

**MONTGOMERY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 8, 2020 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.

**SECU Scholarship Awards ..... George Vann, State Employees Credit Union**

**Board Presentation ..... Tracey Wyrick, Career and Technical Education**

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

**Standing Committees**

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

- November & December Financial Reports – **Appendix B-1 (Action)** .....Jeanette McBride
- Approval of 2-1, 2019-2020 State and Local Budgets – **Appendix B-2 (Action)** ..... Jeanette McBride
- October & November Foundation Fund Statements – **Appendix B-3**. Korrie Ervin
- Grants Update – **Appendix B-4**..... Korrie Ervin
- In Kind Donation Report – **Appendix B-5 (Action)**..... Korrie Ervin
- Foundation Update..... Korrie Ervin

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

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

**Personnel Committee..... Gelynda Capel, Chairman**

- Personnel Appointment.....Gelynda Capel
  - Lead Maintenance Technician – **Appendix D-1**
- Notice of Resignation .....Gelynda Capel
  - Distance Learning Coordinator – **Appendix D-2**
  - Biology Instructor – **Appendix D-3**

- Curriculum/Student Services Committee..... Bill Price, Chairman**
- Update from Vice President of Instruction – **Appendix E-1** ..... Lee Proctor
    - Continuing Education – **Appendix E-2**
  - 2020-2021 Academic Calendar – **Appendix E-3 (Action)** ..... Lee Proctor
  - Update from Vice President of Student Services – **Appendix E-4** ..... Beth Smith
  - Compliance Review Final Report FY 19-20 – **Appendix E-5** ..... Beth Smith
- Legislative/Public Relations Committee ..... Paula Covington, Chairman**
- Legislative Update ..... Dr. Chad Bledsoe
  - Public Relations/Marketing Update – **Appendix F-1** ..... Michele Haywood
- Institutional Status Committee..... Dr. Johnny McKinnon, Chairman**
- Board Policy Manual ..... Dr. Chad Bledsoe
    - Section 5 – **Appendix G-1 – Second Reading (Action)**
    - Policy 3.4.3, Weapons on Campus – **Appendix G-2 – Second Reading (Action)**
    - Policy 2.3.12, College Committees – **Appendix G-3 – First Reading**
  - Goals, Mission Statement & Core Values – **Appendix G-4 – First Reading** – Dr. Chad Bledsoe
- SGA Report – Appendix H..... Cole McQuinn, SGA President**
- President’s Report ..... Dr. Chad Bledsoe**
- Activities Since Previous Board Meeting – Appendix I
- Chairman’s Report ..... Claudia Bulthuis**
- Trustee Handbook
  - CTE Building Open House Date
  - Board Retreat, March 28, 2020
  - Graduation, May 6, 2020
  - Calendar of Events – **Appendix J**
  - **Presidential Evaluation Schedule**
    - Direct Reports turn in forms by January 31.
    - BOT reviews Direct Report Forms at February BOT Meeting.
    - BOT receives evaluation form at February BOT Meeting.
    - BOT returns completed forms by March BOT Meeting.
    - Results are compiled and reviewed by BOT at the Retreat in March.
    - Results are discussed with Dr. Bledsoe at April BOT Meeting.
- Adjourn – (Action) ..... Claudia Bulthuis**

## Minutes

### Regular Meeting of the Board of Trustees Montgomery Community College

**Wednesday, November 13, 2019**

#### **Call to Order**

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:08 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  
Gordon Knowles  
Johnny McKinnon  
Bill Price  
Cole McQuinn, SGA President

#### **Absent**

Paula Covington  
Susan Hershberger

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; Courtney Atkins, Assistant to the President; Wade Auman, Director of Secondary Education/CTE; Andrew Gardner, Dean of Continuing Education; Touger Vang, Director of Learning Resources/Professional Development; Mallory Smith, Learning Resources Technical Assistant; Genee Green, NCWorks Customer Service Specialist; Allie Morgan, Student Success and Retention Specialist; and Kevin Lamonds, Facility Maintenance Instructor.

#### **Welcome**

Mrs. Bulthuis welcomed all in attendance including Wade Auman, Director of Secondary Education/CTE; Andrew Gardner, Dean of Continuing Education; Touger Vang, Director of Learning Resources/Professional Development; Mallory Smith, Learning Resources Technical Assistant; Genee Green, NCWorks Customer Service Specialist; Allie Morgan, Student Success and Retention Specialist; and Kevin Lamonds, Facility Maintenance Instructor.

#### **Approval of the Agenda - Action**

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the November 13, 2019 meeting. The motion carried.

#### **Board of Ethics**

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

### **Board Presentation – Wade Auman, Director of Secondary Education/CTE**

The Board received a presentation on the Business Advisory Council from Wade Auman, Director of Secondary Education/CTE.

### **Approval of October Board and Committee Meeting Minutes– Appendix A**

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the October 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 Mr. Price reported from the committee the following items:

- The committee reviewed the October financial reports presented by Mrs. McBride. The committee approved, and Mr. Price made a motion to approve, the October financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the September Foundation Fund Statement presented by Mrs. Ervin. As of September 30, 2019, the total funds were \$3,971,944. This reflects a market increase of \$33,900 for the month of September.
- The committee received the Grants Update provided by Mrs. Ervin. She reported that there were two grants submitted in October for the Golden Leaf community-based initiative.
- The committee received a Foundation update provided by Mrs. Ervin. She reported that The 2019 Humanitarian of the Year is Troy Lumber. The 2019 Fundraiser of the Year is Jean Abbott. A new endowed scholarship has been established. Leslie Whitesell established a scholarship in memory of her husband, David Allen Whitesell. On November 1, 2019 the Foundation held the 2<sup>nd</sup> annual Shooting Clays Tournament. The event raised \$4,400. The 2019 Baby Scholarship recipient was Turner Reynolds. He was born on September 11, 2019.

### **Building and Grounds Committee – Gordon Knowles, Chairman**

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

- The committee reviewed Appendix C-1, the Facilities Report presented by Mrs. McBride. She presented that the Facility Services building is almost complete. The expected date of occupancy is by mid-December. Renovations continue in Blair Hall.

- The committee reviewed Appendix C-2, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. Dr. Bledsoe took the Trustees on a tour of the CTE Building, Blair Hall and the Facility Services building earlier this evening. Construction is moving along in all of those facilities. The Trustees discussed considerations for naming the Facility Services building.

### **Personnel Committee – Gelynda Capel, Chairman**

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

- The committee received Appendix D-1, D-2, D-3, D-4 and D-5, the Personnel Appointments of Touger Vang, Director of Learning Resources/Professional Development; Mallory Smith, Learning Resources Technical Assistant; Genee Green, NCWorks Customer Service Specialist; Allie Morgan, Student Success and Retention Specialist; and Kevin Lamonds, Facility Maintenance Instructor. Mrs. Capel introduced the new employees to the Board.

### **Curriculum/Student Services Committee – Bill Price, Chairman**

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

- The committee received an update on instructional activities from Mr. Proctor.
- He reported that Phi Theta Kappa (PTK) will have formal instillation of new members on December 12, 2019 at 5:00 pm in the Multipurpose Room. Their club activities this fall include staffing the MCC booth at the Mt. Gilead Fall Festival and having a booth at the MCC Spooktacular celebration.
- The Career and Technical Education Programs (CTE) have been active this month. The Sustainable Agriculture and the Masonry class traveled to the North Carolina State Fair to observe competitions and demonstrations in their areas. The Masonry class will travel on November 14, 2019 to the SPEC Mix Bricklayer 500 North Carolina Regional Series which is a qualifier for the 2020 World Championship. Students will have the opportunity to watch the top in their craft compete to win the regional competition.
- The Gunsmithing students are currently fundraising for their annual trip to the National Shooting Sports Foundation Shot Show in January. Currently, there are 29 students and faculty planning on attending the Show. We will also have a faculty representative at the Safari Club's International Annual Hunters' Convention to meet with vendors and representatives in the hunting industry.
- The committee received an update on Continuing Education activities from Mr. Proctor. He reported that the Small Business Center hosted a successful Outdoor Recreation Business Summit in conjunction with Stanly Community College at the Badin Conference Center. On November 1, 2019, the college graduated its first Correctional Officer Basic Training class.
- The committee received an update on Student Services activities from Mrs. Smith. She reported that the Enrollment Office staff have begun offering a new series of face-to-face orientation sessions for incoming students. FASFA night was held at MCC on October 2.

- Doni Hatchel, Lynn Epps, and Beth Smith presented information about attending college and financial aid options to approximately 60 West Montgomery seniors and family members at their Senior Breakfast event in October.
- Doni Hatchel assisted with a regional counselor training session at Sandhills Community College during which she and others on the panel discussed financial aid options and processes.

### **Legislative/Public Relations Committee – Paula Covington, Chairman**

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

- The committee received Appendix F-1, a legislative update presented by Dr. Bledsoe. Appendix F-1, the proposed permanent amendment of Proposed Amendment of 1C SBCCC 300.97 – Faculty states that the proposed amendment clarifies that the employment of faculty and the determination of teaching loads is to be consistent with standards established by the Southern Association of Colleges and Schools Commission on Colleges.
- The committee heard a report from Mrs. Haywood on projects that has been completed. She also shared that she is reviewing content from the current MCC website for College Inbound.

### **Institutional Status Committee – Robert Harris, Vice Chairman**

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

- The committee received Appendix G-1, Section 7 of the Board Policy Manual as second reading. The committee approved, and Dr. McKinnon made a motion to approve, Section 7 of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-2, Policy 1.12, Awards and Recognitions, of the Board Policy Manual as second reading. The committee approved, and Dr. McKinnon made a motion to approve, Policy 1.12, Awards and Recognitions, of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-3, Section 5 of the Board Policy Manual as first reading. The Board recommended changes to several policies and these policies will be modified and presented to the Board at the next Board meeting for second reading.
- Mrs. Holton presented Appendix G-4, the 2019-2020 Institutional Effectiveness Plan. Questions were asked on the goals that are set and how faculty or staff work on meeting those goals.
- Dr. Bledsoe presented the Business Continuity Plan. A copy was available at the meeting for the Trustees to review.
- Mrs. Bulthuis presented Appendix G-5, the Board of Trustees OARs. The committee approved, and Dr. McKinnon made a motion to approve, the Board OAR's. Coming from committee, this required no second. The motion carried.

