; (c) discrimination and harassment pursuant to Policy 3.3.7; (d) reduction in force and/or involuntary leave without pay pursuant to Policy 3.3.9; or (e) any other matter that has a specific grievance process outlined in College policy.

A. Informal Grievance Process

If an employee has a grievance, it should first be discussed with his/her immediate supervisor within five (5) business days from the date of the situation which is grieved. The supervisor may call higher level supervisors into the discussion if the employee agrees or the supervisor may consult with higher level supervisors to seek any needed advice or counsel from his/her administrative superiors before giving an answer. The employee shall receive an answer within ten (10) business days. The circumstances should be documented by both the supervisor and the grievant.

Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the initial written complaint may be made directly to the Human Resources Coordinator.

B. Formal Grievance Process

If the decision reached by the Informal Grievance Process is not satisfactory to the grievant, s/he may file a written grievance with the Director of Human Resources ("Director") within five (5) business days after receipt of the Informal Grievance Process decision. The written grievance must contain specific facts supporting the grievance. Depending on the nature of the appeal, the Director will determine to what extent additional facts will be required. The supervisor and employee shall provide all pertinent information to the Director. The Director shall provide his/her written decision to the proper administrators or superiors and grievant within ten (10) business days of receipt of the grievance. In the absence of an appeal, the Director's decision will be carried out within a reasonable period of time and the grievance considered resolved.

C. Appeal to the President

If the decision reached by the Formal Grievance Process is not satisfactory to the grievant, the grievant may, within five (5) business days receipt of the Director's decision, appeal the Director's decision to the President. The appeal must be in writing and provided to the President. The President will conduct an "on the record review" of the documents and supporting materials presented during the Formal Grievance Process and, if needed, conduct any further investigation. The President can accept, reject or modify the Director's determination and will make a decision within ten (10) business days and the decision will be communicated in writing to all appropriate persons. The President's decision shall be final.

D. Grievances Involving the President

In the event that a grievance is being filed against the President, the grievant shall first follow the Informal Grievance Process outlined above and meet with the President. If the grievant is not satisfied with the resolution at the Informal Grievance Process, s/he may continue with the Formal Grievance Process but file the written grievance with the Board Chair. The Board Chair shall delegate the matter to the College's legal counsel to conduct an investigation. The Board Attorney will have the authority to conduct the investigation and will file a written report to the Board Chair within twenty (20) business days.

At the next regularly scheduled Board meeting, the Board members shall review the College legal counsel's report and recommendation. The Board of Trustees will discuss the recommendation in closed session, then in open session, vote to uphold, reverse or modify the President's decision. The Board of Trustees decision is final.

In the event that more time is necessary for the College's legal counsel to conduct his/her investigation and/or the Board to review the matter, the Board Chair may extend all deadlines as necessary.

Adopted:

I. POLICY STATEMENT

The College may terminate employment or may require any employee or class of employees to take involuntary leave without pay at any time because of: 1) a financial exigency; or 2) a program change for institutional reasons.

II. DEFINITIONS

- A. *Employee* means full-time and part-time employees.
- B. *Financial Exigency* means any decrease in the College's financial resources that are brought about by decrease in enrollment, decrease in funding from any source (federal, state, local, institutional, etc.) or by other action or events requiring the immediate expenditure or diversion of College resources that prevent or inhibit the College's ability to continue the employment or level of the employee's compensation or a class of employees and cause a need for reduction in force and/or involuntary leave without pay.
- C. *Impermissible Grounds* means the use of the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws; or if the decision is otherwise a violation of state or federal law.
- D. *Involuntary Leave without Pay* means a period of mandatory separation from work during which an employee may not take or use any form of paid leave. All state mandated benefits shall continue to accrue during any period of leave without pay.
- E. *Program Change* means any elimination, curtailment or reorganization of an educational offering or support department which may or may not be related to a financial exigency.
- F. *Reduction in Force* means the termination of employment as a result of financial exigency or program change.

III. INVOLUNTARY LEAVE WITHOUT PAY/REDUCTION IN FORCE**A. General Criteria for the President's Decision**

All decisions made under this Policy will take into consideration the needs of the population being served with respect to the College's mission and goals while attempting to minimize the level of impact and quality of services provided. Responsibility will rest with the President working collaboratively with senior level administrators to determine the employee(s) affected by involuntary leave without

pay or reduction in force based on recommendations from Vice Presidents, department heads and/or other management personnel associated with the departments where proposed actions will be implemented.

