

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, September 11, 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 PresentationAlex Williams, NRA and Blade Smithing Short Courses

**Approval of August Board. Committee and Called Curriculum/Student Services
Committee Minutes– Appendix A (Action)Claudia Bulthuis**

Standing Committees

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

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

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

- Facilities Report – **Appendix C-1** Jeanette McBride
- Incident Report – **Appendix C-2**..... Jeanette McBride
- Construction Update – **Appendix C-3** Dr. Chad Bledsoe
- 2019 Campus Security Report – **Appendix C-4 (Action)** Jeanette McBride

Personnel Committee..... Gelynda Capel, Chairman

- **Personnel Appointments**
 - Educational Partnerships Technical Assistant – **Appendix D-1**
 - Automotive Instructor – **Appendix D-2**
 - Culinary (contracted position)
- NCWorks Customer Service Specialist – **Appendix D-3 (Action)**

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
 - Summer Class Visitation Report – **Appendix E-3** Lee Proctor
- Update from Vice President of Student Services – **Appendix E-4** Beth Smith

Legislative/Public Relations Committee Paula Covington, Chairman

- Legislative Updates..... Dr. Chad Bledsoe
 - Amendment of 1H SBCCC 200.1 – Allocation of Funds – **Appendix F-1**
 - Amendment of 1C SBCCC 400.11 – Leave Payouts – **Appendix F-2**
 - Adoption of 1A SBCCC 200.6 - Delegation of Contractual Authority – **Appendix F-3**
 - Temporary Amendment of 1D SBCCC 400.11 – Education Services through Career & College Promise (Curriculum)– **Appendix F-4**
 - Memo CC19-040 - CCP Eligibility Session Law – **Appendix F-5**
- Public Relations/Marketing Update – **Appendix F-6** Michele Haywood

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

- Board Policy Manual Dr. Chad Bledsoe
 - Section 4 – **Appendix G-1 – Second Reading (Action)**
 - Policy 2.3.11, Public Information Policy – **Appendix G-2 – Second Reading (Action)**
 - Policy 1.12, Awards and Recognitions – **Appendix G-3**
- CORE & Emergency Action Committee – **Appendix G-4 (Action)**..... Dr. Chad Bledsoe
- 2019 Performance Measures – **Appendix G-5**..... Carol Holton
 - 2019 Performance Measures Report for Board – **Appendix G-6**
- 2018-2019 Strategic Plan – **Appendix G-7**..... Carol Holton
- 2020-2025 Strategic Plan Report – **Appendix G-8**..... Carol Holton
- Board of Trustees OARs..... Carol Holton
- Board of Trustees Self-Evaluation..... Carol Holton

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

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

- 2019 Service Awards

Chairman’s Report Claudia Bulthuis

- Trustees Handbook
- Calendar of Events – **Appendix J**

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, August 14, 2019

Call to Order

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

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

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

Absent

Paula Covington
Johnny McKinnon

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

Welcome

Mrs. Bulthuis welcomed all in attendance including newly appointed Trustees, Kerry Hensley and Dr. Katie Dunlap; Cole McQuinn, SGA President; SGA Ambassadors, Allie Morgan, Whitney Ferguson, Luis Munoz and Jacqueline Hernandez; new employees, Corina Hill, Bobby Townsend, Sean Hassell, Donald Patterson, James Beck and Andrew Courts.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the August 14, 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.

Ms. McQuinn introduced the Student Ambassadors for 2019-2020 to the Board.

Oath of Office for Kerry Hensley and Katie Dunlap – Claudia Bulthuis

Ms. Hensley and Dr. Dunlap took their oath of office for serving their four year term on the Board of Trustees.

Oath of Office for Claudia Bulthuis – Gordon Knowles

Mrs. Bulthuis took her oath of office to continue serving on the Board of Trustees for a four year term.

Election of Officers – Gelynda Capel

Mrs. Capel made a motion, seconded by Mr. Harris, to elect the 2019-2020 officers as Claudia Bulthuis, Chairman; Gordon Knowles, Vice-Chairman; Susan Hershberger, Secretary; and Courtney Atkins, Corresponding Secretary. The motion carried.

Approval of June Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mr. Gilbreath, to approve the June Board and Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Hershberger, Chairman

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

- The committee reviewed the June and July financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the June and July financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the June Foundation Funds Statement presented by Mrs. Ervin.
- The committee reviewed the In-Kind Donation Transfer Report presented by Mrs. Ervin. The committee approved, and Mrs. Hershberger made a motion to approve, the In-Kind Donation Transfer. Coming from committee, this required no second. The motion carried.
- The committee received a Foundation update provided by Mrs. Ervin.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed Appendix C-1, the Facilities Report.

- The committee reviewed Appendix C-2, an update on the Construction and Building Projects Timeline.
- The committee reviewed Appendix C-3, the FirstHealth Lease. The committee approved, and Mr. Knowles made a motion to approve, the FirstHealth Lease. Coming from committee, this required no second. The motion carried.
- The committee received Appendix C-4, the Blair Hall Renovations Construction Award Letter.
- The committee reviewed Appendix C-5, Heating and Air for IT Server Room. The committee approved, and Mr. Knowles made a motion to approve, the Heating and Air for IT Server Room. Coming from committee, this required no second. The motion carried.
- The committee reviewed Appendix C-6, Grading behind Building 500. The committee approved, and Mr. Knowles made a motion to approve, the Grading behind Building 500. Coming from committee, this required no second. The motion carried.
- The committee reviewed Appendix C-7, the Shooting Range Expansion. The committee approved, and Mr. Knowles made a motion to approve, the Shooting Range Expansion. Coming from committee, this required no second. The motion carried.
- The committee received a Maintenance Building Update from Dr. Chad Bledsoe.

Personnel Committee – Gelynda Capel, Chairman

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

- The committee received Appendices D-1, D-2, D-3, D-4, D-5 and D-6, the Personnel Appointment forms for Corina Hill, Distance Learning Coordinator; Bobby Townsend, Welding Instructor; Sean Hassell, Masonry Instructor; Donald Patterson, Chemistry/Biology Instructor; James Beck, Facility Maintenance; and Andrew Courts, Sustainable Agriculture. Mrs. Capel introduced these new employees to the Board.
- The committee received Appendices D-7 and D-8, the resignations of Ryan Cobb, Electrical/ Industrial Systems Instructor and Kevin Hathcock, Mathematics Instructor.
- The committee received Appendix D-9, the request for a Student Success and Retention Specialist. The committee approved, and Mrs. Capel made a motion to approve, the request for a Student Success and Retention Specialist. Coming from committee, this required no second. The motion carried.

Curriculum/Student Services Committee – Bill Price, Chairman

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

- The committee received an update regarding Instruction from Mr. Proctor.
- The committee received an update regarding Continuing Education from Mr. Proctor.
- The committee received the 2018-2019 Class Visitation report from Mr. Proctor.
- The committee received an update regarding Student Services from Mrs. Smith.
- The committee reviewed the MCEC and MCC MOU. The committee approved, and Mr. Price made a motion to approve, the MCEC and MCC MOU. Coming from committee, this required no second. The motion carried.

Legislative/Public Relations Committee – Claudia Bulthuis, Vice Chairman

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met as a committee of the whole.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe presented the Legislative Updates located in Appendices F-1, F-2, F-3, F-4, and F-5 which are proposed amendments to State Board Codes.

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

Mrs. Haywood presented Appendix F-6, the Public Relations/Marketing Update. She noted that SmartAsset has ranked its top community colleges in the country for 2019 and Montgomery Community College placed 11th overall in terms of graduation and transfer rates, cost, and student/faculty ratio among 796 schools in the country. WalletHub ranked Montgomery Community College 4th in the state in terms of cost, student-faculty ratio, graduation rate, and return on investment.

Institutional Status Committee – Robert Harris, Vice Chairman

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met as a committee of the whole.

Section 4 of the Board Policy Manual – Appendix G-1 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 4, of the Board Policy Manual to the Board for first reading.

Policy 2.3.11 – Public Information – Appendix G-2 – First Reading – Dr. Chad Bledsoe

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

Strategic Plan Report 2020-2025 – Carol Holton

Mrs. Holton gave an update to the Board on the 2020-2025 Strategic Plan Report.

SGA Report – Cole McQuinn, SGA President –Appendix H

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H.

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

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

- Dr. Bledsoe and Mrs. Bulthuis attended the ACCT event in Washington D.C. on August 7-10, 2019.
- Dr. Bledsoe attended the Friends in Focus Gala.
- Dr. Bledsoe and several MCC employees promoted MCC at TroyFest.
- The NCACCT Seminar will be held in Wilmington on August 21-23, 2019.
- MCC Gunsmithing made the cover of the Brownells magazine which has a circulation close to 75,000.

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

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

- Mrs. Bulthuis shared information she received from the ACCT event in Washington D.C. The Board will continue working on the Trustee Handbook and the Handbook will be reviewed at an upcoming Board meeting.
- The Scholarship Awards Ceremony will be held on August 22, 2019 in the Multi-Purpose room.
- The Foundation Dinner and Raffle will be held at the James Garner Center on September 6, 2019.

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

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 5:30 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Cole McQuinn, SGA President

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

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

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

June and July Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the June and July Financial Reports.

- As of June 30, 2019, County fund expenditures were \$776,000 or, 100% of the budget.
- As of June 30, 2019, there were \$271,377 available for Capital Expenditures.
- As of June 30, 2019, State funds expenditures were \$423,441. Of this amount, \$375,802 will carry forward to the next fiscal year leaving \$47,639 to be reverted back to the State. Of that amount, \$15,958 was for unrestrictive use. All but .6% of the State budget for the 2019 fiscal year was expended or carried forward.
- As of June 30, 2019, the Institutional Fund balance was \$695,736.
- As of June 30, 2019, the balance in the STIF account was \$194,662.
- As of July 31, 2019, County fund expenditures were \$57,254.
- As of July 31, 2019, there were \$277,499 available for Capital Expenditures.
- As of July 31, 2019, State funds expenditures were \$506,546.
- As of July 31, 2019, the Institutional Fund balance was \$686,168.
- As of July 31, 2019, the balance in the STIF account was \$195,005.

The College has not received the budget for fiscal year 2020 but will be operating under the budget from last year until the budget is finalized. Spending for July is consistent with expectations.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the June and July Financial funds report. The motion carried.

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

Mrs. Ervin presented Appendix B-2, the June Foundation Fund Statement. As of June 30, 2019, the Foundation funds totaled 3,850,548.37 with a growth of \$142,000 in investments for the month of June.

Grants Update – Appendix B-3

Mrs. Ervin presented Appendix B-3, the Grants Update. She reported that the Foundation has applied for the Problem Gambling grant and will be applying for the NRA grant that would be used to support scholarships and the summer camps programs.

In-Kind Donation Transfer Report – Appendix B-4

Mrs. Ervin presented Appendix B-4, the In-Kind Donation Transfer Report. She reported that the College received a donation of items valued at \$4,050.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the In-Kind Donation Transfer Report. The motion carried.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The Nominating Committee and Foundation Board met earlier today and The Nominating Committee recommended and the Board approved three new members. Ricardo Romero and Andrea Marshall will join the Foundation Board in 2019 and Rosemary Huntley will join the Foundation Board in 2020.

The Scholarship Awards Ceremony will be held on Tuesday, August 20, 2019 at 5:30 p.m. in the Multi-Purpose Room. The Foundation Dinner, Raffle and Silent Auction will be held on September 6, 2019 at the James Garner Center in Troy. Currently, the Foundation has received \$8,700 in sponsorships for this event.

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

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Kerry Hensley
Susan Hershberger
Bill Price
Cole McQuinn, SGA President

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

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

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

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the June committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She reported that construction on the Maintenance Building will begin soon.

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

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. The HVAC upgrade in Capel Hall is complete and interior renovations for Blair Hall will begin soon.

FirstHealth Lease – Appendix C-3 – Dr. Chad Bledsoe – (Action)

Dr. Bledsoe presented Appendix C-3, the FirstHealth Lease. The College is planning to lease space from FirstHealth to teach Medical Assisting classes, as well as some Continuing Education allied health programs.

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve the FirstHealth Lease. The motion carried.

Blair Hall Renovations Construction Award Letter – Appendix C-4

Dr. Bledsoe presented Appendix C-4, the Blair Hall Renovations Construction Award Letter.

Heating and Air for IT Server Room – Appendix C-5 (Action)

Dr. Bledsoe presented Appendix C-5, the proposal letter for Heating and Air for IT Server Room. He reported that the IT Server Room recently overheated due to several factors, one included the age of the system. The funds would be used to update the system resulting in better control of the temperature.

Mr. Harris made a motion, seconded by Dr. Dunlap to approve the Heating and Air for IT Server Room. The motion carried.

Grading behind Building 500 – Appendix C-6 (Action)

Dr. Bledsoe presented Appendix C-6, the Grading behind Building 500. The College would like to construct a loop road behind the back of Building 500.

Mr. Harris made a motion, seconded by Dr. Dunlap to approve the Grading behind Building 500. The motion carried.

Shooting Range Expansion – Appendix C-7 (Action)

Dr. Bledsoe presented Appendix C-7, the Shooting Range Expansion. He reported that Foundation funds will be used to improve and expand the current firing range.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap to approve the shooting range expansion. The motion carried.

Maintenance Building Update

Dr. Bledose shared an update on the Maintenance Building. The grading is finished and construction will start at the end of August.

There being no further business, the meeting adjourned at 6:04 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 6:04 p.m. in the College Boardroom.

Present

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

Absent

Paula Covington

Others Present

Katie Dunlap
George Gilbreath
Susan Hershberger
Gordon Knowles
Bill Price
Cole McQuinn, SGA President

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

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

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

Mr. Absher made a motion, seconded by Mr. Harris, to approve the June committee meeting minutes.

Personnel Appointments – Appendices D-1, D-2, D-3, D-4, D-5 and D-6

The Committee received Appendices D-1, D-2, D-3, D-4, D-5 and D-6 the Personnel Appointments. Those appointed are Corina Hill, Distance Learning Coordinator; Bobby Townsend, Welding Instructor; Sean Hassell, Masonry Instructor; Donald Patterson, Chemistry/Biology Instructor; James Beck, Facility Maintenance; and Andrew Courts, Sustainable Agriculture.

Notice of Resignation – Appendices D-7 and D-8

The Committee received Appendices D-7 and D-8, the resignations of Ryan Cobb, Electrical/Industrial Systems Instructor and Kevin Hathcock, Mathematics Instructor.

Student Success and Retention Specialist Job Description – Appendix D-9 – Action

Mrs. Capel presented Appendix D-9, the request for a Student Success and Retention Specialist. Mrs. Smith reported that the description of this position has been altered to assist with promotion of successful learning and increased student retention.

Mr. Absher made a motion, seconded by Ms. Hensley, to approve the request for the position of a Student Success and Retention Specialist. The motion carried.

There being no further business, the meeting adjourned at 6:09 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 6:09 p.m. in the College Boardroom.

Present

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

Absent

Johnny McKinnon

Others Present

Phil Absher
Gelynda Capel
Robert Harris
Kerry Hensley
Gordon Knowles
Cole McQuinn, SGA President

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

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

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

Mrs. Bulthuis made a motion, seconded by Mrs. Hershberger to approve the June Committee Minutes. The motion carried.

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

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

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

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

2018-2019 Class Visitation Reports – Appendix E-3 – Lee Proctor

Mr. Proctor presented the 2018-2019 Class Visitation Reports as listed in Appendix E-3.

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

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

MCEC and MCC MOU – Appendix E-5 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix E-5, the Montgomery County Early College and Montgomery Community College Memorandum of Understanding. Questions were raised about the duties and responsibilities of MCC and MCEC officials. A called Curriculum/Student Services Committee meeting will be held so MCC and MCEC staff may provide an overview of the partnership and answer any questions that may arise.

Following discussion, Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath to approve the MCEC and MCC MOU. The motion carried.

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

Minutes

Called Meeting of the Curriculum/Student Services Committee of the Board of Trustees Montgomery Community College

September 4, 2019

Call to Order

The called meeting of the Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College was called to order at 12:17 p.m. by Bill Price, Chairman.

Present

Bill Price, Chairman
George Gilbreath
Susan Hershberger
Claudia Bulthuis

Absent

Katie Dunlap
Johnny McKinnon

Also Present

Gelynda Capel
Kerry Hensley
Gordon Knowles

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; Dr. Heather Seawell, Principal of the Early College; Mr. Wade Auman, Director of Secondary Education/CTE; and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including Dr. Heather Seawell, Principal of the Early College and Mr. Wade Auman, Director of Secondary Education/CTE.

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 Agenda

Mr. Gordon Knowles made a motion, seconded by Mr. Gilbreath, to approve the agenda for the September 4, 2019 called meeting of the Curriculum/Student Services Committee. The motion carried.

MCC MCEC MOU – Dr. Chad Bledsoe

Dr. Bledsoe opened discussion on the MCC MCEC MOU that was presented to the Board and approved at the August 14, 2019 Board Meeting. Dr. Bledsoe noted that the College has a MOU agreement with Montgomery County Schools for the Early College High School. He also noted that the partnership with Montgomery County Schools concerning the Early College High School has been successful since inception.

Mr. Price and Mrs. Hershberger asked questions pertaining to the structure of the contract, how student discipline is handled in the Early College and how concerns that are voiced from students and community members about the Early College are handled when it involves MCC faculty members and/or MCC classes.

Dr. Seawell and Mr. Auman discussed the verbiage that was used in the MOU. Both MCC and MCEC administration work annually to make additions and improve the MOU where it is needed.

Dr. Seawell also stated that the Early College administration works in conjunction with MCC administration to handle any issues that arise with MCC classes and/or faculty members. MCEC and MCC faculty strive to maintain the high standards of MCC and MCEC while they follow state requirements and the procedures of the MCC and MCEC student handbooks.

Following discussion, Mrs. Bulthuis asked the Committee on their confidence with the MCC MCEC MOU. The committee stated their confidence in both the Early College High School and MCC administration. Both parties were thanked for their hard work and cooperation that contributes to the success of student learning.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to adjourn the meeting at 1:23 p.m. The motion carried.

Bill Price, Chairman

Budget and Finance Committee
Wednesday, September 11, 2019
5:30 p.m.

Committee Members

Susan Hershberger, Chairman

Bill Price, Vice Chairman

Phil Absher

Kerry Hensley

Gordon Knowles

Claudia Bulthuis

Agenda Items

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

Budget & Finance Committee Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 5:30 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Cole McQuinn, SGA President

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

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

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

June and July Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the June and July Financial Reports.

- As of June 30, 2019, County fund expenditures were \$776,000 or, 100% of the budget.
- As of June 30, 2019, there were \$271,377 available for Capital Expenditures.
- As of June 30, 2019, State funds expenditures were \$423,441. Of this amount, \$375,802 will carry forward to the next fiscal year leaving \$47,639 to be reverted back to the State. Of that amount, \$15,958 was for unrestrictive use. All but .6% of the State budget for the 2019 fiscal year was expended or carried forward.
- As of June 30, 2019, the Institutional Fund balance was \$695,736.
- As of June 30, 2019, the balance in the STIF account was \$194,662.
- As of July 31, 2019, County fund expenditures were \$57,254.
- As of July 31, 2019, there were \$277,499 available for Capital Expenditures.
- As of July 31, 2019, State funds expenditures were \$506,546.
- As of July 31, 2019, the Institutional Fund balance was \$686,168.
- As of July 31, 2019, the balance in the STIF account was \$195,005.

The College has not received the budget for fiscal year 2020 but will be operating under the budget from last year until the budget is finalized. Spending for July is consistent with expectations.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the June and July Financial funds report. The motion carried.

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

Mrs. Ervin presented Appendix B-2, the June Foundation Fund Statement. As of June 30, 2019, the Foundation funds totaled 3,850,548.37 with a growth of \$142,000 in investments for the month of June.

Grants Update – Appendix B-3

Mrs. Ervin presented Appendix B-3, the Grants Update. She reported that the Foundation has applied for the Problem Gambling grant and will be applying for the NRA grant that would be used to support scholarships and the summer camps programs.

In-Kind Donation Transfer Report – Appendix B-4

Mrs. Ervin presented Appendix B-4, the In-Kind Donation Transfer Report. She reported that the College received a donation of items valued at \$4,050.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the In-Kind Donation Transfer Report. The motion carried.

Foundation Update – Korrie Ervin

Mrs. Ervin gave a Foundation Update. The Nominating Committee and Foundation Board met earlier today and The Nominating Committee recommended and the Board approved three new members. Ricardo Romero and Andrea Marshall will join the Foundation Board in 2019 and Rosemary Huntley will join the Foundation Board in 2020.

The Scholarship Awards Ceremony will be held on Tuesday, August 20, 2019 at 5:30 p.m. in the Multi-Purpose Room. The Foundation Dinner, Raffle and Silent Auction will be held on September 6, 2019 at the James Garner Center in Troy. Currently, the Foundation has received \$8,700 in sponsorships for this event.

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

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

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries		40,758		
Benefits		22,675		
Contracted Services		3,069		
Supplies & Materials		6,149		
Professional Development (Travel)		125		
Utilities		40,881		
Repairs & Maintenance		7,901		
Membership & Dues		360		
Insurance & Bonding		629		
Other Current Expenses		867		
Non-Capitalized Equipment		-		
Total Current Expense		123,414		

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's June 2019 Report	\$ 597,493
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Add: Prior FY Property Tax Allocations from County Report	244,389
Add: FY20 Property Tax Allocation from County Report	321
Total Revenue	1,017,203
Less Prior FY Projects:	(723,952)
Less: 2019-20 Projects: Biscoe Ctr Rent (\$4K), Capel Hall Parking Lot Repair (\$1.6K)	(5,600)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 8/31/19	<u>\$ 287,651</u>

Montgomery Community College
State Funds - Board Report for August 2019

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time		628,113		
Salaries- Part Time		85,241		
Salaries- Full Time & Part Time		713,354		
Benefits		271,278		
Contracted Instruction		3,453		
Financial/Audit Services		-		
I.T. Contracted Services		-		
Other Contracted Services		10,000		
Contracted Services		13,453		
Supplies & Materials		17,888		
Professional Development (Travel)		13,435		
Communications		1,467		
Equipment Repair		965		
Maintenance Agreements		24,313		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		25,279		
Advertising		6,166		
Credit Card Electronic Processing		500		
Child Care Assistance Grant		-		
Project Skill-Up-Student Assistance		1,090		
Other Current Expense		1,602		
Other Current Services		3,192		
Software License Renewal		3,832		
Other I.T. Rentals/ Leases		45,770		
Rentals/Leases		49,602		
Insurance and Bonding		-		

Montgomery Community College
State Funds - Board Report for August 2019

2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
----------------------------------	-------------------------	-------------------	----------------------------------

Membership & Dues

3,471

Minor Equipment Low Risk < \$5K

952

Minor Equipment High Risk < \$5K

-

Minor Equipment

952

Total Current Expense

1,119,537

Equipment

(660)

Perkins Equipment

-

Books

-

Equipment & Books

(660)

Total Expenses

1,118,877

Montgomery Community College
Institutional Funds - Board Report for August 2019

	2019-20 Revenue	2019-20 Expense	Cash Balance 8/31/19
1 Pell Overpayments	-	-	(4,116)
Veterans Reporting Fee	-	-	676
Overhead Receipts 75%	23	506	12,242
Current General & Miscellaneous	288	288	13,832
Administrative Support	218	1,330	-
Overhead Receipts 25%	8	-	9,408
Excess Fee Receipts	1,108	1,000	-
2 Textbook Rental	425	13,326	(5,620)
College Work Study	647	647	-
Total Institutional Support	2,717	17,097	26,422
Forestry Program	-	-	8,606
Specific Fees	10,338	(12)	95,213
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,108	20,705
Distance Learning	38	-	-
NC Live Grant	1,000	411	589
Technology Fee-Curriculum	3,662	207	108,955
Total Curriculum Instruction & Fees	15,038	1,714	234,416
Scrap Metal Fund HVAC	-	-	717
Self Supporting	1,203	9,320	83,035
Community Service	-	-	1,712
Career Readiness	-	-	2,173
Small Business Center	185	-	8,062
Specific Fees: Occupational Extension	1,704	1,753	77,277
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	3,091	11,073	188,173
NCWorks Grant Adult Services/Dislocated Worker	-	20,198	(20,198)
NCWorks Finish Line Grant	-	500	(500)
3 Total NC Works	-	20,698	(20,698)
Operational Funds	157	856	57,324
Sales Tax Utilization	23,600	5,600	18,000
Total Plant Operation & Maintenance	23,757	6,456	75,324
Vending Machines	3,024	4,979	9,033
Bookstore Vending	913	1,193	44,413
General Store	3,691	3,613	-
Parking Fee	1,047	-	45,361
Student Government Association	5,350	870	27,126
Graduation Fund	60	-	2,160
Student Ambassador	602	109	26,460

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

	2019-20 Revenue	2019-20 Expense	Cash Balance 8/31/19
Club Accounts	-	-	61,776
4 Agency Fund	-	-	(14,818)
Funds for Others	-	-	7,926
Restricted Scholarships Held			7,925
Total Proprietary/Other	14,688	10,764	217,361
FSEOG	-	-	-
Pell Grant	-	-	-
Education Lottery Scholarship	-	-	-
Golden LEAF	-	-	-
NC Community College Grant	-	-	-
High Demand/Low Enrollment	-	-	-
MCC Foundation Scholarship	-	-	-
Wells Fargo Scholarship	-	-	-
Less Than Half-time	-	-	-
SGA President Scholarship	-	-	-
SECU Scholarships	-	-	-
Total Student Aid- Grants & Scholarships	-	-	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	72,632	-	-
Bond-Capel Hall Office Renovation	-	-	-
5 Golden Leaf FY2015-085	(7,957)	16,150	(72,675)
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	84,407	(31,144)	(72,675)
Total Institutional Funds: First Bank	143,699	36,659	648,324
STIF Account as of 8/31/19	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	157	44,053	44,210
Distance Learning	38	10,649	10,687
Technology Fees	280	78,216	78,496
Bookstore	221	61,744	61,964
Total Institutional Funds: State Treasury	696	194,662	195,358

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

County Budget Line Item Detail

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

State Budget Line Item Detail

State Line Item Detail

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

State Budget Line Item Detail

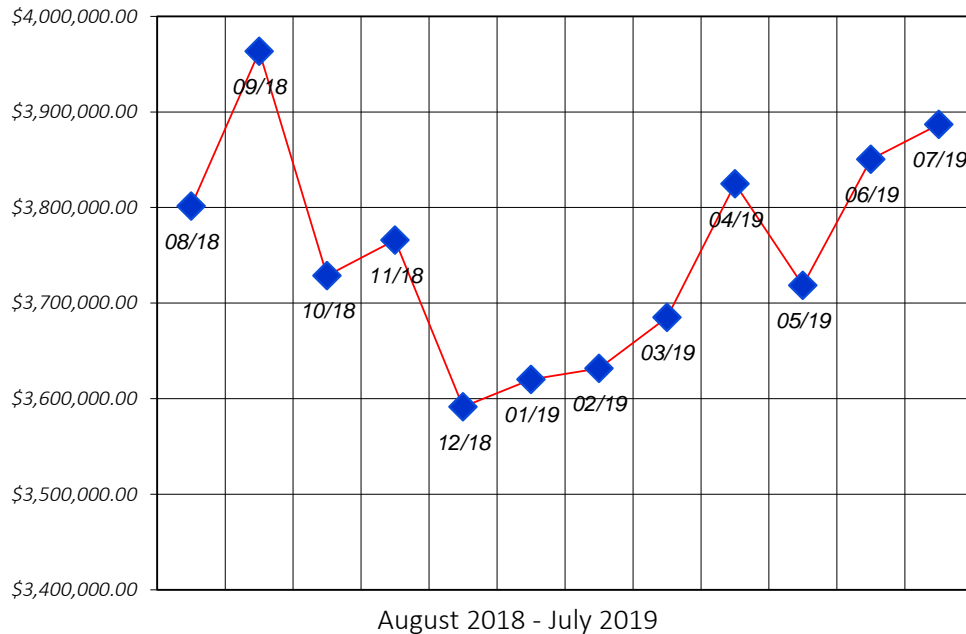
Postage	
Managed Server Support	Communications
Software Subscriptions	
<hr/>	
Equipment Repair	
Service Contracts	Equipment Repairs & Maintenance
Maintenance Agreement-Equipment	
Maintenance Agreement-NonWAN	Contracts (I.T. Equipment)
Maintenance Agreement-Server	
Maintenance Agreement LAN Equipment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

Montgomery Community College Foundation

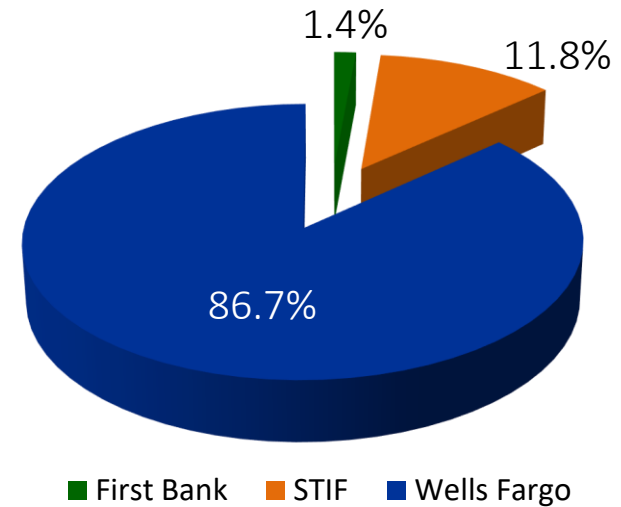
Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of July 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37
Receipts								
Interest/Dividends	\$6,052.78	\$810.20	\$1.34	\$6,864.32	\$6,052.78	\$810.20	\$1.34	\$6,864.32
Deposits	\$31,035.00	\$0.00	\$10,881.25	\$41,916.25	\$31,035.00	\$0.00	\$10,881.25	\$41,916.25
Total Receipts	\$37,087.78	\$810.20	\$10,882.59	\$48,780.57	\$37,087.78	\$810.20	\$10,882.59	\$48,780.57
Disbursements								
Fees/Withdrawals	\$3,304.73	\$222.56	\$32,466.17	\$35,993.46	\$3,304.73	\$222.56	\$32,466.17	\$35,993.46
Total Disbursements	\$3,304.73	\$222.56	\$32,466.17	\$35,993.46	\$3,304.73	\$222.56	\$32,466.17	\$35,993.46
Market Value Net Change	\$23,572.46	\$0.00	\$0.00	\$23,572.46	\$23,572.46	\$0.00	\$0.00	\$23,572.46
Ending Value	\$3,370,532.50	\$460,269.25	\$56,106.19	\$3,886,907.94	\$3,370,532.50	\$460,269.25	\$56,106.19	\$3,886,907.94
Net Change	\$57,355.51	\$587.64	(\$21,583.58)	\$36,359.57	\$57,355.51	\$587.64	(\$21,583.58)	\$36,359.57

Foundation Funds Value



Foundation Funds Distribution



Building and Grounds Committee
Wednesday, September 11, 2019
5:45 p.m.