- Dr. Bledsoe presented Appendix G-6, the Strategic Planning Timeline. He noted that the CORE committee has been reviewing feedback from the community, students, faculty and staff. The CORE committee is diligently working on updating the vision and goals that will be presented to the Board at the January meeting.

### **SGA Report – Cole McQuinn, SGA President –Appendix H**

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H. She noted that the SGA Day Vice-President, Evening Vice-President, Secretary, and Public Information officers have been selected. Spooktacular was a hit with students, staff, and faculty and the SGA sponsored a Sugar Rush Candy Drive to gather candy for residents at a local longterm care facility to distribute to their trick-or-treaters.

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

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

- Dr. Bledsoe attended the Candor Lions Club meeting to discuss strategic planning.
- Dr. Bledsoe was the speaker at the NC3ADL event.
- Dr. Bledsoe participated in the Shooting Clays Tournament on November 1, 2019.
- Dr. Bledsoe reported that Andy Speer, Taxidermy Instructor, was in the top 10 in the State for the Academic Excellence award at the State Board level.

### **Chairman’s Report – Claudia Bulthuis, Chairman – Appendix J**

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

- The Trustees Handbook will be approved at the January Board Meeting.
- The Sleigh Full of Clay will be held on December 2-6, 2019 in the Pottery Building.
- The Board Christmas Dinner will be held at Gather off Main on December 6, 2019 at 6:00 p.m.
- The CTE Open house will be held at 10:00 a.m. on January 16, 2020. Formal invitations will be sent out at a later date.
- The Board Retreat will be held on March 28, 2020 at 8:00 a.m. in the Boardroom.
- Graduation will be held on May 6, 2019.

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

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Claudia Bulthuis, Chairman

## **Budget & Finance Committee Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 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  
Johnny McKinnon  
Cole McQuinn, SGA President

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

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

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 October committee minutes. The motion carried.

### **October Financial Reports – Appendix B-1 – Jeanette McBride**

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

- As of October 31, 2019, County fund expenditures were \$252,880 or, 32% of the budget.
- As of October 31, 2019, there were \$296,029 available for Capital Expenditures.
- As of October 31, 2019, State funds expenditures were \$2,327,619 which is close to the amount spent in October of 2018, or, 31% of the budget. The State budget is still waiting approval. Governor Cooper has approved a mini-bill that includes a baseline budget that will be submitted to the State Board on December 11, 2019 for their approval. Consideration for community college salary funds will be discussed by legislators when they return on January 14, 2020.
- As of October 31, 2019, the Institutional Fund balance was \$649,536. There are several negative fund balances that are due to the timing of the NCWorks, the Golden Leaf grant and Financial Aid reimbursements.
- As of October 31, 2019, the balance in the STIF account was \$196,028.

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



Mrs. McBride invited the Trustees to participate in a Budget Training session. Trustees will be notified of the selected date and the training will be held in the College Boardroom.

### **September Foundation Fund Statement – Appendix B-2 – Korrie Ervin**

Mrs. Ervin presented Appendix B-2, the September Foundation Fund Statement. As of September 30, 2019, the total funds were \$3,971,944. This reflects a market increase of \$33,900 for the month of September.

### **Grants Update – Appendix B-3 – Korrie Ervin**

Mrs. Ervin presented Appendix B-3, the Grants Update. She reported that there were two grants submitted in October for the Golden Leaf community-based initiative. In the first grant application, the college is asking for 1.5 million dollars to make enhancements to the Sustainable Agriculture program. In the second grant application, the college is asking for \$500,000 for a barber school program that would be housed in Mt. Gilead in partnership with Friends in Focus.

### **Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. The Foundation Board and Nominating Committee met earlier today. The 2019 Humanitarian of the Year is Troy Lumber. The 2019 Fundraiser of the Year is Jean Abbott. A new endowed scholarship has been established. Leslie Whitesell established a scholarship in memory of her husband, David Allen Whitesell.

On November 1, 2019 the Foundation held the 2<sup>nd</sup> Annual Shooting Clays Tournament. There were 11 teams and the event raised \$4,400. Half of those proceeds will be transferred to the Gunsmithing students to help with travel to the SHOT Show.

The 2019 Baby Scholarship recipient was Turner Reynolds. He was born on September 11, 2019.

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

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 5:44 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

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

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

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

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

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

**Facilities Report – Appendix C-1 – Jeanette McBride**

Mrs. McBride presented Appendix C-1, the facilities report. She presented that the construction on the Facility Services building is almost complete. The expected date of occupancy is by mid-December. Renovations continue in Blair Hall.

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

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project timeline. Dr. Bledsoe took the Trustees on a tour of the CTE Building, Blair Hall and the Facility Services building. Construction is moving along in all of those facilities. The Trustees discussed considerations for naming the Facility Services building.

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

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 5:49 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  
Johnny McKinnon  
Cole McQuinn, SGA President

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

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

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

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the October committee meeting minutes. The motion carried.

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

The Committee received Appendices D-1, D-2, D-3, D-4 and D-5, the Personnel Appointments; Touger Vang, Director of Learning Resources/Professional Development; Mallory Smith, Learning Resources Technical Assistant; Genee Green, NCWorks Customer Service Specialist; Allie Morgan, Student Success and Retention Specialist; and Kevin Lamonds, Facility Maintenance Instructor.

There being no further business, the meeting adjourned at 5:52 p.m.

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 5:52 p.m. in the College Boardroom.

**Present**

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

**Absent**

**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.

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the October committee meeting minutes. The motion carried.

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

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1. He reported that Phi Theta Kappa (PTK) will have formal instillation of new members on December 12, 2019 at 5:00 pm in the Multipurpose Room. Their club activities this fall include staffing the MCC booth at the Mt. Gilead Fall Festival and having a booth at the MCC Spooktacular celebration.

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

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

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. He reported that the Small Business Center hosted a successful Outdoor Recreation Business Summit in conjunction with Stanly Community College at the Badin Conference Center. On November 1, 2019, the college graduated its first Correctional Officer Basic Training class.

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

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3. She reported that the Enrollment Office staff have begun offering a new series of face-to-face orientation sessions for incoming students. FASFA night was held at MCC on October 2.

Doni Hatchel, Lynn Epps, and Beth Smith presented information about attending college and financial aid options to approximately 60 West Montgomery seniors and family members at their Senior Breakfast event in October.

Doni Hatchel assisted with a regional counselor training session at Sandhills Community College during which she and others on the panel discussed financial aid options and processes.

There being no further business, the meeting adjourned at 6:00 p.m.

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 6:00 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis, Vice Chairman  
Kerry Hensley  
Bill Price

**Absent**

Paula Covington, Chairman

**Also Present**

Phil Absher  
Gelynda Capel  
Katie Dunlap  
George Gilbreath  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Johnny McKinnon  
Cole McQuinn, SGA President

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

Mrs. Bulthuis, Vice Chairman, called the meeting to order.

Roll was taken by Vice Chairman Bulthuis, and all members were present except Paula Covington, Chairman.

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix F-1, a Legislative Update.

Appendix F-1, is the proposed permanent amendment of 1C SBCCC 300.97 - Faculty. The proposed amendment clarifies that the employment of faculty and the determination of teaching loads is to be consistent with standards established by the Southern Association of Colleges and Schools Commission on Colleges.

**Public Relations/Marketing Update – Michele Haywood – Appendix F-2**

Mrs. Haywood presented Appendix F-2, the Public Relations/Marketing Update. Mrs. Haywood shared several projects that she has completed. Mrs. Haywood also shared that she is reviewing content from the current MCC website for College Inbound.

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

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 6:06 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Also Present**

Phil Absher  
George Gilbreath  
Kerry Hensley  
Susan Hershberger  
Gordon Knowles  
Bill Price  
Cole McQuinn, SGA President

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

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

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

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

**Section 7 of the Board Policy Manual – Appendix G-1 (Action) – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix G-1, Section 7, of the Board Policy Manual to the Board for second reading.

Mrs. Capel made a motion, seconded by Dr. Dunlap, to approve Section 7 of the Board Policy Manual. The motion carried.

**Policy 1.12, Awards and Recognitions – Appendix G-2 (Action) – Dr. Chad Bledsoe**

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

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve Policy 1.12, Awards and Recognitions of the Board Policy Manual. The motion carried.

**Section 5 of the Board Policy Manual – Appendix G-3 – First Reading – Dr. Chad Bledsoe**

Section 5 of the Board Policy Manual was presented to the Trustees as a first reading. Several changes were recommended and those policies will be revised for second reading at the next meeting.

**2019-2020 Institutional Effectiveness Plan – Appendix G-4 – Carol Holton**

Mrs. Holton presented the 2019-2020 Institutional Effectiveness (IE) Plan. A link to the full IE document was shared with the Trustees. Questions were asked on the goals that are set and how faculty or staff work on meeting those goals.

**Business Continuity Plan – Dr. Chad Bledsoe**

Dr. Bledsoe noted that a copy of the Business Continuity Plan is available for Trustees to review at the meeting.

**Board of Trustees OARs – Appendix G-5 – Claudia Bulthuis**

Mrs. Bulthuis presented Appendix G-5, the Board of Trustees Outcome Assessment Report.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Board of Trustees OARs. The motion carried.

