



# **MONTGOMERY COMMUNITY COLLEGE**

1011 Page Street · Troy, NC 27371 · (910) 898-9600 · Toll Free (877) 572-6222

## **MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, September 13, 2017 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

**Call to Order - Claudia Bulthuis, Chairman**

**Welcome - Claudia Bulthuis, Chairman**

**Approval of the Agenda - Action**

**Board of Ethics Reminder - Claudia Bulthuis, Chairman**

In keeping with MCC Board Policy 130.05 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

**Board Presentation – Tracey Wyrick, Dean of Public Services/Department Chair, Criminal Justice Technology**

**Approval of August Board and Committee Minutes – Appendix A – Action**

**Standing Committees**

**\* Budget & Finance Committee**

August Local, State, and Institutional Funds Financial Reports – **Appendix C– Action**  
Approval of 2-1 – 2017-2018 State and Local Budgets – **Appendix D – Action**  
July Foundation Fund Statements – **Appendix E**  
In-Kind Transfer – **Appendix F – Action**  
Grants Update – **Appendix G**  
Foundation Update – **Lynn Epps**

**\* Building & Grounds Committee**

Facilities Report – **Appendix I**  
Incident Report – **Appendix J**  
Construction Update and Building Projects Timeline – **Appendix K**  
Campus Security Report – **Appendix L – Action**

- \* **Personnel Committee**
  - Personnel Appointments
    - Director of Foundation Studies – **Appendix N**
    - Practical Nursing Instructor – **Appendix O**
    - Nursing Assistant Coordinator – **Appendix P**
    - Evening Custodian – **Appendix Q**
  
- \* **Curriculum/Student Services Committee**
  - Update from Vice President of Instruction
    - Instruction – Appendix S**
    - Continuing Education – Appendix T**
  - Update from Vice President of Student Services - **Appendix U**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
    - General Provisions – **Appendix W**
    - FTE Reporting Accountability – **Appendix X**
  - Public Relations/Marketing Update – Michele Haywood – **Appendix Y**
  
- \* **Institutional Status Committee**
  - Employee Survey Results – **Appendix Z**
  - 2016-2017 Strategic Plan Activities – **Appendix AA**
  
- \* **SGA Report - Appendix AB**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix AC**
  
- \* **Chairman’s Report - Claudia Bulhuis**
  - 50<sup>th</sup> Birthday Party Report/Letter from David Bland – **Appendix AE**
  - Calendar of Events – **Appendix AD**
  
- \* **Adjourn - Action**

## Minutes

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

Wednesday, August 9, 2017

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

Phil Absher	Gordon Knowles
Claudia Bulthuis	Andrea Marshall
Gelynda Capel	Samuel Martin
Paula Covington	Johnny McKinnon
Susan Eggleston	Bill Price
George Gilbreath	Matthew Monroe,
Susan Hershberger	SGA President

#### Absent

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Pete Herron, BLET Director; Timothy Sheffield, Gunsmithing Instructor; Crystal Thomas, Coordinator of Prison Programming; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including Pete Herron, Crystal Thomas, Timothy Sheffield, Matthew Monroe, Sam Martin, Bill Price and Susan Hershberger.

#### Approval of the Agenda - Action

Mr. Knowles made motion, seconded by Mrs. Eggleston, to approve the agenda for the August 9, 2017 Board of Trustees 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 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

Mr. Knowles read a letter from Mrs. Bulthuis declaring an appearance of conflict of interest regarding the discussion of the Building Naming of Building 100.

Mr. Knowles read a letter from Mrs. Capel declaring an appearance of conflict of interest regarding the discussion of the Building Naming of Building 200.

**Trustee Recognitions – Claudia Bulthuis, Chairman**

Mrs. Bulthuis presented a plaque for Anna G. Hollers and Sharon Cupples, former trustees, who were not able to attend the meeting.

Mrs. Bulthuis presented Sam Martin with a plaque recognizing a his first eight years serving on the Board of Trustees.

**Oath of Office – Claudia Bulthuis, Chairman**

Mrs. Bulthuis administered the oath of office to Sam Martin, appointed by the Montgomery County Commissioners; Gelynda Capel, reappointed by the Montgomery County Board of Education; Susan Hershberger, appointed by the Montgomery County Commissioners; Bill Price appointed by the Governor.

**Election of Officers – Claudia Bulthuis, Chairman**

Mrs. Capel nominated the current slate of officers to continue in their service. Mrs. Capel made a motion, seconded by Mr. Price, to approve the 2017-2018 slate of officers to be Claudia Bulthuis, Chairman; Susan Eggleston, Vice Chairman; and Gordon Knowles, Secretary. The motion carried.

**Board Presentation – Pete Herron, BLET Director**

Pete Herron gave an update on the BLET program.

**Consent Agenda – Claudia Bulthuis, Chairman – Action**

Mrs. Bulthuis presented the consent agenda. Mr. Knowles made a motion, seconded by Mrs. Eggleston to approve the consent agenda. The motion carried.

**STANDING COMMITTEE REPORTS**

**Budget and Finance Committee – Susan Eggleston, Chairman**

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

- The committee reviewed the May, June and July, Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for June.

- The committee reviewed the In-Kind Transfer Report. The committee approved and Mrs. Eggleston made a motion to approve the In-Kind Transfer report. Coming from committee, this required no second. The motion carried.
- The committee received a foundation and grants update.

### **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 a facilities and incident reports.
- Due to announced conflict of interest Mrs. Bulthuis left the Boardroom at 7:30 p.m. Mrs. Eggleston served as Chairman. The committee received a recommendation to name Building 100 Blair Hall. The committee approved and Mr. Knowles made a motion to approve the recommendation to name Building 100 Blair Hall. Coming from committee, this required no second. The motion carried. Mrs. Bulthuis returned to the Boardroom and resumed Chairmanship at 7:31 p.m.
- Due to the announced conflict of interest Mrs. Capel left the Boardroom at 7:31 p.m. The committee received a recommendation to name Building 200 Capel Hall. The committee approved and Mr. Knowles made a motion to approve the recommendation to name Building 200 Capel Hall. Coming from committee, this required no second. The motion carried. Mrs. Capel returned to the Boardroom at 7:32 p.m.
- The committee received an update on construction projects.

### **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:

- Mrs. Capel introduced Timothy Sheffield, Gunsmithing Instructor and Crystal Thomas, Coordinator of Prison Programming.
- The committee received a notice of the 2017-2018 Contract Renewals, temporary employment notifications, a notice of resignation, and a notice of termination.
- The committee received recommended revisions to the organizational chart. The committee approved and Mrs. Capel made a motion to approve the revisions to the organizational chart. Coming from committee this required no second. The motion carried.
- The committee received a blanket travel authorization for Dr. Bledsoe. The committee approved and Mrs. Capel made a motion to approve the blanket travel authorization. Coming from committee this required no second. The motion carried.

### **Curriculum/Student Services Committee – Sam Martin, Chairman**

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

- The committee received updates regarding Instruction, Student Services and Continuing Education.

- The committee received recommended revisions to the 2017-2018 college catalog. The committee approved and Mr. Martin made a motion to approve the revisions to the 2017-2018 college catalog. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2016-2017 Class Visitation reports.

### **Legislative/Public Relations Committee – Andrea Marshall, Chairman**

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

- The committee received a legislative update from Dr. Bledsoe.
- The committee received a public information update.

### **Institutional Status Committee – Johnny McKinnon, Chairman**

The Institutional Status Committee met earlier this afternoon (see attached minutes-Appendix F) and Dr. McKinnon reported that there was no business to be conducted.

### **SGA Report – Appendix AD – Matthew Monroe, SGA President**

Matthew Monroe, SGA President presented Appendix AD, the SGA report.

### **President's Report – Dr. Chad Bledsoe – Appendix AE**

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

- Since last year the college has established an Early College, four seats were added to Dental Assisting, 15 seats were added to Gunsmithing, Continuing Education has expanded their services to include the NC Works center, HVAC has been moved to the Biscoe Center, SACSCOC will be holding an on-site visit in October, 10 point grading scale has been implemented, foundational studies has been restructured.
- All full-time and permanent part time state employees will receive a \$1,000 raise. County employees will also receive a raise. The State budget also allowed for merit based increases as well.
- Dr. Bledsoe will be serving as the liaison to the Chief Academic Officers, liaison to IIPS, and heading up the central president's group.
- Dr. Bledsoe has taught an online computer class over the summer.
- The system president Dr. Jimmie Williamson has resigned after 13 months as president. The search for a new president has begun, Jennifer Haygood is interim president.

### **Chairman's Report – Claudia Bulthuis, Chairman**

### **50 Trailblazers of MCC – Appendix AF – Second Reading – Action**

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the 50 trailblazer list. The motion carried.

### **Calendar of Events – Appendix AG**

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

- NCACCT Conference will be August 23-25, 2017.
- Foundation Raffle/Gala will be September 23, 2017.
- Awards Ceremony will be September 7, 2017
- Graduation will be May 9, 2018.

There being no further business, the meeting adjourned at 8:00 p.m.

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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, August 9, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Gelynda Capel  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
SGA President

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

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

**Approval of June Committee Minutes**

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the June Budget and Finance Committee minutes. The motion carried.

**May, June and July Local, State, and Institutional Funds Financial Report – Appendix E**

Mrs. McBride reported the following:

- The May 2017 Financial were presented at the June meeting.
- As of June 30, 2017, County fund expenditures of \$750,800 were fully expended.
- There were \$197,202 available for Capital Expenditures.
- As of June 30, 2017, State funds had an ending budget balance of \$101,513 in current expense, \$349,024 in capital budget which will be able to carry forward and used for the gunsmithing expansion. Performance funding totaling \$51,000 will be carried forward. We hope to carry forward \$49,000 of categorical funds for Basic Skills Block Grant.
- As of June 30, 2017, the Institutional Fund balance was \$606,827.
- As of June 30, 2017, the balance in the STIF account was \$188,462.

- The 2017-2018 County budget will be \$768,000, a 2.3% increase over last year. County budget expenditures for July 2017 were \$58,468. There was \$198,044 available for capital expenditures.
- The final state budget will be received on Friday, August 18. State budget expenditures for July 2017 were \$506,592.
- As of July 31, 2017, the Institutional Fund balance was \$724,033.
- As of July 31, 2017, the balance in the STIF account was \$188,652.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the May, June and July Local, State and Institutional Funds Financial Reports. The motion carried.

### **June Foundation Fund Statement – Appendix F**

Mrs. Epps presented Appendix F, the June Foundation Fund Statement. The total funds held by the Foundation are \$3,299,655.54.

### **In-Kind Transfer – Appendix G – Action**

Mrs. Epps presented Appendix G, the In-Kind Transfer Report. She noted there were two donations made to the Gunsmithing Program that need to be transferred to the college.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

### **Grants Update – Appendix H**

Mrs. Epps presented Appendix H, the grants update. She reported that the Golden Leaf grant for \$400,000 has been approved. This grant approved to fund expansion in Gunsmithing, Bladesmithing and Woodworking.

The college was also awarded a grant to manage the NC Works Center for Montgomery County.

A letter of inquiry was submitted to Duke Energy to support the Apprenticeship program.

### **Foundation Update – Lynn Epps**

Mrs. Epps reported that the Foundation Board met earlier today. She noted that the 50<sup>th</sup> Anniversary Endowed Scholarship has been fully endowed. The Bell Dedication will be held on September 7 along with the Scholarship Awards Ceremony.