Committee Members

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

Agenda Items

- **Call to Order Gordon Knowles, Chairman**
- **Approval of August Committee Minutes – Appendix CAll**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Incident Report – Appendix C-2..... Jeanette McBride**
- **Construction Update – Appendix C-3Dr. Chad Bledsoe**
- **2019 Campus Security Report – Appendix C-4(Action)... Jeanette McBride**
- **New Business**
- **Adjourn**

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Kerry Hensley
Susan Hershberger
Bill Price
Cole McQuinn, SGA President

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

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

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

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the June committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. She reported that construction on the Maintenance Building will begin soon.

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

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. The HVAC upgrade in Capel Hall is complete and interior renovations for Blair Hall will begin soon.

FirstHealth Lease – Appendix C-3 – Dr. Chad Bledsoe – (Action)

Dr. Bledsoe presented Appendix C-3, the FirstHealth Lease. The College is planning to lease space from FirstHealth to teach Medical Assisting classes, as well as some Continuing Education allied health programs.

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve the FirstHealth Lease. The motion carried.

Blair Hall Renovations Construction Award Letter – Appendix C-4

Dr. Bledsoe presented Appendix C-4, the Blair Hall Renovations Construction Award Letter.

Heating and Air for IT Server Room – Appendix C-5 (Action)

Dr. Bledsoe presented Appendix C-5, the proposal letter for Heating and Air for IT Server Room. He reported that the IT Server Room recently overheated due to several factors, one included the age of the system. The funds would be used to update the system resulting in better control of the temperature.

Mr. Harris made a motion, seconded by Dr. Dunlap to approve the Heating and Air for IT Server Room. The motion carried.

Grading behind Building 500 – Appendix C-6 (Action)

Dr. Bledsoe presented Appendix C-6, the Grading behind Building 500. The College would like to construct a loop road behind the back of Building 500.

Mr. Harris made a motion, seconded by Dr. Dunlap to approve the Grading behind Building 500. The motion carried.

Shooting Range Expansion – Appendix C-7 (Action)

Dr. Bledsoe presented Appendix C-7, the Shooting Range Expansion. He reported that Foundation funds will be used to improve and expand the current firing range.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap to approve the shooting range expansion. The motion carried.

Maintenance Building Update

Dr. Bledose shared an update on the Maintenance Building. The grading is finished and construction will start at the end of August.

There being no further business, the meeting adjourned at 6:04 p.m.

Board Report

Facilities

September, 2019

Prepared By: Wanda Frick

Construction on the Industrial Maintenance Building is moving along. Rough plumbing is in place and sections for footings and slab preparation have passed. The concrete slab has been poured.



The maintenance crew has been busy moving rooms to ready for construction, setting up new classrooms for incoming CTE students along with their various daily duties.

The new Agricultural students are already helping out around campus, working with our groundskeeper to weed and clean various beds.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
EMS call, student medical issue	8/15/2019/7:30am	8/15/2019/7:30am	Building 500, Room 507

Montgomery Community College
Construction Update
September 2019

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

1st phase for roof replacement – The roofing project has been completed.

2nd phase schematics (building renovations and HVAC upgrades) – The project has been contracted with H. M. Kern. Awaiting approval of contracts from state construction office. The pre-construction meeting was held Friday, August 30, with the notice to proceed issued.

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

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

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

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

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

The HVAC and replacement of the garage doors has been completed. The renovation of the arms room has begun with the wall taken out between the rooms, ceilings re-installed and painted. LED lighting will be installed along with new covebase and new metal doors. The room will then be ready for its display panels.

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

- **Industrial Maintenance Building**

Jeffrey Webb Construction has started the site work, installed the rough plumbing, and the building slab has been poured. The main building will be delivered the week of September 20 for construction.

- Budget: \$495,000
- Disbursed to Date: \$0

**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										Construction		Complete	
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000				Construction Bid	Construction			Complete					
Blair Hall Renovation	\$ 3,495,000	\$ 150,000													
Roof Replacement (Complete)			Construction			Complete									
Interior Renovation / HVAC (excl. 3rd hall)				SCO Review			Construction Bid	SCO Review		Construction					
Blair Hall Entrance and Unassigned Funds	\$ 637,087														
Total Cost	\$ 6,334,537	\$ 430,764													

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

Montgomery Community College

Campus Security Report 2019



**Annual Report
October 1, 2019**

CAMPUS SECURITY REPORT (CSR) 201

STATEMENT OF INTENT

Montgomery Community College (MCC) recognizes the importance of a person's right to know about matters that could impact their safety while at the college. The college further recognizes the necessity of providing information about campus crime and security to current and prospective students as well as to current and prospective employees of the college.

MCC is committed to maintaining a safe, healthy, and positive work and learning environment. The following policies, procedures, and statements have been adopted by the college in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community.

Since MCC is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at an institutionally sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each member of the college community will maintain high standards of citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students and employees, as all citizens, are subject to civil authority on and off the campus.

Therefore, in accordance with the *Campus Security Act of 1990*, the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998* (referred to as the "Clery Act"), the *Higher Education Opportunity Act of 2008*, and the *Violence Against Women Reauthorization Act of 2013*, MCC publishes a *Campus Security Report* in October of each year.

Notification of the report is distributed to all current and prospective students, as well as to all current and prospective employees through the *College Catalog*, *Student Handbook*, *Trial Schedule*, employment application, and website at <http://www.montgomery.edu/college-information>. (Note: The College also conducts an annual review of all campus security policies and procedures. This review is coordinated through the office of the Vice President of Administrative Services.)

Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2016-2018
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

COLLEGE POLICY ON CAMPUS CRIME

In accordance with the Student Right-to-Know Act, the Campus Security Act of 1990, the Clery Act of 1998, the Higher Education Opportunity Act of 2008, *and the Violence Against Women Reauthorization Act of 2013*, MCC has zero tolerance toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. No distinction shall be made between violence caused by students, employees, or that precipitated by visitors to campus.

A Campus Crime Statistics Report shall be generated from data for the most recent calendar year, as well as the two preceding calendar years. The following criminal offenses are to be reported: murder, negligent, and non-negligent manslaughter; sex offenses, rape, forcible fondling, statutory rape, and incest; robbery; aggravated assault; burglary; motor vehicle theft; arson; domestic violence; dating violence; stalking; arrests or persons referred for campus disciplinary actions for liquor law violations, drug abuse violations, and weapons law violations; and hate crimes, commission of all crimes previously listed as well as larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person that manifests evidence that the victim was intentionally selected because of the perpetrator's bias of race, gender, religion, sexual orientation, ethnicity/national origin, or disability. This report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year.

SECURITIES AND ACCESS TO CAMPUS FACILITIES

The college strives to provide an educational and working environment that is safe for all through its reliance on existing policies, emergency procedures, internal vigilance, local and county law enforcement agencies, and the 911 system.

MCC utilizes a proactive approach to law and order through the Security Director and the Montgomery County Sheriff's Department, who provides the College with a full-time School Resource Officer. In addition, off-duty, armed deputies with the Montgomery County Sheriff's Department are employed on a part-time basis by the College to patrol campus and are empowered to protect the college community by enforcing federal, state, and municipal laws, and college rules and regulations. In situations where an officer is not on campus and law enforcement authority is required, the Montgomery County Sheriff's Department will be contacted.

Our security officers are accountable to the policies and procedures of Montgomery Community College as well as the policies and procedures of the Montgomery County Sheriff's Office.

The college campus is closed from 11 pm until 7 am, Monday through Saturday. Additionally, the college campus is closed from 6 pm Saturday until 7 am Monday and on holidays. Electronic security systems are located throughout the campus. Students are not permitted to use classrooms and laboratories after scheduled class hours unless supervised by the appropriate faculty/staff member.

EMERGENCY PLAN

Montgomery Community College maintains the *MCC Emergency Action Plan* for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. Information and training sessions relating to the procedures in the emergency plan are scheduled at least annually. Copies of the *MCC Emergency Action Plan* may be obtained by contacting the Administrative Services Division. Additionally, copies of the *MCC Emergency Action Quick Reference Guide* are posted throughout the campus, which is updated on an as needed basis.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, the campus community will be immediately notified unless issuing a notification will compromise efforts to contain the emergency.

When a determination has been made confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using the ReGroup Communication Service (to registered recipients), indoor speakers, face-to-face communication, campus-wide e-mail, and have the announcement posted on the campus website (www.montgomery.edu). The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information. Adequate follow-up information will be provided upon availability, as well as an "All Clear" announcement when appropriate.

The decision to issue an emergency response or dangerous situation announcement shall be decided on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students and employees and the possible risk of compromising local emergency management efforts. Emergency response and evacuation procedures are tested at least annually and documented by the Safety Director.

EMERGENCY CALL TELEPHONES

Montgomery Community College is equipped with "Blue Light" non-dial outdoor emergency telephones located at strategic points on campus. These phones are easily identified by their columns topped with blue lights. When the red button is pushed, the caller is in immediate contact with the switchboard operator and/or MCC Security during normal business hours. These phones are for emergency use only.

CAMPUS CRIME REPORTING

During the hours of operation (Monday – Thursday 7:30 am – 9:00 pm, Friday 7:30 am – 3:00 pm), individuals may voluntarily report a crime/emergency by notifying the switchboard

operator at the Information Desk in Building 100, who shall immediately contact MCC Security, or a Campus Security Authority and begin following the appropriate procedures outlined in the *MCC Emergency Action Quick Reference Guide*. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents.

Individuals in classes or college sponsored activities located off-campus should follow the same after hour procedure outlined above for reporting criminal actions. College administrators are to be notified of the details of the incident as soon as possible. (Note: Immured students are encouraged to review and follow emergency procedures specific to their institution of residence.)

INVESTIGATIONS

All reasonable efforts shall be made to maintain confidentiality. Upon receiving a report, an investigation into an incident will begin. In consultation with the President, it shall be determined if local law enforcement authorities should be involved and if a campus and/or community alert should be issued in the interest of public safety.

The college shall take whatever legal steps are necessary in the investigation to resolve the issue and reach restitution. Employees involved in campus violence shall be subject to disciplinary action up to and including dismissal.

Students who participate in campus violence shall be subject to disciplinary actions up to and including expulsion. Visitors who engage in disruptive activities or crime shall be removed from the scene and may be denied admission, readmission, or entry onto college property. Any person found guilty of criminal acts shall be prosecuted.

DAILY CRIME LOG

Montgomery Community College maintains a Daily Crime Log that records all crimes and other serious incidents.

The Daily Crime Log is available for public inspection at the Administrative Services Division.

The Daily Crime Log includes the nature, date, time, and general location of each crime reported, as well as the disposition of the complaint, if this information is known at the time the log is created.

The Safety Director posts specific incidents in the Daily Crime Log immediately after receiving the incident report and reserves the right to exclude reports from the log in certain circumstances.

MAINTENANCE OF CAMPUS FACILITIES

Montgomery Community College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. MCC's Maintenance Department and Purchasing/Evening Administrator conduct routine checks of lighting on campus. If lights are discovered to be out or dim, an immediate work order is initiated, which is acted upon by a representative of the Maintenance Department. Community members are encouraged to report any deficiency in lighting to the switchboard operator at the Information Desk or any college official.

The Maintenance Department and Purchasing/Evening Administrator work together to identify in-operative locking mechanisms. Employees are encouraged to promptly report any locking mechanism deficiency to the switchboard operator at the Information desk, any college official, or to a representative of the Maintenance Department.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or those raising concerns for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

PREVENTION AND AWARENESS

- Annual written notification of college's policy on alcohol and drug abuse, sexual offenses, and campus safety and security
- Special events and speakers which address alcohol/drug abuse, security, crime and crime prevention, rape awareness, date rape, safety, etc.
- Participation in an assistance program with the local mental health center
- Referrals to local agencies such as hospitals, social services, self-help groups, etc.
- Counseling through Student Services
- Literature available in Counseling and Career Development Center on various health and safety issues including alcohol prevention, drug abuse, sexual offense, etc.

CRIME STATISTICS

In accordance with the *Student Right-to-Know Act*, the *Campus Security Act of 1990*, the *Clery Act of 1998*, the *Higher Education Opportunity Act of 2008*, and the *Violence Against Women Reauthorization Act of 2013*, the College is required to provide information about *serious* crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Additionally, a log of *minor* infractions or incidents is maintained on file in the Administrative Services Division.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Administrative Services Division at 910-898-9637. Information can also be found on the college's website at:

<https://www.montgomery.edu/college-information>

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
Arrests For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	1	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Action For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0

Hate Crimes 2016	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Hate Crimes 2017	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling, Statutory Rape, Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2018	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling, Statutory Rape, Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TIMELY WARNING POLICY

The Montgomery Community College President or his/her designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to the switchboard operator at the Information Desk in Building 100, MCC Security, or Campus Security Authority. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to

keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency.

Timely warnings are issued for the following classifications:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Murder/manslaughter
- Motor vehicle theft
- Sex offenses
- Any other crimes as deemed necessary
- Domestic Violence
- Stalking
- Sexual assaults
- Date Rape and Violence

Procedure

When a determination has been made that a timely warning should be issued, the college President or his/her designee will inform the campus community by immediately posting the announcement using the ReGroup Communication Service (to registered recipients), indoor speakers, face-to-face communication, campus-wide e-mail, and have the announcement posted on the campus website (www.montgomery.edu). The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information. Adequate follow-up information will be provided upon availability, as well as an “All Clear” announcement when appropriate.

DRUG-FREE WORKPLACE POLICY

In accordance with the *Drug Free Workplace Act of 1998* and the *Drug Free Schools and Communities’ Act of 1989* (Public Law 101–226) as well as *Underage Drinking Laws* and the laws of the state of North Carolina, the college has endorsed the following drug and alcohol policy: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college-sponsored activity.

A person shall not knowingly distribute, dispense, possess, use, or be under the influence of alcohol, any illegal drug, or narcotic or marijuana or any other controlled substance on the campus or off the campus at an institutional activity, function, or event.

Any student who violates the terms of this policy may be suspended or expelled from the College in accordance with the Student Code or may be required to or requested to participate in a drug abuse assistance and rehabilitation program approved by the Board of Trustees. If the student

fails to satisfactorily participate in such a program, the student shall be suspended or expelled from the College in accordance with the *Student Code*. If an employee fails to participate in such a program, termination may be the end result.

The use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. Any violation of this rule may result in suspension or expulsion from the College on the first offense.

1. Montgomery Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug 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, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued or re-enrollment or continued employment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
6. If any employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued enrollment or employment at the College.
7. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the *General Statutes of North Carolina*.
8. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. In addition, all of these drugs can pose serious risks, such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. Other possible health risks of using alcohol and other psychoactive drugs are central nervous system damage, depression, impaired judgment, mental confusion, gastrointestinal irritation, liver damage, malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma, and death from overdose.

Narcotics (e.g., Codeine, Heroin, Morphine, Pain Killers)

Anxiety, mood swings, nausea, mental confusion, constipation, respiratory depression, coma, or death as a result of overdose.

Depressants (e.g., Barbiturates, Valium, Xanax, Butisol, Quaalude)

Central nervous system damage, depression, impaired thinking, staggering gait, visual disturbances, lethargy, allergic reactions, dizziness, nausea, death as a result of overdose.

Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)

Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, chronic sleeplessness, amphetamine psychosis, paranoia, seizures, cardiac failure.

Cannabis (Marijuana, Hashish)

Mental confusion and disorientation, anxiety, a motivational syndrome, throat and lung cancer (2.5 times the tar in tobacco), alterations in brain function, reproductive system abnormalities, short-term memory loss.

Hallucinogens (e.g., LSD, PCP)

Visual distortions, increased heart rate and blood pressure, a motivational syndrome, psychotic episodes, panic disorders, flashbacks.

Inhalants (Cleaners, Glues, Aerosol Sprays, Anesthetics, Ether)

Nausea, headaches, perceptual distortions, impaired judgment, irregular heartbeat, Sudden Death Syndrome (SDS), weight loss, damage to bone marrow, lungs, liver and kidneys.

SEXUAL OFFENSE/HARASSMENT POLICY

In accordance with the *Campus Sex Crimes Prevention Act* (CSCPA) of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. Section 1092), and the *Violence Against Women Reauthorization Act of 2013*, Montgomery Community College (MCC) recognizes that sexual offenses and harassment, forcible and non-forcible, including, but not limited to domestic violence, dating violence, and stalking, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. The acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. MCC will support this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims. All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. All College *employees* found in violation of this policy shall be subject to disciplinary action up to and including termination. Note: The North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

1. State websites: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>
2. National Sex Offender Public Registry: <http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: <https://www.nc.gov/sex-offender-registry>

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-898-9610 or ext.610), MCC Counseling Services (910-898-9618) the Vice President of Administrative Services (910-898-9630 or Ext. 630), the Receptionist (910-898-9600, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration, and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint, or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

Disciplinary Action for Sexual Offense(s)/Harassment

All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college *employee* found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination or outcome and will have the right to appeal. Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. The College will retain as *confidential* all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the *confidentiality* of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Equal Employment Opportunity Officer (EEO). 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 written complaint may be made directly to the Equal Employment Opportunity Officer.

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days.

When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting is to be held within five days of this written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

If the findings and recommendations of the supervisor and the EEO are not satisfactory to the employee, the employee may within ten days appeal the decision in writing to a personnel action committee to be appointed by the Equal Employment Opportunity Officer and the President within five days of receipt of complaint. A committee of five employees to review the complaint will be appointed. This committee will consist of at least three peers when possible and include at least one representative from the same category as the person filing the complaint. The employee will be notified in writing of a scheduled meeting of this committee within five days after the committee is appointed. The Director of Human Resources will serve as the hearing officer and preside at all meetings. This personnel action committee shall meet with the employee within five days after written notice of the meeting is presented.

If the findings and recommendations of the committee are not satisfactory to the employee, the employee has ten days to appeal in writing to the President of the College. The President will within five days notify the employee in writing of a meeting date and time to review the complaint. This meeting shall be scheduled no later than ten days following appeal to the President. If a satisfactory solution is not agreed upon, the employee may within ten days appeal in writing to the Personnel Committee of the Board of Trustees. The Personnel Committee will establish a meeting date and time and give the employee written notice of it within ten days of receipt of the appeal. This meeting shall be held within ten days of the written notice of said meeting.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

MCC adheres to the N.C.G.S. § 14-269.2 regarding weapons on campus or other educational property. The law reads:

It shall be Class I felony for any person to possess, or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school with the *limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k). Unless the conduct is covered under some other provision of law providing greater punishment, any person who willfully discharges a firearm of any kind on educational property is guilty of a Class F felony. However, this does not apply to a BB gun, stun gun, air rifle, or air pistol.

It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This shall not apply to fireworks.

It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slungshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property. For the purpose of this section, a self-opening or switchblade knife is defined as a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if: the person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and the person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack with the *limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k).

This section shall not apply to any of the following: A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

This section shall not apply to the following persons: gunsmithing instructors and gunsmithing students under direct instruction; officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms or weapons; civil officers of the United States while in the discharge of their official duties; officers and soldiers of the militia and the national guard when called into actual service; officers of the State, or of any county, city, or town, charged with the execution of the laws of the State, when acting in the discharge of their official duties; any pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; any private police employed by the administration or board of trustees of any public or private institution of higher education when acting in the discharge of their official duties; sworn law-enforcement officers, when off-duty, provided that an officer does not carry a concealed weapon while consuming alcohol or an unlawful controlled substance or while alcohol or an unlawful controlled substance remains in the officer's body; firefighters, emergency service personnel, and North Carolina Forest Service personnel, when acting in the discharge of their official duties.

Any person violating any provision of this statute shall be charged with the appropriate above-mentioned criminal violation and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment.

*Limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k):

A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

GLOSSARY

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the

use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Awareness Programs: Educational programs (for students and employees) that must include a statement by the school that prohibits acts of sexual violence, defines the various acts of sexual violence, provides education on bystander intervention, organizes risk reductions programs so students recognize and can avoid abusive behaviors or potential attacks, and provides information on the school's reporting system and disciplinary proceedings.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Bystander Intervention: The act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.

Consent: Under North Carolina State Policy and Law, consent is explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication (i.e. pushing someone away or moving your body away from someone), silence, passivity, or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual:

- Is forced, pressured, manipulated, or has reasonable fear that they will be injured if they do not submit to the act.
- Is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol.* This includes drugs such as GHB, Rohypnol and Ketamine that are often used to facilitate sexual assault and rape.
- Has a mental or physical disability which inhibits his/her ability to give consent.

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide – Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; type of relationship; and frequency of interaction between the persons involved in the relationship.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who

is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft: The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding).

Ongoing Prevention and Awareness Campaigns: Training programs for students and faculty/staff on: A statement that the institution prohibits those offenses, the definition of those offenses in the applicable jurisdiction, the definition of consent, with reference to sexual offenses, in the applicable jurisdiction, "safe and positive" options for bystander intervention an individual may take to "prevent harm or intervene" in risky situations, and recognition of signs of abusive behavior and how to avoid potential attacks.

Primary Prevention Programs: Program that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Risk Reduction: Recognizing warning signs of abusive behavior or potential attack.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses: Any sexual act directed against another person, without consent of the victim including instances where the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the

consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

RESOURCES

MCC has counselors to assist victims with their immediate needs. For counseling services, contact the Counseling and Career Development Center in Student Services (Building 100). Additional resources listed below include medical, emotional, or psychological support services.

Montgomery County:

Aurora Family Counseling Center
507 North Main Street
Troy, NC 27371
(910) 572-3066

Center for Substance Abuse Treatment
National Drug and Alcohol Treatment Referral
(800) 662-HELP (4357)

Crisis Council, Inc.
827 Ophir Avenue (Office)
Troy, NC 27371
Crisis Line Phone: (910) 572-3747
Office: (910) 572-3749

Daymark Recovery Services Montgomery Center
227 North Main Street
Troy, NC 27371
(910) 572-3681
Daymarkrecovery.org

FirstHealth EMS
508 Wood Street
Troy, NC 27371
Phone: (910) 571-5499

FirstHealth Montgomery Memorial Hospital
520 Allen Street
Troy, NC 27371
Phone: (910) 571-5000

Montgomery Co. Dept. of Social Services
102 East Spring Street
Troy, NC 27371
Phone: (910) 576-6531

Montgomery Co. Emergency Services
201 South Main Street
Troy, NC 27371
Phone: 911 or (910) 576-1313 (Communications Center)
Phone: (910) 576-0608 (911 Addressing)

Montgomery Co. Health Department
217 South Main Street
Troy, NC 27371
Phone: (910) 572-1393

Montgomery Co. Highway Patrol
166 Glen Road
Troy, NC 27371
(910) 572-1479

Montgomery Co. Sheriff's Office
199 South Liberty Street
Troy, NC 27371
Phone: (910) 572-1313

National Certified Prevention Lifeline/Crisis Line
1-800-SUICIDE (784-2433)
National Suicide Prevention
Lifeline.....1-800-273-TALK (8255)
TTY.....1-800-799-4TTY (4889)

NC Div. of Community Corrections: Intensive Probation
 348 North Main Street
 Troy, NC 27371
 Phone: (910) 576-2802

North Carolina MENTOR
 318 North Main Street
 Troy, NC 27371
 Phone: (910) 576-1188

Therapeutic Alternatives, Inc.
 1-877-626-1772 (24 hour assistance)

In Neighboring Moore County:

Daymark Recovery Services Moore Center
 205 Memorial Drive
 Pinehurst, NC 28374
 (910) 295-6853

FirstHealth Moore Regional Hospital
 155 Memorial Drive
 Pinehurst, NC 28374
 Phone: (910) 715-1000

Friend-to-Friend
 105 McReynolds Street
 Carthage, NC 28327
 Phone: (910) 947-3333

Moore Co. Dept. of Social Services
 1036 Carriage Oak Drive
 Carthage, NC 28327
 Phone: (910) 947-2436
 Child Abuse Hotline (910) 947-5683

Moore Co. Emergency Services
 105 Saunders Street
 Carthage, NC 28327
 Phone: (910) 947-6317

Moore Co. Health Department
 705 Pinehurst Avenue
 Carthage, NC 28327
 Phone: (910) 947-3300

NC Division of Vocational Rehabilitation Services
 150 Blake Boulevard
 Pinehurst, NC 28374
 Phone: (910) 295-1530

In Neighboring Stanly County:

Alcoholics Anonymous
 Phone: (704) 983-1600

*Note: All policies included in this document are
 subject to approval from the MCC Board of Trustees.*

Personnel Committee
Wednesday, September 11, 2019
6:00 p.m.