**2020-2025 Strategic Plan Timeline – Appendix G-6 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix G-6, the 2020-2025 Strategic Plan Timeline. He noted that the CORE committee has been reviewing feedback from the community, students, faculty and staff. The CORE committee is diligently working on updating the vision and goals that will be presented to the Board at the January meeting.

There being no further business, the meeting adjourned at 6:41 p.m.



**Budget and Finance Committee**  
**Wednesday, January 8, 2020**  
**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 November Committee Minutes – Appendix B..... All**
- **November & December Financial Reports – Appendix B-1 (Action) Jeanette McBride**
- **Approval of 2-1, 2019-2020 State and Local Budgets – Appendix B-2 (Action) ..... Jeanette McBride**
- **October & November Foundation Fund Statements – Appendix B-2 Korrie Ervin**
- **Grants Update – Appendix B-4 .....Korrie Ervin**
- **In Kind Donation Report – Appendix B-5 .....Korrie Ervin**
- **Foundation Update .....Korrie Ervin**
- **New Business**
- **Adjourn**

## **Budget & Finance Committee Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 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  
Johnny McKinnon  
Cole McQuinn, SGA President

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

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

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 October committee minutes. The motion carried.

### **October Financial Reports – Appendix B-1 – Jeanette McBride**

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

- As of October 31, 2019, County fund expenditures were \$252,880 or, 32% of the budget.
- As of October 31, 2019, there were \$296,029 available for Capital Expenditures.
- As of October 31, 2019, State funds expenditures were \$2,327,619 which is close to the amount spent in October of 2018, or, 31% of the budget. The State budget is still waiting approval. Governor Cooper has approved a mini-bill that includes a baseline budget that will be submitted to the State Board on December 11, 2019 for their approval. Consideration for community college salary funds will be discussed by legislators when they return on January 14, 2020.
- As of October 31, 2019, the Institutional Fund balance was \$649,536. There are several negative fund balances that are due to the timing of the NCWorks, the Golden Leaf grant and Financial Aid reimbursements.
- As of October 31, 2019, the balance in the STIF account was \$196,028.

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

Mrs. McBride invited the Trustees to participate in a Budget Training session. Trustees will be notified of the selected date and the training will be held in the College Boardroom.

### **September Foundation Fund Statement – Appendix B-2 – Korrie Ervin**

Mrs. Ervin presented Appendix B-2, the September Foundation Fund Statement. As of September 30, 2019, the total funds were \$3,971,944. This reflects a market increase of \$33,900 for the month of September.

### **Grants Update – Appendix B-3 – Korrie Ervin**

Mrs. Ervin presented Appendix B-3, the Grants Update. She reported that there were two grants submitted in October for the Golden Leaf community-based initiative. In the first grant application, the college is asking for 1.5 million dollars to make enhancements to the Sustainable Agriculture program. In the second grant application, the college is asking for \$500,000 for a barber school program that would be housed in Mt. Gilead in partnership with Friends in Focus.

### **Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. The Foundation Board and Nominating Committee met earlier today. The 2019 Humanitarian of the Year is Troy Lumber. The 2019 Fundraiser of the Year is Jean Abbott. A new endowed scholarship has been established. Leslie Whitesell established a scholarship in memory of her husband, David Allen Whitesell.

On November 1, 2019 the Foundation held the 2<sup>nd</sup> Annual Shooting Clays Tournament. There were 11 teams and the event raised \$4,400. Half of those proceeds will be transferred to the Gunsmithing students to help with travel to the SHOT Show.

The 2019 Baby Scholarship recipient was Turner Reynolds. He was born on September 11, 2019.

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

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

	<b>2019-20 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY20</b>
Salaries	251,358	104,139	147,219	41%
Benefits	126,051	53,541	72,511	42%
Contracted Services	12,361	6,860	5,501	55%
Supplies & Materials	42,527	17,274	25,253	41%
Professional Development (Travel)	3,573	1,267	2,306	35%
Utilities	290,863	127,997	162,866	44%
Repairs & Maintenance	16,595	8,467	8,128	51%
Membership & Dues	2,660	1,800	860	68%
Insurance & Bonding	31,172	873	30,299	3%
Other Current Expenses	5,876	2,111	3,765	36%
Non-Capitalized Equipment	964	311	653	32%
<b>Total Current Expense</b>	<b>784,000</b>	<b>324,639</b>	<b>459,361</b>	<b>41%</b>

**RESTRICTED SALES TAX FUNDS (Held by County)**

Life-to-date Revenues as of State's September 2019 Report	<b>\$ 628,646</b>
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	<b>175,000</b>
Add: Prior FY Property Tax Allocations from County Report	<b>244,389</b>
Add: FY20 Property Tax Allocation from County Report	<b>1,244</b>
<b>Total Revenue</b>	<b>1,049,280</b>
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$10K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K)	(50,486)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11/30/19</b>	<b>\$ 274,842</b>

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

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time		1,618,812		
Salaries- Part Time		321,981		
<b>Salaries- Full Time &amp; Part Time</b>		<b>1,940,793</b>		
<b>Benefits</b>		<b>707,543</b>		
Contracted Instruction		15,565		
Financial/Audit Services		11,371		
I.T. Contracted Services		12,070		
Other Contracted Services		-		
<b>Contracted Services</b>		<b>39,006</b>		
<b>Supplies &amp; Materials</b>		<b>61,106</b>		
<b>Professional Development (Travel)</b>		<b>36,956</b>		
<b>Communications</b>		<b>19,222</b>		
Equipment Repair		9,594		
Maintenance Agreements		36,871		
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>		<b>46,465</b>		
<b>Advertising</b>		<b>22,117</b>		
Credit Card Electronic Processing		3,839		
Child Care Assistance Grant		4,168		
Project Skill-Up-Student Assistance		3,569		
Other Current Expense		8,886		
<b>Other Current Services</b>		<b>20,461</b>		
Software License Renewal		4,211		
Other I.T. Rentals/ Leases		53,901		
<b>IT Rentals/Leases/Licenses</b>		<b>58,111</b>		
<b>Insurance and Bonding</b>		-		

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

		2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
<b>Membership &amp; Dues</b>			7,032		
Minor Equipment Low Risk < \$5K			1,940		
Minor Equipment High Risk < \$5K			785		
<b>Minor Equipment</b>			2,725		
<b>1</b>	<b>Total Current Expense</b>	7,429,266	2,961,537	4,467,729	40%
	Equipment	486,539	4,875	481,664	1%
	Perkins Equipment		-		
	Books	17,274	-		
	<b>Equipment &amp; Books</b>	503,813	4,875	498,938	1%
<b>2</b>	<b>Total Expenses</b>	7,933,079	2,966,412	4,966,667	37%

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

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

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

	2019-20 Revenue	2019-20 Expense	Cash Balance 11/30/19
<b>1</b> Pell Overpayments	-	-	(7,027)
Veterans Reporting Fee	-	25	651
Overhead Receipts 75%	736	1,115	13,691
Current General & Miscellaneous	668	671	15,738
Administrative Support	447	214	-
Overhead Receipts 25%	245	-	9,646
Excess Fee Receipts	1,307	1,200	-
<b>2</b> Textbook Rental	427	15,736	(8,029)
College Work Study	8,215	8,215	-
<b>Total Institutional Support</b>	<b>12,045</b>	<b>27,176</b>	<b>24,669</b>
Forestry Program	-	-	8,606
<b>3</b> CTE MCS	83,251	111,049	(27,797)
Specific Fees	36,755	29,421	92,198
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,307	20,506
Distance Learning	75	9,500	1,224
NC Live Grant	1,000	411	589
Technology Fee-Curriculum	10,170	39,704	75,696
<b>Total Curriculum Instruction &amp; Fees</b>	<b>131,251</b>	<b>191,392</b>	<b>171,370</b>
Scrap Metal Fund HVAC	51	-	768
Self Supporting	10,497	18,138	72,787
Community Service	-	-	1,712
Career Readiness	-	-	2,173
Small Business Center	411	-	8,288
Specific Fees: Occupational Extension	6,102	6,100	77,328
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>17,061</b>	<b>24,238</b>	<b>178,254</b>
NCWorks Grant Adult Services/Dislocated Worker	54,463	78,563	(24,099)
NCWorks Finish Line Grant	500	2,676	(2,176)
<b>4 Total NC Works</b>	<b>54,963</b>	<b>81,239</b>	<b>(26,275)</b>
Operational Funds	309	9,971	48,209
<b>5</b> Sales Tax Utilization	23,600	40,518	(16,918)
<b>Total Plant Operation &amp; Maintenance</b>	<b>23,909</b>	<b>50,489</b>	<b>31,291</b>
Vending	8,858	9,370	10,475
Bookstore Vending	7,029	1,790	49,618
General Store	6,906	6,906	-
Parking Fee	2,972	-	47,286
Student Government Association	15,667	2,497	35,816
Graduation Fund	60	-	2,159
Student Ambassador	1,752	109	27,609
Club Accounts	-	-	105,047
<b>6</b> Agency Fund	-	-	(18,457)
Funds for Others	-	-	6,348