Further, the President will consider relevant factors when considering a reduction in force or, if applicable, involuntary leave without pay, which may include, but are not limited to:

1. Written recommendations regarding staffing needs from supervisors;
2. Specific and overall program enrollment history and needs;
3. Source of available funds and applicable restrictions;
4. Other beneficial service by an employee to the College;
5. Length of service in the North Carolina Community College System with a higher priority being given to the length of service for the College; and
6. Employee performance evaluations.

These factors are not listed in any particular order or priority.

B. President's Decision and Notice to Affected Employees

Once the President makes his/her decision, s/he shall give written notice of termination and/or involuntary leave without pay to each affected employee. The written notice will be given as soon as practicable, and in any event, no less than ten (10) business days prior to the effective date of termination and no less than five (5) business days prior to a period of involuntary leave without pay. The written notice shall include: 1) a statement of condition requiring termination and/or involuntary leave without pay; 2) a general description of the procedures followed in making the decision; and 3) a copy of this Policy. The President shall also send a copy of the notice to the Chair of the Board of Trustees ("Chair").

C. Request for an Appeal

An employee may appeal the President's decision to impose a reduction in force or involuntary leave without pay to the Board of Trustees pursuant to Policy 3.3.6; however, the Board of Trustees will only hear and consider an employee's appeal if the employee is alleging that the non-renewal is based on Impermissible Grounds. The decision to reduce in force or to place an employee on leave without pay shall not be tolled pending the appeal.

IV. EXCLUSIVE REMEDY

The rights and remedies set forth herein constitute the sole and exclusive process in the event of a termination by reduction in force or involuntary leave without pay. No other personnel action or grievance may be asserted or considered under this Policy.

Adopted:

In accordance with N.C.G.S. §§ 14-234, 133-32 and Chapter 138A and in order to avoid conflict of interest, the appearance of conflict of interest or the appearance of impropriety, the Board of Trustees and College employees shall adhere to the following rules:

A. Contracts with the College

Board members and employees shall not do any of the following:

1. Obtain a direct benefit from a contract that s/he is involved in making or administering on the College's behalf unless a legal exception applies;
2. Influence or attempt to influence anyone who is involved in making or administering a contract on the College's behalf; or
3. Solicit or receive any gift, favor, reward, service or promise of reward, including a promise of future employment, in exchange for recommending, influencing or attempting to influence the award of a contract by the College.

A Board member or employee is involved in administering a contract if s/he oversees the performance of the contract or has authority to interpret or make decisions regarding the contract. A Board member or employee is involved in making a contract if s/he participates in the development of specifications or terms of the contract or participates in the preparation or award of the contract. An employee derives a direct benefit from a contract if the employee or his/her spouse does any of the following: (a) has more than ten percent (10%) ownership or other interest in an entity that is a party to the contract; (b) derives any income or commission directly from the contract; or (c) acquires property under the contract.

B. Receipt of Gifts

Unless a legal exception otherwise applies, no Board member or College employee may accept gifts from any person or group desiring to do business with or doing business with the College unless such gifts are instructional products or advertising items of nominal value that are widely distributed.

C. Reporting Requirements

Any Board member or employee who has questions regarding this Policy or whose actions could be construed as involving a conflict of interest shall report as follows:

Policy 3.4.1

1. College employees shall report to the President.
2. President / Board Members shall report to the Board Chair.
3. Board Chair shall report to the College's legal counsel.

D. N.C. State Ethics Act

Pursuant to N.C.G.S. § 138A-3(30)(k), all voting Board members, the President and the Chief Financial and Administrative Officers (“Covered Persons”) are subject to the N.C. State Ethics Act. Covered Persons shall complete and file a public disclosure of economic interests as required under the Act, adhere to the ethics standard required under the Act and shall complete all required mandatory ethics education and training.

Any applicable State Board administrative regulations and rules and any applicable North Carolina state law will take precedence over this Policy.