Committee Members

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

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of August Committee Minutes – Appendix DAll**
- **Personnel AppointmentGelynda Capel**
 - **Educational Partnerships Technical Assistant – Appendix D-1**
 - **Automotive Instructor – Appendix D-2**
 - **Culinary Instructor (contracted position)**
- **NCWorks Customer Service Specialist – Appendix D-3 (Action)**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 6:04 p.m. in the College Boardroom.

Present

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

Absent

Paula Covington

Others Present

Katie Dunlap
George Gilbreath
Susan Hershberger
Gordon Knowles
Bill Price
Cole McQuinn, SGA President

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

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

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

Mr. Absher made a motion, seconded by Mr. Harris, to approve the June committee meeting minutes.

Personnel Appointments – Appendices D-1, D-2, D-3, D-4, D-5 and D-6

The Committee received Appendices D-1, D-2, D-3, D-4, D-5 and D-6 the Personnel Appointments. Those appointed are Corina Hill, Distance Learning Coordinator; Bobby Townsend, Welding Instructor; Sean Hassell, Masonry Instructor; Donald Patterson, Chemistry/Biology Instructor; James Beck, Facility Maintenance; and Andrew Courts, Sustainable Agriculture.

Notice of Resignation – Appendices D-7 and D-8

The Committee received Appendices D-7 and D-8, the resignations of Ryan Cobb, Electrical/Industrial Systems Instructor and Kevin Hathcock, Mathematics Instructor.

Student Success and Retention Specialist Job Description – Appendix D-9 – Action

Mrs. Capel presented Appendix D-9, the request for a Student Success and Retention Specialist. Mrs. Smith reported that the description of this position has been altered to assist with promotion of successful learning and increased student retention.

Mr. Absher made a motion, seconded by Ms. Hensley, to approve the request for the position of a Student Success and Retention Specialist. The motion carried.

There being no further business, the meeting adjourned at 6:09 p.m.

Personnel Appointment

Name of Person	Shaquille Little
Present Address	410 E. Gary Street, Candor NC 27229
Position	Educational Partnerships Technical Assistant
Position Category	Level II
Salary	\$27,000
Effective Date of Employment	September 1, 2019
Budget Information	Perkins - 02-238-00-515010-51000
	High School Liaison_11.421.97.511300.20702

Position Description:

The Educational Partnership Technical Assistant will assist the Director of Educational Partnerships with enrollment, recruitment, and book distribution/collection for Career and College Promise (CCP) and Early College student. High school diploma or equivalent and Associate's Degree in progress, 1-2 years of experience working with school age students and proficiency in Word/Excel required. Associate's Degree completion, 1-2 years' experience in the North Carolina Community College System and knowledge of the Colleague/Ellucian system preferred.

Education and Certifications

School/Certification	Years Attended	Degree
East Montgomery High School	2007-2011	High School Diploma
Montgomery Community College	2018 - present	Working towards Office Administration (2020)

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	5/18 - present	Learning Resources Technical Assistant
Montgomery County Schools – East Middle Schools	10/14 – 10/16	Teacher Assistant Substitute Teacher

Professional Participation/Honors:**Hiring Committee**

Person	Position
Lynn Epps	Director of Educational Partnerships
Andrew Gardner	Dean of Continuing Education
Diana Sanchez	Counselor
Doni Hatchel	Director of Financial Aid

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed 8/20/19, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Shaquille Little for the Educational Partnership Technical Assistant position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Edwin Garner
Present Address	275 Flint Hill Church Road Robbins, NC 27325
Position	Instructor – Automotive Technology
Position Category	Faculty
Salary	\$45,000 – 10 month
Effective Date of Employment	August 19, 2019
Budget Information	

Position Description:

Automotive Technology Instructor for the new CTE center. Teach and direct the first year program of the Level III agreement with Randolph Community College.

Education and Certifications

School/Certification	Years Attended	Degree
Sandhill Community College	2000- 2002	AAS Automotive Technology
Montgomery Community College	2002-2003	BLET
North Moore High School	1996 – 2000	HS Diploma

Work Experience

Employer	Dates of Employment	Position/Title
NAPA Automotive - Robins	May 2015 - current	Owner/Operator
Robins Police Department	May 2013 - current	Officer
Robins Fire Department	January 2000 - current	Firefighter/ Emergency Responder
Garner's Service Center	2002 - current	Independent Mechanic

Professional Participation/Honors:

Hiring Committee


Person	Position
Tracey Wyrick	Dean of CTE - Chair
Dillon Hurley	Department Chair, Forestry
Jessica Hamilton	Director of Business and Industry Services
Wanda Frick	Director of Facilities
Lee Proctor	Vice President of Instruction

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

	Title: NC Works Customer Service Specialist	
	Department: Continuing Education	
	Date: September 2, 2019	FLSA: Exempt
	Revision Date:	Job Rank: Level 8
Job Description		Page 1

1.0 Reports To: Dean of Continuing Education

2.0 Supervises: None

3.0 Position Description:

The NC Works Customer Service Specialist must be able to work in NCWorks Online, Microsoft Word, Excel, and other software applications necessary to support the operations of the Career Center and Continuing Education programs. The use of e-mail and internet is required. Excellent oral and written communication skills are a must in providing accurate information to visitors, telephone, and e-mail inquiries. This position will require the ability to provide career support services, multitask, manage time, and set priorities in order to meet deadlines.

4.0 Minimum Qualifications and Degree Requirements:

Associate's Degree in Business Administration, Human Services or related business field. Strong interpersonal skills.


5.0 Essential Responsibilities:

The NC Works Customer Service Specialist will split their time equally between Career Center support and providing administrative assistance to Continuing Education operations. The position will be responsible for the following:

- Provide customer service and front desk coverage for WIOA services and Continuing Education.
- Assist customers with computer usage to include resume writing, job search, career exploration, and more.
- Assist with regularly scheduled staff and professional development meetings.
- Assist visitors with NCWorks registry and access to resources in the Career Center.
- Assist with special events and activities hosted by the Career Center on-campus and in the community.
- Provide administrative support to the NC Works Career Center Director.
- Assist with state reporting and monitoring processes.
- Register students into Continuing Education courses.
- Other duties as assigned in support of the NCWorks Career Center and Continuing Education.

6.0 Difficulty of Work:

Organizational proficiency and detailed follow-up skills are critical to this position. Work requires this person to coordinate numerous tasks at one time and provide necessary continuity for the operation of the Career Center and student case management. The NC Works Customer Service Specialist must have strong communication skills, be able to manage time effectively, and meet deadlines. This person must have the ability to learn internal systems for data entry and student activity tracking. Guidelines for completion of requisite tasks are available and must be applied consistently to ensure accurate documentation.

	Title: NC Works Customer Service Specialist	
	Department: Continuing Education	
	Date: September 2, 2019	FLSA: Exempt
	Revision Date:	Job Rank: Level 8
Job Description		Page 2

7.0 Equal Opportunity Employer Statement:

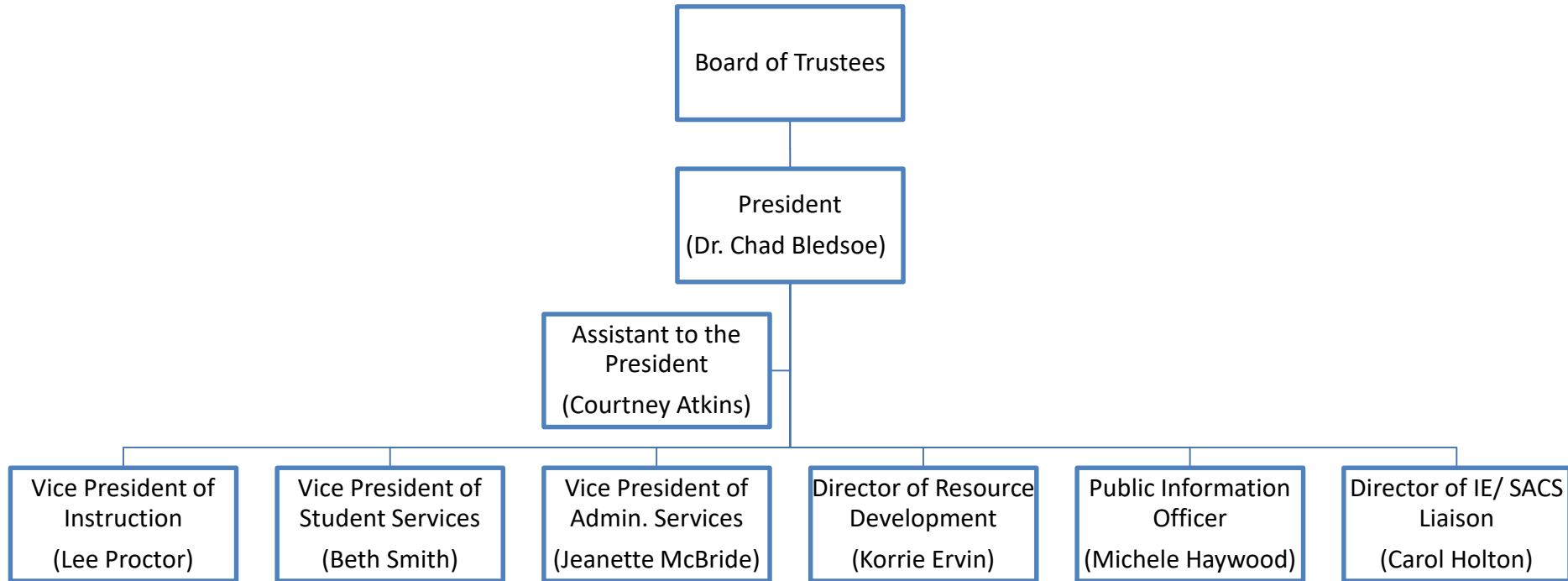
Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification).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

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

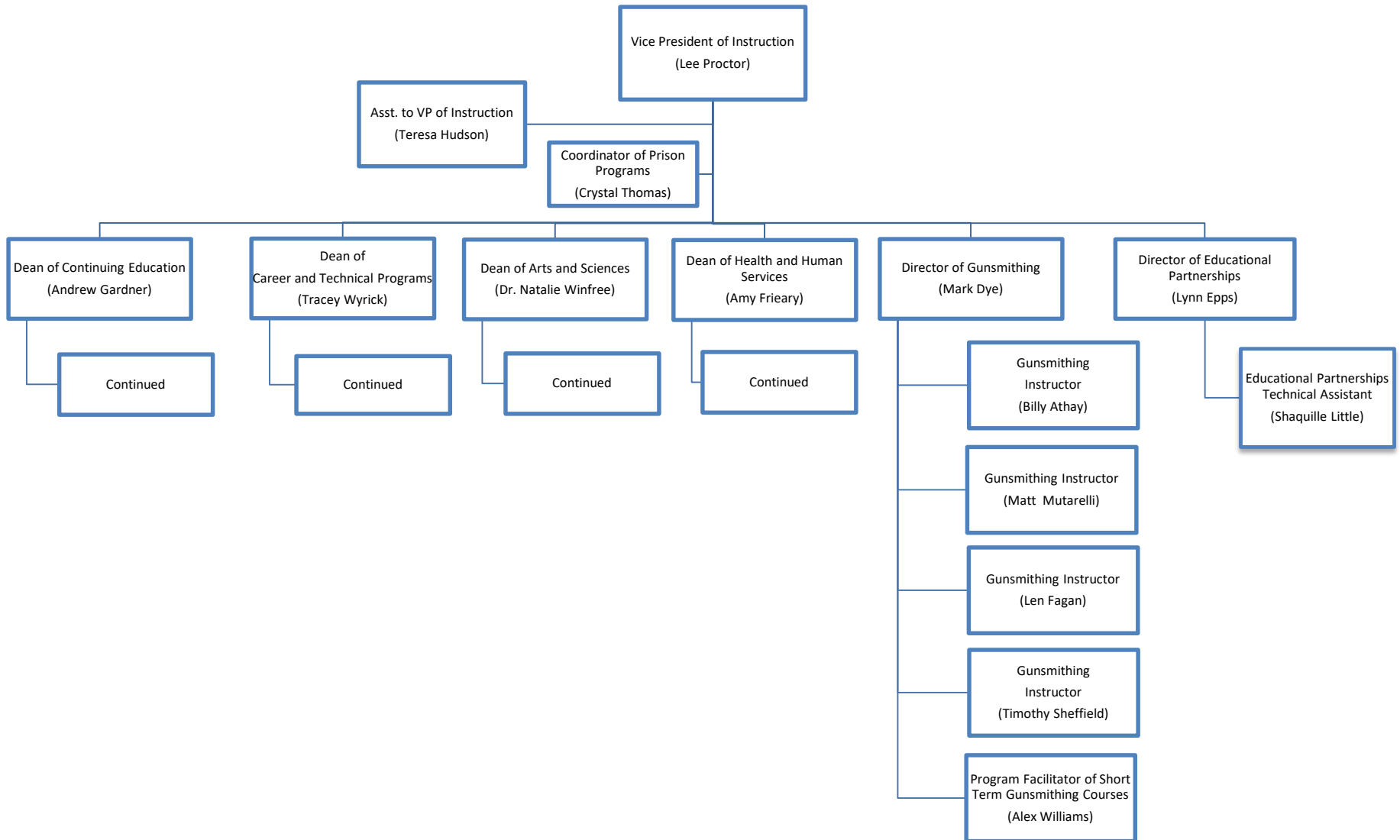
Montgomery Community College Organizational Chart



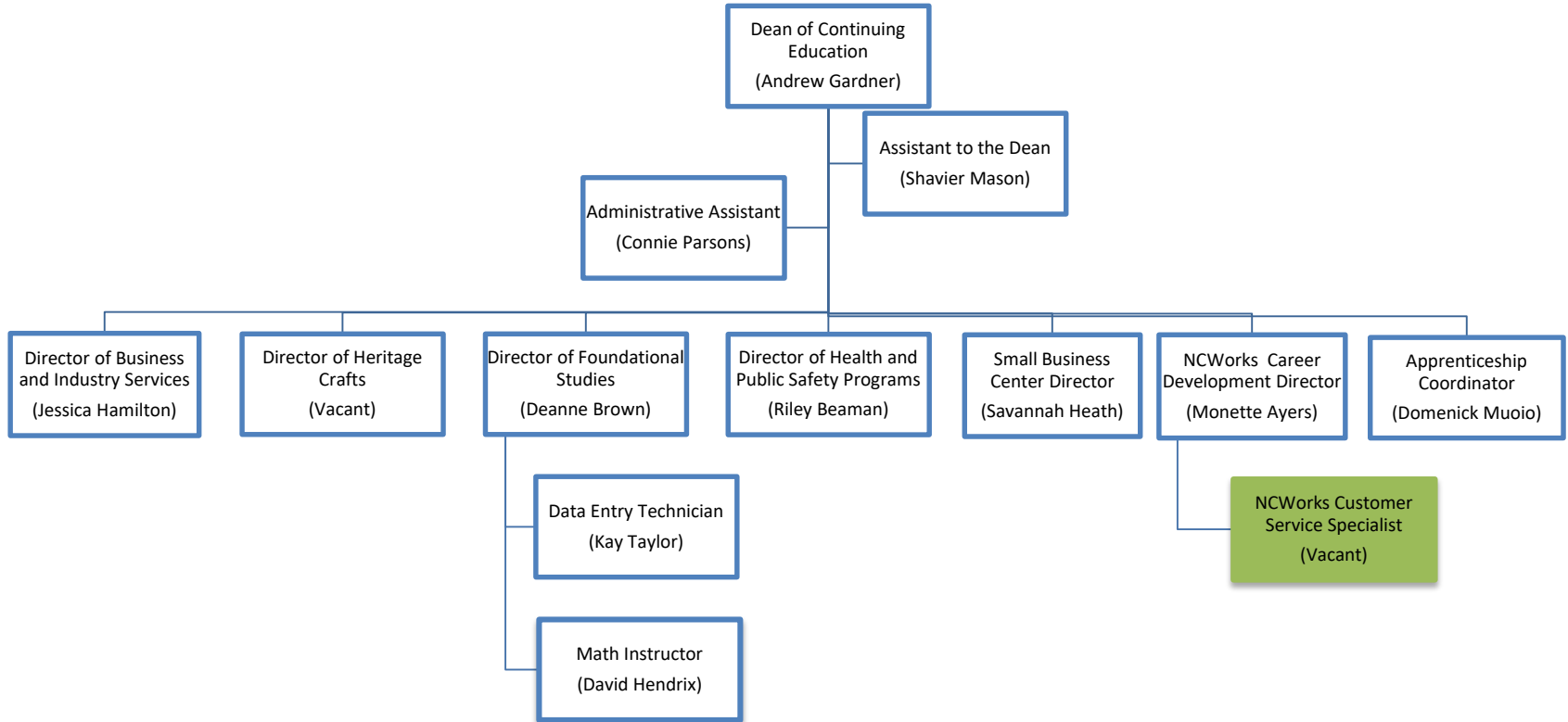
Montgomery Community College Administration



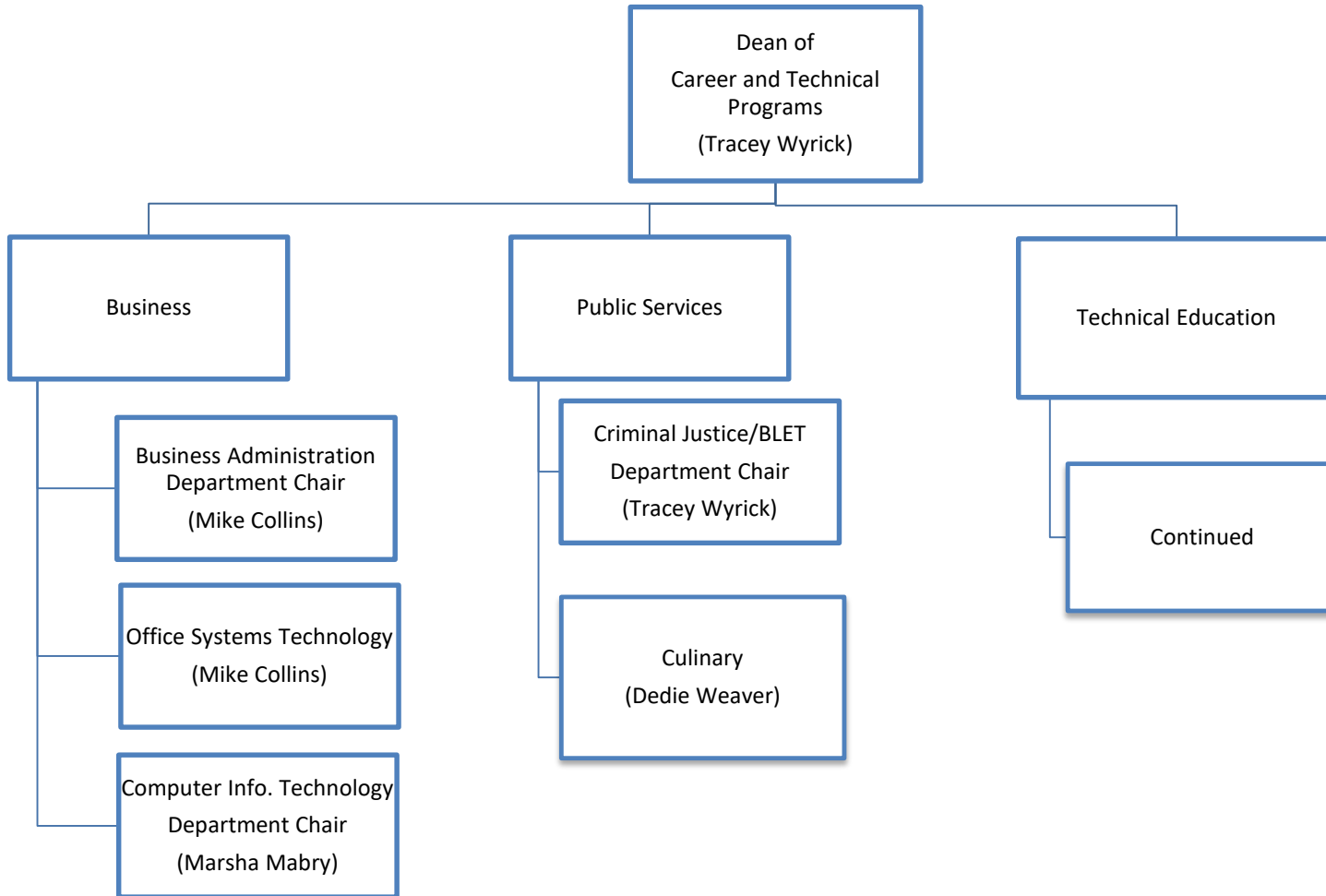
Instruction



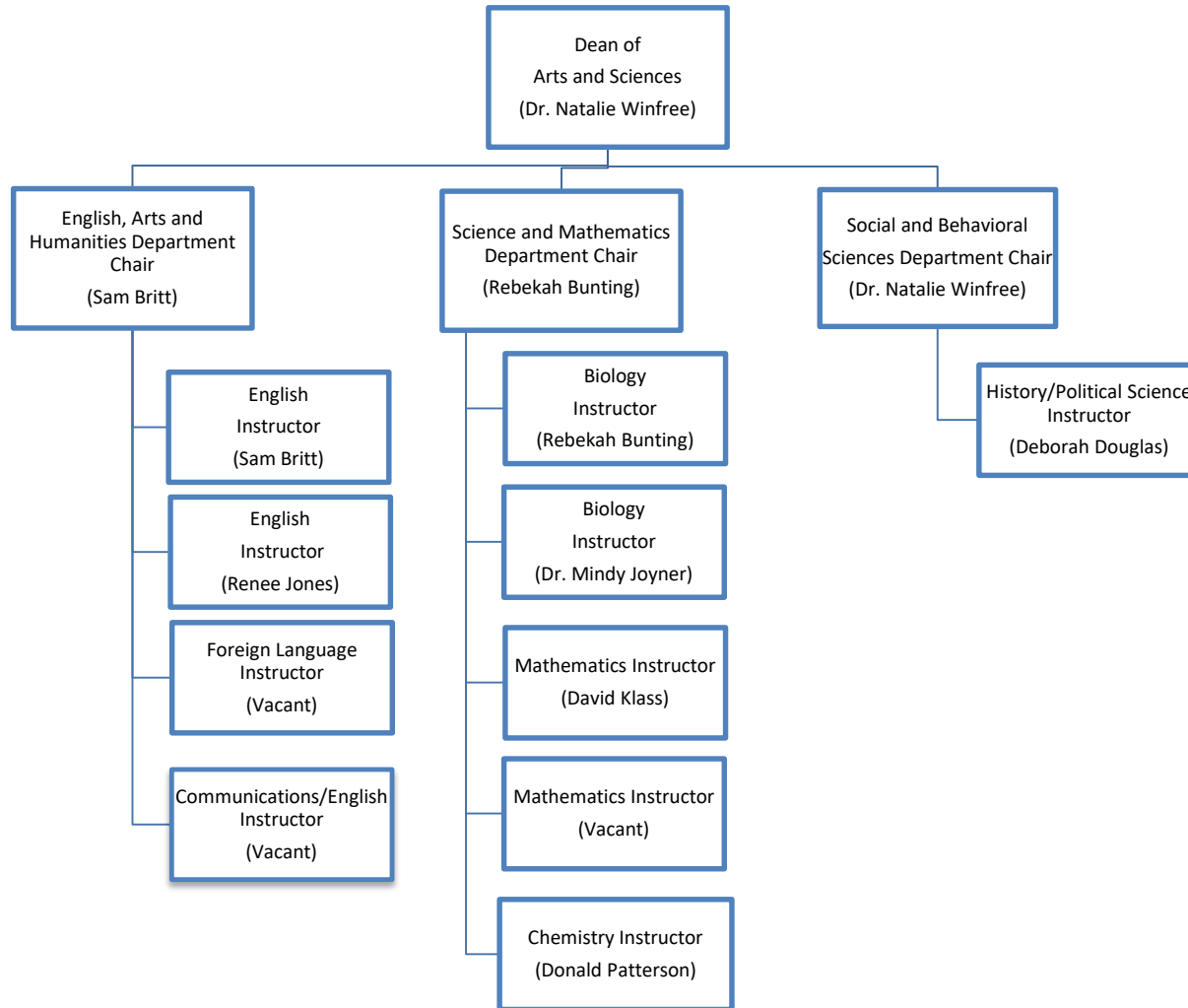
Instruction (Continuing Education)



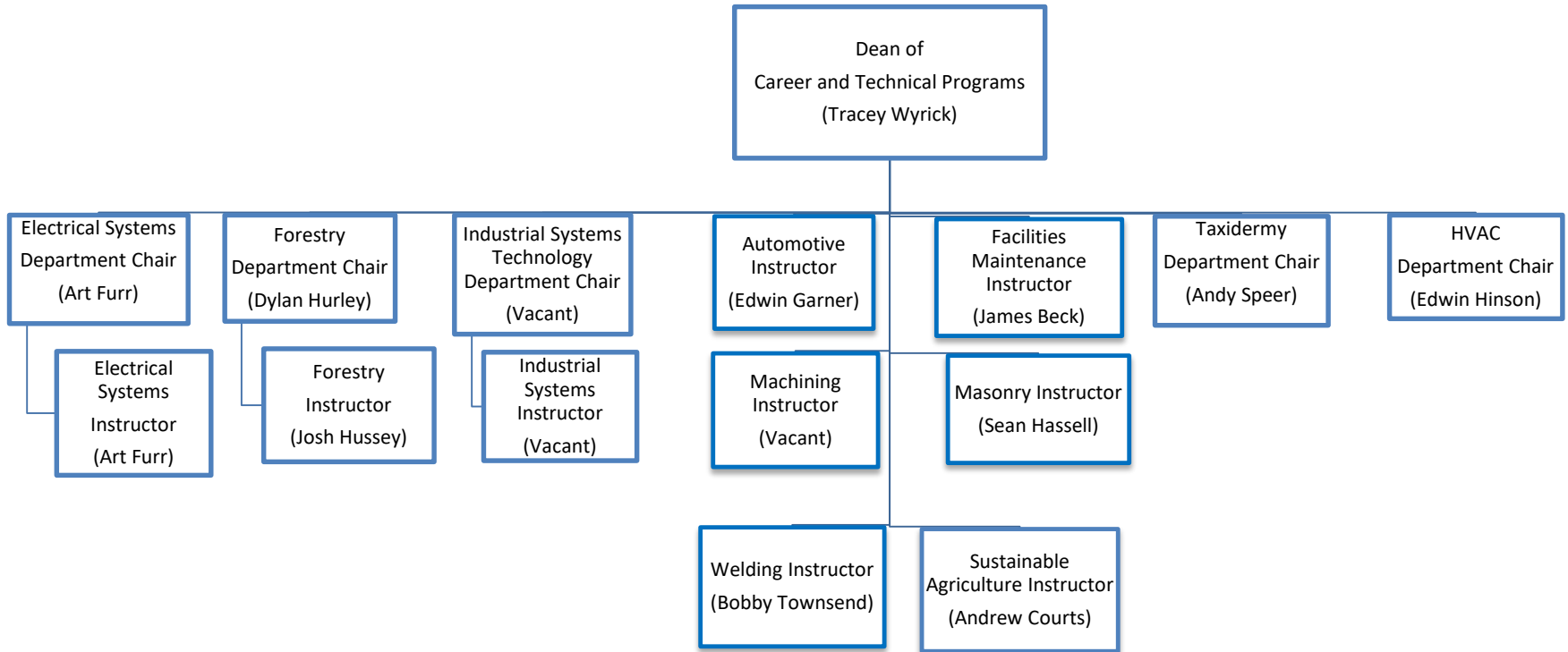
Instruction (Public Services, Career & Technical Programs)