The Foundation Raffle/Gala will be held on September 23. Tickets will be mailed to the trustees once they are received.

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

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 5:50 p.m. in the College Boardroom.

**Present**

Gordon Knowles, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon

**Absent**

**Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Matthew Monroe,  
SGA President

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

**Approval of June Committee Minutes**

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the June Building and Grounds Committee minutes. The motion carried.

**Facilities Report – Appendix I**

Mrs. McBride presented Appendix I, the facilities report.

**Incident Report – Appendix J**

Mrs. McBride presented Appendix J, the incident report.

**Construction Update and Building Projects Timeline – Appendix K**

Dr. Bledsoe presented Appendix K, the Construction Update and Building Projects Timeline.

**Naming of Buildings on Campus**

**Recommendation from Mrs. Capel to Dr. Bledsoe – Appendix L – Action  
Recommendation from Mrs. Bulthuis to Dr. Bledsoe – Appendix M – Action  
Board Policy 413.01 Naming of College Facilities – Appendix N**

Mr. Knowles read a letter from Mrs. Bulthuis informing the committee of a conflict of interest regarding the naming of Building 100. Mrs. Bulthuis excused herself from the discussion recused from voting and left the Boardroom at 5:55 p.m.

Dr. Bledsoe presented Appendix L, a recommendation from Mrs. Capel to name Building 100 Blair Hall in honor of Colonel Joseph Reese Blair.

Mrs. Capel commented on the support and donations given by Colonel Joseph Reese Blair.

Mrs. Capel made a motion, seconded by Dr. McKinnon, to approve the recommendation to name Building 100 Blair Hall. The motion carried.

Mrs. Bulthuis returned to the Boardroom at 6:01 p.m.

Mr. Knowles read a letter from Mrs. Capel informing the committee of a conflict of interest regarding the naming of Building 200. Mrs. Capel excused herself from the discussion recused from voting and left the Boardroom at 6:02 p.m.

Dr. Bledsoe presented Appendix M, a recommendation from Mrs. Bulthuis to name Building 200 Capel Hall in honor of the Capel family and their support of the college.

Mrs. Bulthuis commented on the support Jesse Capel and Gelynda Capel serving as Chairman of the Board for many years and the support of the entire Capel family and Capel Incorporated.

Dr. McKinnon made a motion, seconded by Mrs. Bulthuis, to approve the recommendation to name Building 200 Capel Hall. The motion carried.

Mrs. Capel returned to the Boardroom at 6:05 p.m.

There being no further business, the meeting adjourned at 6:05 p.m.

## Attachment C

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:05 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
SGA President

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

**Approval of June Committee Minutes**

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the June Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Gunsmithing Instructor – Appendix O**

**Director of Foundational Studies – Appendix P**

**Coordinator of Prison Programs - Appendix Q**

Mrs. Capel reported that three new employees will be introduced during the Board meeting.

**2017-2018 Contract Renewals – Appendix R**

Mrs. Capel presented Appendix R, the 2017-2018 Contract Renewals. Dr. Bledsoe reported that the renewals are for all current employees, and there are no non-renewals recommended this year.

**Temporary Employment Notification – Appendix S**

Dr. Bledsoe presented Appendix S, the temporary employment that was sent to the NC Works employees notifying them of a temporary contract being issued until the college will conduct a hiring process, at which time the employees can apply for the position.

**Notice of Resignation – Appendix T**

Dr. Bledsoe presented Appendix T, the resignation notice from Tamara Patterson, NC Works Director.

**Notice of Termination – Appendix U**

Mrs. Capel presented Appendix U, notification of termination of Floyd Kimbrew, evening custodian.

**Organizational Chart Revisions – Appendix V – Action**

Dr. Bledsoe presented Appendix V, organizational chart revisions. He reported that the revisions include the addition of the staff for the NC Works Center.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the revisions to the organizational chart. The motion carried.

**Blanket Travel Authorization – Appendix W – Action**

Dr. Bledsoe presented Appendix W, the blanket travel authorization for Dr. Bledsoe to travel within North Carolina and out of state travel to attend the SACSCOC Conference, SHOT Show, and NRA Convention.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the blanket travel authorization. The motion carried.

There being no further business, the meeting adjourned at 6:11 p.m.

**Attachment D****Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:11 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Andrea Marshall, Vice Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Matthew Monroe,  
SGA President

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

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

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

**Approval of June Committee Minutes**

Mrs. Eggleston made a motion, seconded by Mrs. Covington, to approve the June Curriculum and Student Services Committee minutes. The motion carried.

**Update from Vice President of Instruction – Appendix X**

Mr. Proctor gave an update on instructional activities as presented in Appendix X.

**Update from Vice President of Student Services – Appendix Y**

Mrs. Smith gave an update on student services activities as presented in Appendix Y.

**2017-2018 College Catalog Revisions – Appendix Y-1 – Action**

Mrs. Smith reported on the revisions made to the 2017-2018 College Catalog, a printed version of the revisions was available for the Board to review.

Mrs. Marshall made a motion, seconded by Mrs. Eggleston, to approve the revisions to the 2017-2018 College Catalog. The motion carried.

**Update from Dean of Continuing Education – Appendix Z**

Mr. Proctor gave an update on continuing education activities as presented in Appendix Z.

**2016-2017 Class Visitation Reports – Appendix AA**

Mr. Proctor presented Appendix AA, the 2016-2017 Class Visitation Reports. He noted that these reports are a requirement of the internal audit plan through Continuing Education.

There being no further business, the meeting adjourned at 6:22 p.m. The motion carried.

**Attachment E****Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:20 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Samuel Martin  
Johnny McKinnon  
Matthew Monroe,  
SGA President

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

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

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

**Approval of June Committee Minutes**

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the June Legislative and Public Relations Committee minutes. The motion carried.

**Legislative Update – Dr. Chad Bledsoe – Appendix AB**

Dr. Bledsoe presented Appendix AB, a memo from the North Carolina Community College System announcing the move of the Apprenticeship program to the community college system.

**Public Relations/Marketing Update – Michele Haywood – Appendix AC**

Mrs. Haywood presented Appendix AC, the Public Relations/Marketing Update.

Mrs. Haywood gave an update on the 50<sup>th</sup> Anniversary Open House.

There being no further business, the meeting adjourned at 6:27 p.m.

**Attachment F**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:27 p.m. in the College Boardroom.

**Present**

Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Claudia Bulthuis  
Susan Hershberger

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price  
Matthew Monroe,  
SGA President

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

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

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

There was no business for the committee to conduct. The meeting adjourned at 6:30 p.m.

**Budget & Finance Committee**  
**Wednesday, September 13, 2017**  
**5:30 p.m.**

**Committee Members**

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

**Agenda Items**

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix B – Action**
- ❖ **August Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **Approval of 2-1 – 2017-2018 State and Local Budgets – Appendix D – Action**
- ❖ **July Foundation Fund Statements – Appendix E**
- ❖ **In-Kind Transfer – Appendix F – Action**
- ❖ **Grants Update – Appendix G**
- ❖ **Foundation Update – Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment A****Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
SGA President

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

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

**Approval of June Committee Minutes**

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the June Budget and Finance Committee minutes. The motion carried.

**May, June and July Local, State, and Institutional Funds Financial Report – Appendix E**

Mrs. McBride reported the following:

- The May 2017 Financial were presented at the June meeting.
- As of June 30, 2017, County fund expenditures of \$750,800 were fully expended.
- There were \$197,202 available for Capital Expenditures.
- As of June 30, 2017, State funds had an ending budget balance of \$101,513 in current expense, \$349,024 in capital budget which will be able to carry forward and used for the gunsmithing expansion. Performance funding totaling \$51,000 will be carried forward. We hope to carry forward \$49,000 of categorical funds for Basic Skills Block Grant.
- As of June 30, 2017, the Institutional Fund balance was \$606,827.
- As of June 30, 2017, the balance in the STIF account was \$188,462.

- The 2017-2018 County budget will be \$768,000, a 2.3% increase over last year. County budget expenditures for July 2017 were \$58,468. There was \$198,044 available for capital expenditures.
- The final state budget will be received on Friday, August 18. State budget expenditures for July 2017 were \$506,592.
- As of July 31, 2017, the Institutional Fund balance was \$724,033.
- As of July 31, 2017, the balance in the STIF account was \$188,652.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the May, June and July Local, State and Institutional Funds Financial Reports. The motion carried.

### **June Foundation Fund Statement – Appendix F**

Mrs. Epps presented Appendix F, the June Foundation Fund Statement. The total funds held by the Foundation are \$3,299,655.54.

### **In-Kind Transfer – Appendix G – Action**

Mrs. Epps presented Appendix G, the In-Kind Transfer Report. She noted there were two donations made to the Gunsmithing Program that need to be transferred to the college.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

### **Grants Update – Appendix H**

Mrs. Epps presented Appendix H, the grants update. She reported that the Golden Leaf grant for \$400,000 has been approved. This grant approved to fund expansion in Gunsmithing, Bladesmithing and Woodworking.

The college was also awarded a grant to manage the NC Works Center for Montgomery County.

A letter of inquiry was submitted to Duke Energy to support the Apprenticeship program.

### **Foundation Update – Lynn Epps**

Mrs. Epps reported that the Foundation Board met earlier today. She noted that the 50<sup>th</sup> Anniversary Endowed Scholarship has been fully endowed. The Bell Dedication will be held on September 7 along with the Scholarship Awards Ceremony.

The Foundation Raffle/Gala will be held on September 23. Tickets will be mailed to the trustees once they are received.

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

**Montgomery Community College  
County Funds - Board Report for August 2017**

Appendix C

<b>County Funds - August 2017</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511101	Car Allowance	6,000	500	1,000	5,000	17%
514000	FT Svc/Maint/Skilled Craft	155,401	12,877	23,591	131,810	15%
514050	Supvr Svc/Maint/Skilled Craft	82,211	7,007	13,774	68,437	17%
518100	Social Security	18,705	1,567	3,013	15,692	16%
518200	Retirement	41,064	3,515	6,762	34,302	16%
518300	Medical Insurance	47,173	3,322	6,657	40,516	14%
518700	Longevity Payments	2,108	634	2,109	(1)	100%
519090	Waste Removal/Recycling	15,000	838	1,676	13,324	11%
519120	Lawns and Grounds Service	482	-	-	482	0%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	17,000	2,208	2,984	14,016	18%
522000	Maintenance Supplies	26,500	4,543	5,012	21,488	19%
524000	Repair Supplies	15,500	395	425	15,075	3%
525000	Gas/Travel/Reimbursement	6,000	93	232	5,768	4%
531110	In-State Ground	300	-	-	300	0%
531140	In-State Lodging	600	583	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	-	105	795	12%
532200	Telephone	16,800	2,111	2,322	14,478	14%
533100	Heat	19,827	840	925	18,902	5%
533200	Water	11,500	1,122	2,244	9,256	20%
533300	Electricity	188,000	18,110	36,369	151,631	19%
533400	Garbage/Sewage Disposal	6,485	955	1,844	4,641	28%
535100	Equipment Repair	1,800	80	80	1,720	4%
535200	Repairs to Facilities	15,500	406	7,838	7,662	51%
535400	Service Contracts	19,000	2,176	2,176	16,824	11%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	8,000	31	31	7,969	0%
543000	Lease/Rental Other Equipment	4,500	383	383	4,117	9%
545000	Property Insurance	13,007	-	-	13,007	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	-	5,486	0%
545201	Workers Comp	11,125	-	-	11,125	0%
545301	Life Insurance	1,992	160	323	1,669	16%
545302	EAP Program Expense	1,683	140	281	1,403	17%
546100	Membership & Dues	1,000	-	-	1,000	0%
555200	Minor Equipment High	3,000	-	-	3,000	0%
	<b>Total Current Expense</b>	<b>768,000</b>	<b>64,595</b>	<b>123,064</b>	<b>644,936</b>	<b>16%</b>