Adopted:

Legal Reference: N.C.G.S. §§ 14-234, 115D-26, 133-32 and Chapter 138A

I. POLITICAL ACTIVITY – NON-SOLICITATION

No College employee shall solicit support for a political candidate or any issue on a referendum during regular College working hours, on College property, using College stationery or e-mail, or other College resources. The Board of Trustees, however, may authorize the President or the President's designee to solicit support during regular College working hours for referendums that directly support the College's interest.

Any employee who becomes a candidate for political office is prohibited from soliciting support while on duty and/or on College property. Any exceptions must have prior written approval from the President.

II. POLITICAL ACTIVITIES BY COLLEGE EMPLOYEES**A. COLLEGE EMPLOYEES**

As an individual, a College employee retains all rights and obligations of citizenship provided in the Constitution and laws of North Carolina and the Constitution and laws of the United States. Therefore, the College encourages an employee to exercise his/her rights and obligations of citizenship.

Any College employee who decides to run for a public office shall, prior to or at the time of filing for that office, notify the President of his/her intention to run and shall, in writing, certify that his/her will not campaign or otherwise solicit support during regular work. Further, any employee who seeks a public office shall, in writing, certify that s/he will not involve the College in his/her political activities.

Any employee who wishes to participate in any political activity during the normal workday must take leave in accordance with College policy. Also, the employee shall obtain the permission of his/her supervisor in scheduling leave.

Any employee who is elected or appointed to a part-time public office shall certify, in writing, through the President to the Board of Trustees that the duties of elected office will not interfere with the employee's ability to carry out the duties of the employee's position with the College and that if those duties do interfere, as determined by the President or Board of Trustees, the employee will request leave.

Any employee who is elected or appointed to a full-time office or the General Assembly shall take a leave of absence, without pay, upon assuming that office. The Board of Trustees shall determine the length of the leave of absence.

B. COLLEGE PRESIDENT

If the President decides to run for public office, s/he shall notify the Board of Trustees, prior to filing for that office, of his intention to run and certify, in writing,

Policy 3.4.2

that no campaigning or political activities will be engaged in during regular work hours and that the College will not be involved in the President's political activities.

If the President wishes to participate in any political activity during the normal workday, he must take leave in accordance with College policy. If the President is elected or appointed to a part-time public office, he shall certify, in writing, to the Board of Trustees that the duties of the elected public office will not interfere with his ability to carry out the duties of the College presidency and that if those duties do interfere, as determined by the Board of Trustees, he will request leave.

If the President is elected or appointed to a full-time public office or to the General Assembly, s/he shall take a leave of absence, without pay, upon assuming that office. The Board of Trustees shall determine the length of the leave of absence.

The President is prohibited from soliciting support for election to public office during regular work hours. The President is also prohibited from soliciting support on College property unless otherwise authorized by the Board of Trustees. The authorization shall be determined on a case-by-case basis. The Board of Trustees shall notify the State Board of Community Colleges if the President becomes a candidate for public office or if the President is elected or appointed to a public office.

C. DEFINITIONS

Public office means any national, state or local governmental position of public trust and responsibility, whether elective or appointive, which is created or prescribed or recognized by constitution, statute or ordinance. Membership in the General Assembly is a full-time public office under this Policy.

Adopted:

Legal Reference: 1C SBCCC 200.99

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles unless they are in a locked case.

Adopted:

Legal Reference: N.C. Session Law 2013-369; N.C.G.S. 14-269

The illegal use of controlled substances, substances that cause impairment, and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. Employees and students who illegally use controlled substances, substances that cause impairment, or who abuse alcohol are less productive, less reliable and prone to greater absenteeism resulting in unnecessary costs, delays, academic failure and safety risks. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment, and alcohol.

I. PROHIBITED BEHAVIOR

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is prohibited for all employees and students.

This Policy does not apply to the use of alcohol in instructional situations (e.g., cooking classes, laboratory experiments) or in conjunction with events which meet the requirements of all state laws. This Policy does not apply to the proper use of lawfully prescribed controlled substances by a licensed health-care provider to the student or employee who is prescribed the controlled substance and using it in the manner in which the healthcare provider prescribed it.

II. DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

- A. *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.
- B. *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.
- C. *Substance* means any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.

Policy 3.4.4

- D. *Conviction* means the entry in a court of law or military tribunal of: (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution.
- E. *Reasonable Suspicion* is the legal standard required before the College can require an employee 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).