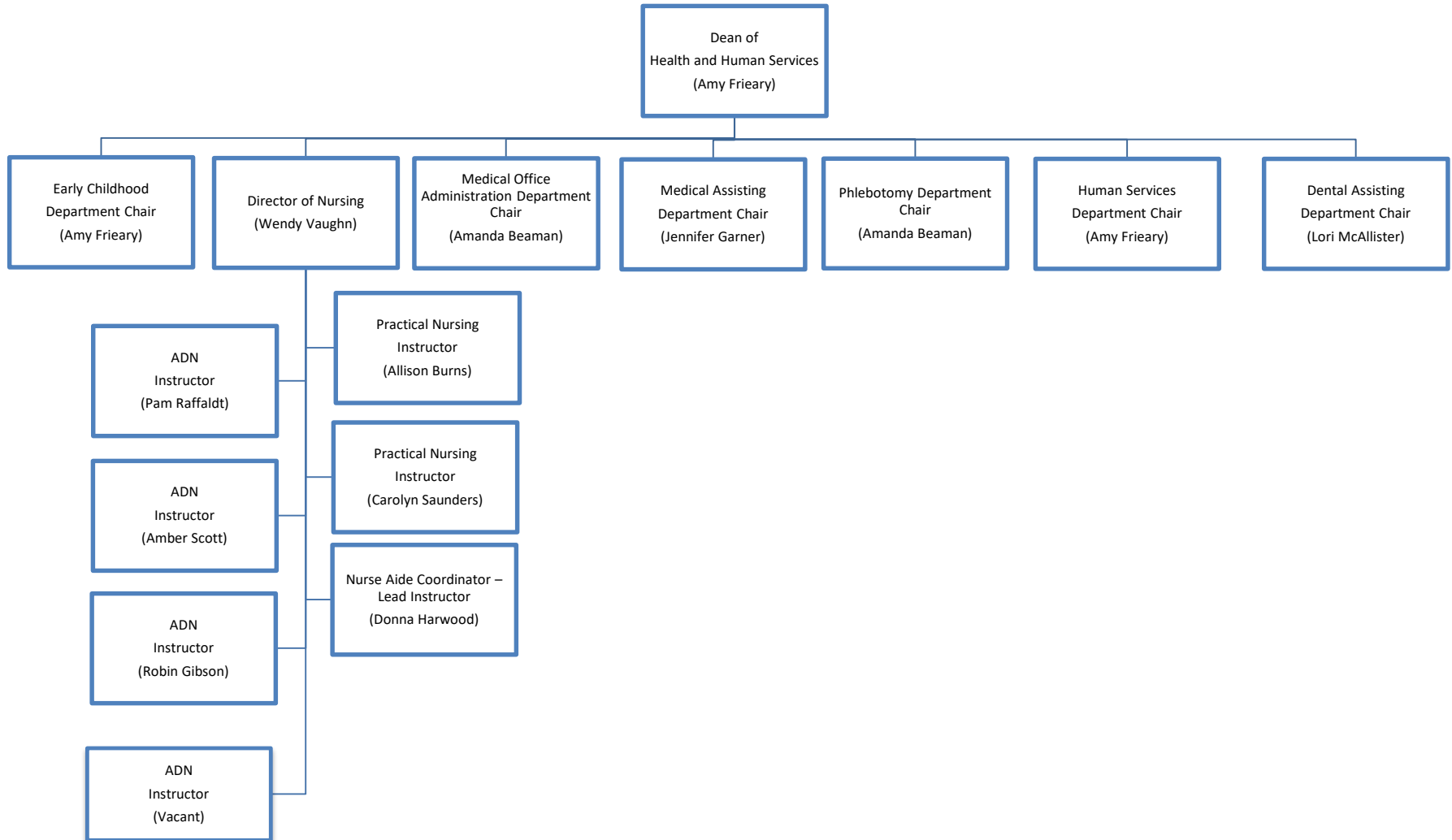
Instruction (Arts and Sciences)



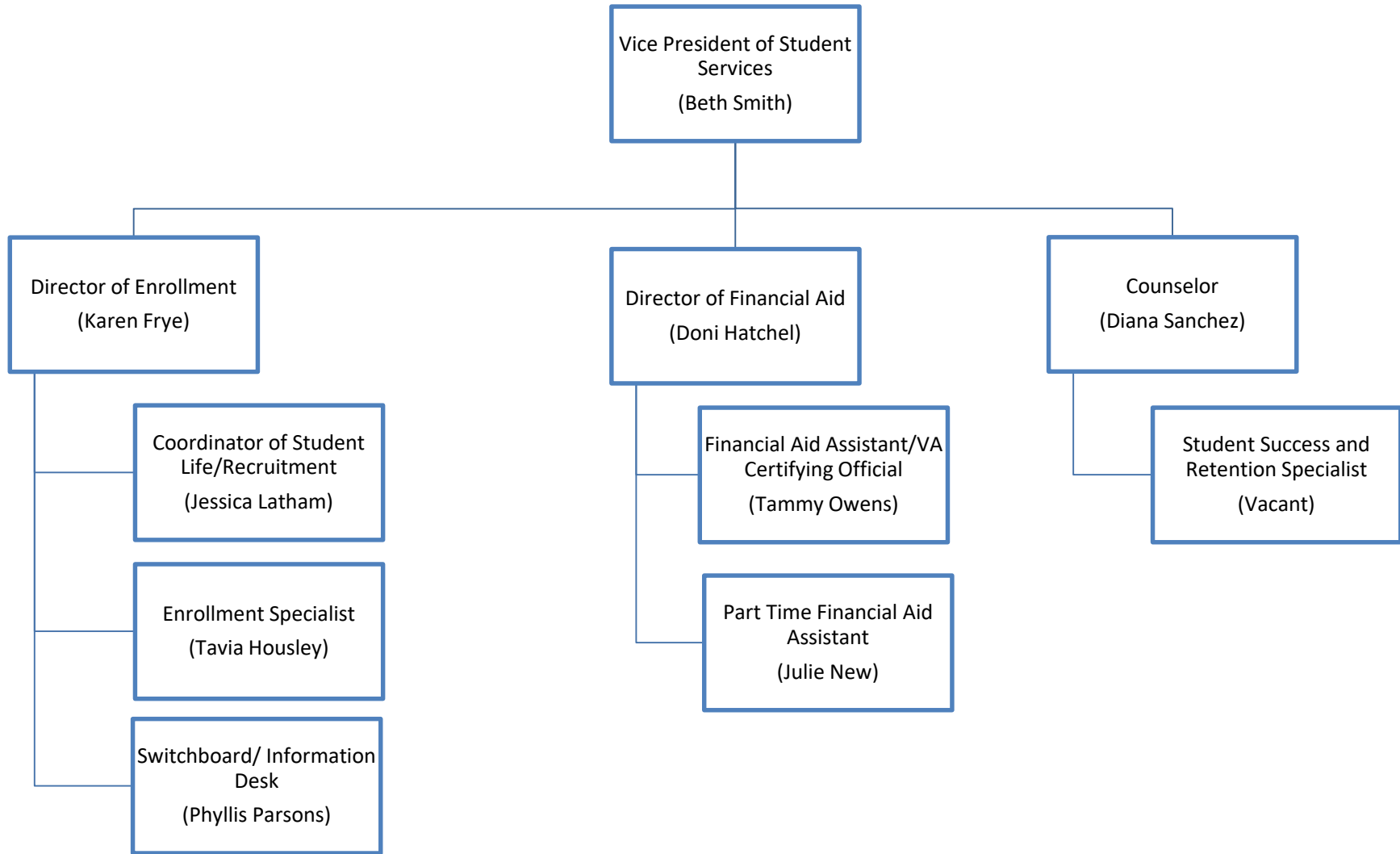
Instruction (Career and Technical Programs)



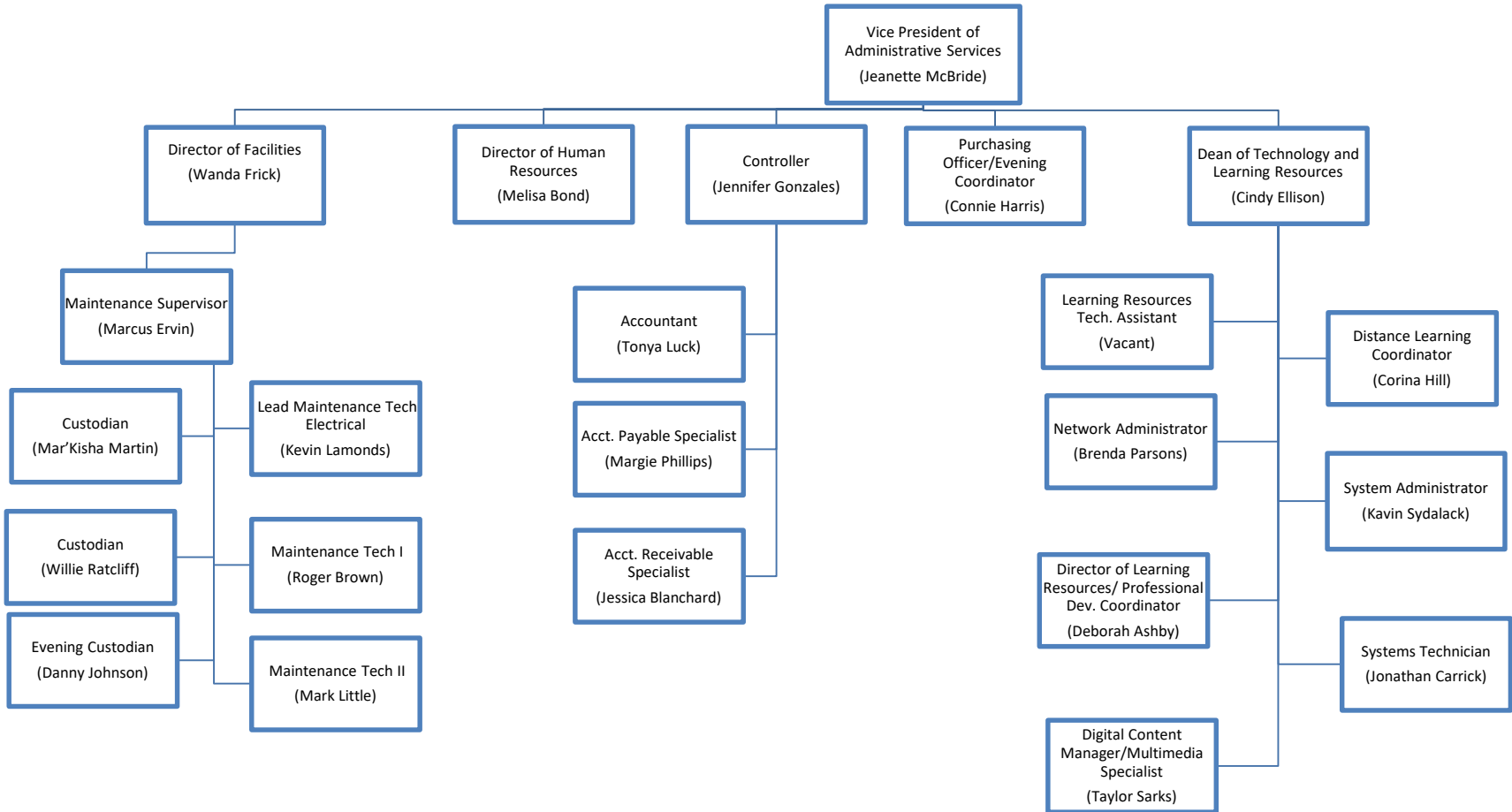
Instruction (Health and Human Services)



Vice President of Student Services



Vice President of Administrative Services



Curriculum and Student Services Committee
Wednesday, September 11, 2019
6:05 p.m.

Committee Members

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

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of August Committee and September 4, 2019 Called Committee Meeting Minutes - Appendix EAll**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2 Lee Proctor**
 - **Summer Class Visitation Report – Appendix E-3..... Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-4. Beth Smith**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 14, 2019 at 6:09 p.m. in the College Boardroom.

Present

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

Absent

Johnny McKinnon

Others Present

Phil Absher
Gelynda Capel
Robert Harris
Kerry Hensley
Gordon Knowles
Cole McQuinn, SGA President

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

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

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

Mrs. Bulthuis made a motion, seconded by Mrs. Hershberger to approve the June Committee Minutes. The motion carried.

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

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

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

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

2018-2019 Class Visitation Reports – Appendix E-3 – Lee Proctor

Mr. Proctor presented the 2018-2019 Class Visitation Reports as listed in Appendix E-3.

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

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

MCEC and MCC MOU – Appendix E-5 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix E-5, the Montgomery County Early College and Montgomery Community College Memorandum of Understanding. Questions were raised about the duties and responsibilities of MCC and MCEC officials. A called Curriculum/Student Services Committee meeting will be held so MCC and MCEC staff may provide an overview of the partnership and answer any questions that may arise.

Following discussion, Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath to approve the MCEC and MCC MOU. The motion carried.

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

Minutes

Called Meeting of the Curriculum/Student Services Committee of the Board of Trustees Montgomery Community College

September 4, 2019

Call to Order

The called meeting of the Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College was called to order at 12:17 p.m. by Bill Price, Chairman.

Present

Bill Price, Chairman
George Gilbreath
Susan Hershberger
Claudia Bulthuis

Absent

Katie Dunlap
Johnny McKinnon

Also Present

Gelynda Capel
Kerry Hensley
Gordon Knowles

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; Dr. Heather Seawell, Principal of the Early College; Mr. Wade Auman, Director of Secondary Education/CTE; and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including Dr. Heather Seawell, Principal of the Early College and Mr. Wade Auman, Director of Secondary Education/CTE.

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 Agenda

Mr. Gordon Knowles made a motion, seconded by Mr. Gilbreath, to approve the agenda for the September 4, 2019 called meeting of the Curriculum/Student Services Committee. The motion carried.

MCC MCEC MOU – Dr. Chad Bledsoe

Dr. Bledsoe opened discussion on the MCC MCEC MOU that was presented to the Board and approved at the August 14, 2019 Board Meeting. Dr. Bledsoe noted that the College has a MOU agreement with Montgomery County Schools for the Early College High School. He also noted that the partnership with Montgomery County Schools concerning the Early College High School has been successful since inception.

Mr. Price and Mrs. Hershberger asked questions pertaining to the structure of the contract, how student discipline is handled in the Early College and how concerns that are voiced from students and community members about the Early College are handled when it involves MCC faculty members and/or MCC classes.

Dr. Seawell and Mr. Auman discussed the verbiage that was used in the MOU. Both MCC and MCEC administration work annually to make additions and improve the MOU where it is needed.

Dr. Seawell also stated that the Early College administration works in conjunction with MCC administration to handle any issues that arise with MCC classes and/or faculty members. MCEC and MCC faculty strive to maintain the high standards of MCC and MCEC while they follow state requirements and the procedures of the MCC and MCEC student handbooks.

Following discussion, Mrs. Bulthuis asked the Committee on their confidence with the MCC MCEC MOU. The committee stated their confidence in both the Early College High School and MCC administration. Both parties were thanked for their hard work and cooperation that contributes to the success of student learning.

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to adjourn the meeting at 1:23 p.m. The motion carried.

Bill Price, Chairman

Board Report
Vice President of Instruction
September, 2019

The wait is over! The first class of 15 Associate Degree Nursing Students start classes on August 19. In addition, 26 students are enrolled the LPN program. The Dental Assisting program is at capacity with 20 students this fall. The Medical Assisting and the Phlebotomy students are settling into their new location in the First Health building. The faculty report that the students are enjoying the “real world” feel of learning in a doctor’s office. Thank you to the Nursing and Nursing Assistant faculty on rearranging schedules to accommodate moving the NA program back to campus after the College unexpectedly lost access to the only other Board of Nursing approved NA classroom in the county.

Basic Law Enforcement Training – BLET currently has 14 students enrolled and 3-4 students still working on completing their paperwork. The class is the largest for many years and is a testament to the quality of the program and all of Pete Herron’s hard work at recruiting. Class begin September 3.

Senior pictures, class rings, and graduation robes have all been part of the opening of the Early College this fall with 242 students including our first Senior Class! The MCEC has been busy this fall getting students and parents oriented to the Early College and to MCC courses. The second annual Syllabus night was held on August 21st to help students and parents better understand what to expect from College level courses. MCC and MCEC faculty presented on how to read/use the syllabus and why it is so important to their students.

The new CTE Programs are up and running! Over 130 students have begun the new CTE programs at Montgomery Community College. Courses in Welding, Electrical, Carpentry, Sustainable Agriculture, Culinary, and Automotive are being offered this fall. Temporary spaces have been found to hold classes in anticipation of being in the new CTE building by January. Our instructors have been inventive in finding space to working including building their own space! Preliminary discussions have begun in developing a 2+2 agreement with NC A&T for the Sustainable Agriculture Program.

Congratulations to Rebekah Bunting – Science and Math Department Chair and **Mindy Joyner**, Biology Instructor on each receiving a \$1,000 grant from NC LIVE to develop an Open Education Resource course. OER classes are designed to reduce the cost of textbooks for students. This is the second year that faculty at MCC have been awarded the NC Live OER Grant.

The last project in the current Golden Leaf Grant is underway – The expansion and security upgrades to the Gunsmithing armory vault have begun. The project is expanding the vault into the closet next to it and improving the overall security of the room by including “mesh” in the ceiling and replacing the doors with metal doors. In addition, the new lighting, air and heating system, and the lift doors have greatly improved the area. The enrollment in the 3 first-year classes, 2 second-year classes, and the weekend classes continue to be strong.

Board Report
Continuing Education Department
September, 2019

Business & Industry:

- AmeriQual Aseptic open house will take place Tuesday, September 10th at 10:00 AM.
- Impactful industry visits with Alandale Industries, Mohawk Industries, and K-M Machine company.

Foundational Studies

- Foundational Studies will have an increase of 50+ students in Developmental Math enrollment.

Small Business Center

- Hosted a successful Business Bootcamp in conjunction with the Town of Troy's Main Street Board.
- Working with 10 Days of Uwharrie Committee to promote the Outdoor Recreation Business Summit in partnership with Stanly Community College. State and regional officials will be attending and the committee wants the event to be featured on Fox 8. The summit is October 21 at the Badin Conference Center in Badin, NC.

WIOA

- The NCWorks Career Center will have a recertification visit on September 12. State monitors will verify customer service practices and partner participation.
- The WIOA program currently has 60 people actively enrolled and 5 people in exit/follow-up. We anticipate that 20 people will move to the exit/follow-up status over the next 90 days.

Health & Public Safety

- Enrollment in our four speciality EMS programs is 80+ students combined.
- Several new advanced law enforcement classes have been added this Fall.
- Our first of 3 new DOC Basic Correctional Officer classes will begin next month and run for six weeks each.

Dean

- Attended FERPA and data security training in Raleigh, NC on August 26th.
- Gave Workforce Development Center overview presentation to the Early College on August 15th.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Andrew Gardner, Dean of Continuing Education

Date: August 22, 2019

Subject: Summer 2019 Class Visitation Log Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Dean of Continuing Education is required to visit a minimum of 10% of off-campus classes.

During the spring semester 2019 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 56 courses on campus and 55 courses at off campus distant learning venue for a total of 111 courses. Of the 56 courses offered on campus, 30 required verification. Of the 55 courses offered off campus, 25 required verification. Please see enclosed chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SUMMER SEMESTER 2019

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	25	11	11	100%
Gardner, Andrew	6	5	5	83%
Hamilton, Jessica	12	6	6	100%
Thomas, Crystal	-	-	-	-
Brown, Deanne	2	1	1	100%
Williams, Alex	11	7	7	100%
TOTALS	56	30	30	97%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	25	2	1	50%
Gardner, Andrew	-	-	-	-
Hamilton, Jessica	9	3	3	100%
Thomas, Crystal	5	5	5	100%
Brown, Deanne	16	15	15	94%
Williams, Alex	-	-	-	-
TOTALS	55	25	24	86%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SPRING SEMESTER 2019

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	55	25	10	40%

MCC Board of Trustees – September 11, 2019 Update from the Student Services Division

Highlights & Previews

- An implementation kick-off conference call for the new Early Alert project is scheduled for September 6.
- Several Student Services staff members will attend a RISE workshop at Randolph Community College September 10.
- Counselor, Diana Sanchez, is busy lining up tutors for the fall term.
- As of August 29, MCC's Financial Aid office has awarded more than \$2 million in aid to over 370 students.

**Legislative/Public Relations Committee
Wednesday, September 11, 2019
6:15 p.m.**

Committee Members

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

Agenda Items:

- **Call to OrderPaula Covington, Chairman**
- **Legislative Updates.....Dr. Chad Bledsoe**
 - **Amendment of 1H SBCCC 200.1 – Allocation of Funds – Appendix F-1**
 - **Amendment of 1C SBCCC 400.11 – Leave Payouts – Appendix F-2**
 - **Adoption of 1A SBCCC 200.6 - Delegation of Contractual Authority – Appendix F-3**
 - **Temporary Amendment of 1D SBCCC 400.11 – Education Services through Career & College Promise (Curriculum)– Appendix F-4**
 - **Memo CC19-040 - CCP Eligibility Session Law – Appendix F-5**
- **Public Relations/Marketing Update – Appendix F-6.....Michele Haywood**
- **New Business**
- **Adjourn**

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

20 August 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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: **Amendment of 1H SBCCC 200.1 – Allocation of Funds**

On 16 August 2019, the State Board of Community Colleges voted to amend **1H SBCCC 200.1 – Allocation of Funds**. The amendment delegates authority to the System President to approve certain budget allocations to colleges.

The rule will be effective 1 September 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC19-042
E-mail Copy**

Attachment



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.

1 The System Office shall provide at least biannually a report to the State Board listing
2 any allocations approved by the President pursuant to this delegated authority.

3 (c) At the time of allocation, the System Office shall notify colleges of the allocation period,
4 which is the time period during which the college is authorized to expend the allocation.

5 The System Office shall extend the allocation period if additional time is needed for the
6 college to complete the objectives for which the funds were allocated, funds remain
7 available, and the extension of the allocation period is in the best interest of the NC
8 Community College System as determined by the System President.

9 (d) The System Office may reduce a college's allocation under the following
10 circumstances:

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

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

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

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

23

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

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

26 *Amended Eff. [September 1, 2019](#).*

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

20 August 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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: **Amendment of 1C SBCCC 400.11 – Leave Payouts**

On 16 August 2019, the State Board of Community Colleges voted to amend **1C SBCCC 400.11 – Leave Payouts**. The amendment clarifies that maximum unused leave payouts for part-time employees are to be prorated based on the 240-hour maximum for full-time employees.

The rule will be effective 1 September 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC19-043
E-mail Copy**

Attachment

1C SBCCC 400.11 is amended as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 400. SALARIES AND BENEFITS**

7
8 **1C SBCCC 400.11 LEAVE PAYOUTS**

9 Colleges may pay full-time employees for a maximum of 240 hours of unused annual
10 leave (prorated for part-time employees) plus any unused special leave authorized by the
11 General Assembly that has a cash value and does not expire.

12
13 *History Note: Authority G.S. 115D-5;*

14 *Eff. [October 1, 2018](#)*

15 *Amended Eff. [September 01, 2019](#)*

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

20 August 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 Law Enforcement Training, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Adoption of 1A SBCCC 200.6 - Delegation of Contractual Authority

On 16 August 2019, the State Board of Community Colleges voted to adopt **1A SBCCC 200.6 - Delegation of Contractual Authority**. This rule will delegate authority to the System President to execute contracts as under certain monetary thresholds.

The rule will be effective 1 September 2019. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC19-044
E-mail Copy**

Attachment



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 (4) The System Office shall provide at least biannually a report to the State Board listing
16 any contracts executed by the President pursuant to this delegated authority.

17
18 *History Note: Authority G.S. 115D-5;*

19 *Eff. [September 1, 2019.](#)*

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

20 August 2019

MEMORANDUM

- TO:** Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Jonathan R. Harris, *NCCCS General Counsel*
- RE:** **Temporary Amendment of 1D SBCCC 400.11 – Education Services through Career & College Promise (Curriculum)**

The State Board of Community Colleges (SBCC) has temporarily amended 1D SBCCC 400.11. The SBCC chose to adopt a temporary amendment rather than following the process for permanent rulemaking in order to comply with changes to state law made in Session Law 2019-185. The Session Law added “construction” and “business technologies” to the existing list of career technical education pathways for high school Freshmen and Sophomores. The changes became effective on August 1, 2019 and apply as of the beginning of the 2019-2020 school year.

The temporary amendment will become effective on 20 August 2019. The temporary amendment will be effective for a period of 180 days or until the permanent rules becomes effective, whichever is sooner. Permanent rulemaking to address the changes in Session Law 2019-185, which will include a notice and comment period, will occur at some point in the future. The temporary amendment will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the temporary amendment is attached to this memorandum. **The amendment can be found on page 7, lines 18-19.**

Attachment

**CC19-041
E-mail Copy**

1D SBCCC 400.11 is proposed for temporary amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION PROGRAMS**

5
6 **SUBCHAPTER 400. CURRICULUM**

7
8 **1D SBCCC 400.11 Education Services through Career and College Promise**
9 **(Curriculum)**

10 The purpose of Career and College Promise is to offer structured opportunities for
11 qualified high school students to dually enroll in community college courses that provide
12 pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs
13 skills. Academic credits earned through Career and College Promise shall enable
14 students who continue into postsecondary education after graduating from high school to
15 complete a postsecondary credential in less time than would normally be required. All
16 previous high school transition programs, including Huskins, Concurrent Enrollment,
17 Cooperative and Innovative High Schools, Learn and Earn, and Learn and Earn Online
18 were consolidated and replaced by Career and College Promise. Career and College
19 Promise rules applicable to Workforce Continuing Education are provided in 1D SBCCC
20 300.4(c)(1)(D).

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

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

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

- 1 (2) A Career and Technical Education Pathway leading to a certificate, diploma or
2 degree;
- 3 (3) Career and Technical Education – Workforce Continuing Education leading to a
4 State or industry recognized credential. CCP rules applicable to Workforce
5 Continuing Education are provided in 1D SBCCC 300.4(c)(1)(D).
- 6 (4) A Cooperative Innovative High School Pathway approved under Part 9 of Article
7 16 of Chapter 115D of the North Carolina General Statutes.
- 8 (c) All non-self-supporting curriculum courses taken by high school students at
9 community colleges in accordance with this Section are tuition-waived.
- 10 (d) High school students may not audit courses offered under the Career and College
11 Promise Program.
- 12 (e) High school students enrolled in a College Transfer Pathway or a Career and
13 Technical Education Pathway may not enroll in developmental education courses, but
14 may enroll in supplemental courses. For the purposes of this section, the phrase
15 “supplemental courses” shall have the same meaning as in 1D SBCCC 400.8(b)(1).
- 16 (f) A college shall submit a program of study for each Career and College Promise
17 program it plans to offer, to the North Carolina Community College System Office
18 using program codes provided by the North Carolina Community College System
19 Office.
- 20 (1) Career and Technical Education programs of study must be in compliance with the
21 State Board approved curriculum standard and must include a minimum of twelve
22 (12) semester hours of credit from core courses or consist of courses as listed in
23 the college’s catalog as a local, traditional certificate. General education courses
24 for career and technical education programs of study shall be directly related to
25 student success in the selected major. All courses in the program of study must
26 be required courses. Course options are prohibited.
- 27 (2) College Transfer Pathway programs of study shall be in compliance with the State
28 Board approved Associate in Arts, Associate in Engineering, Associate in Science,
29 Associate in Fine Arts in Visual Arts or Associate Degree Nursing Transfer
30 Pathways approved by the State Board of Community Colleges.