**Montgomery Community College  
County Funds - Board Report for August 2017**

Appendix C

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

Life-to-date Revenues as of State's June 2017 Report	\$ 388,329
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
<b>Total Revenue</b>	<b>505,046</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$6K)	(61,620)
Sub-total Life-to-date Revenues less Submitted Projects	(23,989)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 8-31-17</b>	<b>\$ 151,011</b>

**Montgomery Community College  
State Funds - Board Report for August 2017**

Appendix C

<b>State Funds - August 2017</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
511100	President	139,254	11,688	23,209	116,045	17%
511200	FT Senior Administrator	238,968	20,730	39,828	199,140	17%
511300	FT Professional Staff	997,584	86,279	165,739	831,845	17%
511310	PT Professional Staff	91,486	3,290	6,001	85,485	7%
511340	30 Hour Professional St	72,772	-	-	72,772	0%
512000	FT Support	60,780	5,233	10,130	50,650	17%
512010	PT Support	30,160	2,991	5,400	24,760	18%
512040	30 Hour Support	28,608	2,514	4,768	23,840	17%
513000	FT Faculty	1,871,963	151,517	273,969	1,597,994	15%
513010	PT Faculty	635,871	26,444	69,192	566,679	11%
513030	PT Teaching Assistant	15,000	750	2,125	12,875	14%
513040	30 Hour Faculty	32,706	2,726	5,388	27,318	16%
515000	FT Technical/Paraprofessional	361,128	29,718	60,473	300,655	17%
515010	PT Technical/Paraprofessional	71,592	6,438	13,426	58,166	19%
518100	Social Security	342,949	26,155	50,130	292,819	15%
518200	Retirement	643,460	56,729	106,188	537,272	17%
518300	Medical Insurance	432,307	33,787	67,136	365,171	16%
518500	Unemployment Comp	1,000	-	-	1,000	0%
1 518700	Longevity Payments	190	13,169	17,542	(17,352)	0%
519000	Legal Services	1,200	-	-	1,200	0%
519020	Sys Implementation/Inte	12,000	-	-	12,000	0%
519040	Administrative Services	5,000	(30,000)	30	4,970	1%
519140	WAN Support Services	30,000	30,000	30,000	-	100%
519144	Managed Server Support	12,800	-	-	12,800	0%
519400	Contracted Instruction	50,345	5,918	7,766	42,579	15%
519401	Online Tutoring-Contrac	5,522	-	-	5,522	0%
523XXX	Copies & Instructional Supplies	136,069	12,811	13,721	122,348	10%
527000	Other Supplies	47,109	5,229	9,976	37,133	21%
527005	Tires & Oil Changes	1,600	-	-	1,600	0%
531110	In-State Ground Transportation	18,164	777	984	17,180	5%
531140	In-State Lodging	18,769	756	1,142	17,627	6%
531150	In-State Meals	5,402	115	231	5,171	4%
531210	Out-of-State Ground Transportation	1,500	-	-	1,500	0%
531220	Out-of-State Air Transportation	3,450	607	607	2,843	18%
531240	Out-of-State Lodging	7,606	-	-	7,606	0%
531250	Out-of-State Meals	1,850	-	-	1,850	0%
531420	Board Expense - Subsistence	2,500	827	827	1,673	33%
531500	Registration Fees	29,548	3,825	4,335	25,213	15%
532100	Postage	8,257	257	247	8,010	3%
532700	Software Subscriptions	12,173	-	668	11,505	5%
535100	Equipment Repair	13,900	424	642	13,258	5%
535400	Service Contracts	325	-	-	325	0%
535430	Maint Agreement-Equipment	6,150	(19,839)	2,357	3,793	38%
535450	Maint Agreement-NonWAN - Curr	38,220	20,334	20,334	17,886	53%
535494	Maint. Agreee.-Server-Sf	7,477	7,477	7,477	(0)	100%
535495	Maint. Agreee.-Server	2,600	-	-	2,600	0%

**Montgomery Community College**  
**State Funds - Board Report for August 2017**

Appendix C

State Funds - August 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
537000 Advertising	58,000	1,864	3,279	54,721	6%
537100 Advertise Vacant Positions	12,000	1,215	2,078	9,922	17%
539400 Magazine/Newspaper Subscriptions	3,750	-	-	3,750	0%
539500 Other Current Expense	4,075	-	-	4,075	0%
539520 Electronic Processing	12,000	-	-	12,000	0%
539700 Childcare - 530 Purpose	22,683	-	-	22,683	0%
542403 Rental/Lease Servers	3,840	320	640	3,200	17%
544000 NonWAN Data Process Software	400	-	-	400	0%
544010 Software License Renewal	25,154	-	-	25,154	0%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	739	739	3,061	19%
546100 Membership & Dues	18,005	160	880	17,125	5%
546200 Accreditation Ex	9,090	550	550	8,540	6%
555100 Minor Equip Low Risk <\$5K	4,618	4,618	4,618	(0)	100%
555200 Minor Equip High Risk	500	-	-	500	0%
<b>Total Current Expense</b>	<b>6,727,329</b>	<b>529,143</b>	<b>1,035,512</b>	<b>5,691,817</b>	<b>15%</b>
<b>2</b> 553000 Educational Equipment	595,003	309,036	309,036	285,967	52%
555100 Minor Equipment Low Risk	-	(1,169)	(914)	914	
556100 Books	15,000	-	(32)	15,032	0%
<b>Total Capital Expense</b>	<b>610,003</b>	<b>307,867</b>	<b>308,089</b>	<b>301,914</b>	<b>51%</b>
<b>Total Expenses</b>	<b>7,337,332</b>	<b>837,010</b>	<b>1,343,601</b>	<b>5,993,731</b>	<b>18%</b>

1 Longevity to be funded in November.

2 Budget includes carryforward funds from last fiscal year of \$348K. Current month spending for gunsmithing equip

**Montgomery Community College  
Institutional Funds - Board Report for August 2017**

<b>Institutional Funds - August 2017</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	-	802
01-132	Overhead Receipts 75%	21	304	21	429	12,598
01-133	Current General & Misc	229	229	355	330	13,682
01-134	Admin Support	1,515	1,278	1,539	1,515	24
01-135	Overhead Receipts 25%	7	-	7	-	7,482
01-142	Textbook Rental	577	8,976	966	8,976	1,583
01-222	Forestry Program	-	-	-	-	10,045
01-291	Specific Fees: Medical	45	-	45	-	2,666
01-291	Specific Fees: Electron	75	-	75	-	2,185
01-291	Specific Fees: Gunsmith	2,300	2,279	3,870	2,279	43,716
01-291	Specific Fees: Phlebotomy	-	-	-	-	300
01-291	Specific Fees: Taxiderm	490	-	580	-	14,146
01-291	Specific Fees - LP	400	-	650	-	6,805
01-291	Specific Fees: Dental	510	-	595	-	4,423
01-291	Specific Fees: NET/TEAS	-	-	-	-	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	-	-	558
01-315	Self Supporting	9,821	5,838	17,331	8,835	52,324
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	184	-	184	1,704
01-363	Small Business Center	373	182	373	182	7,464
01-391	Specific Fees: Occ. Ext	1,041	595	1,998	892	63,903
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	43	15,368	386	21,889	39,075
01-622	Sales Tax Utilization	45,900	53,380	69,900	62,280	7,620
01-715	Vending	-	706	634	72	562
01-810	Temp Loan	-	-	-	-	200
02-131	College Work Study	590	590	590	590	-
02-228	Self Supp. Curriculum	-	2,227	-	2,227	24,959
02-229	Distance Learning	10	-	21	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	2,668	6,857	3,956	6,962	110,102
02-383	Fire Training Center Gr	1,089	1,744	(426)	3,122	7,262
02-384	Lead the Way Grant	-	-	-	-	-
02-392	Tech Fee: Con Ed	5	-	5	-	1,958
<b>1</b>	02-425 NCWorks Grant Adult Services	5,188	1,879	5,188	8,797	(3,609)
<b>1</b>	02-427 NCWorks Grant Dislocated Worker	1,729	2,683	1,729	2,683	(953)
<b>2</b>	02-429 Vo-Ed PT Curr Support	-	887	-	1,680	(1,680)
<b>2</b>	02-511 Voc-Ed Counseling	-	1,408	-	2,705	(2,705)
	02-512 Voc-Ed Tutor Funds	-	-	-	-	-
	02-823 FSEOG	-	-	-	-	-
<b>3</b>	02-824 Pell Grant	-	319	-	-	(395)
	02-831 Educ. Lottery Schol.	-	-	-	-	-
	02-833 Golden LEAF	2,919	-	4	-	4

**Montgomery Community College  
Institutional Funds - Board Report for August 2017**

<b>Institutional Funds - August 2017</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
02-835	NC Comm Coll Grt	-	-	-	-	-
02-836	High Demand/Low Enrol	-	-	-	-	-
02-837	MCC Foundation Scholar	-	-	-	-	-
02-838	Wells Fargo Scholarship	-	-	-	-	-
02-839	Less Than Half-time	-	-	-	-	-
02-842	SGA President Scholar	-	-	-	-	-
02-845	SECU Scholarships	-	-	-	-	-
05-227	Daycare Center	-	-	-	-	-
05-715	Vending	369	1,440	909	2,074	10,462
05-716	Bookstore Vending	-	-	-	-	78,223
05-720	Bookstore	60	-	120	-	-
05-721	General Store	3,055	495	3,320	1,161	3,945
05-740	Parking Fee	665	-	970	-	35,108
05-770	Stud Govt Assoc	4,305	968	5,828	1,190	29,069
05-771	Graduation Fund	50	-	135	-	2,033
05-774	Stud. Amabassador	480	-	662	-	26,706
07-918	Capital Projects	-	-	-	-	-
07-924	Duke Energy Grant	-	-	-	-	-
07-925	Bond-Workplace Dev Renovation	-	-	-	-	-
07-925	Bond-Bldg 200 HVAC Replacement	-	34,700	34,700	34,700	-
07-925	Bond-Bldg 200 Interior	-	-	-	-	-
09-772	Club Accounts	-	-	-	-	49,048
4	09-773 Agency Fund	-	-	-	-	(8,844)
5	09-775 Funds for Others	-	-	-	-	(542)
	09-776 Restricted Schol Held	-	-	-	-	3,500
	09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>86,529</b>	<b>145,517</b>	<b>157,035</b>	<b>175,753</b>	<b>666,935</b>

<b>STIF Account as of 08/31/17</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
01-621	Operational Funds	43	86	42,650	42,735
02-229	Distance Learning	10	21	10,310	10,331
02-292	Technology Fees	76	152	75,725	75,877
05-720	Bookstore	60	120	59,777	59,897
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>188</b>	<b>378</b>	<b>188,462</b>	<b>188,840</b>

- 1 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed
- 2 PERKINS Due from Randolph CC
- 3 PELL Adjustment
- 4 Financial Aid Charges for Books
- 5 Flexible Spending Account