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

	2019-20 Revenue	2019-20 Expense	Cash Balance 11/30/19
Restricted Scholarships Held	-	-	8,828
Loan Funds Held for Others	-	-	1,050
<b>Total Proprietary/Other</b>	<b>43,245</b>	<b>20,673</b>	<b>275,780</b>
7 FSEOG	10,082	10,082	(349)
8 Pell Grant	533,584	535,921	(3,481)
9 Education Lottery Scholarship	10,117	10,605	(488)
Golden LEAF	5,750	5,750	-
NC Community College Grant	37,271	36,465	806
High Demand/Low Enrollment	2,531	1,100	1,431
10 MCC Foundation Scholarship	88,969	89,045	(76)
Wells Fargo Scholarship	-	-	-
Less Than Half-time	90	90	-
SGA President Scholarship	750	750	-
SECU Scholarships	2,500	2,500	-
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>691,644</b>	<b>692,309</b>	<b>(2,157)</b>
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	261,535	188,903	-
Bond-Capel Hall Office Renovation	-	-	-
11 Golden Leaf FY2015-085	(7,957)	23,475	(80,000)
Canon Grant/ Blair Hall Floor	-	-	-
<b>Total Capital Assets</b>	<b>283,278</b>	<b>175,052</b>	<b>(80,000)</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,257,397</b>	<b>1,262,567</b>	<b>572,931</b>
<b>STIF Account as of 11/30/19</b>	<b>Interest</b>	<b>Prior Y.E.</b>	<b>Current</b>
	<b>This Year</b>	<b>Balance</b>	<b>Balance</b>
Operational Funds	309	44,053	44,362
Self Supporting- Continuing Education	-	-	10,724
Technology Fees	549	78,216	78,765
Bookstore	433	61,744	62,177
<b>Total Institutional Funds: State Treasury</b>	<b>1,291</b>	<b>184,013</b>	<b>196,028</b>
1 Pell Overpayment			
2 Due from MCS			
3 Due from County			
4 Due from NC Works (WIOA & Finish Line Grants)			
5 Due from County			
6 Financial Aid Bookstore Charges			
7 Excess Financial Aid			
8 Pell Adjustment			
9 Due from State			
10 Due from MCC Foundation			
11 Due from Golden Leaf Grant			



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

	<b>2019-20 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY20</b>
Salaries	251,358	125,164	126,194	50%
Benefits	126,051	63,784	62,267	51%
Contracted Services	12,361	8,058	4,303	65%
Supplies & Materials	42,527	17,933	24,594	42%
Professional Development (Travel)	3,573	1,267	2,306	35%
Utilities	290,863	147,080	143,783	51%
Repairs & Maintenance	16,595	8,757	7,838	53%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	1,203	29,969	4%
Other Current Expenses	5,876	2,500	3,376	43%
Non-Capitalized Equipment	964	311	653	32%
<b>Total Current Expense</b>	<b>784,000</b>	<b>378,578</b>	<b>405,422</b>	<b>48%</b>

**RESTRICTED SALES TAX FUNDS (Held by County)**

Life-to-date Revenues as of State's October 2019 Report	<b>\$ 637,640</b>
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	<b>175,000</b>
Add: Prior FY Property Tax Allocations from County Report	<b>244,389</b>
Add: FY20 Property Tax Allocation from County Report	<b>29,386</b>
<b>Total Revenue</b>	<b>1,086,416</b>
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$12K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K)	(52,486)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12/31/19</b>	<b>\$ 309,978</b>

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

	<b>2019-2020 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY20</b>
Salaries- Full Time	4,066,611	1,946,517	2,120,094	48%
Salaries- Part Time	865,689	402,015	463,674	46%
<b>Salaries- Full Time &amp; Part Time</b>	<b>4,932,300</b>	<b>2,348,532</b>	<b>2,583,768</b>	<b>48%</b>
<b>Benefits</b>	<b>1,687,862</b>	<b>850,547</b>	<b>837,315</b>	<b>50%</b>
Contracted Instruction	57,421	17,372	40,049	30%
Financial/Audit Services	12,500	11,371	1,129	91%
I.T. Contracted Services	95,500	42,070	53,430	44%
Other Contracted Services	28,134	3,000	25,134	11%
<b>Contracted Services</b>	<b>193,555</b>	<b>73,813</b>	<b>119,742</b>	<b>38%</b>
<b>Supplies &amp; Materials</b>	<b>230,742</b>	<b>58,360</b>	<b>172,382</b>	<b>25%</b>
<b>Professional Development (Travel)</b>	<b>151,012</b>	<b>44,901</b>	<b>106,111</b>	<b>30%</b>
<b>Communications</b>	<b>31,184</b>	<b>20,356</b>	<b>10,828</b>	<b>65%</b>
Equipment Repair	25,422	9,594	15,828	38%
Maintenance Agreements	99,312	37,730	61,582	38%
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>	<b>124,734</b>	<b>47,324</b>	<b>77,410</b>	<b>38%</b>
<b>Advertising</b>	<b>55,500</b>	<b>24,824</b>	<b>30,676</b>	<b>45%</b>
Credit Card Electronic Processing	12,000	4,234	7,767	35%
Child Care Assistance Grant	22,862	5,944	16,918	26%
Project Skill-Up-Student Assistance	4,375	3,569	806	82%
Other Current Expense	19,799	7,533	12,266	38%
<b>Other Current Services</b>	<b>59,036</b>	<b>21,280</b>	<b>37,756</b>	<b>36%</b>
Software License Renewal	44,991	7,211	37,780	16%
Other I.T. Rentals/ Leases	60,666	54,221	6,445	89%
<b>IT Rentals/Leases/Licenses</b>	<b>105,657</b>	<b>61,431</b>	<b>44,226</b>	<b>58%</b>
<b>Insurance and Bonding</b>	<b>4,700</b>	-	<b>4,700</b>	-

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

	<b>2019-2020 Budget Allotment</b>	<b>Expenditures to Date</b>	<b>Budget Balance</b>	<b>% Budget Expended YTD FY20</b>
<b>Membership &amp; Dues</b>	<b>27,508</b>	<b>7,032</b>	<b>20,476</b>	<b>26%</b>
Minor Equipment Low Risk < \$5K	15,062	1,901	13,161	13%
Minor Equipment High Risk < \$5K	51,810	785	51,025	2%
<b>Minor Equipment</b>	<b>66,872</b>	<b>2,686</b>	<b>64,186</b>	<b>4%</b>
<b>Total Current Expense</b>	<b>7,670,662</b>	<b>3,561,085</b>	<b>4,109,577</b>	<b>46%</b>
Equipment	580,008	45,169	534,839	8%
Perkins Equipment	20,563	-	20,563	0%
Books	17,274	-	17,274	0%
<b>Equipment &amp; Books</b>	<b>617,845</b>	<b>45,169</b>	<b>572,676</b>	<b>7%</b>
<b>Total Expenses</b>	<b>8,288,507</b>	<b>3,606,254</b>	<b>4,682,253</b>	<b>44%</b>

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

	2019-20 Revenue	2019-20 Expense	Cash Balance 12/31/19
<b>1 Pell Overpayments</b>	-	-	(6,949)
Veterans Reporting Fee	-	25	651
Overhead Receipts 75%	860	1,122	14,091
Current General & Miscellaneous	675	678	20,976
Administrative Support	447	(165)	97
Overhead Receipts 25%	287	-	9,687
Excess Fee Receipts	1,549	1,441	-
Textbook Rental	16,577	17,416	6,441
College Work Study	11,699	11,699	-
<b>Total Institutional Support</b>	<b>32,093</b>	<b>32,215</b>	<b>44,994</b>
Forestry Program	-	-	8,606
CTE MCS	141,224	141,224	-
Specific Fees	45,600	49,948	80,515
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,549	20,264
Distance Learning	75	9,500	1,224
NC Live Grant	1,000	411	589
Technology Fee-Curriculum	11,148	43,565	72,683
<b>Total Curriculum Instruction &amp; Fees</b>	<b>199,046</b>	<b>246,197</b>	<b>184,229</b>
Scrap Metal Fund HVAC	51	-	768
Self Supporting	28,018	21,789	86,639
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	411	-	8,288
Specific Fees: Occupational Extension	15,503	7,738	85,092
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>43,984</b>	<b>29,527</b>	<b>199,901</b>
NCWorks Grant Adult Services/Dislocated Worker	68,006	89,692	(21,686)
NCWorks Finish Line Grant	2,676	3,789	(1,113)
<b>2 Total NC Works</b>	<b>70,682</b>	<b>93,481</b>	<b>(22,799)</b>
Operational Funds	482	11,245	47,035
<b>3 Sales Tax Utilization</b>	<b>23,600</b>	<b>42,518</b>	<b>(18,918)</b>
<b>Total Plant Operation &amp; Maintenance</b>	<b>24,082</b>	<b>53,763</b>	<b>28,117</b>
Vending	11,793	13,056	9,724
Bookstore Vending	6,596	4,028	47,379
General Store	9,273	9,273	-
Parking Fee	3,237	-	47,551
Student Government Association	17,244	10,934	28,956
Graduation Fund	110	-	2,209
Student Ambassador	1,911	105	27,773
Club Accounts	-	-	90,381

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

	2019-20 Revenue	2019-20 Expense	Cash Balance 12/31/19
4 Agency Fund	-	-	(18,844)
Funds for Others	-	-	4,039
Restricted Scholarships Held	-	-	8,828
Loan Funds Held for Others	-	-	-
<b>Total Proprietary/Other</b>	<b>50,163</b>	<b>37,396</b>	<b>247,995</b>
5 FSEOG	10,082	10,082	(349)
6 Pell Grant	543,627	543,627	(1,435)
Education Lottery Scholarship	10,605	10,605	-
Golden LEAF	5,750	5,750	-
NC Community College Grant	37,761	36,661	1,100
High Demand/Low Enrollment	2,531	1,100	1,431
7 MCC Foundation Scholarship	88,969	89,045	(76)
Wells Fargo Scholarship	-	-	-
Less Than Half-time	90	90	-
SGA President Scholarship	750	750	-
SECU Scholarships	2,500	2,500	-
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>702,665</b>	<b>700,210</b>	<b>671</b>
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	467,498	394,866	-
Bond-Capel Hall Office Renovation	-	-	-
8 Golden Leaf FY2015-085	(7,957)	23,475	(80,000)
Canon Grant/ Blair Hall Floor	-	-	-
<b>Total Capital Assets</b>	<b>489,241</b>	<b>381,015</b>	<b>(80,000)</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,611,957</b>	<b>1,573,806</b>	<b>603,109</b>
	<b>Interest</b>	<b>Prior Y.E.</b>	<b>Current</b>
<b>STIF Account as of 12/31/19</b>	<b>This Year</b>	<b>Balance</b>	<b>Balance</b>
Operational Funds	457	44,053	44,510
Self Supporting- Continuing Education	36	-	10,760
Technology Fees	812	78,216	79,028
Bookstore	641	61,744	62,384
<b>Total Institutional Funds: State Treasury</b>	<b>1,946</b>	<b>184,013</b>	<b>196,682</b>