- 1 (3) Programs of study must be approved by the North Carolina Community College
2 System Office assigned Academic Programs staff before students can be enrolled.
- 3 (4) Within the Career and College Promise program of study, a college must verify its
4 capacity to teach all courses in the program of study.
- 5 (5) Career and College Promise Students may not be enrolled in the Associate in
6 General Education or General Occupational Technology programs with the
7 exception of the Associate in General Education in Nursing degree.
- 8 (6) Students enrolled in Adult Basic Education or Adult Secondary Education are not
9 eligible for Career and College Promise.
- 10 (g) High school students shall complete a college application, provide a high school
11 transcript which demonstrates eligibility to enroll in Career and College Promise as
12 outlined in 1D SBCCC 400.11(i), (j), or (k), and provide evidence of college readiness
13 as outlined in 1D SBCCC 400.11(k)(1) to be admitted into a Career and College
14 Promise transfer pathway. The student shall provide a copy of the high school
15 transcript or a copy of an assessment report from diagnostic assessment tests
16 approved by the State Board of Community Colleges verifying that the eligibility
17 requirements have been met. Colleges must verify eligibility prior to enrollment of the
18 student in the Career and College Promise Program. Colleges shall maintain
19 verification of student eligibility for a Career and College Promise pathway.
- 20 (h) Colleges shall assign student codes provided by the North Carolina Community
21 College System Office and shall update the student code to reflect when the student
22 transitions out of the Career and College Promise program and is no longer eligible to
23 participate in the program and receive a tuition waiver.
- 24 (i) Colleges must be in compliance with 1D SBCCC 400.96(a) regarding Level I
25 Instructional Service Agreements when providing courses (on-line or traditional) or
26 services to groups of Career and College Promise students outside of their service
27 area.
- 28 (j) High school graduation may not be delayed in order to continue a student's eligibility
29 for the Career and College Promise Program.
- 30 (k) College Transfer Pathway

- 1 (1) To be eligible for enrollment in a College Transfer Pathway, a high school student
2 must:
- 3 (A) Be a high school junior or senior as designated by the local educational agency;
4 and
- 5 (B) Have an unweighted high school GPA of 2.8; or
- 6 (C) Demonstrate college readiness in English, reading and mathematics by
7 meeting benchmarks on diagnostic assessment tests which have been
8 approved by the State Board of Community Colleges.
- 9 (2) To maintain eligibility for continued enrollment in the pathway, a student must:
- 10 (A) Continue to make progress toward high school graduation as outlined in G.S.
11 115C-105.35 and
- 12 (B) Maintain a 2.0 GPA in college coursework after completing two courses.
- 13 (3) A student who falls below a 2.0 GPA after completing two college courses will be
14 subject to the college's policy for satisfactory academic progress.
- 15 (4) A student may only enroll in one College Transfer Pathway program of study.
16 Course substitutions may be approved by the chief academic officer for individual
17 students. Course substitutions for individual students must be documented and
18 maintained on file.
- 19 (5) A student may change the student's pathway major with approval of the high
20 school principal or the high school principal's designee and the college's chief
21 student development administrator or the college's chief academic officer. The
22 college's chief student development administrator or the college's chief academic
23 officer shall approve a change in pathway based on verification that the program
24 change allows the student to meet their newly chosen career path.
- 25 (6) High school students in the CCP College Transfer Pathways must complete the
26 entire pathway before taking additional courses in the Associate degree with the
27 exception of mathematics courses.
- 28 (7) With approval of the high school principal or the high school principal's designee
29 and the college's chief student development administrator or the college's chief
30 academic officer, a student who completes a College Transfer Pathway, while still
31 enrolled in high school, may continue to earn college transfer credits leading to the

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

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

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

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

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

25 (I) Career Technical Education Pathway (CTE) (Juniors and Seniors)

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

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

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

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

- 1 (D) Juniors or seniors who do not meet the eligibility requirements in 1D SBCCC
2 400.11(l)(1)(A) – (C) shall have the recommendation of the high school
3 principal or the high school principal's designee and the college's chief student
4 development administrator or the college's chief academic officer. A
5 recommendation is only allowed for entry into Career and College Promise
6 Career and Technical Education pathway that does not include Universal
7 General Education Transfer Component (UGETC) courses.
- 8 (2) College Career Technical Education courses may be used to provide partial or full
9 fulfillment of a four-unit high school career cluster. The college will grant articulated
10 credit to students based on the then-current local or state North Carolina High
11 School to Community College articulation agreement.
- 12 (3) To maintain eligibility for continued enrollment, a student must:
- 13 (A) Continue to make progress toward high school graduation as outlined in G.S.
14 115C-105.35, and
- 15 (B) Maintain a 2.0 in college coursework after completing two courses.
- 16 (4) A student who falls below a 2.0 GPA after completing two college courses will be
17 subject to the college's policy for satisfactory academic progress.
- 18 (5) Course substitutions may be approved by the chief academic officer for individual
19 students. The college will document course substitutions for individual students
20 and maintain those course substitutions in the student's file.
- 21 (6) With approval of the high school principal or the high school principal's designee
22 and the college's chief student development administrator or the college's chief
23 academic officer, a Career Technical Education Junior or Senior may concurrently
24 enroll in two Career and Technical Education Pathways or in one College Transfer
25 Pathway and one Career Technical Education Pathway.
- 26 (7) The student may change the student's pathway major with approval of the high
27 school principal or the high school principal's designee and the college's chief
28 student development administrator or the college's chief academic officer. The
29 college's chief student development administrator or the college's chief academic
30 officer shall approve a change in pathway based on verification that the program
31 change allows the student to meet their newly chosen career path.

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

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

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

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

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

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

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

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

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

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

- 1 (E) Have the recommendation of the high school principal or the principal's
2 designee and the college's chief student development administrator or the
3 college's chief academic officer; or
- 4 (F) Demonstrate college readiness in English, reading and mathematics by
5 meeting benchmarks on diagnostic assessment tests which have been
6 approved by the State Board of Community Colleges and have the
7 recommendation of the high school principal or the high school principal's
8 designee and the college's chief student development administrator or the
9 college's chief academic officer.
- 10 (4) College Career Technical Education courses may be used to provide partial or full
11 fulfillment of a four-unit career cluster. The college will grant articulated credit to
12 the students based on the then-current local or state North Carolina High School
13 to Community College articulation agreement. To maintain eligibility for continued
14 enrollment, a student must:
- 15 (A) Continue to make progress toward high school graduation, and
16 (B) Maintain a 2.0 in college coursework after completing two college courses. A
17 student who falls below a 2.0 GPA after completing two college courses will be
18 subject to the college's policy for satisfactory academic progress.
- 19 (5) A student must enroll in one pathway and may not substitute courses in one
20 pathway for courses in another.
- 21 (A) The student may change the student's pathway major to another eligible
22 program of study with approval of the high school principal or the high school
23 principal's designee and the college's chief student development administrator
24 or the college's chief academic officer. The college's chief student
25 development administrator or the college's chief academic officer shall approve
26 a change in pathway based on verification that the program change allows the
27 student to meet their newly chosen career path.
- 28 (B) A student may concurrently enroll in two Career and Technical Education
29 Pathways in allowable program areas provided the exception has been
30 approved by the college's chief student development administrator or the
31 college's chief academic officer. The college's chief student development

- 1 administrator or the college's chief academic officer shall approve an exception
2 if concurrent pathways are aligned to the student's career pathway interest and
3 career goals.
- 4 (6) With approval of the high school principal or the high school principal's designee
5 and the college's chief student development administrator or the college's chief
6 academic officer, a student who completes a Career Technical Education pathway,
7 while still enrolled in high school may continue to earn college credits leading to
8 the completion of a higher level credential within the same program code. The
9 college's chief student development administrator or the college's chief academic
10 officer shall approve the continuation if the credential is in the same program code.
- 11 (7) With approval of the high school principal or the high school principal's designee
12 and the college's chief student development administrator or the college's chief
13 academic officer, a student who completes the Career and Technical Education
14 certificate or diploma may continue in the same traditional associate in applied
15 science program as long as they are still eligible for the Career and College
16 Promise program.
- 17 (8) The college may award the certificate, diploma, or degree to the Career and
18 College Promise student prior to high school graduation.
- 19 (9) The high school principal or the high school principal's designee and the college's
20 chief student development administrator or the college's chief academic officer
21 must approve prior to enrollment in credits beyond the initial Career and Technical
22 Education program. Approval is contingent upon documentation that the credits
23 beyond the initial program allow the student to support the student's chosen career
24 path (i.e. a career pathway plan).
- 25 (n) Cooperative Innovative High School Programs (CIHSP)
- 26 (1) Cooperative Innovative High School Programs are jointly established by local
27 boards of education and local boards of trustees.
- 28 (2) CIHSP enroll 100 or fewer students per grade level.
- 29 (3) Students enrolled in CIHSP have the opportunity to complete an associate degree
30 program, diploma, certificate, or earn up to two years of college credit while
31 completing a high school diploma within five years.

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

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

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

6

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

8 *Eff. [November 1, 2017](#).*

9 *Amended Eff. [June 1, 2019](#).*

10 *Temporary Amendment Eff. [August 20, 2019](#).*



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

Memorandum

To: Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Registrars, Student Development Officers

From: Kimberly Gold
Senior Vice President and Chief Academic Officer

Date: August 19, 2019

Subject: Session Law 2019-185/ Senate Bill 366

On August 1, 2019 Session Law 2019-185 was enacted which amends G.S. 115D-20(4)a. It expands pathway options and permits enrollment in college courses as part of a college transfer pathway or career technical pathway for certain freshman and sophomore high school students.

Given that this law became effective August 1, 2019, there is not enough time to give colleges complete guidance on the changes through the rule making process. Therefore, the purpose of this memo is to explain the modifications made to G.S. 115D-20(4)a. and to advise how colleges should manage these changes between now and the completion of the permanent rule making process.

The first modification expands enrollment in career technical pathway program areas for qualified freshman and sophomore high school students. This modification was addressed by a temporary rule approved by the State Board at their August 16, 2019 meeting. This temporary rule adds business technologies (25xxx) and construction technologies (35xxx) to the list of eligible programs for freshman and sophomore high school students. The eligibility requirements for freshman and sophomore students in career technical pathways will also apply to these pathways.

The second modification allows qualified freshman and sophomore high school students to enroll in college transfer pathways if the student meets all the following criteria.

- The student is determined to be academically gifted, have a demonstrated readiness for the course material, and have the maturity to justify admission to the community college by (i) the community college president, (ii) the student's high school principal or equivalent administrator, and (iii) the academically gifted coordinator, if one is employed by the high school or local school administrative unit.
- The student participates in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college.
- The student's parent or guardian has given consent for the student to participate.

The System Office will propose language for SBCC Code adoption to clarify the criteria for documenting eligibility in these expanded pathways at a later date. Pending adoption of updated SBCC Code, colleges



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

may implement the pathway options provided in G.S. 115D-20(4)a., effective August 1, 2019. Colleges should work with their local school district(s) to document that students meet eligibility requirements. Until an SBCC Code change is approved to provide additional guidance, colleges will be held harmless for compliance reviews related to documentation of the criteria demonstrating eligibility for freshman and sophomore high school students participating in college transfer pathways.

For questions regarding the programs and criteria addressed in this memo please feel free to contact me at goldk@nccommunitycollege.edu or at 919-807-7096.

Attachment: SESSION LAW 2019-185 SENATE BILL 366

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2019**

**SESSION LAW 2019-185
SENATE BILL 366**

AN ACT TO EXPAND ACADEMIC TRANSITION PATHWAY OPTIONS AND TO PERMIT ENROLLMENT IN COLLEGE COURSES AS PART OF A COLLEGE TRANSFER PATHWAY FOR CERTAIN FRESHMAN AND SOPHOMORE HIGH SCHOOL STUDENTS, AND TO REQUIRE THE STATE BOARD OF EDUCATION TO INCLUDE CERTAIN INDIVIDUALS AS QUALIFIED TO CONTRACT AS ADJUNCT INSTRUCTORS WITH LOCAL BOARDS OF EDUCATION FOR CAREER AND TECHNICAL EDUCATION PROGRAMS.

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 115D-20(4)a. reads as rewritten:

- "a. Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:
1. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.
 2. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate, diploma, or State or industry-recognized credential and academic transition pathways for qualified freshman and sophomore high school students that lead to a career technical education certificate or diploma in (i) industrial and engineering technologies, (ii) agriculture and natural resources, ~~or~~ (iii) transportation ~~technology~~, (iv) construction, or (v) business technologies.
 3. College transfer ~~certificates~~ pathways requiring the successful completion of ~~thirty~~ 30 semester credit hours of transfer courses, including English and mathematics, for the following students:
 - I. ~~qualified~~ Qualified junior and senior high school students.
 - II. Qualified freshman and sophomore high school students, if all of the following requirements are met:
 - A. The student is determined to be academically gifted, have a demonstrated readiness for the course material, and have the maturity to justify admission to the community college by (i) the community college president, (ii) the student's high school principal or equivalent administrator, and (iii) the academically gifted coordinator, if one is employed by the high school or local school administrative unit.



- B. The student participates in academic advising focused on the implications of being admitted to college early with representatives from the high school and the community college.
- C. The student's parent or guardian has given consent for the student to participate."

SECTION 2.(a) G.S. 115C-157.1 reads as rewritten:

"§ 115C-157.1. Adjunct CTE instructors.

(a) **Adjunct Hiring Criteria.** – The State Board of Education shall develop minimum criteria of relevant education or employment experience to qualify to contract as an adjunct instructor in each career and technical education career ~~eluster~~-cluster. The criteria shall weigh work experience and industry recognized licenses or credentials over educational attainment level. The State Board shall make such the minimum criteria available to local boards of education.

(b) **Contracting with Adjunct Instructors.** – Notwithstanding Article 20 and Part 3 of Article 22 of this Chapter, a local board of education may contract with an individual to serve as an adjunct instructor who meets the adjunct hiring criteria established by the State Board of Education for a specific career and technical education career cluster. The local board of education may contract with an adjunct instructor on an annual or semester basis, subject to the following requirements:

- (1) ~~An adjunct instructor may be employed for no more than 10 hours per week.~~An adjunct instructor may be employed for no more than 20 hours per week or no more than five full consecutive months of employment. An adjunct instructor shall not be eligible to earn paid leave, participate in the Teachers' and State Employees' Retirement System, or receive or purchase health benefits through the State Health Plan for Teachers and State Employees.
- (2) An adjunct instructor shall be subject to a criminal history check, to ensure that the person has not been convicted of any crime listed in G.S. 115C-332.
- (3) An adjunct instructor shall not be required to hold or apply for licensure as a teacher.
- (4) An adjunct instructor must complete preservice training in all of the following areas prior to beginning instruction:
 - a. The identification and education of children with disabilities.
 - b. Positive management of student behavior.
 - c. Effective communication for defusing and deescalating disruptive or dangerous behavior.
 - d. Safe and appropriate use of seclusion and restraint."

SECTION 2.(b) The State Board shall develop and report the minimum criteria developed in accordance with G.S. 115C-157.1(a), as amended by subsection (a) of this section, to the Joint Legislative Education Oversight Committee by April 15, 2020. The State Board of Education shall consider the criteria established in subsection (c) of this section for individuals who do not possess an associate or baccalaureate degree as part of the development of minimum criteria. G.S. 115C-157.1(a), as amended by subsection (a) of this section, shall apply to employment contracts beginning with the 2020-2021 school year.

SECTION 2.(c) Notwithstanding G.S. 115C-157.1(a), for the 2019-2020 school year, an individual who does not possess an associate or baccalaureate degree shall be deemed to meet the minimum criteria for employment as an adjunct instructor if the individual (i) can clearly demonstrate a minimum of six years in the last 10 years of professional experience in the relevant skill or trade and (ii) possesses a recognized industry credential or an active professional license that is required for each subject area or course.

SECTION 2.(d) This section is effective when it becomes law.

SECTION 3. Except as otherwise provided, this act is effective when it becomes law and applies beginning with the 2019-2020 school year.

In the General Assembly read three times and ratified this the 23rd day of July, 2019.

s/ Ralph E. Hise
Presiding Officer of the Senate

s/ Tim Moore
Speaker of the House of Representatives

s/ Roy Cooper
Governor

Approved 12:26 p.m. this 1st day of August, 2019

Public Relations / Marketing Highlights August 2019

Some Projects in Progress

A card is being designed that will go to all mailboxes in our service area geared toward parents of students applying for college in 2020. Parents are strong influencers on their children's college choices. The card will go out in early November and point to all the reasons parents should choose Montgomery Community College. A second mailing will go out in March, 2020, that will de-mystify (we hope!) the application, registration, and FAFSA processes.

Speaking of cards . . . The informational cards at your places are “pick-up” pieces that our recruiter will be taking on her high school visits. These are for counselors and for anyone else who needs a ready reference to the college. These make a nice introduction to MCC. Please feel free to use them!

Website redesign. We are currently obtaining bids from vendors for website redesign. Our current template will no longer sustain certain updates. We want to go to a more universally-used content management system (Wordpress) and will be looking for a company that will keep the site ADA compliant, mobile-friendly, and secure.

NRA Postcard and brochure. I am working with Continuing Education and Alex Williams, the NRA coordinator, to get the word out about NRA classes in 2020. We'll send out a "Save the date" postcard in late October to about 1,300 people across the country who have attended NRA classes in the last three years. The card will explain that classes will be posted to the MCC website on December 2 and explain the registration process. A brochure will follow to the same mailing list after December 2.

Spring 2020 Schedule. Work is already being done on the spring 2020 schedule of classes. We're moving up the mailing date to early November so there is plenty of time to register before the college closes for the holidays.

Facebook Top Posts for August

Total Likes 2538 (Up 42 from 2496 in July)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	8/6	Leadership Montgomery now taking applications	1,835	113	6%
MCC	8/23	Baby Scholarship contest announcement	1,684	153	9%
MCC	8/23	MCC Foundation Scholarship recipients	1,657	549	33%

MCC Instagram Posts for August

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
518	15141	25	990	2	3411

Gunsmithing Instagram Posts for August

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
370	6208	59	112	13	2670

**Institutional Status Committee
Wednesday, September 11, 2019
6:25 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order Dr. Johnny McKinnon, Chairman**
- **Board Policy Manual..... Dr. Chad Bledsoe**
 - **Section 4 – Appendix G-1 – Second Reading (Action)**
 - **Policy 2.3.11 – Facility Use – Appendix G-2 – Second Reading (Action)**
 - **Policy 1.12, Awards and Recognitions – Appendix G-3**
- **CORE & Emergency Action Committee – Appendix G-4 (Action)... Dr. Chad Bledsoe**
- **2019 Performance Measures – Appendix G-5 Carol Holton**
 - **2019 Performance Measures Report for Board – Appendix G-6**
- **2018-2019 Strategic Plan – Appendix G-7 Carol Holton**
- **2020-2025 Strategic Plan Report – Appendix G-8 Carol Holton**
- **Board of Trustees OARs Carol Holton**
- **Board of Trustees Self-Evaluation..... Carol Holton**
- **New Business**
- **Adjourn**

Section 4 – Instructional

- **Part 4.1 – Curriculum Issues and Academic Advising**
 - Policy 4.1.1 – Role of Curriculum Personnel in Academic Governance
 - Policy 4.1.2 – Academic Programs
 - Procedure 4.1.2.1 – Continuing Education Accountability Plan
 - Procedure 4.1.2.2 – Self-Supporting Classes
 - Procedure 4.1.2.3 – Customized Training Programs
 - Policy 4.1.3 – Curriculum Development
 - Procedure 4.1.3.1 – Curriculum Development
 - Policy 4.1.4 – Instructional Service Agreements
 - Policy 4.1.5 – Academic Advising
 - Policy 4.1.6 – Academic Terms
 - Policy 4.1.7 – FTE Reporting
 - Policy 4.1.8 – Class Size
 - Policy 4.1.9 – Making up Canceled Classes

- **Part 4.2 – Miscellaneous**
 - Policy 4.2.1 – Intellectual Property
 - Policy 4.2.2 – Live Client Projects
 - Procedure 4.2.2.1 – Live Client Projects
 - Policy 4.2.3 – Instructional Material Selection
 - Procedure 4.2.3.1 – Surplus Instructional Material
 - Policy 4.2.4 – Instructional Personnel Qualifications
 - Policy 4.2.5 – Field Trips
 - Policy 4.2.6 – Classroom Management
 - Policy 4.2.7 – Accreditation
 - Procedure 4.2.7.1 – Substantive Changes
 - Policy 4.2.8 – Honorary Degrees

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
ROLE OF CURRICULUM
PERSONNEL IN ACADEMIC
GOVERNANCE****POLICY
4.1.1**

The College's faculty, in partnership with the administration and consistent with the College's mission, ensure the overall effectiveness of the educational programs. Additionally, faculty are involved in the College's decision-making processes in the following ways:

1. Have primary responsibility for the content, quality, integrity and effectiveness of the curriculum.
2. Participate in program/division level decisions and activities.
3. Participate in College committees based on the President or designee's appointment.
4. Participate in governance bodies, as established, which are designed to provide broad based participation in the College's planning process, educational issues and other related issues.
5. Faculty are generally responsible for ensuring the achievement of appropriate student learning and academic program outcomes. As a result, faculty leaders are responsible for developing initial recommendations concerning changes to existing academic programs. Additionally, faculty shall be given the opportunity to be actively engaged in the study and creation of all new academic programs.

Adopted:

The College is authorized to provide the following academic programs:

- A. Curriculum Programs. Curriculum Programs are organized sequences of courses leading to an associate degree, a diploma or a certificate. All Curriculum Programs are designed to provide education, training, or retraining for the work force.
- B. Continuing Education Programs. Continuing Education Programs provide education and training opportunities. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. Included within continuing education programs are:
 - 1. Occupational Extension Courses. Occupational Extension Courses consist of single courses for the specific purposes of training an individual for full or part-time employment, upgrading the skills of persons presently employed and retraining others for new employment in occupational fields.
 - 2. Community Service. Community Service Courses consist of single courses that focus on an individual's personal or leisure needs rather than occupational or professional employment.
 - 3. Self-Supporting Programs. Self-Supporting Programs are specific courses of interest requested by the community or which serve a special need for the community and College.
 - 4. Basic Skills Programs. Basic Skills Programs provide courses for students seeking a high school diploma equivalency, general education development, or other specific types of education services including adult basic education, English as a second language and compensatory education.
 - 5. Customized Training Programs. Customized Training Programs address company-specific training customized for job growth, technology investment or productivity enhancement.
 - 6. Human Resources Development Programs. Human Resources Development Programs provide skill assessment services, employability skills training and career counseling to unemployed and underemployed adults.
 - 7. Learning Laboratory Programs. Learning Laboratory Programs consist of self-instruction using programmed texts, audio visual equipment and other self-instructional materials.

8. The Small Business Center Program provides training, counseling and referral services especially designed in context and delivery modes for existing and prospective small businesses.

Adopted:

Legal Citation: 1D SBCCC 200.3

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
CURRICULUM
DEVELOPMENT****POLICY
4.1.3**

The President and/or his/her designee shall determine the courses and programs of instruction needed to meet the educational needs of the people in the College's service area and shall determine the effectiveness and efficiency of the programs and services in meeting these needs.

All new programs offered by the College must be approved by the Board of Trustees, the North Carolina Community College System Office, the State Board of Community Colleges and SACSCOC where appropriate. All approved programs and courses should be contained in the College's Catalog. Any programs' continued operation is dependent upon adequate state funds and sufficient enrollment in the program.

The President shall develop procedures for the implementation of this Policy.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**INSTRUCTIONAL
SERVICE AGREEMENTS**

**POLICY
4.1.4**

The College may enter into a written instructional service agreement with other community college within the North Carolina Community College System. The service agreement must be drawn in conformance with the State Board Code.

The Board hereby delegates to the President the authority to approve and sign Level I and II service agreements. The Board shall approve any Level III service agreements and they shall be signed by the Board Chair.

Notification of termination of an agreement shall be sent to the System Office prior to the effective termination date.

Adopted:

Legal Citation: 1D SBCCC 400.7

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
ACADEMIC ADVISING****POLICY
4.1.5**

The Vice President for Instruction¹ shall supervise the College's academic advisory system. Academic advisors are College employees who help students plan and complete their academic goals. Academic advisors shall assist students with course selection and requirements for the program of study.

Academic advisors can offer students opportunities to enhance their education by making them aware of the various resources available to them throughout the College community. Academic advisors play an important role in the educational progress of advisees, by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values.

Academic advisors shall be familiar with the Board's policies and procedures as well as other academic issues including, but not limited to: grading, course pre-requisites and the College's academic program offerings.

Adopted:

¹ Or another appropriate administrator.

I. Academic Terms

The curriculum calendar year is divided into three academic terms:

- A. Spring Term: January 1 – May 15
- B. Summer Term: May 16 – August 14
- C. Fall Term: August 15 – December 31

II. Beginning and End Date for Academic Terms

The Board of Trustees (“Board”) shall approve the beginning and end date for each academic term within the timeframes set forth in Section I, unless an exception is granted by the System Office President. The System Office President may grant an exception if it does not result in an overlap with another academic term, the ten percent (10%) point of all course sections falls within the corresponding academic term reporting period, and the exception does not negatively impact the College’s ability to meet data reporting requirements.

The academic semester for credit courses shall be designed so that classes may be scheduled to include the number of instructional hours shown in the College catalog and the approved curriculum program of study compliance document, and reported for FTE purposes. Instructional hours include scheduled class, laboratory and clinical sessions. Length of semesters or courses may vary as long as credit and membership hours are assigned consistent with requirements contained in the State Board Code. If necessary to meet the needs of particular constituents (e.g., courses provided at high schools, military bases, prisons, or at the specific request of business), without an exception by the System President, the College may schedule curriculum course sections that fall outside the academic term beginning and end dates, as defined by the Board. If such course sections cross academic term reporting periods, FTE enrollment shall be reported consistent with the provisions of the State Board Code.

Date:

Legal Citation: 1G SBCCC 100.1, 200.93; CC17-017

**MONTGOMERY
COMMUNITY COLLEGE**

**INSTRUCTIONAL
FTE REPORTING**

**POLICY
4.1.7**

The College shall follow the requirements and provisions for calculating and reporting FTEs for curriculum, continuing education and other applicable classes/programs, as prescribed in the State Board Code.

Adopted:

Legal Citation: SBCC, Title 1, Chapter G, Subchapter 100; [CC17-017](#).

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
CLASS SIZE****POLICY
4.1.8**

The College will endeavor to offer programs that meet the needs of the local community. When possible, all courses will enroll numbers of students adequate to maintain overall fiscally sound program support. This statement does not imply that all classes will have break-even numbers but that the average of all occupational programs will be sufficient to maintain the College's prevailing fiscal stability. When the inability to maintain sound funding is caused by lack of enrollment, program adjustments will be made.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
MAKING-UP CANCELLED
CLASSES****POLICY
4.1.9**

College classes that are missed or not held for any reason, including inclement weather, natural disasters or other emergencies, should be rescheduled or the instruction should be made-up by some other alternative. Alternatives include: extra class sessions, extended class sessions, online session, individual conferences or others approved by the Vice President of Instruction.

The Vice President of Instruction may schedule make-up days whenever the College is closed beyond four (4) days/evenings due to inclement weather, natural disasters or other emergencies. Instructors will be responsible for making-up instruction by an approved alternative for the first four (4) days.

Instructors who miss class because of educational leave, College business, illness, or other personal emergencies shall make arrangements for class instruction with the Vice President of Instruction (or designee). Instruction should be made up by an approved alternative.