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
 COLLEGE FY 2017-18 BUDGET  
 (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Montgomery CC  
 Institution Number: 854

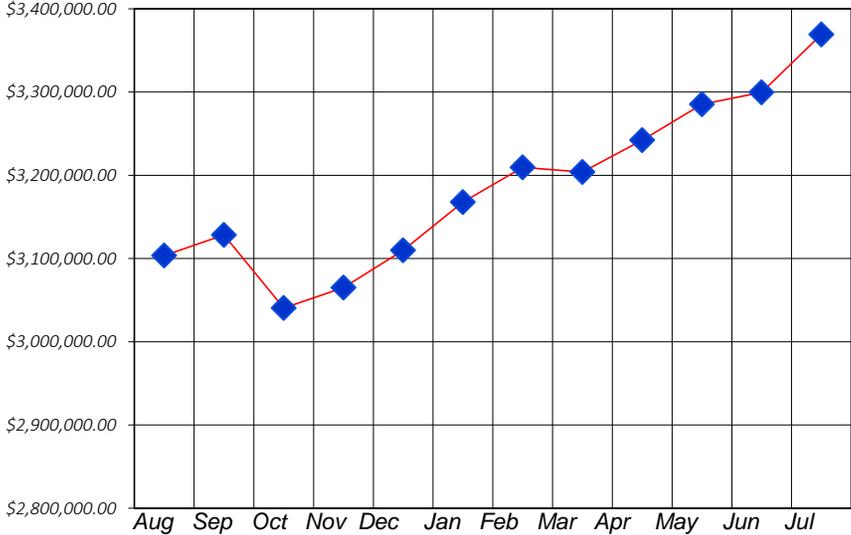
	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
<b>Summary of Revenues (excluding capital improvement projects)</b>				
State*	\$ 6,989,332			\$ 6,989,332
County Funds		\$ 768,000		\$ 768,000
Institutional Funds			\$ 1,698,986	\$ 1,698,986
Operating Revenue Subtotal	\$ 6,989,332	\$ 768,000	\$ 1,698,986	\$ 9,456,318
Fund Balance Appropriated		\$ -	\$ -	\$ -
<b>Total Funds Available</b>	<b>\$ 6,989,332</b>	<b>\$ 768,000</b>	<b>\$ 1,698,986</b>	<b>\$ 9,456,318</b>
<b>Summary of Expenditures (excluding capital improvement projects)</b>				
1XX Institutional Support	\$ 1,756,921	\$ 44,040	\$ 28,531	\$ 1,829,492
2XX Curriculum Instruction	\$ 3,007,195	\$ -	\$ 38,896	\$ 3,046,091
3XX Continuing Education	\$ 912,461	\$ -	\$ 60,108	\$ 972,569
4XX Academic Support	\$ 491,717	\$ -	\$ -	\$ 491,717
5XX Student Support	\$ 559,035	\$ -	\$ 185,352	\$ 744,387
6XX Plant Operations & Maint.	\$ -	\$ 723,960	\$ -	\$ 723,960
7XX Proprietary/Other	\$ -	\$ -	\$ 82,923	\$ 82,923
8XX Student Aid	\$ -	\$ -	\$ 1,303,176	\$ 1,303,176
9XX Capital Outlay (excluding capital improvements)	\$ 262,003	\$ -	\$ -	\$ 262,003
<b>Total Budgeted Expenditures</b>	<b>\$ 6,989,332</b>	<b>\$ 768,000</b>	<b>\$ 1,698,986</b>	<b>\$ 9,456,318</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 2016-2017

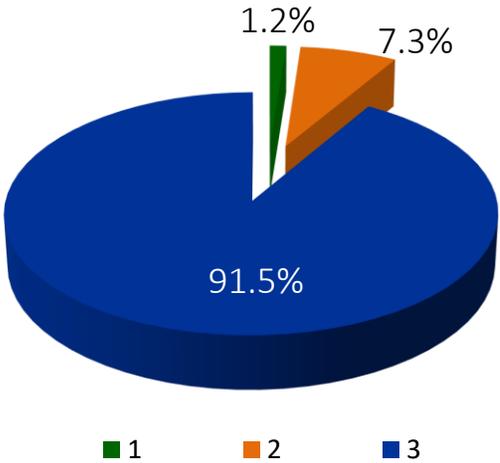
	Fiscal Year To Date 7/1/2017 thru 7/31/2017				Month of July 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$3,027,479.82</b>	<b>\$244,312.93</b>	<b>\$27,862.79</b>	<b>\$3,299,655.54</b>	<b>\$3,027,479.82</b>	<b>\$244,312.93</b>	<b>\$27,862.79</b>	<b>\$3,299,655.54</b>
<b>Receipts</b>								
Interest/Dividends	\$4,537.63	\$248.31	\$0.49	\$4,786.43	\$4,537.63	\$248.31	\$0.49	\$4,786.43
Deposits	\$3,050.00	\$2,513.20	\$19,456.09	\$25,019.29	\$3,050.00	\$2,513.20	\$19,456.09	\$25,019.29
<b>Total Receipts</b>	<b>\$7,587.63</b>	<b>\$2,761.51</b>	<b>\$19,456.58</b>	<b>\$29,805.72</b>	<b>\$7,587.63</b>	<b>\$2,761.51</b>	<b>\$19,456.58</b>	<b>\$29,805.72</b>
<b>Disbursements</b>								
Fees/Withdrawals	\$1,768.46	\$785.85	\$5,563.20	\$8,117.51	\$1,768.46	\$785.85	\$5,563.20	\$8,117.51
<b>Total Disbursements</b>	<b>\$1,768.46</b>	<b>\$785.85</b>	<b>\$5,563.20</b>	<b>\$8,117.51</b>	<b>\$1,768.46</b>	<b>\$785.85</b>	<b>\$5,563.20</b>	<b>\$8,117.51</b>
<b>Market Value Net Change</b>	<b>\$47,871.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,871.09</b>	<b>\$47,871.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,871.09</b>
<b>Ending Value</b>	<b>\$3,081,170.08</b>	<b>\$246,288.59</b>	<b>\$41,756.17</b>	<b>\$3,369,214.84</b>	<b>\$3,081,170.08</b>	<b>\$246,288.59</b>	<b>\$41,756.17</b>	<b>\$3,369,214.84</b>
<b>Net Change</b>	<b>\$53,690.26</b>	<b>\$1,975.66</b>	<b>\$13,893.38</b>	<b>\$69,559.30</b>	<b>\$53,690.26</b>	<b>\$1,975.66</b>	<b>\$13,893.38</b>	<b>\$69,559.30</b>

### Foundation Funds Value



Aug 2016 - Jul 2017

### Foundation Funds Distribution



In-Kind Donation Transfers  
August 2017  
Foundation Office

Approximate Value	Item	Transfer To
\$32,000.00	Commemorative Bell Donated by Arron & Gelynda Capel	Montgomery Community College
\$32,000.00	TOTAL	

Grants Applied or in Process						
Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates	
Duke Energy	Duke Energy Community College Apprenticeship Grant Program	The program is open to community colleges throughout the state for registered apprenticeship and pre-apprenticeship programs designed for new and incumbent workers, preferably within the manufacturing industry, giving students hands-on experience and giving businesses access to a pipeline of skilled workers.	1 Year	\$200,000	Letter of Inquiry submitted 6/29/17 Email dated 8/22/17 to with application to ply. Due date of September 22, 2017	
American Welding Society	AWS Foundation Welder Workforce Grant	Expand current welding space or new space to better accomodate more students	1 Year	\$25, 000	Application deadline is October 2, 2017	
NRA Foundation	Get Outdoors Program - by MCC Taxidermy Department	The Get Outdoors Program will promote and educate youth in such areas as gun/firearms safety, shooting sports, hunting, hunter safety, animal and plant identification, proper field dressing, eating wild game, and basic wilderness survival through a strong partnership between our Taxidermy, Gunsmithing, Forestry and Hunting & Shooting Sports Management Departments at MCC.	1 Year	Supplies & Materials	Application Deadline is Ocotober 3, 2017	
NRA Foundation	Scholarships for Montgomery Community College Gunsmthing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$4,000 -Eastern \$4,000 - Western	Application Deadline is Ocotober 3, 2017	
Grants Awarded						
Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
NRA Foundation	Scholarships for Montgomery Community College Gunsmthing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$3,000 -Eastern \$3,000 - Western	Due date: October 1, 2016 Report is due November 30, 2017 Application was sent 9/21/16 ed March 8, 2017 Checks were received June 2017	

<p>Golden Leaf</p>	<p>Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.</p>	<p>Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities</p>	<p>1 Year</p>	<p>\$400,000</p>	<p>Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q &amp; A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16  Approval of Extension 7/1/16 Approval of remodel of Gunsmithing, Milling and WoodWorking 2/20/17 3/15/17 Deadline for update PMP and  6/8/17 Updated PMP and supporting  7/24/17 Approval given to spend</p>
<p>NCDHHS-The NC Problem Gambling Program</p>	<p>College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening</p>	<p>Partnering with the Criminal Justice Club and the Human Service Club, club activities will include an awareness campaign during Spooktacular event. PSA will be included in our weekly YourSpace publication. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Problem Gambling Program information will be set up during Spring Fling or other events.</p>	<p>1 year Can be renewed yearly</p>	<p>\$5,000</p>	<p>Application sent 6/29/17 Approval through email (Waiting on signed letter)</p>
<p>Regional Partnership Workforce Development Board / NC Department of Commerce</p>	<p>Workforce Innovation &amp; Opportunity Act (WIOA) Adult &amp; Dislocated Worker Programs AND NCWorks Career Center Operators</p>	<p>To ensure that Workforce Innovation and Opportunity Act (WIOA) consumers have a current and readily available list of training providers that are reflective to the local workforce labor market so that they can make informed decisions relevant to training opportunities available and to ensure provider performance and continuous improvement.</p>	<p>1 Year</p>	<p>\$139,727</p>	<p>March 17, 2017 Bidders Conference, Asheboro 4/3/17 application sent June 15, 2017 Awarded July 1, 2017 Grant Begins</p>

**Building & Grounds Committee  
Wednesday, September 13, 2017  
5:45 p.m.**

**Committee Members**

**Gordon Knowles, Chairman  
Sam Martin, Vice Chairman  
Gelynda Capel  
Johnny McKinnon  
Claudia Bulhuis**

**Agenda Items:**

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix H – Action**
- ❖ **Facilities Report - Appendix I**
- ❖ **Incident Report - Appendix J**
- ❖ **Construction Update and Building Projects Timeline – Appendix K**
- ❖ **Campus Security Report – Appendix L – Action**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 5:50 p.m. in the College Boardroom.

**Present**

Gordon Knowles, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon

**Absent**

**Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Matthew Monroe,  
SGA President

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

**Approval of June Committee Minutes**

Mrs. Capel made a motion, seconded by Mrs. Bulthuis, to approve the June Building and Grounds Committee minutes. The motion carried.

**Facilities Report – Appendix I**

Mrs. McBride presented Appendix I, the facilities report.

**Incident Report – Appendix J**

Mrs. McBride presented Appendix J, the incident report.

**Construction Update and Building Projects Timeline – Appendix K**

Dr. Bledsoe presented Appendix K, the Construction Update and Building Projects Timeline.