III. DUTY TO REPORT

Pursuant to Procedures 3.3.3.1 – Arrests and Convictions, all employees who are arrested, indicted, cited or convicted for a criminal offense are required to inform, in writing, his/her supervisor. This includes being arrested or receiving a citation for a violation of any federal or state controlled substance or alcohol statute. If an employee's arrest, conviction or citation has an effect on the employee's ability to perform his/her job duties or brings negative attention to the College, the employee may be subject to disciplinary action in accordance with this Policy.

Convictions of employees working under federal grants that are convicted of violating a federal or state controlled substance or alcohol statute on the College's property, or as part of any activity initiated by the College, shall be reported to the appropriate federal agency. A College official must notify the U.S. government agency, which made the grant, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a conviction of a controlled substance or alcohol statute occurring in the workplace.

Students employed under the College Work Study Program are considered to be employees of the College if the work is performed for the College in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for-profit agency, students are considered to be employees of the College unless the agreement between the College and the organization specifies that the organization is considered to be the employer.

IV. CONSEQUENCES FOR VIOLATIONS

Violation of this Policy will subject students and employees to disciplinary action including, but not limited to: suspension, expulsion, non-renewal or termination of employment or the requirement that the student or employee satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program at the student or employee's expense and approved by the College and agree to certain conditions.

Article V of Chapter 90 of the North Carolina General Statutes makes it a crime to possess, manufacture, sell or deliver or possess with intent to sell or deliver a controlled substance. N.C.G.S. § 90-95. As citizens, all members of the College community are expected to

Policy 3.4.4

know and comply with these laws. Legal matters may be referred to local law enforcement. Employees and students who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, is also considered a violation of the drug and alcohol Policy.

V. CONTROLLED SUBSTANCES AND ALCOHOL TESTING

Upon a conditional offer of employment, new employees may be required to be tested for substances, including controlled substances or alcohol.

Employees 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.

All substances, including controlled substances and alcohol testing, shall be administered by a non-College, third party laboratory chosen by the President. The testing shall be performed at the laboratory. A representative from Human Resources and the employee's immediate supervisor will accompany the employee to the testing site utilizing a College vehicle (if available). The chosen laboratory shall use standard testing protocols that will maintain the confidentiality of the employee and student. All tests shall be reviewed by a medical review officer not affiliated with the College. Employees will have the opportunity to provide any information to the medical center which the employee considers relevant to the test, including identification of currently or recently used prescription or non-prescription drugs. The College shall pay for the initial test. If the employee wishes to dispute the results with a subsequent re-test, the employee shall be responsible for the cost of the re-test.

Pending the results of the testing, (if not instant), the employer can suspend the employee on leave with pay. The College must give the employee written notice of positive results and notice of the right to a re-test (at the employee's expense) pursuant to G.S. 95-232(f). If the results are positive, the supervisor may recommend disciplinary action pursuant to Policy 4.3.4.

VI. POST-ACCIDENT TESTING

In the event of a work-related injury, if the supervisor has reason to suspect that impairment is involved in the accident s/he should report the incident to a representative from the Human Resources Department and the employee may be tested as set forth above.

VII. DISSEMINATION TO COLLEGE COMMUNITY

This Policy shall be maintained on the College's website and a copy of this policy will be maintained in the College's Human Resources Office and Student Services Office.

The College shall comply with the Department of Education's requirements as they apply to students by:

- A. Preparing the College's Drug and Alcohol Prevention Program ("DAAPP") for annual distribution to all currently enrolled students; and
- B. Incorporating information about the College's DAAPP and this Policy in new student orientation.

VIII. POLICY REVIEW

The College Administration will review this Policy annually.

Adopted:

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

I. COMMUNICABLE DISEASE

The College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those with a communicable disease on an individual basis. Communicable diseases as defined in this Policy include, but are not limited to, acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of employment.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.

Policy 3.4.5

7. Included in making decisions in individual cases which restrict access to employment shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, the local Health Director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, especially AIDS.
9. Should influenza reach a pandemic stage, the President shall regularly monitor the situation by communicating with local and state health officials and by reviewing media sources. Should influenza reach a pandemic level in a county contiguous to the College's Service Area, the President will provide information to students and employees on preventing the spread of the pandemic flu. Should influenza reach a pandemic level within the service area the President, after consulting with local health officials, may close the College temporarily if s/he feels it is in the best interest of the College and community. Persons who are infected with the pandemic flu, or know of someone in the College community who is, should contact college officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate" as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program

Policy 3.4.5

standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has a blood or body fluid exposure may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and
5. Training.