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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2019-20 BUDGET  
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Montgomery CC  
Institution Number: 854

	<b>1</b>		<b>2</b>		<b>3</b>		<b>4</b>
	<b>State Budget</b>		<b>County Budget</b>		<b>Institutional Budget</b>		<b>Total Budget</b>
<b>Summary of Revenues (excluding capital improvement projects)</b>							
State*	\$ 7,765,712					\$ 7,765,712	
County Funds		\$ 784,000				\$ 784,000	
Institutional Funds				\$ 1,674,657		\$ 1,674,657	
Operating Revenue Subtotal	\$ 7,765,712	\$ 784,000	\$ 1,674,657	\$ 10,224,369			
Fund Balance Appropriated		\$ -	\$ -	\$ -			
<b>Total Funds Available</b>	<b>\$ 7,765,712</b>	<b>\$ 784,000</b>	<b>\$ 1,674,657</b>	<b>\$ 10,224,369</b>			
<b>Summary of Expenditures (excluding capital improvement projects)</b>							
1XX Institutional Support	\$ 1,879,729	\$ 41,135	\$ 30,201	\$ 1,951,065			
2XX Curriculum Instruction	\$ 3,377,456	\$ -	\$ 38,540	\$ 3,415,996			
3XX Continuing Education	\$ 924,133	\$ -	\$ 44,200	\$ 968,333			
4XX Academic Support	\$ 705,537	\$ -	\$ -	\$ 705,537			
5XX Student Support	\$ 546,823	\$ -	\$ 169,973	\$ 716,796			
6XX Plant Operations & Maint.	\$ -	\$ 742,865	\$ -	\$ 742,865			
7XX Proprietary/Other	\$ -	\$ -	\$ 70,686	\$ 70,686			
8XX Student Aid	\$ -	\$ -	\$ 1,321,057	\$ 1,321,057			
9XX Capital Outlay (excluding capital improvements)	\$ 332,034	\$ -	\$ -	\$ 332,034			
<b>Total Budgeted Expenditures</b>	<b>\$ 7,765,712</b>	<b>\$ 784,000</b>	<b>\$ 1,674,657</b>	<b>\$ 10,224,369</b>			
<b>Net (Est. Revenues - Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			

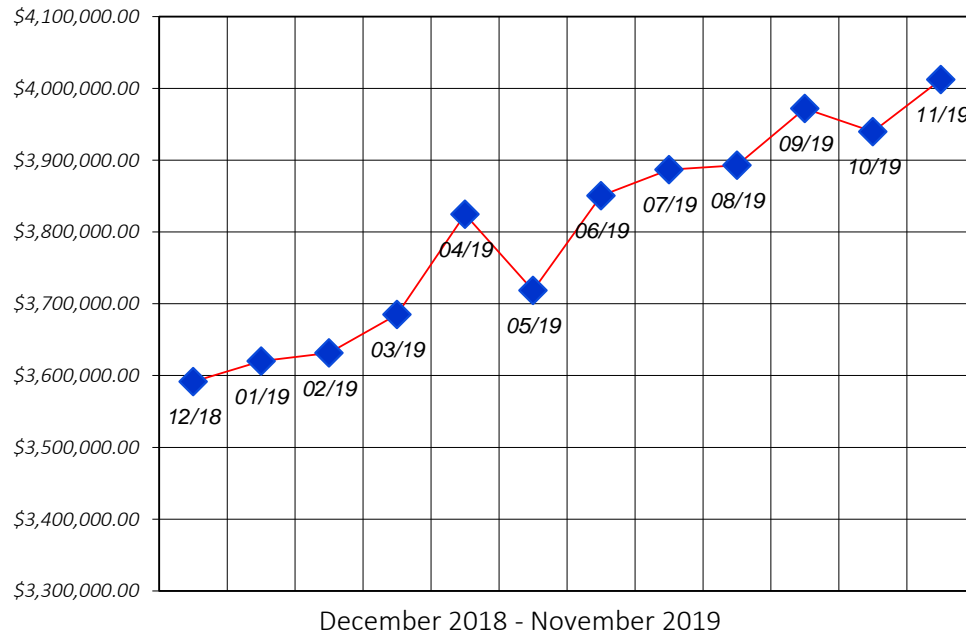
\*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

# Montgomery Community College Foundation

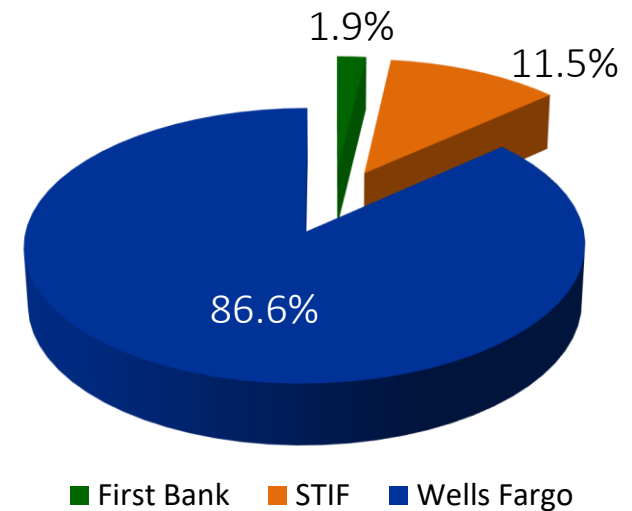
## Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of November 2019			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37	\$3,404,139.76	\$451,035.23	\$84,353.52	\$3,939,528.51
<b>Receipts</b>								
Interest/Dividends	\$28,639.01	\$3,996.74	\$6.25	\$32,642.00	\$5,853.19	\$756.90	\$1.28	\$6,611.37
Deposits	\$67,653.05	\$41,497.84	\$133,076.45	\$242,227.34	\$6,111.69	\$11,450.59	\$13,930.00	\$31,492.28
<b>Total Receipts</b>	\$96,292.06	\$45,494.58	\$133,082.70	\$274,869.34	\$11,964.88	\$12,207.49	\$13,931.28	\$38,103.65
<b>Disbursements</b>								
Fees/Withdrawals	\$76,520.73	\$45,022.82	\$133,885.49	\$255,429.04	\$2,016.55	\$3,089.35	\$21,397.82	\$26,503.72
<b>Total Disbursements</b>	\$76,520.73	\$45,022.82	\$133,885.49	\$255,429.04	\$2,016.55	\$3,089.35	\$21,397.82	\$26,503.72
<b>Market Value Net Change</b>	\$142,270.75	\$0.00	\$0.00	\$142,270.75	\$61,130.98	\$0.00	\$0.00	\$61,130.98
<b>Ending Value</b>	\$3,475,219.07	\$460,153.37	\$76,886.98	\$4,012,259.42	\$3,475,219.07	\$460,153.37	\$76,886.98	\$4,012,259.42
<b>Net Change</b>	\$162,042.08	\$471.76	(\$802.79)	\$161,711.05	\$71,079.31	\$9,118.14	(\$7,466.54)	\$72,730.91

### Foundation Funds Value



### Foundation Funds Distribution



**Grants Applied or in Process 2019**

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
League for Innovation	Public Health 2020 Grant	To host an Open House Event at the new FirstHealth Building during Healthcare Awareness Week.	6 mon.	400	Submitted October 15, 2019 Approved November 22, 2019
Golden LEAF	Expansion of Advanced Agricultural Training in Montgomery County	Montgomery County Schools and Montgomery Community College will develop a multi-year sustainable agriculture program to retrain 100 existing row crop production farmers and train future growers with advanced technologies, modernizing agricultural and non-sustainable farming practices.	1 year	\$1 million	Submitted October 31, 2019 LOI Approved December 7, 2019 Full Application Due 2/13/2020
Golden LEAF	Barber School	Montgomery Community College in partnership with the nonprofit Friends in Focus plans to establish a barber school at the Highland Community Center in Mt. Gilead, North Carolina. The goal of this joint venture is to provide a viable career opportunity to marginalized citizens that face significant employment barriers and provide a solution to a regional workforce need.	1 year	\$500,000	Submitted October 31, 2019 LOI Denied December 7, 2019
National Rifle Association (3)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships	1 year	\$8,000 and supplies	Submitted August 30, 2019

**Grants Awarded 2019**

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



In-Kind Donation Transfers  
December 2019  
Foundation Office

Approximate Value	Item	Transfer To
\$3,000.00	Ductless Mini Split System Donated by SS Services	HVAC Program
\$70.00	AR-15 Lower Donated by Caleb Rushing	Gunsmithing Program
<u>\$4050.00</u>	<u>Total</u>	

**Building and Grounds Committee  
Wednesday, January 8, 2020  
5:45 p.m.**

**Committee Members**

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

**Agenda Items**

- **Call to Order ..... Gordon Knowles, Chairman**
- **Approval of November Committee Minutes – Appendix C ..... All**
- **Facilities Report – Appendix C-1 ..... Jeanette McBride**
- **Construction Update – Appendix C-2 ..... Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 5:44 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

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

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

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

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

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

**Facilities Report – Appendix C-1 – Jeanette McBride**

Mrs. McBride presented Appendix C-1, the facilities report. She presented that the construction on the Facility Services building is almost complete. The expected date of occupancy is by mid-December. Renovations continue in Blair Hall.

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

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project timeline. Dr. Bledsoe took the Trustees on a tour of the CTE Building, Blair Hall and the Facility Services building. Construction is moving along in all of those facilities. The Trustees discussed considerations for naming the Facility Services building.