**Naming of Buildings on Campus**

**Recommendation from Mrs. Capel to Dr. Bledsoe – Appendix L – Action  
Recommendation from Mrs. Bulthuis to Dr. Bledsoe – Appendix M – Action  
Board Policy 413.01 Naming of College Facilities – Appendix N**

Mr. Knowles read a letter from Mrs. Bulthuis informing the committee of a conflict of interest regarding the naming of Building 100. Mrs. Bulthuis excused herself from the discussion recused from voting and left the Boardroom at 5:55 p.m.

Dr. Bledsoe presented Appendix L, a recommendation from Mrs. Capel to name Building 100 Blair Hall in honor of Colonel Joseph Reese Blair.

Mrs. Capel commented on the support and donations given by Colonel Joseph Reese Blair.

Mrs. Capel made a motion, seconded by Dr. McKinnon, to approve the recommendation to name Building 100 Blair Hall. The motion carried.

Mrs. Bulthuis returned to the Boardroom at 6:01 p.m.

Mr. Knowles read a letter from Mrs. Capel informing the committee of a conflict of interest regarding the naming of Building 200. Mrs. Capel excused herself from the discussion recused from voting and left the Boardroom at 6:02 p.m.

Dr. Bledsoe presented Appendix M, a recommendation from Mrs. Bulthuis to name Building 200 Capel Hall in honor of the Capel family and their support of the college.

Mrs. Bulthuis commented on the support Jesse Capel and Gelynda Capel serving as Chairman of the Board for many years and the support of the entire Capel family and Capel Incorporated.

Dr. McKinnon made a motion, seconded by Mrs. Bulthuis, to approve the recommendation to name Building 200 Capel Hall. The motion carried.

Mrs. Capel returned to the Boardroom at 6:05 p.m.

There being no further business, the meeting adjourned at 6:05 p.m.

Board Report

Facilities

September 2017

Prepared By: Wanda Frick

Electrical upgrades were completed, floors polished, and machines installed. Both shops are functional for Gunsmithing classes.



The Bladesmith shop has had electrical upgrades completed and forges have been installed for future classes.



The Workforce Development Center project is moving forward with upcoming installation of carpet, vinyl planks, and ceramic tiles.



The MCC bell has been installed on its foundation. Pavers and the dedication plaque will be installed the week of September 8.



**Daily Crime/Incident Log/Clery Act Log**

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Off-Campus threat communicated (Lockdown issu	8/28/2017/1:20 pm	8/28/2017/1:20 pm	Campus-wide
Theft (Ipads) from Jesse Cole Center	8/24/2017	unknown	Jesse Cole Center

# Montgomery Community College Construction Update September 2017

- Building 200 HVAC Replacement – Construction blueprints (100% complete) received. The project will be advertised for bids upon approval from State Construction Office.
- Center for Workforce Development – The renovation is approximately 80 % complete with walls constructed, painted, doors installed & stained. The storefront receptionist area is currently being constructed and the restroom flooring is being removed.
- Building 200 Renovation – The painting and re-carpeting of the Library, CATS lab, and offices have been completed.
- Building 100 Renovation, HVAC and Roof Replacement – Currently in design phase

Montgomery Community College  
Building Project Timeline

Project Name	Projected Cost	2016			
		September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board	Design	Constr Bid
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board		
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	State Board	Design Phase
Entrance Sign Renovation	\$ -			Construction	
Industrial Maintenance Building	\$ 1,000,000.00				
Building 500 Roof	\$ 40,000.00				
Building 500 Renovation	\$ 25,000.00				
Building 500 HVAC	\$ 75,000.00				
Building 200 Painting/Carpet/Construction	\$ 125,000.00				
Building 300 HVAC	\$ 75,000.00				
Building 100 Renovation	\$ -				
Roof Replacement	\$ 300,000.00				
HVAC Replacement	\$ 205,000.00				
Interior Renovation	\$ 2,500,000.00				
Building 100 Entrance	\$ 500,000.00				
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>				

Project Name	Projected Cost	2017												
		January	February	March	April	May	June	July	August	September	October	November	December	
Building 200 Roof Replacement	\$ 200,000.00		Construction	Complete										
Building 200 HVAC Replacement	\$ 1,000,000.00	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO		Design Phase			Construction Bid	Construction Bid	SCO approval Contractor	Construction		
Center for Workforce Development (Outpost)	\$ 180,000.00	Design Phase	Construction Bid (Rejected 3/1)	Modify Scope	Construction Bid (Re-bid)		Construction							
Entrance Sign Renovation	\$ -	Complete												
Industrial Maintenance Building	\$ 1,000,000.00													
Building 500 Roof	\$ 40,000.00													
Building 500 Renovation	\$ 25,000.00													
Building 500 HVAC	\$ 75,000.00													
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid	(3-1)	Construction (Phase II)		Complete						
Building 300 HVAC	\$ 75,000.00													
Building 100 Renovation	\$ -													
Roof Replacement	\$ 300,000.00	(3-1)	State Board	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO		Design Phase			Construction Bid	Contractor Approved SCO	Construction	
HVAC Replacement	\$ 205,000.00													
Interior Renovation	\$ 2,500,000.00													
Building 100 Entrance	\$ 500,000.00													
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>													

Project Name	Projected Cost	2018												
		January	February	March	April	May	June	July	August	September	October	November	December	
Building 200 Roof Replacement	\$ 200,000.00													
Building 200 HVAC Replacement	\$ 1,000,000.00		Construction				Complete							
Center for Workforce Development (Outpost)	\$ 180,000.00													
Entrance Sign Renovation	\$ -													
Industrial Maintenance Building	\$ 1,000,000.00			(3-1)	State Board						Construction		Complete	
Building 500 Roof	\$ 40,000.00	(3-1)	State Board	Construction Bid		Construction	Complete							
Building 500 Renovation	\$ 25,000.00	(3-1)	State Board	Bids		Construction	Complete							
Building 500 HVAC	\$ 75,000.00	(3-1)	State Board	Bids		Construction	Complete							
Building 200 Painting/Carpet/Construction	\$ 125,000.00													
Building 300 HVAC	\$ 75,000.00	(3-1)	State Board	Bids		Construction	Complete							
Building 100 Renovation	\$ -													
Roof Replacement	\$ 300,000.00													
HVAC Replacement	\$ 205,000.00							Construction			Complete			
Interior Renovation	\$ 2,500,000.00													
Building 100 Entrance	\$ 500,000.00													
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>													

# Montgomery Community College

## Campus Security Report 2017



**Annual Report  
October 1, 2017**

## CAMPUS SECURITY REPORT (CSR) 201

### STATEMENT OF INTENT

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

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

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

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

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

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

## Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2014-2016
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

### COLLEGE POLICY ON CAMPUS CRIME

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

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

### SECURITIES AND ACCESS TO CAMPUS FACILITIES

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

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

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

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

### **EMERGENCY PLAN**

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

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

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

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

### **EMERGENCY CALL TELEPHONES**

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

### **CAMPUS CRIME REPORTING**

During the hours of operation (Monday – Thursday 7:30 am – 9:00 pm, Friday 7:30 am – 3:00 pm), individuals may voluntarily report a crime/emergency by notifying the switchboard operator at the Information Desk in Building 100, who shall immediately contact MCC Security, or a Campus Security Authority and begin following the appropriate procedures outlined in the

*MCC Emergency Procedures* flipchart. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents.

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

## **INVESTIGATIONS**

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

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

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

## **DAILY CRIME LOG**

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

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

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

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

## **MAINTENANCE OF CAMPUS FACILITIES**

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

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

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

## PREVENTION AND AWARENESS

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

## CRIME STATISTICS

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

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Administrative Services Division at 910-576-6222. Information can also be found on the college's website at:

<http://www.montgomery.edu/college-information.html>

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
<b>Arrests For</b>	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
<b>Disciplinary Action For</b>	0	0	0	0	0	0	0	0	0
Liquor Law Violations	1	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0

Hate Crimes 2014	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Hate Crimes 2015</b>	<b>Race</b>			<b>Gender</b>			<b>Gender Identity</b>			<b>Religion</b>			<b>Sexual Orientation</b>			<b>Ethnicity</b>			<b>National Origin</b>			<b>Disability</b>		
<b>Type of Offense</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes 2016</b>	<b>Race</b>			<b>Gender</b>			<b>Gender Identity</b>			<b>Religion</b>			<b>Sexual Orientation</b>			<b>Ethnicity</b>			<b>National Origin</b>			<b>Disability</b>		
<b>Type of Offense</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### TIMELY WARNING POLICY

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

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

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

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

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

**Timely warnings are issued for the following classifications:**

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

**Procedure**

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

**DRUG-FREE WORKPLACE POLICY**

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

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

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

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

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

1. Montgomery Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the *North Carolina General Statutes*. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. If any employee or student is convicted of violating any criminal drug statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued or re-enrollment or continued employment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
5. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
6. If any employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the convicted person to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental institution as a precondition for continued enrollment or employment at the College.
7. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the *General Statutes of North Carolina*.
8. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

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

**HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE**

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

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

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

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

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

**Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)**

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

**Cannabis (Marijuana, Hashish)**

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

**Hallucinogens (e.g., LSD, PCP)**

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

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

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

**SEXUAL OFFENSE/HARASSMENT POLICY**

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

1. State websites: <http://www.fbi.gov/hq/cid/cac/registry.htm>
2. National Sex Offender Public Registry: <http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: [www.ncfindoffender.gov](http://www.ncfindoffender.gov)

### **Reporting a Sexual Offense**

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-898-9610 or ext.610), MCC Counseling Services (910-898-9618 or Ext. 618) the Vice President of Administrative Services (910-898-9630 or Ext. 630), the Receptionist (910-898-9600, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

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

### **Disciplinary Action for Sexual Offense(s)/Harassment**

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

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to their immediate supervisor with a copy to the Equal Employment Opportunity Officer (EEO). Should the complaint involve the immediate supervisor in such a way that the employee feels he/she cannot take the complaint to the supervisor, then the written complaint may be made directly to the Equal Employment Opportunity Officer.

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday

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

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

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

### **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

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

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

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

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

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational

property or to a curricular or extracurricular activity sponsored by a school if: the person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and the person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack with the \*limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k).

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

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

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

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

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

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

## **GLOSSARY**

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which

could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Larceny-Theft:** The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

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

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

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

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

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

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

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

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

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

**Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent

because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

## RESOURCES

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

### Montgomery County:

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

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

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

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

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

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

Montgomery Co. Dept. of Social Services

102 East Spring Street  
Troy, NC 27371  
Phone: (910) 576-6531

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

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

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

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

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

NC Div. of Community Corrections: Intensive Probation  
348 North Main Street

Troy, NC 27371  
Phone: (910) 576-2802

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

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

**In Neighboring Moore County:**

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

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

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

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

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

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

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

**In Neighboring Stanly County:**

Alcoholics Anonymous  
Phone: (704) 983-1600

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

**Personnel Committee**  
**Wednesday, September 13, 2017**  
**6:00 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix M – Action**
- ❖ **Personnel Appointments**
  - Director of Foundational Studies – Appendix N**
  - Practical Nursing Instructor – Appendix O**
  - Nursing Assistant Coordinator – Appendix P**
  - Evening Custodian – Appendix Q**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment C****Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:05 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
SGA President

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

**Approval of June Committee Minutes**

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the June Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Gunsmithing Instructor – Appendix O**

**Director of Foundational Studies – Appendix P**

**Coordinator of Prison Programs - Appendix Q**

Mrs. Capel reported that three new employees will be introduced during the Board meeting.