A copy of the Exposure Control Plan is available in the office of Administrative Services.

Adopted:

Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV)

The College recognizes the necessity for freedom in legitimate academic decisions that foster an environment where faculty and students can freely inquire, study and evaluate in order to gain greater understanding. To that end, the College endeavors to give faculty members the freedom to conduct individual academic affairs in accordance with each person's best judgment.

- A. Faculty members will conduct themselves within the boundaries of the law as established by the North Carolina General Statutes and the State Board Code of Community Colleges.
- B. Faculty members shall use their best judgment as to appropriate material in developing and implementing course material. Faculty members shall refrain from introducing controversial materials and subject matters that have no bearing or academic relationship to that particular class or subject matter. Faculty members shall encourage students to do likewise.
- C. In the academic setting, faculty members shall refrain from insisting upon the adoption of any particular point of view as authoritative in controversial issues. Engaging in personal attacks during any discussion should be avoided by faculty members and students.
- D. Faculty members shall use their best judgment in conducting classes and in interactions with other members of the College community.
- E. Faculty members shall keep abreast of the main academic trends and themes in their respective fields and incorporate these into their scholarship and teaching.
- F. Faculty members shall organize their subject matter and present it in ways that present the optimum value for their students, subject to reasonable guidelines reflected in College, departmental and faculty policies and procedures. Faculty members shall also require an amount and quality of work from their students which, under the College's standards, justify the course.

Any questions or issues concerning the parameters of academic freedom at this College should be addressed to the appropriate Vice President. In the event the faculty member cannot reach an informal resolution, s/he may file a grievance pursuant to Policy 3.3.8 – Grievance.

This Policy is not intended to limit the rights of faculty or students in discussing any matter outside of the academic setting. However, no College employee or student shall purport to speak on behalf of the College unless specifically authorized to do so by an authorized College official.

Adopted:

I. SECONDARY EMPLOYMENT

Full-time College employees' primary professional obligation is to the College. Full-time employees who engage in secondary employment have the responsibility to ensure that any such employment does not interfere with their work at the College as outlined in the employee's position description and the College's policies and procedures. The employee shall not utilize College time, facilities, supplies or equipment in relation to any secondary employment.

Annually, each full-time employee will be required to fill out a secondary employment form providing a written notice of intent for secondary employment to the President or President's designee. The notice shall contain, at a minimum: 1) the name and contact information of the prospective secondary employer; 2) the proposed job duties; and 3) the estimated hours per week devoted to the secondary employment. The President or designee shall approve or disapprove of any secondary employment and his/her decision is final.

Throughout the year, if an employee wishes to engage in secondary employment and has not previously informed the President or President's designee, he/she shall fill out a secondary employment form prior to beginning work.

The Board of Trustees shall approve or disapprove any secondary employment of the President.

II. OUTSIDE COMPENSATION

College employees are encouraged to provide leadership and professional expertise to various constituencies or organizations whether locally, regionally or nationally who may request their services as a result of their College employment provided that the outside activity does not interfere or compete with their full-time duties at the College. A College employee must receive the approval of his/her immediate supervisor prior to committing to any outside activity which occurs during the normal workday. College employees may accept outside compensation for services rendered during annual leave, holidays, semester breaks or other such times when classes are not in session or if the services provided take place outside the scheduled or the normal workday. Outside compensation does not include nominal honorariums that staff or faculty members receive as a representative of the College for services provided for workshops, seminars, SACS visits or state or regional committee involvement. Exceptions to this section of the Policy must be approved by the President.

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 Services 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 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 Animals

Policy 3.4.8

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.

Policy 3.4.8**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 Service/Emotional Support 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.

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

Adopted:

MONTGOMERY HUMAN RESOURCES POLICY
COMMUNITY COLLEGE CLUBS AND CIVIC ORGANIZATIONS 3.4.9

The College encourage employees to participate in the activities of certain community clubs and civic organizations.