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

Board Report

Facilities

January 2020

Prepared By: Wanda Frick

The Facility Services Building has been issued a Certificate of Occupancy. The only remaining work to be finished is the parking area. This will proceed as soon as weather permits.



The maintenance staff is happy & thankful for their new area.



**Montgomery Community College**  
**Construction Update**  
**January 2020**

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

1<sup>st</sup> phase for roof replacement – The roofing project has been completed.

2<sup>nd</sup> phase schematics (building renovations and HVAC upgrades) – Carpet has been installed in the new Student Services area with lighting being installed. Final stages of painting are in progress. Doors will be hung in the next couple of weeks. Third hall ceilings will soon be reinstalled with new lighting and ceiling grid/tiles. Meanwhile, the area previously occupied by the mailroom is being demolished. Rebuilding will begin in this area in the next couple of weeks.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$1,114,667 (Golden Leaf) \$150,000

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

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

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

- **Blair Hall, 3<sup>rd</sup> Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

The HVAC and replacement of the garage doors has been completed. The contractor for the arms room is currently finishing the display panels and shelves for arms storage. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

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

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. Outside the fenced area is complete. The parking area will begin as soon as weather permits.

- Budget: \$495,000
- Disbursed to Date: \$223,574

**Montgomery Community College  
Building Project Timeline**

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

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

**Personnel Committee  
Wednesday, January 8, 2020  
6:00 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of November Committee Minutes – Appendix D .....All**
- **Personnel Appointment .....Gelynda Capel**
  - **Lead Maintenance Technician – Appendix D-1**
- **Notice of Resignations.....Gelynda Capel**
  - **Distance Learning Coordinator – Appendix D-2**
  - **Biology Instructor – Appendix D-3**
- **New Business**
- **Adjourn**

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 5:49 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  
Johnny McKinnon  
Cole McQuinn, SGA President

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

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

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

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the October committee meeting minutes. The motion carried.

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

The Committee received Appendices D-1, D-2, D-3, D-4 and D-5, the Personnel Appointments; Touger Vang, Director of Learning Resources/Professional Development; Mallory Smith, Learning Resources Technical Assistant; Genee Green, NCWorks Customer Service Specialist; Allie Morgan, Student Success and Retention Specialist; and Kevin Lamonds, Facility Maintenance Instructor.

There being no further business, the meeting adjourned at 5:52 p.m.



## Personnel Appointment

<b>Name of Person</b>	Lucas Mingin
<b>Present Address</b>	411 Reeder Road Seagrove, NC 27341
<b>Position</b>	Lead Maintenance Technician
<b>Position Category</b>	
<b>Salary</b>	30,000/annually
<b>Effective Date of Employment</b>	1/2/2020
<b>Budget Information</b>	

### Position Description

### Education and Certifications

School/Certification	Years Attended	Degree
MCC	2	EET

### Work Experience

Employer	Dates of Employment	Position/Title
Carolina Dairy	7/2019 - present	HTST Operator
Duke Energy	1/2019-5/2019	Relay Technician
Mingin Enterprise	6/2010-1/2019	Material Preparer

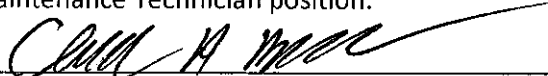
### Professional Participation/Honors

### Hiring Committee

Person	Position
Wanda Frick	Director of Facilities
Jeanette McBride	VP of Administrative Services
Marcus Ervin	Maintenance Supervisor
Vance Beck	Instructor, Facility Maintenance Technology
Bobby Townsend	Instructor, Welding

## Appointment Recommendation and Approval

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



Chad A. Bledsoe  
President

Corina S. Hill  
141 Lands End Place  
New London, NC 28127  
Corinahill1986@gmail.com

December 6, 2019

Dr. Chad Bledsoe  
Montgomery Community College  
1101 Page Street  
Troy, NC 27371

Dear Dr. Bledsoe:

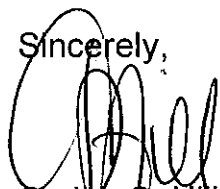
It is with great sadness and regret that I inform you that I am resigning from my position here as the Distance Learning Coordinator. Although I have so enjoyed working with you and working for Montgomery Community College, personal reasons necessitate that I vacate my position and focus on moving to Florida to help my mother who is very ill. My last day will be December 31<sup>st</sup>, 2019. I know this is unexpected, but am happy to assist you and do whatever necessary to ensure a smooth transition while I am here as well as after I move on.

I cannot thank you enough for the opportunities MCC has provided me and for all of your assistance along the way. Working here has been incredibly instrumental in my personal growth, and I will never forget the colleagues and friends I have made here. This has truly been a difficult decision for me!

If there is anything I can do to help make this transition easier, please let me know. I do not intend to inconvenience you with this news, and I hope you will accept my most sincere apologies in making December 31<sup>st</sup>, 2019 my final day here.

Thank you so much for your understanding in this matter. It has been a joy working for you and Cindy. I have loved my job, and I will look back on my time here with wonderful memories.

Sincerely,



Corina S. Hill



# MONTGOMERY COMMUNITY COLLEGE

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

December 18, 2019

Dr. Mindy Joyner  
41413 Earl Road  
Richfield, NC 28137

Dear Dr. Joyner:

I am in receipt of your letter dated December 3, 2019 announcing your resignation on January 3, 2020. I accept your letter notifying me of your resignation as Biology Instructor. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.  
President

**Curriculum and Student Services Committee**  
**Wednesday, January 8, 2020**  
**6:05 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order..... Bill Price, Chairman**
- **Approval of November Committee Minutes – Appendix E.....All**
- **Update from Vice President of Instruction – Appendix E-1 ..... Lee Proctor**
  - **Continuing Education – Appendix E-2**
- **2020-2021 Academic Calendar – Appendix E-3 (Action) ..... Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-3. Beth Smith**
- **Compliance Review Final Report FY 19-20 – 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, November 13, 2019 at 5:52 p.m. in the College Boardroom.

**Present**

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

**Absent****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.

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the October committee meeting minutes. The motion carried.

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

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1. He reported that Phi Theta Kappa (PTK) will have formal instillation of new members on December 12, 2019 at 5:00 pm in the Multipurpose Room. Their club activities this fall include staffing the MCC booth at the Mt. Gilead Fall Festival and having a booth at the MCC Spooktacular celebration.

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

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

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2. He reported that the Small Business Center hosted a successful Outdoor Recreation Business Summit in conjunction with Stanly Community College at the Badin Conference Center. On November 1, 2019, the college graduated its first Correctional Officer Basic Training class.

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

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3. She reported that the Enrollment Office staff have begun offering a new series of face-to-face orientation sessions for incoming students. FASFA night was held at MCC on October 2.

Doni Hatchel, Lynn Epps, and Beth Smith presented information about attending college and financial aid options to approximately 60 West Montgomery seniors and family members at their Senior Breakfast event in October.

Doni Hatchel assisted with a regional counselor training session at Sandhills Community College during which she and others on the panel discussed financial aid options and processes.

There being no further business, the meeting adjourned at 6:00 p.m.

**Board Report**  
**Vice President of Instruction**  
**January 2020**

**Martin Luther King Day Service Event:** On Monday, January 20, 2020, Montgomery Community College Human Service Club along with Communities in Schools, Montgomery County Cooperative Extension, and Eckerd Connect will be hosting the 11<sup>th</sup> Annual MLK Challenge Day. The event this year will again be a meal packaging event. Volunteers will gather at the College 8:00 am to package over 12,000 meals. If you would like more information, please contact Amy Friery at 910-898-9709.

**Golden Leaf Grant:** The College has been invited to the next round of applications for a \$1,000,000 grant to upgrade and implement the Sustainable Agriculture Program and enhance science experiences for both secondary and post-secondary science students. The application is due in February.

**CTE Building:** Plans are on hold at this point for moving into the new facility. We are hopeful that we will be in the new building by the end January. To make the transition easier, we are making space available on campus to meet the needs for the programs that we have been running as well as the high school classes that will be coming to the CTE building.

We are currently working with Ameriquel Aseptic to install aseptic training equipment that would allow us to develop a unique training program that would certify maintenance personnel with state of the art equipment. This would be an industry recognized certificate that students would be able to take the training and apply it to any aseptic environment. The positions that graduates would be qualified for are six-figure salary jobs.

**PTK Induction Ceremony** was a success in December with 20 inductees and around 100 friends and family in attendance. An additional induction ceremony is planned for late spring for students who wish to join PTK and meet the academic requirements.

**New Offerings:** The College will be offering advanced Calculus and Physics classes this spring for the first time to support the Associate Degree in Engineering. In addition 19 students are enrolled in EGR 150 for Spring 2020.

**Board Report**  
**Continuing Education Department**  
**January, 2020**

**Student Success Story: Brenda Gomez**

- Brenda Gomez is a single mother enrolled in the Workforce Investment Opportunity Act program at MCC. She is slated to complete her degree this May in the Business Administration program. During her time as a student at MCC, she has struggled with housing, food insecurities, and basic necessities for her and her young daughter. She recently had a car accident that left her with a huge car repair bill. Her insurance covered the repairs, but she could not afford to pay the \$500 insurance deductible to get her car out of the shop. Through the Finish Line Grant program, we were able to help her pay the deductible and also offer some much needed emergency food assistance. Brenda is very grateful for our help and is excited about her future. After graduation, she plans to move to Charlotte, where she has been offered a job in the banking industry.

**Foundational Studies**

- Seven inmates enrolled in the high school equivalency program have passed their High School Equivalency test, formerly known as the General Education Diploma (GED).

**Small Business Center**

- Savannah Heath was nominated and accepted into the Leadership Enhancement and Development program. The Leadership Enhancement and Development program is led by the Small Business and Technology Development Center and is an engaging and intensive program that provides participants the opportunity to learn more about themselves as leaders, build skills that help them effectively lead others, and to manage change in their organization.