**2017-2018 Contract Renewals – Appendix R**

Mrs. Capel presented Appendix R, the 2017-2018 Contract Renewals. Dr. Bledsoe reported that the renewals are for all current employees, and there are no non-renewals recommended this year.

**Temporary Employment Notification – Appendix S**

Dr. Bledsoe presented Appendix S, the temporary employment that was sent to the NC Works employees notifying them of a temporary contract being issued until the college will conduct a hiring process, at which time the employees can apply for the position.

**Notice of Resignation – Appendix T**

Dr. Bledsoe presented Appendix T, the resignation notice from Tamara Patterson, NC Works Director.

**Notice of Termination – Appendix U**

Mrs. Capel presented Appendix U, notification of termination of Floyd Kimbrew, evening custodian.

**Organizational Chart Revisions – Appendix V – Action**

Dr. Bledsoe presented Appendix V, organizational chart revisions. He reported that the revisions include the addition of the staff for the NC Works Center.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the revisions to the organizational chart. The motion carried.

**Blanket Travel Authorization – Appendix W – Action**

Dr. Bledsoe presented Appendix W, the blanket travel authorization for Dr. Bledsoe to travel within North Carolina and out of state travel to attend the SACSCOC Conference, SHOT Show, and NRA Convention.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the blanket travel authorization. The motion carried.

There being no further business, the meeting adjourned at 6:11 p.m.

## Personnel Appointment

<b>Name of Person</b>	Julie Buchikos
<b>Present Address</b>	Candor, NC
<b>Position</b>	Director of Foundational Studies
<b>Position Category</b>	Director
<b>Salary</b>	\$48,000
<b>Effective Date of Employment</b>	June 15th
<b>Budget Information</b>	

### Position Description:

Under the direction of the Dean of Continuing Education, the Director is responsible for the overall administrative functions of the division, including the Adult High School Diploma, Compensatory Education, ESL, High School Equivalency Test Preparation, and Developmental Studies programs and the services provided by the MCC. On a day-to-day basis, the director is a facilitator for the overall operation. The director is a source of information and advocate for all of the programs, activities, and services of the division. On a broader scope, the director has primacy of responsibility for finding and/or establishing priorities, including but not limited to, equipment acquisition, allocation of material and supply funds, travel, program publicity and recruitment, and contact with schools and other external agencies

### Education and Certifications

School/Certification	Years Attended	Degree
Radford University	4	BA in Music Therapy
Radford University	2	MA in Special Education

### Work Experience

Employer	Dates of Employment	Position/Title
MCS	2/2015 until 6/2017	Math EC Teacher
NC State University	4/2016	Final Exam Scorer in History
Roanoke County Schools	8/2007 – 12/2014	EC Teacher

### Professional Participation/Honors:

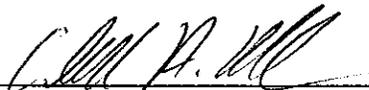
US Army, Ammunition/Fuel Specialist (June 1992 – May 1995)

### Hiring Committee

Person	Position
Andrew Gardner	Director of Business and Industry
Lee Proctor	Vice President of Instruction
Jonathan Thill	Dean of Continuing Education
Sam Britt	English Faculty
Savannah Heath	Director of Student Life and Recruitment

### Appointment Recommendation and Approval

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



Chad A. Bledsoe  
President

## Personnel Appointment

Name of Person	Allison Burns
Present Address	1176 Winfield Rd Polkton, NC 28135
Position	Nursing Faculty
Position Category	Full time
Salary	\$ 48,000 - 9 month position
Effective Date of Employment	8-9-17
Budget Information	

### Position Description:

### Education and Certifications

School/Certification	Years Attended	Degree
Chamberlain College Nursing	2/16	BSN
Horry-Georgetown Tech College	5/08	ADN
UNC-Wilmington	Currently enrolled MSN Program	

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	August 2014 - Present	Nursing Assistant Instructor
Carolinas Healthcare Anson	2/09 - Present	Staff Nurse ED/med-surg
Grand Strand Medical	5/08 - 2/09	ICU Staff Nurse

### Professional Participation/Honors:

## Hiring Committee

Person	Position
Tracey Wynick	Dean Health + Public Services
Lee Proctor	Vice President of Instruction
Beth Smith	Vice President of Student Services
Pam Raffaldt	Nursing Faculty
Mindy Joyner	Biology Instructor

Wendy Vaughn Director of Nursing

### Appointment Recommendation and Approval

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



Chad A. Bledsoe  
President

## Personnel Appointment

Name of Person	Donna Harwood
Present Address	329 Lehue Parker Rd Norwood, NE 28128
Position	NA Lead Instructor/Coordinator
Position Category	Fulltime
Salary	\$50,500 yearly - 4208 monthly x 12 months
Effective Date of Employment	8-21-17
Budget Information	

### Position Description:

### Education and Certifications

School/Certification	Years Attended	Degree
Stanly Community College	9/95 - 5/98	ADN
Appalachian State	8/91 - 5/95	Biology

### Work Experience

Employer	Dates of Employment	Position/Title
Trinity Place	6/2008 - 1/2017	Staff development Coordinator
Home Care Carolinas	11/03 - 6/2008	Home Care Specialist
Stanly Memorial	5/02 - 11/03	Parish Nurse Coordinator

### Professional Participation/Honors:

### Hiring Committee

Person	Position
Riley Beaman	Director of Health + Public Safety
Tracey Wyrick	Dean of Health + Public Services
Beth Smith	Vice President Student Services
Melisa Bond	Human Resources
Wendy Vaughn	Director of Nursing

### Appointment Recommendation and Approval

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



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Danny E. Johnson
<b>Present Address</b>	PO Box 888, Biscoe, NC 27209
<b>Position</b>	Evening Custodian/Maintenance Staff
<b>Position Category</b>	
<b>Salary</b>	\$24,564/Annually
<b>Effective Date of Employment</b>	TBD
<b>Budget Information</b>	

### Position Description:

### Education and Certifications

School/Certification	Years Attended	Degree
Peabody High School	63-68	Diploma

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery County Schools	8/2011-3/2017	Bus driver

### Professional Participation/Honors:

**Hiring Committee**

Person	Position
Wanda Frick	Director of Facilities
Savannah Heath	Director of Student Life and Recruitment
Wayne Coley	Instructor, Gunsmithing
Mark Little	Custodian
Marcus Ervin	Maintenance Supervisor

**Appointment Recommendation and Approval**

A Hiring Committee of college personnel interviewed Danny Johnson, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Danny Johnson for the Evening Custodian/Maintenance Staff position.



Chad A. Bledsoe  
President

**Curriculum and Student Services Committee**  
**Wednesday, September 13, 2017**  
**6:05 p.m.**

**Committee Members**

**Sam Martin, Chairman**  
**Andrea Marshall, Vice Chairman**  
**Bill Price**  
**Susan Eggleston**  
**Claudia Bulhuis**

**Agenda Items:**

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix R – Action**
- ❖ **Update from Vice President of Instruction**  
**Instruction – Appendix S**  
**Continuing Education – Appendix T**
- ❖ **Update from Vice President of Student Services – Appendix U**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment D****Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:11 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Andrea Marshall, Vice Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Matthew Monroe,  
SGA President

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

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

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

**Approval of June Committee Minutes**

Mrs. Eggleston made a motion, seconded by Mrs. Covington, to approve the June Curriculum and Student Services Committee minutes. The motion carried.

**Update from Vice President of Instruction – Appendix X**

Mr. Proctor gave an update on instructional activities as presented in Appendix X.

**Update from Vice President of Student Services – Appendix Y**

Mrs. Smith gave an update on student services activities as presented in Appendix Y.

**2017-2018 College Catalog Revisions – Appendix Y-1 – Action**

Mrs. Smith reported on the revisions made to the 2017-2018 College Catalog, a printed version of the revisions was available for the Board to review.

Mrs. Marshall made a motion, seconded by Mrs. Eggleston, to approve the revisions to the 2017-2018 College Catalog. The motion carried.

**Update from Dean of Continuing Education – Appendix Z**

Mr. Proctor gave an update on continuing education activities as presented in Appendix Z.

**2016-2017 Class Visitation Reports – Appendix AA**

Mr. Proctor presented Appendix AA, the 2016-2017 Class Visitation Reports. He noted that these reports are a requirement of the internal audit plan through Continuing Education.

There being no further business, the meeting adjourned at 6:22 p.m. The motion carried.

**Board Report  
Vice President of Instruction  
September 2017**

The Forestry Club had their first meeting for 2017-18 and has begun planning to compete in the Woodsman Competition the first weekend in October at the Forest Festival Day at the Cradle of Forestry in the Pisgah National Forest. Planning has also begun for the College hosting the Mid-Atlantic Woodsman Meet in April 2018.

Despite a few glitches with the new lathes and milling machines in Gunsmithing, the classrooms and machine shops completed inspection and approval in time to open for classes on August 21. Thanks again to the Gunsmithing faculty, Art Furr, Connie Harris, and the maintenance staff for making it all happen. It was truly a group effort!

Faculty and staff participated in a number of workshops and activities for Fall Quality Trails. A variety of sessions on topics chosen to help faculty and staff to meet their professional development goals were offered. In addition, another 14 faculty and staff completed the Mental Health First Aid class.

They are here! The 125 member of the first two classes of the Montgomery Early College are on campus and adjusting to high school and college life. In addition to their high school courses, students are taking ACA 122 College Transfer Success, PED 110 Fit for Life, and HIS 131 American History I. The rigor of the College courses has been a challenge for some students, but support is there to help them adjust. Early College and College leadership teams continue to work to address any issues and concerns as everyone adjust to the changes.

**Montgomery Community College  
Report to the Board of Trustees  
Continuing Education Department  
September, 2017**

**Health & Public Safety:**

- **UAV Program Update (NC Public Safety Drone Academy):**
  - Finished up a successful emergency service basic flight class with a group that were very pleased with their instruction and amount learned from the class.
  - We have also started our UAV academy with numerous other classes being discussed with state and local agencies.
- **UAV State Partnerships:**
  - Attended and helped lead a multi agency search and rescue training exercise with the NC Division of Aviation on Black Mountain in Asheville. This training operation provided positive exposure for our program and college.
  - We were advertised as the lead presenter and co-host of the Division of Aviations UAV Government Operations workshop in Asheville. Our team provided two live search and rescue flight scenarios and a presentation during the workshop on 8/30-8/31.
  - We are scheduled to be a featured vendor at the Division of Aviations Davidson Community College Workshop in October for our Public Safety Academy.
- **Healthcare Program Update:**
  - Our Fall Semester has provided the following numbers for enrollment:
    - Phlebotomy Day Class.....13 Students
    - Phlebotomy Evening Class.....14 Students
    - NA I Day Class.....10 Students
    - Evening Class.....10 Students
    - Weekend Class.....10 Students
    - NA II Class.....8 Students

**Heritage Crafts**

- **Pottery:**
  - Monday night, Tuesday and Friday pottery classes have full enrollment of 10 students each, with a total of 37 enrolled students in pottery classes.
  - Plaster Uses in the Studio Workshop with Josh Manning Aug 26th and 27th got great feedback, with 5 total students, including 2 out of state students
  - Scheduled 2 working Artist Wednesday events with Nikki Mizak Sept 20th and Mark Arnold October 4th.
- **Metal working:**
  - New OE Monday night bladesmithing class with Ed Vanhoy has full enrollment with 8 students
  - 4 New "Chile" brand forges have been installed in the knifemaking space. New propane lines are scheduled to be installed next week
- **Personal Interest/ Self Support Classes :**
  - Low enrollment in basket making classes. Recurring Monday night class basket making class will be cancelled
  - Monday night beekeeping class has 10 students enrolled
  - Tina Heywood has decided to cancel classes for the Fall session, to pursue working independently on her physical fitness career
  - The Art Club Class has been moved to the MoCo senior center, and has 3 students enrolled so far.