Instruction made-up by an approved alternative for reasons of inclement weather, natural disasters, or other emergencies, illness, personal emergency leave, or educational leave assignments, must be approved by the Vice President of Instruction (or designee) and documented on the instructors' Class Attendance Report to be turned in at the end of the term. Instruction should be made up at a time convenient to the majority of students. No punitive action may be taken against students who are unable to attend make up sessions for legitimate reasons. Students enrolled in dual-enrollment/innovative high school programs shall be excused from classes and offered appropriate alternative assignments when public schools are not in session.

All Continuing Education classes will be rescheduled and documented on the Class Attendance Report. Classes should be made up when convenient to the majority of students. There are no approved alternative methods to make up Continuing Education classes.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	INSTRUCTIONAL INTELLECTUAL PROPERTY	POLICY 4.2.1
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The College acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks or inventions.

I. Works Made for Hire

The College recognizes that the "works made for hire doctrine" applies to College employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without College support.

II. Academic Exception for Copyrightable Works

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the Work, it is the College's policy that employees own and retain the copyright, and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of College resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software and multimedia. Employees, however, may not use College resources to commercialize or publish a work without written approval from College administration.

For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research and marketing purposes.

This exception does not apply to trademarks, inventions or patent ownership.

III. Student Works

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use, any work as may be required by the process of instruction, or for other educational, research or marketing purposes.

This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of College resources, including use of facilities, time, and/or other resources.

IV. Other Agreements

In support of its mission, the College, an employee or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy.

In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the College from the creation and production of intellectual property shall be used for educational and research purposes that directly support the College's mission.

V. Dispute Resolution

- A. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the appropriate Vice President.
- B. Employees. If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through Policy 3.3.8 – Employee Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

Policy 4.2.1

- C. Students. If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through Policy 5.3.6 – Student Grievance Policy. Prior to initiating litigation, both parties will participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

Adopted:

Live client projects are defined as:

- A. Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal or real property; or
- B. Educational programs that construct structures that are sold, produce goods that are sold, or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

Live client projects are intended to be used exclusively as an educational and learning activity for students and shall not be used as a revenue generating activity nor compete with commercial businesses.

The President is hereby delegated to develop procedures that are consistent with the State Board Code for live client projects.

Adopted:

Legal Citation: 1H SBCCC 300.1

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
MATERIAL
SELECTION****POLICY
4.2.3**

- A. Overall responsibility for seeing that instructional materials are timely ordered rest with each Dean or designee for their academic department.
- B. Instructors will order instructional materials utilizing the system developed by the College in partnership with the bookstore vendor. At least every four (4) years, the Board shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.
- C. Requests for textbooks and other instruction materials are to be made as soon as possible after the next semester schedule is completed. All requests should specify the course in which the textbooks are to be used.
- D. Program Director/Chairperson will be responsible for acquiring textbooks and other instructional materials for adjunct faculty.
- E. Where possible, instructors should be mindful of the cost of instructional materials for students.

Adopted:

Legal Citation: 1H SBCCC 300.3

MONTGOMERY **INSTRUCTIONAL** **POLICY**
COMMUNITY COLLEGE **INSTRUCTIONAL PERSONNEL** **4.2.4**
QUALIFICATIONS

When employing instructional personnel, the College shall adhere to the following criteria:

1. The College shall employ instructional personnel to meet Southern Association of Colleges and Schools' Commissions on Colleges criteria.
2. The College shall determine appropriate teaching and non-teaching loads for instructional personnel to meet Southern Association of Colleges and Schools' Commissions on Colleges criteria.
3. Programs which have additional agency credential requirements will ensure that instructional personnel will meet agency requirements. Examples include, but are not limited to, Emergency Services Training.

Adopted:

Legal Citation: 1C SBCCC 300.97

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid.

The following regulations should be observed:

A. Planning

1. Field trips are to be planned in advance, with pre-instruction, post-discussion and evaluation being of prime importance in the planning.
2. The industry, business or destination visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.
3. All arrangements are to be made by the instructor in advance of the trip.
4. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is being otherwise arranged by the College in advance.
5. When students on a field trip are to miss classes taught by other instructors at the College, prior approval is to be obtained from the instructors involved. Instructors may exchange class meeting times to make up hours lost if approved.
6. An approved Field Trip Form must be submitted and approved by the Dean or designee and appropriate Vice President at least five (5) days prior to the field trip.
7. Field trips that include minors require additional documentation and approval.

B. Use of Program Area Travel Funds

1. Each program area will be assigned a travel budget for the fiscal year. The Dean or designee is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Program Director/Chairperson prior to the planned trip. Requests for travel reimbursement from State funds, which do not have prior approval by the Program Director/Chairperson and the appropriate Vice President, will not be honored.

2. For in-state travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.

Adopted:

MONTGOMERY	INSTRUCTIONAL	POLICY
COMMUNITY COLLEGE	CLASSROOM MANAGEMENT	4.2.6

All College classroom instructors shall adhere to the following provision in carrying out job duties and employment responsibilities.

- A. Promptness – Punctuality is a valuable habit desired by all employers. College employees can help to develop this habit in their students by meeting with their scheduled classes or other meetings at the time designated and by insisting that students also arrive on time. If an instructor fails to meet his/her class within fifteen (15) minutes past the designated starting time, students are to sign their names on a roll and are then excused.

- B. General Housekeeping – Prospective students, student employers and numerous other interested individuals routinely visit the College. It is important that all employees be active in helping to maintain an orderly and well-organized appearance. The proper attitude toward clean and orderly classrooms, shops, labs and other workspaces can be passed on to the student by their instructor's attitude and actions.

Employees can aid the custodial staff by ensuring that:

- 1. Smoking and the use of smokeless tobacco products are prohibited in all College buildings and on campus. Food is not allowed in posted areas.

 - 2. Paper and other materials which accumulate during the day are picked up prior to leaving the classroom.

 - 3. All tools are locked in their proper storage place at the end of each class or day and all equipment is secured properly.

 - 4. Furniture is left in an orderly appearance. In general, disarrangement of a classroom because of teaching activities shall be corrected by the students in the class under the supervision of the instructor in charge.

 - 5. All labs are secured according to established departmental procedures.
- C. Discipline – Effective discipline must be maintained in all learning environments. Each instructor has the responsibility of handling any discipline problems that arise in class. Extreme cases are to be immediately referred to the appropriate Vice President. Upon request by the instructor, administrators will serve as mediators in extreme or reoccurring disciplinary issues. The College will not condone prolonged disruptive activities by students or groups of students. Student disciplinary matters shall be dealt with pursuant to College policy.

Policy 4.2.6

- D. Professional Appearance – Instructors should always present an appropriate professional image in accordance with the College's policy on Professional Dress.
- E. Safety – Every instructor should maintain a proper attitude toward safety. The instructor's attitude and habits toward safety have a profound influence on the habits and attitudes formulated by the students. It is extremely important that the following safety regulations be utilized by all instructors:
1. Safety rules and regulations specific for each program of instruction must be posted on laboratory and shop bulletin boards.
 2. The instructor should demonstrate proper procedures for the use of dangerous equipment. Hazards should always be pointed out in advance. This aspect of safety training is to be utilized prior to any student being allowed to use equipment and machinery.
 3. The instructor must always be present in shops and laboratories when machinery or equipment is being used by students. In the event the instructor must leave the area, another instructor should be placed in charge, or the shop should be locked.
 4. Jewelry or loose clothing should not be worn when operating moving equipment. If neckties are worn, they should be of the bow or breakaway type.
 5. Unauthorized students are prohibited from using equipment and machinery.
 6. Long hair must be tied at the back and placed under a hat or some type of covering while working in any of the vocational shops.
 7. North Carolina law requires that personal protective equipment (“PPE”) be worn by students, teachers and visitors to the instructional area where any of the following activities are conducted:
 - a. Working with hot solids, liquids or molten metal.
 - b. Milling, sawing, turning, shaping, cutting or stamping of any solid materials.
 - c. Heat-treating, tempering, or kiln firing of any metal or other material.
 - d. Welding of any type.
 - e. Repairing or servicing any vehicle.

Policy 4.2.6

- f. Using caustic or explosive chemicals or materials.
 - g. Any other class or lab where PPE is required to ensure the safety of students and employees must be worn.
 - h. Storage of classroom materials shall adhere to all OSHA and regulatory standards.
8. Any visitor to a classroom, shop or laboratory, must be accompanied by a College employee.
 9. Student's children are not to be left unattended anywhere on campus and are not permitted to attend classroom sessions unless approved by the Vice President of Instruction.
 10. Special permission must be obtained from the instructor before visitors will be allowed to attend a class or lab session.
- F. Equipment and Furniture – It is the instructor's responsibility to see that the equipment and furniture for each area is maintained. Abuse of equipment or furniture will not be tolerated and reported. Longer life and better care may be derived from equipment and furniture if the instructor will utilize the following practices:
1. Stress the importance and cost of equipment and furniture.
 2. Emphasize that there is a proper tool or piece of equipment for each job.
 3. Demonstrate and utilize recommended preventative maintenance methods. This includes keeping equipment clean and serviced.
 4. Emphasize that equipment and furniture are not to be loaned or removed from the premises for any purpose. Special consideration may be given to this regulation when pre-arranged field trips or other conditions warrant the use of equipment away from the College. Prior approval and prior arrangements must be made with the appropriate administrator.
 5. Report and/or repair damaged or broken equipment whenever possible. Damage, loss and stolen equipment should be reported to the Business Office immediately. New equipment must be checked and processed by the Business Office prior to its disbursement to classrooms or laboratories. Thereafter, the instructor in charge of each area shall be responsible for the accountability and care, of the equipment and furniture in that area.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**INSTRUCTIONAL
ACCREDITATION**

**POLICY
4.2.7**

The College shall obtain and maintain regional accreditation by the Southern Association of Colleges and Schools' Commissions on Colleges and appropriate program accreditation as determined by the College.

Adopted:

Legal Citation: 1B SBCCC 400.96

**MONTGOMERY
COMMUNITY COLLEGE****INSTRUCTIONAL
HONORARY DEGREES****POLICY
4.2.8**

The Board of Trustees hereby establishes the following honorary awards¹:

1. Honorary Associate Degree
2. Emeritus Status Award

These awards are designated as the highest and most prestigious awards for presentation to citizens who have provided meritorious service or support to the College in fulfilling its mission to the Community. The Board hereby authorizes the President to present these awards to deserving citizens on appropriate occasions following consultation with the Board of Trustees.

The Board of Trustees further authorizes the President to identify appropriate guidelines for the selection of deserving recipients and the presentation of these awards.

Adopted:

¹ The Board may establish other awards in lieu of or in addition to these awards.

The College Administration ensures that the academic calendar, grading policies, cost of attendance, refund policies, and other information that directly affects students will be available in a timely fashion on the College's website and/or in an official College publication.

Reference: SACSCOC Standard 10.2

Adopted:

Emeritus Status

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

Approved January 13, 2016

CORE Committee

The purpose of the CORE Committee is to guide the development, evolution, and coordination of projects and business processes that rely upon the Colleague system or integrated applications. Develop, review, and implement an operational process calendar to effectively plan and coordinate Colleague software updates and enhancements. To serve as the primary liaison between functional areas and the IT department. Establish, review, and maintain a Colleague software update testing and approval process. Establish, review, and maintain MCC's Colleague Core data standards. Share information and best practices with their respective service area co-workers and colleagues. Share and review professional development and training opportunities.

No.	Name	Area	Term Expiration
1.	Cindy Ellison	Dean of Information Technology & Learning Resources	Permanent
2.	Lee Proctor	VP of Instruction	Permanent
3.	Beth Smith	VP of Student Services	Permanent
4.	Jeanette McBride	VP of Administration	Permanent
5.	Carol Holton	Director of Institutional Effectiveness/SACS	Permanent
6.	Deanne Brown	Director of Foundational Studies	Permanent
7.	Doni Hatchel	Director of Financial Aid	Permanent
8.	Jessica Blanchard	Accounts Receivable Specialist	Permanent
9.	Karen Frye	Director of Enrollment	Permanent
10.	Kavin Sydalack	System Administrator	Permanent
11.	Melisa Bond	Director of Human Resources	Permanent
12.	Shavier Mason	Assistant to the Dean of Continuing Education	Permanent
13.	Teresa Hudson	Assistant to the VP of Instruction	Permanent
14.	Tonya Luck	Accountant	Permanent

Emergency Response Team

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

No.	Name	Area	Term Expiration
1.	Wanda Frick, Chairman	Director of Facilities	Permanent
2.	Andrew Gardner	Dean of Continuing Education	Permanent
3.	Marcus Ervin	Maintenance Supervisor	Permanent
4.	Kevin Lamonds	Lead Maintenance Technician/Electrical	Permanent
5.	Mark Litte	Maintenance Technician	Permanent
6.	Deanne Brown	Director of Foundational Studies	Permanent
7.	Roger Brown	Groundskeeper/Maintenance Technician	Permanent
8.	Mar'Kisha Martin	Custodian	Permanent
9.	Danny Johnson	Evening Custodian/Maintenance	Permanent
10.	Willie Ratcliff	Custodian	Permanent
11.	Wendy Vaughn	Director of Nursing	Permanent
12.	Matthew Mutarelli	Gunsmithing Instructor	Permanent
13.	Cindy Ellison	Dean of IT & Learning Resources	Permanent
14.	Pete Herron	Director, Basic Law Enforcement Training (BLET)	Permanent
15.	Courtney Atkins	Assistant to the President	Permanent
16.	Mark Dye	Director of Gunsmithing & NRA Programs	Permanent
17.	Connie Harris	Purchasing Officer/Evening Coordinator	Permanent
18.	Donna Harwood	NA Program Coordinator	Permanent
19.	Riley Beaman	Director of Public Safety & Health Occupation Programs	Permanent
20.	Jennifer Gonzales	Controller	Permanent
21.	Carolyn Saunders	Nursing Instructor	Permanent

2019 Performance Measures Report

https://www.montgomery.edu/pdf/mcc/2019_performance_measures.pdf

2019 Performance Measures

Performance Summary									
	Basic Skills Progress	Credit English Success	Credit Math Success	First Year Progression	Curriculum Completion Rate	Licensure Pass Rate Index	Transfer Performance		
<ul style="list-style-type: none"> ● Met or Exceeded Excellence Level ● Above College Avg, Below Excellence ● Above Baseline Level, Below Average ● Average 									
System Excellence Level	50.6%	66.6%	46.2%	71.9%	52.7%	1.07	89.4%	Met or Exceeded Excellence Level	Below Excellence Level, Above College Average
System Baseline	24.2%	40.1%	19.5%	56.6%	34.1%	0.79	74.4%		
Average College Percentage	41.8%	61.0%	41.5%	68.2%	49.3%	0.98	85.2%		
System Totals (All Students)	39.9%	61.7%	41.5%	67.2%	47.6%	1.00	85.9%		
Montgomery CC	● 40.5%	● 62.0%	● 29.1%	● 78.2%	● 54.2%	● 0.97	● 90.0%		
								3	0

Measure	Actions Taken during 18-19	Actions Planned for 19-20	Rating change	PM methodology change effective 2019 measures/report
Basic Skills	<ul style="list-style-type: none"> In 2018-19, a new Director was hired. All CCR Basic Skills instructors participated in training and completed a CORE accreditation as of May 7, 2019. A new follow-up system (instructor maintained log) was implemented to help with student attendance (retention & persistence). 	<ul style="list-style-type: none"> Professional Development will be required at the beginning of each semester for instructors. Will continue the instructor maintained log follow-up system established in 18-19. New process where one admin assistant will notify a 2nd (testing) admin assistant of students who are ready to test – and testing will be conducted promptly to enhance momentum for student in advancing to the completion of their goal. 	RED in both 18 (51.4%) and 19 (40.5%)	<p>The 18 measure looked at whether a BS student achieved an Educational Functioning level gain during the year.</p> <p>The 19 measure appears to be same thing, with different language. <i>(Number of measureable skill gain divided by the number of periods of participation.)</i></p>
Credit English	<ul style="list-style-type: none"> The data analytics “Grade Distribution Instructor Analysis” was shared during 18-19 after the end of each semester with VP of I – who distributed it thereafter. Program Reviews conducted in 18-19 had to provide a written plan for addressing courses where student success was below 70% and had a significant ‘n’. 	<ul style="list-style-type: none"> Continue the “Grade Distribution Instructor Analysis” data analytics. Continue to require programs conducting a Program Review to address the low performing student success courses. 	YELLOW in both 18 (53.8%) and 19 (62%)	<p>In the 18 measures/report, the English success was only measures for a 2-year period.</p> <p>In the 19 measures/report, the English success is now measured for a 3-year period – thus, we have more students taking English, and therefore, more success.</p>

Measure	Actions Taken during 18-19	Actions Planned for 19-20	Rating change	PM methodology change effective 2019 measures/report
Credit Math	<ul style="list-style-type: none"> The data analytics “Grade Distribution Instructor Analysis” was shared during 18-19 after the end of each semester with VP of I – who distributed it thereafter. Program Reviews conducted in 18-19 had to provide a written plan for addressing courses where student success was below 70% and had a significant ‘n’. 	<ul style="list-style-type: none"> Continue the “Grade Distribution Instructor Analysis” data analytics. Continue to require programs conducting a Program Review to address the low performing student success courses. 	RED in both 18 (18.8%) and 19 (29.1%)	<p>In the 18 measures/report, the Math success was only measures for a 2-year period.</p> <p>In the 19 measures/report, the Math success is now measured for a 3-year period – thus, we have more students taking Math, and therefore, more success.</p>
1st Year Progression	<ul style="list-style-type: none"> The data analytics “Grade Distribution Instructor Analysis” was shared during 18-19 after the end of each semester with VP of I – who distributed it thereafter. Program Reviews conducted in 18-19 had to provide a written plan for addressing courses where student success was below 70% and had a significant ‘n’. 	<ul style="list-style-type: none"> Continue the “Grade Distribution Instructor Analysis” data analytics. Continue to require programs conducting a Program Review to address the low performing student success courses. 	RED 18 (68.2%) to GREEN 19 (78.2%)	<p>The 18 measure said after 1st year student had to successfully complete at least 12 hours of credit.</p> <p>The 19 measure looks to see if in first year they completed (graduated) or who have re-enrolled in following fall – no set number of hours completed in 1st year required.</p>
Curr Completion Rate	<ul style="list-style-type: none"> The data analytics “Grade Distribution Instructor Analysis” was shared during 18-19 after the end of each semester with VP of I – who distributed it thereafter. Program Reviews conducted in 18-19 had to provide a written plan for addressing courses where student success was below 70% and had a significant ‘n’. 	<ul style="list-style-type: none"> Continue the “Grade Distribution Instructor Analysis” data analytics. Continue to require programs conducting a Program Review to address the low performing student success courses. 	YELLOW 18 (47.5%) to GREEN 19 (54.2%)	<p>The 18 measure was 36 hours completed before the end of the 6th fall term.</p> <p>The 19 measure requires 42 successfully completed non-developmental hours by the 4th academic year. (Shortened time, but upped the hours)</p>

Measure	Actions Taken during 18-19	Actions Planned for 19-20	Rating change	PM methodology change effective 2019 measures/report
<p>Licensure Passing Rate</p> <p><i>LPN, BLET, EMT</i></p>	<p>LPN - They continued what they have done in the past, since they have historically had 90 – 100% pass rates on the Licensure testing. In 18 report, they had 97%, in 19 report 100%.</p> <p>BLET – BLET Director identified students in program who had accommodations in high school, and directed them to seek help from Counseling / Disability and/or Foundational Studies. Further BLET Director asked other BLET (college programs) things they were doing to improve testing success. In 18 report, they had 43%, in 19 report 56%. (5/9)</p> <p>EMT – Coordinated with FirstHealth to ensure we had the most qualified and effective instructors. MCC did not have EMT in the 18 Report, in 19 report 57%. (4/7)</p> <p>Nurse Aide (NA) – MCC did not have any NA in the 18 Report, in 19 report 74%. (43/58)</p>	<p>LPN - They will continue same pedagogy and test prepping.</p> <p>ADN – The Nursing program has a goal on their 2019-2020 OAR form to achieve 100% pass rate.</p> <p>BLET – Identify students with reading comprehension issues early in the program and seek out assistance for them from Foundational Studies.</p> <p>EMT – Will continue to ensure College has qualified and effective instructors.</p> <p>NA – Added a goal to the 2019-2020 Nurse Aide Outcome Assessment Report seeking 80% success rate for students on the licensure/registry test.</p>	<p>YELLOW in both 18 (86.8%) and 19 (.97*)</p>	<p>*NCCCS has gone to a weighted instead of a percentage.</p> <p>NOTE: There will be an additional licensure program on the 2020 PM Report for MCC’s Associate Degree Nursing.</p>
<p>Transfer Performance</p>	<ul style="list-style-type: none"> An OAR was on the 18-19 College Transfer department form that read “Dean to review the grade distribution data report and meet with appropriate faculty in courses where there is a below 70% success rate.” There was an interim Dean in fall 18 and a new Dean hired for spring 19. Unfortunately, this goal did not happen. 	<ul style="list-style-type: none"> Goal from 18-19 is being carried forward. Director of IE and new Dean have discussed conducting a survey of AA/AS graduates who transferred, to ask them what MCC could do to improve the preparation for their 4-year experience. 	<p>RED 18 (70.0%) to GREEN 19 (90.0%)</p>	<p>The 2018 measure/report included a criterion of a GPA of 2.25 or better after 2 consecutive semesters.</p> <p>The 2019 measure eliminated the GPA criteria and only requires them to be enrolled the following fall (if they did not graduate in 2 semesters after transferring.</p>

Strategic Plan Activities

2018-2019

1. Workforce Training for Emerging Jobs and a Changing Workplace

a.) Provide training in technology, management, technical, customer service, and communications skills to support business and industry needs.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- The Small Business Center offered training at various times throughout the year on the following topics:
 - Branding your Biz
 - Biz Planning
 - Website that Works
 - Networking No-No's
 - Bootstrap Marketing
 - Quickbooks: Basic Training & Quickbooks: Beyond the Basics
 - Starting a Business: The Fundamentals
 - Business Plan Breakdown
 - Marketing Matters: Successful Marketing for your Business
 - Merchandising 101
 - Finding Your Target and Securing Customers
 - How to be a Better leader for Your Business
 - Money Talks: Understanding Finances & Cash Flow
 - The Brass Taxes: Tax & Government Regulations
 - Guns, Goals & Grit Firearms Business Summit
 - Be Our Guest Customer Service series
- Some new Continuing Education offerings for fall 2018 include: Appliance Repair (Biscoe); General Woodworking (with school system); Passport to Career Success; Fiber Optic Installation; and, Pharmacy Tech. (Cabinet 08.07.2018)
- ESG, an educational consulting group, are interviewing some Board members, and administrators of the College. This consultation is to validate the programming MCC and MCS identified for the new CTE building, as well as to identify other programs of study that would be good to add in the future. (Cabinet 5.14.2019)
- The Dean of Continuing Education shared with Cabinet on June 18, 2019 that an Employability Skills course is available in the VLC for both CE and CU programs to use. A certificate can be earned upon completion of the program. This is a result of the NCCCS Employability Skills Alignment Project. Information about this initiative will be a session at Quality Trails in August 2019. (Cabinet 06.18.2019)

b.) Provide certification and recertification courses; develop online versions as appropriate.

College Goals: 1, 2, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- The Dean of Continuing Education shared with Cabinet on June 18, 2019 that an Employability Skills course is available in the VLC for both CE and CU programs to use. A certificate can be earned upon completion of the program. This is a result of the NCCCS Employability Skills Alignment Project. Information about this initiative will be a session at Quality Trails in August 2019. (Cabinet 06.18.2019)

c.) Provide programming at a variety of locations within the community and through a variety of electronic modalities, as identified with the continued development of the MegaPark.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Continuing Education is offering a hybrid Community Paramedics course starting in March. This is a collaboration with FirstHealth. (Cabinet 2.19.2019)
- The Phlebotomy program has now been approved to offer the American Medical Technologist certification exams to students upon the completion of the class and clinical rotations. This will provide a global certification upon passing the exam and offer another option to the current American Society of Phlebotomy Technicians certifications. (BOT 03.13.2019)
- The Dean of Continuing Education attended the American Axle and Manufacturing 25th birthday event in Bischoe, where MCC had a booth to meet with all employees and discuss educational opportunities available at MCC. (BOT 03.13.2019)

d.) Aggressively engage advisory committees to ensure training is appropriate.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum

Evidence of Activities that Support Goal Attainment

- The Air Conditioning, Heating & Refrigeration Technology program held its annual Advisory Committee Meeting on May 18, 2019. Industry representatives requested more student training on schematics. The Department Chair said he would make a point to include more time on this topic going forward. (ACHR Meeting Minutes 5.18.2019)
- The Early Childhood program held its annual Advisory Committee Meeting on March 19, 2019. Discussion included upcoming changes to English & Reading co-requisite requirements. Industry representatives expressed concerns about EC completers not having needed English and Reading skills to perform their job adequately. The Department Chair indicated she would work with adjuncts to embed English and Reading components into each class. (Early Childhood Meeting Minutes 3.19.2019)
- The Forest Management Technology program held its annual Advisory Committee Meeting on June 10, 2019. Discussion included changes that Haywood CC is making to their program of study; namely, removing FOR 212 Forestry Surveying and Aerial Photo Interpretation. Industry representatives advised that this course should remain a technical one, and is heavily

emphasized one in the workplace. They also discussed the importance of GIS courses, currently a part of MCC's Forestry program. (Forestry Meeting Minutes 6.10.2019)

- The Gunsmithing and Hunting and Shooting Sports Management programs of study held a joint Advisory Committee Meeting on May 7, 2019. Both programs discussed existing courses and training opportunities, as well as any changes coming in the future, and listened to industry feedback on the same. (Gunsmithing and HSSM Meeting Minutes 5.7.2019)
- The Human Services programs of study held an Advisory Committee Meeting on June 3, 2019. Industry representatives mentioned areas of concern for new hires: documentation, work ethics, time management, and verbal communications. The Department Chair will look at ways to embed work ethics and time management into several HSE courses. Further, she will investigate whether the second English requirement could be switched to COM-231 Public Speaking, and documentation is already a part of several classes - which the Department Chair heavily emphasizes. (Human Services Meeting Minutes 6.3.2019)
- The Information Technology program held its Advisory Committee Meeting on May 17, 2019. The Department Chair provided a list of the IT subject matter courses required in the program, along with information about upcoming changes to the list. They discussed hot topics and issues in their workplace, and the Department Chair thanked them for that input which will help her to better craft courses to specific needs and wants of the local employers. (IT Meeting Minutes 05.17.2019)
- Medical Office Administration held a virtual Advisory Committee Meeting in January 2019. They discussed courses that the Department Chair is recommending be dropped, as well as topics that industry representatives feel need to be covered, namely, telephone etiquette, professionalism, HIPAA, and attention to detail. (Medical Office Administration Meeting Minutes 01.29.2019)
- The Nursing and Nurse Aide programs of study held a joint Advisory Committee Meeting on April 16, 2019. Industry representatives are pleased with the technical knowledge of MCC nursing and nurse aide completers. The only items mentioned that need work are professionalism and accountability. (Nursing Meeting Minutes 04.16.2019)
- Taxidermy held its Advisory Committee Meeting on July 12, 2018. The Department Chair told the attendees of any program changes and/or department upgrades. All in attendance agreed that the curriculum was working well. (Taxidermy Meeting Minutes 07.12.2018)
- The Business Administration program held its Advisory Committee meeting on June 7, 2019. Committee members discussed the skill deficiencies they see in new employees; topics included good writing and oral communications, effective time management skills, computer skills, and ethics. (Business Administration Minutes 06.07.2019)
- The Electrical and Industrial Systems Technology programs held a joint Advisory Committee Meeting on June 20, 2019. The EST AND IST program chairs gave the attendees a handout on their respective program of study course sequences and asked for input about the suitability of the courses. All agreed that the current curricula is adequate for industry standards. (Electrical & Industrial Advisory Committee Meeting Minutes 06.20.2019)

e.) Define and develop new programs that are timely, relevant and high quality which meet the needs of students, businesses and industries.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- The Vice President of Instruction shared with Cabinet on August 7, 2018 that MCC will offer a 1+1 Machining option with Randolph Community College.
- The Vice President of Instruction shared with the Board of Trustees on September 12, 2018 that MCC would like to apply to NCCCS to offer Facility Maintenance and Mechatronics as of

the fall 2019 semester, in the new CTE building on the campus of the Central High School. The Board motioned and approved to offer these two new programs effective fall 2019. (BOT 09.12.2018)

- The North Carolina Board of Nursing has approved for MCC to offer the Associate Degree in Nursing effective fall 2019. (10.02.2018 Cabinet)
- NCCCS approved MCC to offer the Associate in General Education nursing track. (1.7.2019)
- The Vice President of Instruction shared at Cabinet on October 2 that he has met with MCS personnel concerning the programming to be offered in the new CTE building on the campus of the Central High School. Pathways for Culinary, Automotive and Sustainable Agriculture will be created and submitted to NCCCS for approval, as this will be part of the offerings in the new CTE building. (Cabinet 10.02.2018)
- Pottery certificate reactivation was okayed by SACSCOC. Heritage Crafts will work on this - to possibly have a class in spring 2019. MCC plans to offer it when the new Central High School opens fall 2019 (BOT 10.10.2018)
- The staff at Southern Correctional Unit have asked us to prepare for the possibility of classes at the Medium Security Unit as early as February 2019. The programs currently being prepared are College and Career Ready (GED) classes, HRD classes, Foodservice, Small Appliance Repair, and Floor Maintenance. (BOT 1.9.2019)
- The College staff is meeting with the staff at Southern Minimum Security Unit to develop additional educational opportunities at the unit. Additional HRD classes have been added for spring 2019 and plans are to offer a Certificate in Heating and Air Conditioning starting in fall 2019. In addition, the apprenticeship program will be expanding to include inmates that are eligible for the program through work release. (BOT 1.9.2019)
- Montgomery Community College and Montgomery County Schools are working with an educational consultant to review current CTE offerings. Educational Strategy Group will assess recent new program offerings, providing feedback and suggestions for new offerings in the future. (Cabinet 05.14.2019)
- The Dean of Continuing Education shared with Cabinet on June 18, 2019 that an Employability Skills course is available in the VLC for both CE and CU programs to use. A certificate can be earned upon completion of the program. This is a result of the NCCCS Employability Skills Alignment Project. Information about this initiative will be a session at Quality Trails in August 2019. (Cabinet 06.18.2019)

f.) Increase course and program completion rates of MCC students by decreasing withdrawal rates to track student success.