1. Employees are encouraged to seek membership in community clubs and civic organizations where membership will promote the College's business interests and enhance its image in the community. Employees who participate in clubs or civic organizations may not allow their activities to interfere with job performance, harm or conflict with the College's interests.
2. The College may identify certain community organizations in which it wants to be represented and then designate employees to be sponsored for membership in them. Employees who are designated for membership act as College representatives in the organization and are expected to promote College interests.
3. Employee participation in club and civic organization activities is not considered hours worked for pay purposes unless it is at the College's request or under its direction and control.
4. The College will normally consider the following factors when selecting organizations for membership:
 - a. The nature and purpose of the club or organization;
 - b. The potential benefit to the College, including the enhancement of the employee's leadership and organizational skills;
 - c. The cost to the College;
 - d. The extent to which the College is already represented in the club or organization; and
 - e. The employee's job responsibilities, length of service, and overall qualifications for membership.
5. The College will periodically review its representation in community organizations and make changes it considers appropriate.
6. Employees who are sponsored for membership in community clubs and civic organizations may be eligible for reimbursement for certain expenses. Reimbursable expenses may include but are not limited to dues; special charges; initiation fees; and business-related activities, fees, and meal and entertainment expenses.

Policy 3.4.9

7. Employees who are not designated and sponsored for membership in community clubs and/or civic organizations are responsible for their own expenses.
8. Employees must agree to pay back any membership fees or equity interests paid or reimbursed by the College that might be refunded should membership in the club or organization be terminated.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****HUMAN RESOURCES
WELLNESS****POLICY
3.4.10**

The College supports the physical health and well-being of its employees. Full-time employees may use up to thirty (30) minutes of each working day to participate in wellness activities on campus as approved by their supervisor. Activities may include walking for fitness, participation in exercise class, and use of the campus weight room.

Use of the weight room located in Building 500 will be limited to full-time and permanent part-time College employees, Basic Law Enforcement Training (BLET) instructors and students, and students enrolled in curriculum or continuing education courses of which physical education is a required component.

BLET students may utilize the facility during classroom instruction related to physical training and at other times as deemed appropriate by the BLET Director.

Students enrolled in curriculum or continuing education courses, other than BLET, must be under the direct supervision of a certified instructor.

Employees may utilize the facility at times when it is not being used for instructional purposes. A signed risk and release form must be on file in the personnel office prior to any employee using the facility.

No equipment shall be removed from the facility without permission of the BLET Director.

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
FACILITY USE****POLICY
2.2.3**

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal manner. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities (for non-revenue generating events)¹ provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

The Board hereby delegates to the President to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.

Adopted:

**President's Report
June 12, 2019**

Activities since the May Board Meeting

5/16/19	State Board Meeting
5/21/19	Budget Presentation to County Commissioners
5/23/19	East Montgomery Scholarship Awards Ceremony
5/30/19	Strategic Plan Meeting
6/3/19	Tarheel Challenge Meeting
6/4/19	Blair Hall Interior Renovations Bid Opening
6/7/19	Communities in Schools Board Meeting

Upcoming Activities

6/12/19	Board of Trustees Meeting
6/22/19	Friends in Focus Gala
6/28/19	Retirement Party for Russell Strong at the Forestry Building at 6:00 p.m.

Board of Trustees Information

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



Board of Trustees Calendar of Events
2019-2020

June 12, 2019	5:30 p.m.	Committee/Board Meeting
July, 2019		No Board Meeting
August 14, 2019	11:30 a.m.	Foundation Board Meeting
August 14, 2019	5:30 p.m.	Committee/Board Meeting
August 27, 2019	5:30 p.m.	Scholarship Awards Ceremony
September 7, 2019		Foundation Dinner and Raffle
September 11, 2019	5:30 p.m.	Committee/Board Meeting
October 9, 2019	5:30 p.m.	Committee/Board Meeting
November 13, 2019	11:30 a.m.	Foundation Board Meeting
November 13, 2019	5:30 p.m.	Committee/Board Meeting
December 6, 2019	6:30 p.m.	Board Christmas Dinner
December, 2019		No Board Meeting
January 8, 2020	5:30 p.m.	Committee/Board Meeting
February 12, 2020	11:30 a.m.	Foundation Board Meeting
February 12, 2020	5:30 p.m.	Committee/Board Meeting
March 11, 2020	5:30 p.m.	Committee/Board Meeting
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