**Small Business Center:**

- **Seminars/Workshops/Events**
  - The Business of Beer
    - September 21st; 6-8 PM; @ STARworks
    - Presented by: Four Saints Brewery out of Asheboro
- **Counseling/Success Stories/Impact**
  - Client: 340-652
    - Started counselling in November 2016
    - Assisted with business plan, financial, projections, loan package preparation, partner sbtdc
    - Connected client with non-conventional lender after they were turned down by multiple banks
    - Attended the closing for the \$204,000 mortgage this past Tuesday!
  - Client: Uwharrie Mercantile
    - Grand opening was August 31st

- Ended the day with 293 transactions
- Continuing work with them on the entire hotel project including an internal architectural rendering in partnership with the UNCG Architecture Department and NC Main Street Troy

**Business and Industry Training Program:**

- **Open Enrollment Training**
  - Provided safety training for Myrick Construction at their annual Safety Day event on August 4th.
- **Customized Training**
  - Due to significant capital investment in a new technology, MCC will provide Lectra machinery training for McRae Industries on August 28th. The training will benefit 15 existing employees at McRae Industries.

**Foundational Studies:**

- **College Prep Courses**
  - Enrollment of new students to Foundational Studies since June 2017 is 58.
  - 38 of them are attending courses 2-4 times/ week across 5 courses offered.
  - Instruction is teacher/online hybrid to support varied learning styles.
- **HSE/ AHS Classes**
  - New structure to courses. Combined students with College Prep students to provide larger groups/ social interaction.
  - Enrollment is up. 2-3 new students per week since August 1.
  - Offering walk-in/ next-day registration process when students are ready to begin. Previously only on/or about the 15th of each month.
- **ESL**
  - Met with Hmong population in Mt. Gilead to establish a relationship.
  - Meeting with Our Lady of the Valley, Candor, for possible partnership at their facility.
  - New location at Biscoe Motors is supporting students with transportation issues to attend courses.
- **Career Pathways**
  - Choosing 3 students for pilot program- Basic Skills Plus, which provides tuition waivers for HSE students
  - Three career pathways: HVAC, Welding, and Nursing Assistant.
  - Putting academic supports in place to support their success in the college levelled classroom.

## **MCC Board of Trustees – September 13, 2017 Update from the Student Services Division**

### Highlights & Previews

- Student Services coordinated two Career & College Promise orientation sessions in August.
- Our Enrollment staff is working toward a paperless system. (No offense, Russell!)
- MCC's Minority Male Success Initiative sponsored this year's Convocation keynote speaker.
- Our Financial Aid Office has processed 1642 FAFSAs (Free Application for Federal Student Aid) and awarded aid to 436 students.
- The first Veterans Coffee Breaks of the year will be held September 27.
- Student Services staff, along with other MCC personnel, will present information to West Montgomery students and their parents at a scholarship workshop organized by Mr. Earl Leake September 30.

**Legislative/Public Relations Committee**  
**Wednesday, September 13, 2017**  
**6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of August Committee Minutes – Appendix V – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**  
**General Provisions – Appendix W**  
**FTE Reporting Accountability – Appendix X**
- ❖ **Public Relations/Marketing Update – Michele Haywood –**  
**Appendix Y**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment E****Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 9, 2017 at 6:20 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Samuel Martin  
Johnny McKinnon  
Matthew Monroe,  
SGA President

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

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

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

**Approval of June Committee Minutes**

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the June Legislative and Public Relations Committee minutes. The motion carried.

**Legislative Update – Dr. Chad Bledsoe – Appendix AB**

Dr. Bledsoe presented Appendix AB, a memo from the North Carolina Community College System announcing the move of the Apprenticeship program to the community college system.

**Public Relations/Marketing Update – Michele Haywood – Appendix AC**

Mrs. Haywood presented Appendix AC, the Public Relations/Marketing Update.

Mrs. Haywood gave an update on the 50<sup>th</sup> Anniversary Open House.

There being no further business, the meeting adjourned at 6:27 p.m.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph.D.*

*President*

21 August 2017

**IMPORTANT INFORMATION**

**MEMORANDUM**

**TO:** Members of the State Board of Community Colleges  
Community College Presidents  
Boards of Trustees Chairs  
Community College Chief Academic Officers, Chief Admissions Officers, Business Officers, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, and Other Interested Parties

**FROM:** Q. Shanté Martin, *NCCCS General Counsel*

**RE:** **Proposed Amendment of 1E SBCCC 800.2 – “General Provisions”**

The State Board of Community Colleges (SBCC) has initiated the rulemaking process to amend **1E SBCCC 800.2 - “General Provisions”** to conform with the new legislative reporting requirement established in S.L. 2017-57, sec. 9.10.(c).

**The proposed amendment is published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on September 20, 2017.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on September 5, 2017.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

**CC17-035  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 21 August 2017

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Amend 1E SBCCC 800.2– “General Provisions”
---	--

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

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

<b>Rationale for proposed adoption, amendment or repeal:</b>	1E SBCCC 800.2 – “General Provisions” is proposed for amendment to conform with the new legislative reporting requirement established in S.L. 2017-57, sec. 9.10.(c).
--	---

<b>Proposed Effective Date of Rule</b>	December 1, 2017
--	------------------



1E SBCCC 800.2 is proposed for amendment as follows:

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

3  
4                                   **CHAPTER E.    STUDENT TUITION AND FEES**

5  
6                                   **CHAPTER 800. WAIVERS**

7  
8   **1E SBCCC 800.2    General Provisions**

9   (a) Proof of Eligibility. To obtain a waiver for a curriculum course section that begins at  
10       any point during an academic term, an individual must establish proof that he or she  
11       is a member of an authorized group or organization as of the first day of the applicable  
12       academic term to meet the criteria provided in 1G SBCCC 200.93. To obtain a waiver  
13       for a continuing education course, an individual must establish proof that he or she is  
14       a member of an authorized group or organization as of the first day of the course  
15       section to meet the criteria provided in 1G SBCCC 200.94.

16   (a1) Notwithstanding subsection (a), trainees enrolled in Basic Law Enforcement  
17       Training (BLET) courses must obtain a letter of sponsorship from a state, county, or  
18       municipal law enforcement agency that is effective as of the first day of the course  
19       section to be eligible for a tuition or registration fee waiver and meet the criteria  
20       provided in 1G SBCCC 200.93 or 1G SBCCC 200.94. The college must maintain  
21       documentation of the sponsorship on file. A sponsorship letter shall remain effective  
22       for one year from the date of issuance unless the law enforcement agency rescinds  
23       its sponsorship earlier. If the law enforcement agency rescinds its sponsorship prior  
24       to the student completing the course section, the student shall be in class membership  
25       if he or she otherwise meets the criteria for class membership provided in 1G SBCCC  
26       Subchapter 200 and any applicable local policies adopted pursuant to 1D SBCCC  
27       400.2(c). The student must pay the applicable tuition or registration fees to remain  
28       enrolled in the course section.

29   (b) Admission Requirements. Persons in an authorized group or organization must meet  
30       the same admission requirements as students that are not in an authorized group to  
31       enroll in courses for which the student is eligible for a waiver.

- 1 (c) Proof of Eligibility. To obtain a waiver, individuals must establish proof of eligibility as  
2 a member of an authorized group or organization. To be eligible for a tuition or  
3 registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET)  
4 courses must obtain a letter of sponsorship from a state, county, or municipal law  
5 enforcement agency prior to enrollment and uphold the terms of the sponsorship until  
6 completion of the BLET course. The college must maintain documentation of the  
7 sponsorship on file.
- 8 (d) Reporting FTE: Unless otherwise prohibited by law, students eligible for an authorized  
9 waiver shall be counted in the computation of enrollment for funding purposes (BFTE)  
10 in a manner consistent with non-waived students, assuming all applicable reporting  
11 requirements are met.
- 12 (e) Self-Supporting Courses: Community colleges shall not grant tuition and registration  
13 fee waivers to students enrolled in self-supporting courses. The community college  
14 shall charge the student the self-supporting fee or use institutional funds to pay for the  
15 self-supporting fee on the student's behalf.
- 16 (f) Annual Reporting Requirement. As directed by the System Office, the college shall  
17 report the amount and number of tuition and registration fees waived by the college  
18 on behalf of individuals who are members of authorized groups or organizations on  
19 an annual basis to the System Office.

20  
21 *History Note: Authority G.S. 115D-5; G.S. 115D-39;*

22 *Eff. May 16, 2014;*

23 *Amended Eff. December 1, 2017; August 1, 2017; February 1, 2017.*



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*James C. Williamson, Ph.D.*

*President*

21 August 2017

### IMPORTANT INFORMATION

#### MEMORANDUM

- TO:** Members of the State Board of Community Colleges  
 Community College Presidents  
 Boards of Trustees Chairs  
 Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Proposed Adoption of 1G SBCCC Subchapter 400 – “FTE Reporting Accountability”**

The State Board of Community Colleges has initiated the rulemaking process to adopt **1G SBCCC Subchapter 400 - “FTE Reporting Accountability”** to establish rules regarding FTE Reporting Accountability pursuant to G.S. 115D-5(m). 1G SBCCC Subchapter 300 is reserved for future codification. The requirement to adopt rules was included in legislation enacted through the 2015 Appropriations Act. The rules will govern the Compliance Services function, including the frequency, scope, and standard of materiality used when conducting compliance reviews.

**The proposed amendments are published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rules, with the changes indicated, are attached to this memorandum. Please post a copy of the proposed rules in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rules. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on September 20, 2017.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received**

**by no later than 5:00 p.m. on September 5, 2017.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

**CC17-036  
E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 21 August 2017

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Adopt 1G SBCCC Subchapter 400 - "FTE Reporting Accountability" and Reserve 1G SBCCC Subchapter 300 for Future Codification
---	--

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

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

<b>Rationale for proposed adoption, amendment or repeal:</b>	1G SBCCC Subchapter 400 – "FTE Reporting Accountability" is proposed for adoption to establish rules regarding FTE Reporting Accountability pursuant to G.S. 115D-5(m). 1G SBCCC Subchapter 300 is reserved for future codification. The requirement to adopt rules was included in legislation enacted through the 2015 Appropriations Act. The rules will govern the Compliance Services function, including the frequency, scope, and standard of materiality used when conducting compliance reviews.
--	---

<b>Proposed Effective Date of Rule</b>	December 1, 2017
--	------------------



1G Subchapters 300 and 400 are proposed for adoption as follows:

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

3  
 4 **CHAPTER G. FULL-TIME EQUIVALENT (FTE)**

5  
 6 **SUBCHAPTER 300. RESERVED FOR FUTURE CODIFICATION**

7  
 8 **SUBCHAPTER 400. FTE REPORTING ACCOUNTABILITY**

9  
 10 **1G SBCCC 400.1 General Provisions**

11 The State Board shall maintain an accountability function to ensure the credibility of the  
 12 number of budget FTE students reported to the General Assembly for funding purposes  
 13 and the equitable distribution of State and federal funds among the colleges. This function  
 14 shall include periodic reviews of college compliance with the provisions in Title 1, Chapter  
 15 G and in Title 1, Chapter E of the State Board Code, and any rules referenced therein.  
 16 This function shall also include opportunities for colleges to receive coaching from the  
 17 System Office on areas of potential risk of non-compliance, sound documentation  
 18 practices, and the use of mitigating controls.