College Goals: 1, 2, 6

Key Divisions, Departments, or Programs: Curriculum, Continuing Education, Distance Learning, Student Services

Evidence of Activities that Support Goal Attainment

- The Director of Institutional Effectiveness shared fall 2018, spring 2019 and summer 2019 withdrawal data with the President, Vice President of Instruction, Vice President of Student Services, Dean of IT & Learning Resources, and Director of Educational Partnerships. The sharing of the data is to keep these key individuals aware of trends that may be occurring during semesters, and to ask questions of appropriate others (faculty and/or Deans) in order to address concerns,
- The College applied for the Male Minority Success Grant on January 7, 2019, and received same. The College will use these funds to purchase an early alert software that will be used with all students - not just male minority. (BOT 2.13.2019)

- 18FA Grade Distribution-Instructor Analysis was prepared by the Director of Institutional Effectiveness and shared with the President and Vice President of Instruction on January 8, 2019.
- 19SP Grade Distribution-Instructor Analysis was prepared by the Director of IE and shared with the President and Vice President of Instruction on May 17, 2019.
- 2017-2018 Grade Distribution-Instructor Analysis data was included in the Programs of Study undergoing Program Reviews in 2018-2019, to wit, Air Conditioning Heating & Refrigeration, Office Administration, Forestry, Electrical Systems Technology, Industrial Systems Technology, Early Childhood Education, and Taxidermy. Any courses with student success less than 70% had to have a written action plan for the next year to seek improvement. Further, this goal was included on the 2019-2020 Program OAR for the respective program of study.

2. Partners in Learning to Serve All Citizens

a.) Expand Basic Skills and developmental programs to emphasize writing and communication skills, use of technology tools, research techniques, time management and organizational skills.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education, Basic Skills

Evidence of Activities that Support Goal Attainment

- The Vice President of Instruction shared with Cabinet on July 10, 2018 that several college personnel (A. Gardner, K. Garner-Smith, N. Winfree, L. Proctor & M. Inman) will be receiving training for the RISE program that will be piloted in spring 2019. The RISE program is a new initiative for students needing developmental courses for English and Math before entering college level courses for same.
- College and Career Readiness will offer high school equivalency options at the Highland Community Center starting October 2nd, 5:00 pm to 7:00 pm on Tuesdays and Thursdays. (Dean of Continuing Education 9.17.2018 email)
- Foundational Studies announced it would be offering an evening class for developmental math students as of October 2nd. (D. Hendrix email 09.25.2018)
- Nine representatives from MCC attended a RISE education session at GTCC on November 1, 2018. RISE is a new NCCCS Initiative concerning development English and Math courses. Those participating in the November 1st training were: Lynn Epps, Sam Britt, David Hendrix, Amy Friery, Natalie Winfree, and Diana Sanchez.
- The Director of Foundational Studies is working with the County to create a Literacy Council. (December 2018)
- Foundational Studies is partnering with pre-K programs to implement a "MotherRead" program in Montgomery County. Faculty completed training for this program in February and will begin to offer classes next month. (BOT 03.13.2019)
- Foundational Studies will be training future tutors in conjunction with the Montgomery County Thrive Initiative. (BOT 03.13.2019)

b.) Expand Career Readiness training to include high school students.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- No longer a viable goal. The high schools handle their own Career Readiness Certificate prep, test, and certificate printing at this point. The Continuing Education division does not actively promote the Career Readiness Certificate due to poor feedback from business and industry partners and ongoing state-level challenges with the test provider, ACT.

c.) Explore expanded partnerships with 4-year institutions to provide additional post-secondary educational opportunities.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- Tracey Wyrick, Program Chair of Criminal Justice, explored a relationship with ECPI University to provide transfer options for the CJC graduates. (email 3.13.2019)
- The Dean of Arts & Sciences initiated conversations with Gardner-Webb University about transfer requirements for our students to their institution. (AA AS AGE Program OAR 18-19)

d.) Build a collegiate college campus atmosphere through the development of cultural, social, club, athletic activities, events and campus.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Student Services

Evidence of Activities that Support Goal Attainment

- The College offered two Clay Camps. Ten students registered for the 6 - 10 year old clay camp, held July 23 - 26, 2018. Twelve students registered for the 11 -14 year old clay camp, held July 30-August 2, 2018.
- The College sent representatives to the Candor Peach Festival on Saturday, July 21, 2018. The Student Life & Recruitment Coordinator estimates that the College reps interacted with 450 people. All promotional items and printed information was handed out. They specifically pinpointed high school age kids with information on the CCP and Apprenticeship Programs.
- The Forestry Club hosted a campus-wide social on Friday, August 24, 2018. They provided burgers and hot dogs, and demonstrated timber sports. Thirty-four students attended this event.
- Financial Aid held a FAFSA night at the College on Wednesday, October 3, 2018. Approximately 100 people attended. (BOT 10.10.2018)
- The College hosted the CACRAO tour on Thursday, October 4th. Approximately 350 students visited this event to learn about College opportunities in the state of NC. (BOT 10.10.2018)
- The College hosted MLK Day of Service on January 19, 2019. The Montgomery County 4-H Leadership Program, Community in Schools, Eckerd Youth and MCC Human Services Club worked to package 12,000 meals to be distributed in the community. Approximately 120 individuals participated in the packing meals event.
- Lunch with Legislators was held at MCC on April 8, 2019. Invited guests included Mike Fenly, representative for Richard Burr, a US Senator, James Estes, representative for Thom Tillis, US Senator, Bill Constangy, representative for Richard Hudson, US Congressman, Eddie Gallimore, NC Senator, and Ken Goodman, Representative. Approximately 100 attended the event.
- MCC hosted a Diversity Day event on Thursday, March 28th. West Montgomery High School Students and Montgomery Early College students attended the event. Guest speaker was

Odell Bizzell. The multi-purpose room had numerous cultures and countries represented. (BOT 04/10/2019)

- NCWorks/WIOA hosted over 400 people and 40 employers at the March 14, 2019 Career Fair held on the grounds of MCC. (BOT 4/10/2019)

e.) Market College Transfer Program and CCP opportunities to local public and private high school students as well as home school students; provide information on college transfer options and the Comprehensive Articulation Agreement.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Arts and Sciences, Public Information Officer

Evidence of Activities that Support Goal Attainment

- The College sent representatives to the Candor Peach Festival on Saturday, July 21, 2018. The Student Life & Recruitment Coordinator estimates that the College reps interacted with 450 people. All promotional items and printed information was handed out. They specifically pinpointed high school age kids with information on the CCP and Apprenticeship Programs.
- The College held a College Transfer Fair on Monday, October 29th. There were representatives from 14 colleges with tables set up in Capel Hall from 8:30 am to 10:30 am. This provided easy access for Early College students to stop and ask questions or pick up brochures. Approximately 50 students interacted with various reps.
- Coordinator of Student Life and Recruitment, Jessica Latham, visited the ROTC classroom at West Montgomery High School on March 19, 2019 and shared MCC programming opportunities with the students. (Email 3.19.2019)
- Amanda Beaman, Program Head for Phlebotomy, joined Jessica Latham, Coordinator of Student Life and Recruitment, for a lunchroom visit at West Montgomery High School. They share information about the PBT program and any others with students. (Email 3.19.2019)
- Montgomery Community College is now advertising in the "Speckled Paw," a Mt. Gilead publication. (BOT 4.10.2019)
- East Montgomery High School held a Junior Parents College night on Tuesday, April 30th. There were about 10 families in attendance. General information about MCC and the RDS application process was provided, as well as information on Montgomery Scholars. A Hispanic College night was held on May 2nd at EMHS from 6 to 8, with 15 families attending. The same type of information was shared with attendees. (Student Recruiter 5.6.2019)
- Created a new College Transfer brochure (replaces Arts & Sciences) featuring MCC Associate in Arts graduate, Hollie Ritter. (PIO)
- Updated all college transfer degree pages on website to reflect changes to and inform about academic advising, transfer opportunities, articulation agreements, and ACA 122 - College Transfer Success course. (PIO)
- Second largest response to an April 2019 Facebook post in MCC's 10-year history on Facebook was a success story about an MCC college transfer graduate who was granted a summer internship studying loggerhead turtles. (PIO)
- With the presence of the Montgomery County Early College on campus, college transfer programs have grown tremendously. Now, with the emphasis toward career-technical education, less time was spent on college transfer marketing and more on growing CTE programs. (PIO)

f.) Support and expand Apprenticeship program opportunities for high school students.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- The College sent representatives to the Candor Peach Festival on Saturday, July 21, 2018. The Student Life & Recruitment Coordinator estimates that the College reps interacted with 450 people. All promotional items and printed information was handed out. They specifically pinpointed high school age kids with information on the CCP and Apprenticeship Programs.
- Two IT apprentices (native college students) are in place with the Information Technology Department. (Cabinet 09.11.2018)
- The Dean of Continuing Education announced that MCC was awarded a one-year grant to hire an Apprenticeship Consultant to assist with apprenticeship programming in the Sandhills region. (Cabinet 10.02.2018 & BOT 10.10.2018)
- Wallace & Dunn Heating and Air will be accepting apprentices. This will allow some on-the-job training for students, and allow the employer to be acquainted with potential hires before they complete their career goals. (Dean of CE at BOT 10.10.2018)
- The College hired Dominick Muoio to the Apprenticeship Coordinator position effective January 2, 2019. Dominick will work with business to formulate apprenticeship plans, and help them manage the programs thereafter. At the initial stage of his hire, he will act as a “salesperson,” selling businesses and high schools on apprenticeship. (Cabinet 01.08.2019)

g.) Strategically invest in the external partnership with MCS to strengthen existing and create new educational pathways, transitions, and synergies.

College Goals: 1, 3

Key Divisions, Departments, or Programs: President, Student Services, Curriculum Continuing Education

Evidence of Activities that Support Goal Attainment

- The College, in partnership with MCS, submitted a grant application on July 20, 2018 for the Career Pathway Grant, offered by the NC Department of Public Instruction and NCCCS. The grant seeks \$75,000 to fund a mentor for apprentices and purchase training equipment. (Cabinet 07.24.2018)
- Heritage Crafts held an 11-14 year old pottery camp the week of July 30, 2018. Fourteen students participated and parents told the instructor that the kids were excited to come back each day. In addition to building their own pots, they received instruction on the potter’s wheel, and reviewed the permanent collection in the library, using those for inspiration for their creations.
- MCC and MCS held a joint safety meeting on August 14, 2018. They discussed school safety, lockdowns, and drills. MCC plans to do a tabletop and active shooter drill during the fall 2018 semester. (Cabinet 08.21.2018)
- East Montgomery High School and West Montgomery High Schools held Open Houses on the evening of Tuesday, August 21, 2018. Jessica Latham, Student Life and Recruitment Coordinator, worked East and Karen Frye, Registrar, worked West. Information about CCP, Montgomery Scholars, and MCEC was shared with any interested parties. Both Open Houses were well attended by parents and students.
- Montgomery County Early College held an “Understand Your Syllabus” for parents and students during the evening of August 21, 2018. Lee Proctor and Sam Britt represented MCC. Parents and students from all grades attended.
- MCC/MCS Partners Meeting was held at MCS Central Office on September 20, 2018. Over 20 participants were in attendance from both MCS and MCC including both Dr. Bledsoe and Dr. Ellis. The meeting discussed upcoming Spring classes, updates on students who are completing degrees and certificates, new programs coming for Fall 2019 and a general open table session to discuss any concerns the group may have that could be worked on.
- The Vice President of Instruction shared at Cabinet on October 2 that he has met with MCS personnel concerning the programming to be offered in the new CTE building on the campus of

the Central High School. Pathways for Culinary, Automotive and Sustainable Agriculture will be created and submitted to NCCCS for approval, as this will be part of the offerings in the new CTE building. (Cabinet 10.02.2018)

- The Director of Resource Development and the Vice President of Student Services participated in a Senior breakfast at WMHS on Saturday, October 13. Information concerning MCC programs, financial aid, and scholarships was shared with the 100+ attendees. (Cabinet 10.16.2018)
- Manufacturing Day was held November 9, 2018. Jessica Hamilton, Director of Business and Industry worked with Matthew Swain and Wade Auman at MCS to help set up the event for MCS high school students. Ten stations were set up to highlight CTE options for students including employers that were hiring in these areas. MCC employees guided tours around the 10 different stations. In the morning, high seniors from East Montgomery High School, West Montgomery High School and Montgomery Learning Academy attended. In the afternoon, high school students that were taking CTE classes from both East and West Montgomery attended the event.
- Dr. Bledsoe and Dr. Ellis met with several legislative individuals on Monday, January 7, 2019 to discuss the 2019-2020 academic year start-up costs for the CTE building. The State funding model will not fund us for the first year, so the College and MCS will seek a special appropriation from the legislature to cover the 1st year costs. (Cabinet 1.8.2019)
- Lynn Epps, Director of Educational Partnerships and Lee Proctor, Vice President of Academics participated in Early College Information Sessions: East Middle School on January 29, 2019, West Middle School on January 31, 2019, and Montgomery County Early College on February 7, 2019.
- MCS is planning to offer a Summer Trailblazer program for rising 8th graders that would encompass activities and tours on the MCC campus. (Cabinet 2.19.2019)
- A MCC/MCS Partners Meeting was held at MCC on February 19, 2019. Over 20 participants were in attendance from both MCC and MCS including Dr. Bledsoe. A presentation by Lee Proctor was given to highlight the new programs coming to the CTE building and the new requirements related to RISE. Information about the Apprenticeship program as well as Continuing Education classes was given by Andrew Gardner. A round table session took place at the end of the meeting.
- Dr. Dale Ellis, Superintendent of Montgomery County Schools, and Dr. Chad Bledsoe, President of Montgomery Community College, did a joint presentation to the Civitan Club and invited guests on Monday, March 11, 2019 at West Montgomery High School. The presentation talked about the new Central High School and the jointly shared CTE Building and programming that will be offered there. Approximately 60 people attended the presentation. (BOT 3.13.2019)
- Career Day was held March 14, 2019. Russell Ingram with NC Works set up the event for MCS students as well as the public. MCS students from 8th grade attended the morning session. High school students attended the afternoon session. Students received information and learned from over 30 different employers from in and around Montgomery County as well as CTE opportunities that MCC has to offer.
- The College participated in CTE fairs at the High Schools on Monday, April 1st (West Montgomery High School) and Tuesday, April 2nd (East Montgomery High School). The College and the public schools presented information to 8th grade students (that were bussed to the high schools) and rising 10th -12th grade high school students about CTE programming that will be available to them at the high school - both high school and college offerings. (Cabinet 4.2.2019)
- Dr. Bledsoe and Korrie Ervin, Director of Resource Development, participated in award ceremonies at each of the Montgomery County High Schools the later part of May. Dr. Bledsoe presented Montgomery Scholar awards at East Montgomery High School on Thursday, May 23, 2019. Ms. Ervin presented Montgomery Scholar awards at West Montgomery High School on Tuesday, May 28, 2019. (Cabinet 05.28.2019)
- The College met with the Montgomery County School system on June 18, 2019. At least part of the discussion related to the transitioning of MCS faculty to MCC. (Cabinet 06.18.2019)

h.) Solidify job placement services in a centralized effort.

College Goals: 1

Key Divisions, Departments, or Programs: Student Services

Evidence of Activities that Support Goal Attainment

- NCWorks and the Workforce Development Center presented their services to the faculty at the August 13, 2018 Quality Trails session. Approximately 35 faculty attended this session.
- NCWorks and the Workforce Development Center hosted a Southern Correctional Institute Career Fair on August 22, 2018 from 10:00 am - 4:00 pm. Southern Correction has 120 openings. Approximately 30 people came out for the event.
- WIOA has ten (10) new part-time adults enrolled in the program and 1 dislocated adult. This is an increase (improvement) from last year's numbers at this time. (Dean of CE at BOT 10.10.2018)
- NCWorks hosted a Career Fair on March 14, 2019 from 8:30 a.m. to 4:00 pm. Approximately 400 people visited the fair, which had 40 employers. (BOT 4.10.2019)

3. Promotion of Quality and Flexible Programs and Services

a.) Market programs and services to the appropriate segment of the community using creative and flexible methods.

College Goals: 3

Key Divisions, Departments, or Programs: Curriculum, Continuing Education, Public Information Officer

Evidence of Activities that Support Goal Attainment

- The College sent representatives to the Candor Peach Festival on Saturday, July 21, 2018. The Student Life & Recruitment Coordinator estimates that the College reps interacted with 450 people. All promotional items and printed information was handed out. They specifically pinpointed high school age kids with information on the CCP and Apprenticeship Programs.
- The Taxidermy program was featured on the July 30, 2018 episode of Carolina All Out. This is a syndicated outdoor sports program appearing six months out of the year on cable T.V. channels throughout Eastern North and South Carolina and Virginia and some Charlotte and Raleigh channels. They post their episodes on their YouTube channel as well. <https://mail.google.com/mail/u/0/#inbox/1650f9639c6ecc42?projector=1>
- The College became a member of NC-SARA (National Council for State Authorization Reciprocity Agreements) in June 2018. Student service personnel have been sharing this information with any out-of-state applicants who may benefit from this initiative. Further, the Public Information Office will meet with department chairs' who will benefit from this membership to discuss ways to market this opportunity. (Cabinet 08.07.2018)
- Yourspace went to a digital format in fall 2018 and began being linked to weekly Facebook posts.
- "10 days of Uwharrie's Festival" will be held the last two full weeks of October (14th - 28th). MCC has participated in the planning meetings. Various events will be held across the county (Eldorado Outpost, Mt. Gilead, Troy, etc.) At this point, we know that Heritage Crafts will be a part of the Troy events. We hope that next year we can host some events on the campus of MCC. (Cabinet 08.21.2018)

- Dr. Bledsoe did a presentation about Montgomery Community College to the Mt. Gilead Civitan Club on August 16, 2018.
- The Human Services Technology program was featured in the Montgomery Herald on September 19, 2018. (Front page, below the fold.)
- The Small Business Center and Heritage Crafts are participating in the 10 days of URE Festival, held October 19 - 28, 2018. (BOT 10.10.2018)
- The NC Rural Center is hosting a Roundtable discussion at MCC on October 24, 2018. Three main topics will be discussed: broadband, health & Small Business. (PIO at BOT 10.10.2018)
- The College held a Manufacturing Day on Friday, November 9, 2018 at the main campus for approximately 270 Montgomery County School students from East and West Montgomery High School. The event included 10 stations that featured local manufactures and programs at the College. (BOT 11.14.2018)
- The Coordinator of Student Life & Recruitment participated in two recent parades. The Veteran's Day Parade in Troy, NC on November 10, 2018 had approximately 600 people in attendance. The College had a float in it that thanked veteran's for their service, as well as promoted the College. On Saturday, December 1, 2018, the Student Life & Recruitment Coordinator also entered a float in the Mt. Gilead parade. The weather was not good, so attendance was not as high as usual, but estimated at 700 people.
- New videos promoting Human Services, Office Administration and Business Administration have been posted to the website, Facebook, Instagram and/or MCC's YouTube channel. (BOT 1.9.2019)
- The Dean of Continuing Education shared that he regularly talks with wait staff at restaurants about what they want to be and then proceeds to share information about programming at MCC. Further, the Continuing Education keeps a running list of names and contact info for ongoing class interest. The CE department uses this list to identify new offerings, and uses it to follow-up with prospective students every 30 days about upcoming classes and services. (Dean of CE and Director of Institutional Effectiveness conversation 3.8.2019)
- Dr. Dale Ellis, Superintendent of Montgomery County Schools, and Dr. Chad Bledsoe, President of Montgomery Community College did a joint presentation to the Civitan Club and invited guests on Monday, March 11, 2019 at the West Montgomery High School. The presentation talked about the new Central High School and the jointly shared CTE Building and programming that will be offered there. Approximately 60 people attended the presentation. (BOT 3.13.2019)
- Coordinator of Student Life and Recruitment, Jessica Latham, visited the ROTC classroom at West Montgomery High School on March 19, 2019 and shared MCC programming opportunities with the students. (Email 3.19.2019)
- Amanda Beaman, Program Head for Phlebotomy, joined Jessica Latham, Coordinator of Student Life and Recruitment, for a lunchroom visit at West Montgomery High School. They share information about the PBT program and any others with students. (Email 3.19.2019)
- "Getting to the root in dental assisting" article ran in the Montgomery Herald on March 27, 2019. This article spotlighted the Dental Assisting program at the College, its students and graduates. (BOT 4.10.2019)
- Mt. Gilead held its annual May Day event on Saturday May 4, 2019. The College participated by setting up a tent, answering questions and passing out brochures. Approximately 200-250 people attended the May Day event.
- The Public Information Officer worked with Early College students to create short information videos about FAFSA. These will be posted to Facebook, Instagram, and your space to aid in getting correct information out to students and prospective students about FAFSA and its importance in securing Financial Aid. (Cabinet 4.30.2019)
- Montgomery County Early College held a new Early College Student orientation on April 30th. The guest speaker was Sam Britt, English faculty. Approximately 120 parents and students attended. (Cabinet 4/30/2019)
- The NC Department of Transportation received national honors for its innovative use of drones during the state's coordinated response to Hurricane Florence. NCDOT was awarded the Association for Unmanned Vehicle Systems International's XCELLENCE AWARD in the

humanitarian category at AUVSI's annual XPONENTIAL conference. MCC's drone training was a behind the scenes component of the NCDOT's innovative use. (Cabinet 4.30.2019)
NOTE: An article about this, and the drone school's many accomplishments including garnering national attention to the school and to MCC, appeared in the 2019 fall schedule tabloid that went out to each mailbox in Montgomery County in June 2019.

- MCC has 9 summer camps scheduled and advertised for summer 2019. They are: Get Active Girls Camp, Get Outdoors Camp, Drone Camp, Bushcraft Camp, Call of Duty Camp, Criminal Justice Camp, Outdoor Leadership Camp, Pottery Camp, STEM/Mad Scientist Camp. Pottery, Call of Duty and BushCraft Camps registrations are full. (Cabinet 05.14.2019)
- Dr. Bledsoe and Korrie Ervin, Director of Resource Development, participated in award ceremonies at each of the Montgomery County High Schools the later part of May. Dr. Bledsoe presented Montgomery Scholar awards at East Montgomery High School on Thursday, May 23, 2019. Ms. Ervin presented Montgomery Scholar awards at West Montgomery High School on Tuesday, May 28, 2019. (Cabinet 05.28.2019)
- Facebook "events" were created for NRA classes, Public Safety classes, A Night of Jazz Foundation Raffle, Heritage Crafts classes, Sporting Clay Tournament, Knifemaking classes, Lunch With Legislators, and MCC Summer Camps to advertise various campus classes and community events. (PIO)
- Ran paid, fall registration ads in July 2018 on Instagram resulting in an increase of "impressions" (views of MCC's content) of 65,227 over organic (non-paid-for) impressions and an increase of 93 Instagram followers over the previous month. (PIO)

b.) Provide marketing at a variety of locations within the community; host activities and invite the community to the campus.