## Montgomery Community College Academic Calendar 2020-2021

### Fall Semester 2020

August 13 (Thu)	9 month Contract Begin
August 13 -14	Quality Trails
August 17 (Mon)	Late Registration
August 18	Divisional Work Day
August 19 (Wed)	Classes Begin
September 7	Labor Day Holiday
October 12-13	Fall Break
November 25 - 28	Thanksgiving Break
December 16* (Wed)	Classes End
December 17	Grades Due
December 18– January 1	Christmas Break

*\*Wednesday, Dec 16 will be the 16<sup>th</sup> Monday in the term.*

### Spring Semester 2021

January 4 – 5	Spring Quality Trails
January 6	Late Registration
January 7	Divisional Work Day
January 11	Classes Begin
January 18	MLK Holiday
March 9 - 13	Spring Break
April 5	Easter Break
May 10	Classes End
May 12	Graduation
May 12	9 month Contracts End

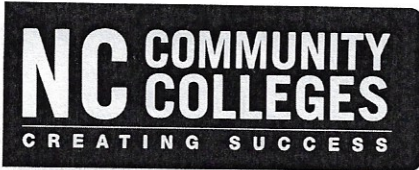
### Summer Semester 2021

May 17	Classes Begin
May 31	Memorial Day
July 5 – 9	Independence Day holiday break
July 19	Term Ends

## **MCC Board of Trustees – January 8, 2020 Update from the Student Services Division**

### Highlights & Previews

- Diana Sanchez attended training required as part of the Problem Gambling grant.
- Diana Sanchez, Jessica Latham, and Officer Shetty Diggs attended a Student Conduct Symposium at Durham Tech.
- Several MCC employees attended MMSI (Minority Male Success Initiative) Success Coach training held at Randolph Community College.
- End-user training on the new Early Alert system was held January 3.
- We raised \$250 for Montgomery County's Communities in Schools Backpack Pals Program through our Christmas Tour of Doors activity.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

December 17, 2019

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

Dear Dr. Bledsoe:

Enclosed is the final report of findings for the compliance review conducted FY 2019-20 at Montgomery Community College pursuant to North Carolina General Statute 115D-5(m). There were no findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2018-2019 reporting period.

I commend you and your staff for the excellent way you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bryan W. Jenkins", written over the word "Sincerely".

Bryan W. Jenkins, CPA  
Executive Director of Accountability & State Board Affairs

- c: Claudia Bulthuis, Chairman, Montgomery CC Board of Trustees
- Beth Wood, North Carolina State Auditor
- Tammie S. Hill, Compliance Examiner

**North Carolina Community College System****Compliance Review Final Report for Montgomery Community College****Review Conducted: FY 2019-20****Records Reviewed: Summer Semester 2018 – Spring Semester 2019****METHODOLOGY**

A compliance review was conducted at Montgomery Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges were reported accurately for the 2018-2019 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2019-20 are outlined in SBCCC Numbered Memo CC19-052 FY 2019-20 Compliance Services Review Procedures. The scope of the compliance review includes, but is not limited to, the major components noted in CC19-052. Based on the various reviews conducted as outlined in CC19-052, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

**FINDINGS SUMMARY**

Based on the site review, no findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the compliance review is appreciated.

Submitted: Tammie S. Hill, Compliance Examiner

Dates of Compliance Review: November 4-20, 2019

**Legislative/Public Relations Committee  
Wednesday, January 8, 2020  
6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order .....Paula Covington, Chairman**
- **Approval of November Committee Minutes – Appendix F .....All**
- **Legislative Update .....Dr. Chad Bledsoe**
- **Public Relations/Marketing Update – Appendix F-1.....Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 6:00 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis, Vice Chairman  
Kerry Hensley  
Bill Price

**Absent**

Paula Covington, Chairman

**Also Present**

Phil Absher  
Gelynda Capel  
Katie Dunlap  
George Gilbreath  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Johnny McKinnon  
Cole McQuinn, SGA President

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

Mrs. Bulthuis, Vice Chairman, called the meeting to order.

Roll was taken by Vice Chairman Bulthuis, and all members were present except Paula Covington, Chairman.

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix F-1, a Legislative Update.

Appendix F-1, is the proposed permanent amendment of 1C SBCCC 300.97 - Faculty. The proposed amendment clarifies that the employment of faculty and the determination of teaching loads is to be consistent with standards established by the Southern Association of Colleges and Schools Commission on Colleges.

**Public Relations/Marketing Update – Michele Haywood – Appendix F-2**

Mrs. Haywood presented Appendix F-2, the Public Relations/Marketing Update. Mrs. Haywood shared several projects that she has completed. Mrs. Haywood also shared that she is reviewing content from the current MCC website for College Inbound.

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

## Public Relations / Marketing Highlights November/December 2019

### Website Update

- Sneak peek at new homepage design
  - Menus and navigation TBD
- Updating mascot

### On Tap for 2020

- Annual Report
- CTE Open House

### Facebook Top Post for November & December

Total Likes 2615 (Up 29 from 2586 in October)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	11/12/19	National Apprenticeship Week – MCC recognizes its apprentices & their employers	2,376	526	22%
MCC	12/10/19	Ugly sweater contest winners announced	1,573	608	39%

### MCC Total Instagram Posts January – December 2019

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
4,571	139,364		1,052	38	32,205

### Gunsmithing Total Instagram Posts January – December 2019

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
677	25,646	160	160	20	10,930

**Institutional Status Committee  
Wednesday, January 8, 2020  
6:25 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order ..... Dr. Johnny McKinnon, Chairman**
- **Approval of November Committee Minutes – Appendix G ..... All**
- **Board Policy Manual.....Dr. Chad Bledsoe**
  - **Section 5 – Appendix G-1 – Second Reading (Action)**
  - **Policy 3.4.3, Weapons on Campus – Appendix G-2 – Second Reading (Action)**
  - **Policy 2.3.11, College Committees – Appendix G-3 – First Reading**
- **Goals, Mission Statement & Core Values – Appendix G-3 – First Reading – Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**



**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 13, 2019 at 6:06 p.m. in the College Boardroom.

**Present**

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

**Absent****Also Present**

Phil Absher  
George Gilbreath  
Kerry Hensley  
Susan Hershberger  
Gordon Knowles  
Bill Price  
Cole McQuinn, SGA President

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

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

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

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

**Section 7 of the Board Policy Manual – Appendix G-1 (Action) – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix G-1, Section 7, of the Board Policy Manual to the Board for second reading.

Mrs. Capel made a motion, seconded by Dr. Dunlap, to approve Section 7 of the Board Policy Manual. The motion carried.

**Policy 1.12, Awards and Recognitions – Appendix G-2 (Action) – Dr. Chad Bledsoe**

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

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve Policy 1.12, Awards and Recognitions of the Board Policy Manual. The motion carried.

**Section 5 of the Board Policy Manual – Appendix G-3 – First Reading – Dr. Chad Bledsoe**

Section 5 of the Board Policy Manual was presented to the Trustees as a first reading. Several changes were recommended and those policies will be revised for second reading at the next meeting.

**2019-2020 Institutional Effectiveness Plan – Appendix G-4 – Carol Holton**

Mrs. Holton presented the 2019-2020 Institutional Effectiveness (IE) Plan. A link to the full IE document was shared with the Trustees. Questions were asked on the goals that are set and how faculty or staff work on meeting those goals.

**Business Continuity Plan – Dr. Chad Bledsoe**

Dr. Bledsoe noted that a copy of the Business Continuity Plan is available for Trustees to review at the meeting.

**Board of Trustees OARs – Appendix G-5 – Claudia Bulthuis**

Mrs. Bulthuis presented Appendix G-5, the Board of Trustees Outcome Assessment Report.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Board of Trustees OARs. The motion carried.

**2020-2025 Strategic Plan Timeline – Appendix G-6 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix G-6, the 2020-2025 Strategic Plan Timeline. He noted that the CORE committee has been reviewing feedback from the community, students, faculty and staff. The CORE committee is diligently working on updating the vision and goals that will be presented to the Board at the January meeting.

There being no further business, the meeting adjourned at 6:41 p.m.

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

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

**I. Open Door Admissions**

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

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

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

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

1. Suspension/Expulsion from another Educational Entity.

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

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

2. Safety Concern.

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

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

3. Residency for Distance Learning.

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

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

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

4. Undocumented Immigrants.

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

***Policy 5.1.1***

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

## 5. Readmissions.

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

## 6. Criminal Justice Education and Training.

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

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

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

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

### **B. Appeal for Admissions Denials**

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

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

### **III. Registration**

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

Adopted:

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

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

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

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

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

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

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

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

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



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

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

Adopted:

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

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

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

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

Adopted:

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

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

Adopted:

**I. ATTENDANCE REQUIREMENTS**

The following attendance requirements shall apply to all College students:

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

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

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

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**Policy 5.2.1**

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

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

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

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

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

Adopted:

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

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

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

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

**B. Seventy Five Percent (75%) Date**

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

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

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

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

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

## **II. Student Involuntary Withdrawal from Course(s)**

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

Adopted:



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

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

Adopted:

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

**MONTGOMERY  
COMMUNITY COLLEGE**

**STUDENT SERVICES  
GRADING SYSTEM**

**POLICY  
5.2.4**

**I. Student Evaluation.**

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

**II. Grading System.**

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

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

**Policy 5.2.4**

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

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

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

Adopted:

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

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

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

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

Adopted:

**MONTGOMERY  
COMMUNITY COLLEGE****STUDENT SERVICES  
ACADEMIC STANDARDS  
OF PROGRESS****POLICY  
5.2.6**

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

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

Adopted:

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

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

Adopted:

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

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

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

**B. Extension Education Courses**

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

**II. COURSE SUBSTITUTIONS**

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

Adopted:

**MONTGOMERY  
COMMUNITY COLLEGE****STUDENT SERVICES  
OVERVIEW OF STUDENT  
RIGHTS****POLICY  
5.3.1**

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

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



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<b>MONTGOMERY</b>	<b>STUDENT SERVICES</b>	<b>POLICY</b>
<b>COMMUNITY COLLEGE</b>	<b>STUDENT CODE OF CONDUCT</b>	<b>5.3.2</b>

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

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

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

### **I. Academic-Related Violations**

- A. **Plagiarism** – The intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
- B. **Cheating** – Using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.
- C. **Aiding Acts of Academic Dishonesty** – Providing information to another student when it is known, or when there is a reasonable expectation of knowing, that the student intends to use the information for cheating or other deceptive purposes.

### **II. Non-Academic Related Violations**

- A. **Theft and Property Damage** – Students shall not steal or damage College property or another individual's property. Students who are caught stealing or damaging said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
- B. **Trespass to Property** – Students are trespassing if in an unauthorized area of the College campus; present on the College campus after closing hours (without

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

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

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

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

Adopted:

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<b>MOMTGOMERY</b>	<b>STUDENT SERVICES</b>	<b>POLICY</b>
<b>COMMUNITY COLLEGE</b>	<b>BEHAVIORAL INTERVENTION</b>	<b>5.3.3</b>

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**I. Purpose of Student Conduct Review**

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

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

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

**B. Step Two**

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

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

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

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

Members of the BIT are:

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

**B. BIT Review**

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

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

**C. BIT Determination**

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

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

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

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

**D. Incident Follow-up**

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

Adopted:

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

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

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

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

This is a cross reference to Policy 3.3.7

Adopted:

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



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

## I. Prohibition

All students shall adhere to the following:

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

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

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

## **II. Drug and Alcohol Abuse Awareness Prevention Program**

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

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

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

Adopted:

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

## **I. GRIEVANCE PROCESS OVERVIEW**

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

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

## **II. GRIEVANCE PROCESS**

### **1. Informal Grievance – Step One**

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

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

### **2. Formal Grievance – Step Two**

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

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

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

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

### **3. Appeal – Step Three**

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

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

The President's decision is final.

Adopted:

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

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

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

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

Adopted:

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

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**I. POLICY OVERVIEW**

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

**II. DEFINITIONS**

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

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

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

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

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

### **III. SAFETY AND REPORTING PROCEDURES**

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

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

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



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

This is a cross reference to policy 2.18

Adopted:

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

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<b>MONTGOMERY COMMUNITY COLLEGE</b>	<b>STUDENT SERVICES STUDENT RECORDS - FERPA</b>	<b>POLICY 5.4.3</b>
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All student records must be current and maintained with appropriate measures of security and confidentiality. The College is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained by the College.

## **I. COMPLIANCE WITH FERPA RIGHTS**

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

## **II. ANNUAL NOTIFICATION OF RIGHTS**

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

## **III. RIGHT TO INSPECT RECORDS**

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

## **IV. DIRECTORY INFORMATION**

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

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

## **V. RELEASE OF EDUCATIONAL RECORDS**

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

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

## **VI. CORRECTING RECORDS**

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

## **VII. MISCELLANEOUS**

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

Adopted:

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

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

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

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

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

Adopted:

## I. OVERVIEW

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

## II. DEFINITIONS

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

## III. ANIMALS ON CAMPUS

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

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

#### **IV. PROCEDURES REGARDING SERVICE/EMOTIONAL SUPPORT ANIMALS**

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

###### **1. Registration**

###### **a. Service Animals**

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

###### **b. Emotional Support Animals**

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

###### **2. Care and Supervision**

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

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

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

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

## **B. Responsibilities of the College Community**

### **1. Service Animals**

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

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

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

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



## 2. Emotional Support Animals

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

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

### **C. Removal of Service/Emotional Support Animals**

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

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

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

This is a cross reference to policy 3.4.8

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

Adopted:

**I. Overview**

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

**II. Student Government Association**

- A. The Student Government Association (“SGA”) is made up of representatives from the student body. The SGA coordinates and regulates student activities and serves as the student body’s official voice. The President of the SGA is a non-voting member of the College’s Board of Trustees.
- B. The SGA’s organizational documents shall be updated and shall be on file with the College’s Coordinator of Student Life & Recruitment (“Coordinator”). Any revisions to the SGA’s organizational documents shall be reviewed and approved by the College President.
- C. State funds cannot be used for athletics or other extracurricular activities; therefore, almost all student activities are established and maintained by SGA funds. SGA funds are derived from a portion of student activity fees. The SGA budget will be approved by the SGA and submitted to the Vice President of Student Services (“Vice President”) as early in the school year as possible for approval. Expenditures of funds must be approved by the Coordinator and the Vice President.

**III. Other Student Clubs and Organizations**

- A. The College maintains that extracurricular activities compliment the academic programs. Students are encouraged to participate in all phases of the student activities program as long as such participation is consistent with sound educational practices.
- B. The following criteria must be considered by clubs who seek recognition as an official College student organization:
  - 1. The organization must serve an area of student activity need;
  - 2. The membership provisions must not exclude anyone because of his/her race, color, religion, sex, gender, national origin, age, disability or sexual orientation;

3. The organization must agree to abide by the College's policies and administrative procedures;
  4. The organization's purpose must be compatible with the College's philosophy and educational objectives; and
  5. Such other reasonable rules and regulations required by the President.
- C. **Recognized Student Clubs and Organizations.** Only officially recognized student clubs and organizations shall be allowed to function on the College's campus. In order to achieve recognition, the applying club or organization must complete an official application, on file with the Coordinator, and receive approval by the SGA, the Vice President of Student Services and the College's administrative cabinet.

#### **IV. Fundraising**

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

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

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

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

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

Adopted:

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

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

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

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

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

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

Adopted:

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

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

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

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

#### **Threat Assessment & Behavioral Intervention Committee**

The purpose of the Threat Assessment and Behavioral Intervention Team (BIT) is to evaluate and address concerns raised regarding student/employee/visitor behavior that may be considered disruptive and/or a possible threat to the safety of others. Additionally, the team will utilize College resources to promote a safe and healthy campus community. The BIT will meet on an ad hoc basis as concerns are brought to the attention of administration or BIT Team members.

#### **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.

#### **Diversity & Cultural Activities Committee**

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

**Emergency Action Committee**

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.

**Faculty Senate**

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

**Financial Aid Committee**

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

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

**Instructional & Student Services Committee**

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

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



**Information Services Committee**

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

**Marketing Committee**

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

**Planning Committee**

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

**President's Administrative Cabinet**

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

**Professional Development Committee**

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

**Safety Committee**

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

**Staff Senate**

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

**Hospitality and Wellness Committee**

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

Approved:

**PROPOSED**

**MISSION STATEMENT**

Montgomery Community College provides life-long educational opportunities that prepare residents for existing and emerging careers and personal growth.

**CORE VALUES**

C Collaboration  
A Accessibility  
R Respect  
E Excellence  
S Scholarship

**Strategic Planning Goals**

STRATEGIC GOAL 1 - Montgomery Community College employees will promote the College's services and programs through targeted marketing, increased community presence and effective public communications. (*MARKETING, COMMUNITY ENGAGEMENT & COMMUNITY COMMUNICATION*)

STRATEGIC GOAL 2 - Montgomery Community College employees will develop a comprehensive approach to provide state of the art recruitment and retention services to students. (*STUDENT & STUDENT RECRUITMENT & RETENTION*)

STRATEGIC GOAL 3 – Montgomery Community College employees will integrate the College’s instructional disciplines to effectively and continually train individuals for existing and emerging careers and prepare them to be leaders within their community. (*COURSES/PROGRAMMING*)

Montgomery Community College  
SGA Report  
January 8, 2020 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA sponsored a food drive in support of the Communities in Schools Backpack Pals Program.
- The SGA represented MCC at the Mt. Gilead and Star Christmas parades.
- Students, faculty, and staff enjoyed the SGA's annual Holiday Meal.
- The SGA sponsored a Brain Boost exam break during the last week of the fall term.

**President's Report  
January 8, 2020**

**Activities since the November Board Meeting**

11/20/19	Welcome at RTI Conference
11/21/19	New Employee Orientation
11/28/19	Monthly Construction Meeting
12/2/19	MCC & MCS Meeting
12/3/19	SGA Holiday Meal
12/4/19	Business Advisory Council Meeting
12/5/19	Strategic Planning CORE Committee Meeting
12/6/19	Board Christmas Dinner
12/8-11/19	SACSCOC Conference
12/12/19	CTE Building Meeting
12/17/19	MCC Employee Jingle & Mingle
1/8/20	Board of Trustees Meeting

**Upcoming Activities**

1/9/20	MCC & MCS Meeting
1/9/20	Employee Meeting
1/15/20	NCHEA Presentation
1/20/20	MLK Day Event at MCC
1/21-25/20	SHOT Show
1/28/20	President's Meeting
2/12/19	Board of Trustees Meeting

**Board of Trustees Information**

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



## Board of Trustees Calendar of Events 2020

<b>January 8, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 12, 2020</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 12, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 11, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 18-20, 2020</b>		<b>NCACCT Law/Legislative Seminar - Raleigh</b>
<b>March 28, 2020</b>	<b>8:00 a.m.</b>	<b>Board Retreat</b>
<b>April 3, 2020</b>		<b>Annual Golf Tournament</b>
<b>April 8, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 20, 2020</b>	<b>12:00 p.m.</b>	<b>Lunch with Legislators</b>
<b>May 6, 2020</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 6, 2020</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 6, 2020</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 10, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>July, 2020</b>		<b>No Board Meeting</b>
<b>August 12, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 26-28, 2020</b>		<b>NCACCT Seminar - Asheville</b>
<b>September 9, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>October 14, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 11, 2020</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 11, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December, 2020</b>		<b>No Board Meeting</b>
<b>December 4, 2020</b>	<b>5:30 p.m.</b>	<b>Board Christmas Dinner</b>