College Goals: 3

Key Divisions, Departments, or Programs: Public Information Officer, Student Services, Foundation

Evidence of Activities that Support Goal Attainment

- The College sent representatives to the Candor Peach Festival on Saturday, July 21, 2018. The Student Life & Recruitment Coordinator estimates that the College reps interacted with 450 people. All promotional items and printed information was handed out. They specifically pinpointed high school age kids with information on the CCP and Apprenticeship Programs.
- MCC's NC Public Safety Drone Academy is participating in the NC Drone Summit, August 5 - 7, 2018 in Greensboro, NC. This event will give MCC's academy a lot of good exposure. (Cabinet 08.07.2018)
- "10 days of Uwharrie's Festival" will be held the last two full weeks of October (14th - 28th). MCC has participated in the planning meetings. Various events will be held across the county (Eldorado Outpost, Mt. Gilead, Troy, etc.) At this point, we know that Heritage Crafts will be a part of the Troy events. We hope that next year we can host some events on the campus of MCC. (Cabinet 08.21.2018)
- NCWorks and the Workforce Development Center hosted a Southern Correctional Institute Career Fair on August 22, 2018 from 10:00 am - 4:00 pm. Southern Correction has 120 openings. Approximately 30 people came out for the event.
- The MCC Foundation held a "Night of Jazz" on Friday, September 21st at the James Garner Center. Approximately 125 attended the event, with 230 tickets being sold which raised \$22,713.06 for the foundation. The event was advertised on social media and photos were posted after the event as well.
- The Forestry faculty hosted the North Carolina Forestry Association 2018 Sustainable Forestry Teachers Experience, Piedmont Session. Forty teachers from the Piedmont of NC K-12 participated. Teachers were told about what MCC has to offer to students seeking careers in Forest Management. This is the 3rd year the College has hosted a portion of the SFTE. (BOT 09.12.2018)

- The Small Business Center and Heritage Crafts are participating in the 10 days of URE Festival, held October 19 - 28, 2018. (BOT 10.10.2018)
- Jessica Latham, Student Life & Recruitment Coordinator, attended a transitions fair for students with disabilities in Stanly County on October 16, 2018. She spoke with approximately 10 families and handed out information on our programs and counseling services. MCC was the only entity there from outside of Stanly County and MCC's participation was much appreciated.
- A Rural Center Policy Roundtable was held at MCC during the week of October 22nd. It was well attended by various community members. (Cabinet 10.30.2018)
- The SBI held regional meeting on the MCC campus on November 6 and 8. 20 officers from around the state and locally attended this specialized training.
- The MCC Foundation held a Shooting Clay's Tournament on November 9, 2018. Six teams participated in the event. This event raised \$5,000; some of the proceeds were used to support the Gunsmithing Club.
- Sixty 8th graders from North Moore Schools visited MCC on Thursday, January 31st. They requested the visit, and were very excited about the tour we provided to them. Photos posted on social media about the visit. (BOT 2.13.2019)
- Coordinator of Student Life and Recruitment participated in a Career Exploration event at Pinecrest High School, Pinehurst on Thursday, February 7th. This was attended by approximately 300 middle school students and 450 high school students and provided a great opportunity to market MCC to neighboring county students. (BOT 2.13.2019)
- Continuing Education is going to offer a 4 week Montgomery County Heritage Series on the campus of MCC. This series includes a history of Montgomery County. (Cabinet 2.19.2019)
- MCC held its annual Golf Tournament on Friday, April 12th. Sixteen teams completed, and the event raised \$15,300. (Cabinet 4.16.2019)
- MCC has 9 summer camps scheduled and advertised for summer 2019. They are: Get Active Girls Camp, Get Outdoors Camp, Drone Camp, Bushcraft Camp, Call of Duty Camp, Criminal Justice Camp, Outdoor Leadership Camp, Pottery Camp, STEM/Mad Scientist Camp. Pottery, Call of Duty and BushCraft Camps registrations are full. (Cabinet 05.14.2019)
- MCC Hosted Lunch With Legislators on April 8, 2019. Entire community was invited and Montgomery County Chamber of Commerce members attended free. Approximately 200 attended.
- MCC hosted a diversity event on campus on March 28, 2019 to which East and West Montgomery High School and Montgomery County Early College students were invited. Approximately 200 students visited the displays and collected "passport stamps" to earn MCC logo-imprinted prizes.

c.) Leverage the marketing potential of advisory committees.

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum, Public Information Officer

Evidence of Activities that Support Goal Attainment

- At the Taxidermy Advisory Committee meeting held in July 2018, an industry representative suggested that the Department Chair look into doing Facebook live posts. (Taxidermy Meeting Minutes 07.12.2018)
- Several industry representatives at the Nursing Advisory Committee Meeting held in April 2019, shared information about their current nursing job openings and their willingness to interview new graduates for the positions. (Nursing Meeting Minutes 04.16.2019)
- Several of the IT Advisory Committee members posted an "apply now" graphic on their various social media sites to help MCC promote the IT program of study. (IT Meeting Minutes 05.17.2019)
- One industry rep on the IT Advisory Committee suggested members of the group attend events like Career Fairs and the CCP Fairs to present their success from the program. Others agreed.

The Department Chair will send them invites for such future events. (IT Meeting Minutes 05.17.2019)

- The Department Chair provided all attendees with a copy of the Human Services program as well as a preliminary curriculum card for the new Social Service program of study at the Advisory Meeting held on June 3, 2019. Several of the industry representatives took extra brochures to help share information about the program at their agencies. (Human Service Meeting Minute 06.03.2019)
- An industry rep at the Early Childhood Advisory Committee voiced concern about helping to market the program when she has encountered roadblocks for several of her employee when they apply to take classes here at MCC. She indicated due to her frustration, she currently has several of her teachers taking classes at Stanly CC. The Department Chair apologized for any confusion or frustration, provided each member her business card, and included her email, office number and cell number, requesting they call her if they have future problems. Further, the Department Chair shared that she needs the assistance of her Advisory Board members to help rebrand it and market it to their current and potential employees. Other industry reps requested marketing materials, and indicated a willingness to help promote the degree tracks along with the certificate and diploma options. (Early Childhood Meeting Minutes 03.19.2019)
- The Business Administration Advisory Committee held its annual meeting on June 7, 2019. The Department Chair asked each committee member to share how they promote the Business Administration program and/or MCC in the community. The two external committee members said mentioned serving on the Foundation Board and talking about Montgomery Scholars with anyone they think is eligible. (Business Administration Meeting Minutes 06.07.2019)

d.) Create flexibility in all divisions of the College in order to adapt and respond quickly to economic and cultural changes and resulting needs within the community.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Vice Presidents

Evidence of Activities that Support Goal Attainment

- Two new apprenticeship tract opportunities for students were identified in 17-18: Information Technology and Office Systems. The IT apprenticeship has been approved and funded for fall 2018. (Vice President of Instruction)
- The Arts & Sciences (Transfer) program will be creating an Advisory Committee, consisting of students, local high school reps, and local college officials. The Advisory Committee will ensure that MCC's transfer program is meeting the needs of all constituents. (Vice President of Instruction)
- Beginning with the fall 2018 term, the College offered a new option to all students (not just online) to assist with their learning experience - Cengage UnLimited. It is a subscription service for 20,000 ebooks, 2,300 digital learning products, and other study guides for \$119.99 per semester. This is an alternative to the previous system of buying or renting textbooks.
- The Vice President of Instruction shared with Cabinet the plan to modify the purge list process. The current process happens very close to the late registration date, and does not allow the College to be "proactive." Thus, we are looking at doing the purge earlier to allow more opportunity for contact with purged students to get them enrolled and paid. (Cabinet 08.07.2018)
- The College has installed 32 cameras across the Page Street Campus. These are monitored by various personnel throughout the day, and recordings are made and retained for a period of time, should an incident need to be reviewed later. (BOT 09.12.2018)
- Cabinet discussed revamping the vacant Distance Learning Program Assistant position in the CATS Lab, to create a more up-to-date position to assist faculty with online course creation and/or maintenance. (Cabinet 05.14.2019)

- Board of Trustees approved two new positions, Distance Learning Coordinator and Educational Technical Assistant. (BOT 6.12.2019)

e.) Offer programs that meet the needs and interests of older community members and retirees.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- Offered art classes offsite at the Troy Senior Center.
- Offered art and pottery class workshops during the day to meet the needs and demands of seniors that preferred day classes.
- The beekeeping program offered two sections this year to meet the growing demand of retirees that wanted to engage in beekeeping as a hobby.
- MCC became the host site for the county's Beekeepers Association meetings.
- Retirees also took advantage of our technical programs to better fix their own equipment at home, wire their "she shed," and to better manage their small farm operation. These classes included small engine repair, electrical wiring, and welding.
- We had a few retirees take advantage of our basic computer class and learned to better operate the computer to keep in touch with family members via email.

f.) Ensure high quality and comprehensive services that reflect the needs of all students.

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Student Services, Distance Learning, Library

Evidence of Activities that Support Goal Attainment

- The annual MCC Employee Survey was done in May 2018. Cabinet reviewed and discussed top concerns, and 3 were identified (Website, Campus Security visibility and perception, and Student Advising). Goals for each concern were written and added to the respective division's Outcome Assessment Report for 2018-2019. (Cabinet 07.24.2018)
- Beginning with the fall 2018 term, the College offered a new option to all students (not just online) to assist with their learning experience - Cengage UnLimited. It is a subscription service for 20,000 ebooks, 2,300 digital learning products, and other study guides for \$119.99 per semester. This is an alternative to the previous system of buying or renting textbooks.
- Mid fall 2018 semester, student registration moved to self-service. Through self-service, students can check their progress in their program of study, view their transcripts, and register for classes. (CORE Meeting 08.07.2018)
- Academic Counseling Exchange "ACE" provides academic support/tutoring assistance online (through Blackboard) and face-to-face (on campus by appointment). ACE online is available from 10 AM until 4 AM - 7 days a week. (Yourspace announcement 09.10.2018)
- The Counseling Services staff attended a FERPA/Title IX workshop at CPCC on September 20, 2018. (BOT 09.12.2018) Workshop participants discussed FERPA (Family Educational Rights and Privacy Act) regulations and issues; during afternoon regional meetings, attendees discussed Title IX processes.
- The College held a Financial Aid/CFNC workshop at MCC on October 3, 2018. Approximately 100 people attended. (BOT 10.10.2018)
- The Coordinator of Student Life & Recruitment and the Counselor attended a Student Life Professional Development Conference in May 20-21, 2019. Conference attendees discussed the value of networking, the variety of ways college operate their student ambassador

programs, helpful resources for students, and upcoming activities including the implementation of the early alert system made available through a Minority Male Success Initiative grant. (BOT 6.12.2019)

4. Resource Procurement and Allocation

a.) Examine College processes and employees' responsibilities to determine the best and most efficient use of physical and human resources while minimizing the impact on the quality of instruction and services provided to students and the community.

College Goals: 2,4,5,6

Key Divisions, Departments, or Programs: Vice Presidents

Evidence of Activities that Support Goal Attainment

- A session on "Open Textbooks: Access, Affordability, and Academic Success" was presented by Will Cross of NCSU at Quality Trails, held on August 13, 2018. The College is interested in moving to open textbooks to assist students with rising textbook costs. Approximately 35 faculty attended this session.
- The College has installed 32 cameras across the Page Street Campus. These are monitored by various personnel throughout the day, and recordings are made and retained for a period of time, should an incident need to be reviewed later. (BOT 09.12.2018)
- Effective summer 2018, MCC only has to provide letter grades to CCP and EC students. This change came about because of MCS working with us so that we no longer have paper rosters and do everything electronically. (Director of Educational Partnerships)
- The College applied for the Male Minority Success Grant on January 7, 2019 and was awarded the grant. The College will use these funds to purchase an early alert software to help with ALL student alerts - not just male minority. (BOT 2.13.2019)
- Faculty Senate reviewed the "Excellence in Teaching Award" process and better defined the steps and process, which should result in greater efficiency, clarity and consistency going forward. (Cabinet 3.5.2019)
- Cabinet discussed revamping the vacant Distance Learning Program Assistant position in the CATS Lab, to create a more up-to-date position to assist faculty with online course(Cabinet 05.14.2019)
- Board of Trustees approved a new position, Distance Learning Coordinator. (BOT 6.12.2019)
- Board of Trustees approved a new position, Educational Partnership Technical Assistant to assist the Director of Educational Partnerships in advising and serving the expanding College and Career Promise and Early College Students (BOT 6.12.2019)

b.) Seek grant and foundation funding to provide educational financial assistance to the underserved and needy populations.

College Goals: 2, 5

Key Divisions, Departments, or Programs: Foundation

Evidence of Activities that Support Goal Attainment

- The College has taken a one-year subscription to "Foundation Directory Online" to assist the College with finding more grant opportunities to apply to, and hopefully be awarded. (Cabinet 07.24.2018)

- Fourteen Montgomery County high school seniors were awarded the Montgomery Scholars Program scholarships this year (fall 2018) at Montgomery Community College. The program is designed to provide a scholarship to any Montgomery County resident who receives a high school diploma, enrolls at MCC the fall semester following his or her high school graduation and meets the eligibility requirements. (Yourspace 9.10.2018)
- The MCC Foundation held its annual Scholarship Award ceremony on September 4, 2018. Seventy-seven very talented, bright college students received scholarship awards totaling \$81,000 for the fall 2018 semester. (BOT 09.12.2018)
- Andy Speer, Department Chair for Taxidermy, is seeking an NRA grant in 18-19 to offer the "Get Outdoors" Summer Camp option again. (Cabinet 09.11.2018)
- Mark Dye applied for two NRA grants in 18-19 to offer merit scholarships to Gunsmithing students.
- The College applied for and received a \$5,000 Gambling Grant award from the Department of Health & Human Services. Natalie Winfree is working with Korrie Ervin in identifying ways to utilize the funding. (Cabinet 09.11.2018)
- Mark Dye, Director of Gunsmithing, and Director of Resource Development, Korrie Ervin, have applied to American Firearms and Shooting Foundation for scholarship funds for students in the Gunsmithing program. Funds received were \$10,000. (Cabinet 10.02.2018)
- MCC is applying for a "Finish Line Grant" from the NCCCS that was announced in July by Governor Cooper to assist community college students who face unforeseen financial emergencies to complete their training. (Dean of CE email 10.26.2018)
- The College applied for and was awarded an American Welding Society grant in the amount of approximately \$25,000 on November 5, 2018. These funds will be used to provide supplies and equipment for the new welding area in the CTE Building. (BOT 11.14.2018)
- The Foundation held a Shooting Tournament on Friday, October 9, 2018 at Dewitt's in Ellerbe. This event raised over \$5,000, with ½ of the funds going to the Gunsmithing club to assist with education needs in the Gunsmithing curriculum. (BOT 11.14.2018)
- MCC held its annual Golf Tournament on Friday, April 12, 2019. Sixteen teams completed, and the event raised \$15,300. (Cabinet 4.16.2019)
- Savannah Heath, Director of the Small Business Center, and Andrew Gardner, Dean of Continuing Education, attended a Golden Leaf meeting at Pembroke University on June 20, 2019 to learn about new grant opportunities that may be available to the College and/or County. (Cabinet 06.18.2019)

c.) Procure additional funding for capital projects as outlined in the Facility Master Plan

College Goals: 2, 5, 6

Key Divisions, Departments, or Programs: President, Foundation

Evidence of Activities that Support Goal Attainment

- Ms. Hamilton, the Business & Industry Director, has applied for an American Welding Society grant for \$25,000. This grant will be used for new equipment, equipment upgrades and classroom materials. (Cabinet 7.10.2018)
- The College submitted a \$150,000 grant application to the Cannon Foundation on July 5, 2018. The funds will be used to replace the flooring in Blair Hall. Noticing of awards will occur in September 2018. (Cabinet 7.10.2018)
- The College received email notification on September 4th that it received the \$150,000 Cannon grant. This grant will be used for replacing the flooring in Blair Hall. Because abatement will be a part of the replacement process, it will be a pricey renovation. (Cabinet 09.11.2018)
- The College submitted a grant application on July 20, 2018 for the Career Pathway Grant, offered by the NC Department of Public Instruction and NCCCS. The grant seeks \$75,000 to fund a mentor for apprentices and purchase training equipment. Unfortunately, the grant was denied. (BOT 09.12.2018)

- The College sought approval from the NC Community College System State Board to erect an Industrial Maintenance Building on the POPAT field. Approval was granted the week of May 20, 2019. The bidding phase will begin May 28, 2019. (Cabinet 5.28.2019)

5. Leverage the Power of Technology

a.) Increase online curriculum and continuing education course offerings and instructional support in areas identified as high need.

College Goals: 1, 2, 3

Key Divisions, Departments, or Programs: Distance Learning, Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Standards for Open Source Classes and the review process are moving forward. Courses piloting open resource options are an English (British Literature), Spanish, and Chemistry. (VP of Instruction report at Cabinet 07.24.2018)
- Academic Counseling Exchange "ACE" provides academic support/tutoring assistance online (through Blackboard) and face-to-face (on campus by appointment). ACE online is available from 10 AM until 4 AM - 7 days a week. (Yourspace announcement 09.10.2018)
- The Dean of Information Technology & Learning Resources offered 12 training opportunities for Blackboard (MCC's Learning Management System) during the month of June 2019. Topics included basic usage, course organization, discussion boards, ADA accessibility and gradebook setup.
- The Dean of Information Technology & Learning Resources offered the online course *Teaching Online at MCC* during the month of June 2019. The course provides information on MCC's expectations, available resources and other topics related to teaching online. Two adjunct instructors completed the course

b.) Maintain instructional spaces equipped with state-of-the-art technology and equipment.

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- The Digital Content Manager/Multimedia Specialist has been working with the Dental Assisting Department Chair and the Director of Gunsmithing on instructional videos. These videos will be available to students in Blackboard. (Cabinet 09.11.2018)
- Study rooms located in the library have been equipped with furniture and computers and are now available for use by students for collaboration, group study or SGA club meetings. (Email announcement 10.25.2018)
- Three more ClearTouch units have been ordered for use in tiered rooms, Room 142 (IT Curriculum Lab), and Minimum Security Classroom at SCI. (1/7/2019 per Cindy Ellison)

c.) Maintain and improve all aspects of the College network to facilitate the use of new, more effective technologies.

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- Softdocs will go live for all employees on July 30 2018. This replaces the antiquated "Formation" process. (Cabinet 7.24.2018)
- Yourspace went to a digital format in fall 2018.
- The College has installed 32 cameras across the Page Street Campus. These are monitored by various personnel throughout the day, and recordings are made and retained for a period of time, should an incident need to be reviewed later. (BOT 09.12.2018)
- Web-time entry for part-time staff is currently being tested. It will be rolled out to all time-keepers once the pilot is completed. (Cabinet 11.13.2018)
- A new feature called "Required Documents" was added in Self-Service. This feature, which replaced the "My Documents" item in WebAdvisor, allows students to monitor the documents needed for their admissions record. (Email to students 3.18.2019)
- Wireless authentication will be piloted at the College over the summer term. This technology will allow for better security and for the College to know who is on its wireless. (Cabinet 4.2.2019)
- The College is exploring a move to Office 365. Microsoft provides a more secure environment. A pilot will be done before everyone is moved. (Cabinet 4.2.2019)

d.) Monitor effective implementation of QEP to ensure integration of expected outcomes and technology to enhance the online learning experience.

College Goals: 1, 2, 4

Key Divisions, Departments, or Programs: Distance Learning, QEP Implementation Committee, Curriculum

Evidence of Activities that Support Goal Attainment

- Crystal Thomas and Robin Gibson completed the EPIC 30 certification for teaching online. (July 2018)
- Dean of Technology & Learning Resources shared with new faculty (both full-time and adjuncts) Blackboard short videos to assist them in getting more comfortable with using Blackboard and all of its tools. Continual professional development of online faculty is a key component of improving the student experience with online education. (Email of 07.31.2018)
- Beginning with the fall 2018 term, the College offered a new option to all students (not just online) to assist with their learning experience - Cengage UnLimited. It is a subscription service for 20,000 ebooks, 2,300 digital learning products, and other study guides for \$119.99 per semester. This is an alternative to the previous system of buying or renting textbooks.
- MCC purchased a campus-wide license for Respondus LockDown Browser. LockDown Browser is a custom browser that locks down the testing environment within our learning system. When students use LockDown Browser to access an exam, they are unable to print, copy, visit other websites, or access other applications. Once an assessment is started, students are locked into it until it is submitted for grading. (Dean of Technology & Learning Resources email 08.10.2018)
- The QEP committee held a meeting on Monday, September 10, 2019 to discuss the QEP Impact Report that is a part of the 5th year SACSCOC report.
- The NC3ADL (NC Community College Association of Distance Learning) hosted an Online Together: We are 58 Strong Conference on November 8th, from 9:30 - 3:30 p.m. This free

online conference is the first, with a goal of sharing values that are important to distant learners. MCC had eight individuals attend this event. (Dean of IT email 11.8.2018)

- Two faculty (Dr. Evans and Mr. Bravo) received a stipend check from NCLIVE for using OpenSource resources in their curriculum courses. (BOT 04.10.2019)
- The Dean of Information Technology & Learning Resources offered 12 training opportunities for Blackboard (MCC's Learning Management System) during the month of June 2019. Topics included basic usage, course organization, discussion boards, ADA accessibility and gradebook setup.
- The Dean of Information Technology & Learning Resources offered the online course *Teaching Online at MCC* during the month of June 2019. The course provides information on MCC's expectations, available resources and other topics related to teaching online. Two adjunct instructors completed the course.

e.) Integrate evaluative measures of student success and program/services review to ensure funding decisions are data driven.

College Goals: 1, 5

Key Divisions, Departments, or Programs: Curriculum, Continuing Education, Student Services

Evidence of Activities that Support Goal Attainment

- The NCCCS 2018 Performance Measures for Student Success Report was shared with Cabinet. Further, the action plan to seek improvement on the measures, and the changes for 18-19 of the measures were also shared. (Cabinet 08.07.2018)
- Cabinet discussed utilizing EMSI, a company that uses labor market data to provide professionals in higher education information to make informed decisions. The Vice President of Instruction provided an example report and EMSI's proposal for MCC. (Cabinet 08.21.2018)
- As a part of the Program Reviews process, Department Chairs have to provide an action plan explaining how they plan to "seek improvement" the next time the course is offered, if the student success rate for the course is less than 70% and there is a significant 'n'.

Updated 08/29/2019

Strategic Planning 2020-2025 Timeline

Projected Date	MONTH	Responsible	Completed Date
	MAY		
May 30	Initial Planning Meeting <ul style="list-style-type: none"> • Discussed overview of the Strategic Planning Process • Preliminary Identification of needed data 	Dr. Bledsoe Carol Holton	√ May 30
	JUNE		
By Jun 13	Create a draft Timeline	Carol Holton	√ June 4
By Jun 13	Data: Gather needed data <ul style="list-style-type: none"> • Current Programs of Study, headcounts, graduation #s • Economic trends • Demographic trends • Future look of education 	Carol Holton	√ June 5
By Jun 13	Survey: Draft Needs Survey(s)	Carol Holton	√ June 5
June 13	Meet @: <ul style="list-style-type: none"> • Review and edit timeline • Review gathered data & determine if more is needed • Review & finalize Needs Survey • Identify Survey recipients & method to deploy survey & time length for response • What info is needed to deploy survey (mailing addresses or email addresses?) 	Dr. Bledsoe Carol Holton	√ June 13
June 18	Provided Timeline and Survey Questions in draft form to Cabinet and requested their input/feedback	Carol Holton	√ June 13
June 27	Meet @: <ul style="list-style-type: none"> • SWOT? Where do we do this? Who does this? • Identify Focus Groups, location of events, and dates to hold • Identify method of invites (email, paper ad, social media) • Identify agenda / talking points or questions • Refine Needs Survey questions 	Dr. Bledsoe Carol Holton	√ June 27

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Projected Date	MONTH	Responsible	Completed Date
	JULY		
July 11	Meet @: <ul style="list-style-type: none"> Focus group details/ refinement (location of meetings / food/questions/SWAG?/Program Info/ Videos?) Training for Core & Facilitators for focus groups Review post card for handout Discuss Strategic Plan Template <ul style="list-style-type: none"> What sections/headings are needed 	Dr. Bledsoe Carol Holton	√ July 11
July 31	Meet @ <ul style="list-style-type: none"> Wording for the External Focus Group email invitation <ul style="list-style-type: none"> Set date for external invites to go out When do we want to start calling if RSVPs are low? Review Survey again <ul style="list-style-type: none"> Write invitation asking them to complete (language for internal, external, students) Review deploy dates for survey Review Strategic Plan Template to date Postcard review & finalization Focus Groups <ul style="list-style-type: none"> Questions Training date for facilitators 	Dr. Bledsoe Carol Holton	√ July 31
July 1-31	Prepare Strategic Plan Template	Carol Holton Dr. Bledsoe	√ July 31
	AUGUST		
August (various dates)	Post cards – hand out at events like: <ul style="list-style-type: none"> Early College Open House pick up schedule parents & students (8/7) Rotary Club (8/15) CCP Orientation (8/15) Scholarship Night (8/20) Early College Syllabus night (8/21) Foundation Gala (9/6) Golf Tournaments (CIS 9/24 & Veterans 9/18) 	Carol Holton Dr. Bledsoe Various others	√ ongoing
Aug __	Deploy Needs Survey to Legislative Email List	Carol Holton Dr. Bledsoe Courtney Atkins	
Aug 13	Deploy Needs survey to Employees (Faculty & Staff)	Carol Holton	√ Aug 13

Updated 08/29/2019

Projected Date	MONTH	Responsible	Completed Date
	Ask Public Information Officer to put something on Yourspace about Needs Survey, with link for 8/26 week		
Aug 14	Board Meeting – present info to date on Strategic Plan Deploy Needs survey to Board of Trustees	Carol Holton	√ Aug 14
Aug 19	Deploy Needs survey to MCC Students Ask Public Information Officer to do a post on Facebook, Instagram and MCC website seeking input on Needs Survey	Carol Holton	√ Aug 19
Aug 19	Training for Facilitators, August 19 th , 11 - 12	Dr. Bledsoe Carol Holton	√ Aug 19
Aug 19	Meet @ <ul style="list-style-type: none"> • Upcoming focus groups – last minute issues to resolve • Status of survey, how many responses thus far • Review Strategic Plan draft document to date • How is post card use/dispersion going? 	Dr. Bledsoe Carol Holton	√ Aug 19
Aug 23	Internal Focus Group #1 (Blair Hall, Room 103B) 11:00 – 1:00	President, VPs & Carol Holton	√ Aug 23
Aug 29	External Focus Group (Capel Hall, Multi-purpose Room) 5:30 pm – 7:30 pm	President, VPs & Carol Holton	
Aug 1-31	Continued drafting Strategic Plan document	Carol Holton Dr. Bledsoe	
	SEPTEMBER		
Sep	Compile Survey Results	Carol Holton	
Sep 10	Student Focus Group #1 (Outside Student Lounge) 11:00 am – 1:00 am	President, VPs & Carol Holton	
Sep 11	Board Meeting – present info to date on Strategic Plan*	Carol Holton	
Sept 12	CORE Strategic Plan Committee Meeting	CORE members	
Sep 13	Internal Focus Group #2 (Capel Hall, Multi-purpose Rm) 11:00 – 1:00	President, VPs & Carol Holton	
Sep 17	Student Focus Group #2 (Outside Student Lounge or backside of Blair Hall, between Blair & building 500) 11:00 am – 1:00 am	President, VPs & Carol Holton	

Updated 08/29/2019

Projected Date	MONTH	Responsible	Completed Date
Sep 23	External Focus Group – The Biscoe Center, 5:00 – 7:30 pm	President, Carol Holton	
Sep 25	<i>External Focus Group – The Highland Center, 5:00 – 7:30 pm (Tentative – not yet confirmed)</i>		
Sep	*Present survey & focus group info to below constituencies at any scheduled meetings during month: <ul style="list-style-type: none"> • Staff Senate • Faculty Senate • Deans Meeting? • Employee Meeting • Planning Council • Cabinet • Students? (SGA) 	President, VPs & Carol Holton	
	OCTOBER		
**October	Start writing plan (using survey & focus group input)	Carol Holton	
Oct 9	Board Meeting – present info to date on Strategic Plan	Carol Holton	
	NOVEMBER		
Nov 6	Draft Strategic Plan to Courtney for inclusion in November Board package	Carol Holton	
Nov 13	Board of Trustees 1 st read of Strategic Plan for 2020-2025	Board	
	DECEMBER		
January 8	Board of Trustees 2 nd read and approval of Strategic Plan for 2020-2025	Board	

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

**Montgomery Community College
SGA Report
September 11, 2019 Board of Trustees Meeting**

SGA Updates and Highlights

- The SGA sponsored Nacho Average Wednesday September 4.
- Programs and clubs are finalizing their selections of students to serve as Senators.
- The first SGA meetings of the new academic year will be held September 18. Topics for discussion at the first meeting will include the election of officers and ideas for activities and events for students.

**President's Report
September 11, 2019**

Activities since the August Board Meeting

8/14/19	Board of Trustees Meeting
8/20/19	Foundation Scholarship Awards Ceremony
8/21-23/19	NCACCT Conference
8/29-30/19	External Focus Group Meeting
9/4/19	Called Curriculum/Student Services Committee Meeting
9/6/19	Foundation Dinner and Raffle
9/9-10/19	President's Academy Symposium

Upcoming Activities

9/11/19	Board of Trustees Meeting
9/13/19	Internal Focus Group
9/19/19	State Board Meeting
9/27/19	New Employee Orientation

Board of Trustees Information

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



Board of Trustees Calendar of Events
2019-2020

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