19  
 20 History Note: Authority G.S. 115D-5(m);

21 Eff. December 1, 2017.

22  
 23 **1G SBCCC 400.2 Definitions**

24 (a) “Compliance review” - A periodic, objective assessment of college compliance with  
 25 State laws and State Board rules governing the reporting of data used as the basis of  
 26 college budget allocations as well as the charging and waiving of tuition and  
 27 registration fees, as defined in 1E SBCCC 100.1.

28 (b) “High Risk” –

29 (1) Course sections in which the majority of students receive a tuition or registration  
 30 fee waiver as provided under Subchapter 800 of Title 1, Chapter E;

31 (2) Course sections provided completely asynchronously online; or

1 (3) Course sections held in facilities that are not owned or under long-term lease by  
2 the college.

3 (c) “Material” or “Material finding” – A finding is material if the number of FTE for which  
4 documentation does not satisfy the conditions listed in 1G SBCCC 400.3(c)(1)  
5 exceeds one percent of the sample reviewed for a particular programmatic area  
6 (Curriculum, Continuing Education, and Basic Skills).

7 (d) “Statistically valid sample” – A sample of course section records that provides a ninety-  
8 five percent (95%) confidence level that the sample is representative of the relevant  
9 population of course section records.

10  
11 History Note: Authority G.S. 115D-5(m);  
12 Eff. December 1, 2017.

### 13 14 **1G SBCCC 400.3 Compliance Reviews**

15 (a) Frequency. The System Office shall conduct a compliance review of each college  
16 once every two fiscal years unless the college’s prior year review has material  
17 findings. If a compliance review has material findings, the System Office shall conduct  
18 a compliance review during the subsequent fiscal year. If a college is not scheduled  
19 for a compliance review in a particular year, the college president may request the  
20 System Office conduct one, subject to the availability of resources.

21 (b) Period of Review. Compliance reviews shall review a sample of records for college-  
22 funded basic skills, continuing education, and curriculum course sections for which  
23 FTE was reported for the Summer, Fall, and Spring terms completed immediately  
24 preceding the end (June 30) of the most recently completed fiscal year.

25 (c) Compliance Review Components. A compliance review shall include the following  
26 components:

27 (1) Review of Course Section Sample. System Office Compliance Services staff shall  
28 review a statistically valid sample of course section records to ensure a college  
29 has reported FTE that is included in budget full-time equivalent (BFTE) calculations  
30 consistent with the provisions of this Chapter. For each course section in the

1 review sample, System Office Compliance Services staff shall determine whether  
2 the following conditions were satisfied:

3 (A) The college did not report FTE for activities disallowed in 1G SBCCC 200.95.

4 (B) The State Board has approved the college to provide the course.

5 (C) It is appropriate for the FTE associated with the course section to be included  
6 in BFTE calculations per 1G SBCCC 100.99.

7 (D) Any minors enrolled in a basic skills, continuing education, or curriculum course  
8 section have met the requirements of 1D SBCCC 200.95, 1D SBCCC 300.4(c),  
9 or 1D SBCCC 400.99, respectively.

10 (E) The number of FTE reported by the college for the course section complies  
11 with Subchapter 200 of Title 1, Chapter G of the SBCCC.

12 (F) The course section took place in the college's service area or the appropriate  
13 instructional services agreement was executed. If instruction was delivered  
14 under an instructional service agreement, the FTE was pro-rated (if applicable)  
15 consistent with the terms of the agreement.

16 (G) The instruction was provided either through a college-employed instructor or  
17 through a third-party contract that complies with contracted instruction rules in  
18 Title 1, Chapter D of the SBCCC.

19 (H) The college charged or waived the applicable tuition or registration fees  
20 consistent with the rules in Title 1, Chapter E of the SBCCC.

21 (2) Review of Internal Class Visits. Each college shall include a local plan to visit a  
22 sample of continuing education course sections as part of the Continuing  
23 Education Internal Program Accountability Plan required under 1D SBCCC  
24 300.4(a). System Office Compliance Services staff shall review documentation to  
25 ensure the college is following its internal class visit plan, but no other components  
26 of this plan shall be reviewed by the compliance examiner.

27 (d) Financial reversions. (Reserved for future codification)

28 (e) Compliance Review Findings. Compliance Services shall provide a written report of  
29 any material compliance review findings to the college president, local college board  
30 of trustees, the State Board of Community Colleges, and the State Auditor. If a college  
31 disagrees with any of the findings in the report, the college president may submit a

1 written appeal to the State Board of Community Colleges (SBCC). The written appeal  
2 shall identify one or more of following bases for appeal and provide evidence in  
3 support of each basis for appeal:

4 (1) One or more compliance review findings are outside the scope of the factors listed  
5 in 1G SBCCC 400.3(c);

6 (2) One or more compliance review findings constitute an error in application of the  
7 law; or

8 (3) One or more compliance review findings constitute an error in fact.

9 The college must submit the written appeal within 30 days of receipt of the compliance  
10 review report. The Accountability and Audit Committee of the State Board of  
11 Community Colleges shall review the appeal and make its recommendation to the full  
12 State Board. The Accountability and Audit Committee of the State Board of  
13 Community Colleges will base its recommendation on whether the college established  
14 more likely than not that each compliance review finding under appeal satisfied either  
15 of the factors listed above in 1G SBCCC 400.3(e)(1) – (e)(3).

16 (f) Compliance Review Advisory Committee.

17 (1) The Committee shall be composed of the following members, each of whom shall  
18 serve for a three-year term:

19 (A) Three college presidents appointed by the President of the North Carolina  
20 Association of Community College Presidents.

21 (B) Two instructional administrators appointed by the President of the North  
22 Carolina Association of Community College Instructional Administrators.

23 (C) One continuing education administrator and one basic skills director appointed  
24 by the President of the North Carolina Community College Adult Educators  
25 Association.

26 (D) One continuing education administrator appointed by the Continuing Education  
27 Leadership Committee established under 1D SBCCC 300.5(b)(2).

28 (E) One curriculum registrar/records manager appointed by the President of the  
29 Student Development Administrators Association.

1 (F) One continuing education registrar/records manager appointed by the  
2 Continuing Education Leadership Committee established under 1D SBCCC  
3 300.5(b)(2).

4 (G)The designee of the North Carolina Community College System President, who  
5 will be responsible for convening the Advisory Committee at least biannually.

6 (H)The designee of the State Auditor, who will serve as a non-voting member.

7 (2) No member of the Compliance Review Advisory Committee shall serve more than  
8 two consecutive terms of three years on the Committee. This limitation does not  
9 prohibit an individual from serving future terms after a period of non-service.

10 (3) The Compliance Review Advisory Committee is responsible for receiving college  
11 feedback about the compliance review process and making recommendations to  
12 the State Board of Community Colleges on desired policy changes and to the North  
13 Carolina Community College System Office on desired procedural changes. The  
14 Committee shall report to the Accountability and Audit Committee of the State  
15 Board at least annually on any recommendations.

16  
17 History Note: Authority G.S. 115D-5(m);

18 Eff. December 1, 2017.

19  
20 **1G SBCCC 400.4 Special Reviews**

21 Upon request of the college president, a majority vote of a college board of trustees, or  
22 the North Carolina Community College System President, North Carolina Community  
23 College System Office Compliance Services staff may conduct a special review to  
24 investigate any concern identified by the college or System President, as applicable,  
25 related to the reporting of data used as the basis of college budget allocations or the  
26 charging and waiving of tuition and registration fees. A special review may include class  
27 visits and a review of records beyond the documents requested through a compliance  
28 review conducted under 1G SBCCC 400.2.

29  
30 History Note: Authority G.S. 115D-5(m);

31 Eff. December 1, 2017.

## Public Relations / Marketing Highlights August 2017

My board report will be a 2-minute video that sums up the last several months of planning and organizing, culminating in the MCC/MCS 50<sup>th</sup> Anniversary Open House and Back to School Carnival on August 10, 2017. But first, I'd like to present how that event, and one other, created some extraordinary activity on the MCC Facebook page.

We achieved an 85% engagement rate on Facebook for the photo album from the Open House, the highest in our history of being on Facebook. The multiple posts on the event had a reach of 20,383 – another record for MCC's Facebook page. (These include only the posts on MCC's page. There were additional posts on the individuals' Facebook pages.) The event was also highly publicized in the Montgomery Herald.

We had a spike in Facebook page Likes - 47 in one day - on August 29 after the lockdown posts on August 28.

### Facebook Top Posts for August

Total Likes 1877 (Up 127 from 1750 in July)

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	8/1/17	MCC/MCS Carnival announcement	1,100	63	25	8%
MCC	8/3/17	Survival Camp Ends	2,600	462	59	20%
MCC	8/10/17	MCC/MCS Carnival posts	<b>20,383</b>	1649	518	11%
MCC	8/16/17	Wesley Maynor makes SHP	2,100	137	180	15%
MCC	8/22/17	Open House photo album	1,620	1,331	44	<b>85%</b>
MCC	8/28/17	Lockdown posts	4,900	795	158	19%
MCC	8/31/17	Bell placement video	4,300	404	149	13%

**Institutional Status Committee  
Wednesday, September 13, 2017  
6:25 p.m.**

**Committee Members**

**Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Susan Hershberger  
Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Employee Survey Results – Appendix Z**
- ❖ **2016-2017 Strategic Plan Activities – Appendix AA**
- ❖ **New Business**
- ❖ **Adjourn**

# MCC Employee Survey 2017

## 54

Total Responses

Complete Responses: 48

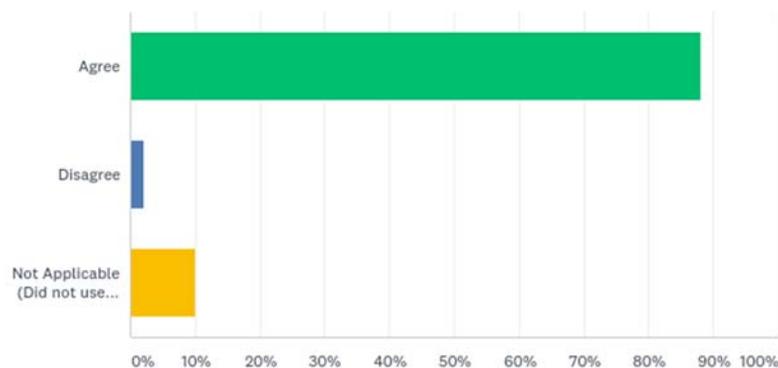
The Cabinet discussed the results of the Employee Survey at its June 27, 2017 meeting. Because of this discussion, goals have been added to the respective unit OAR's to address concerns mentioned within the survey.

- The Library will create learning areas that are quiet. Employees will be encouraged to keep a quieter environment in the library.
- Career and College Readiness have set goals to increase recruitment efforts.
- Student Services will streamline the admissions and registration work flow.
- Instruction and the Public Information Office will submit monthly articles to the newspapers highlighting different programs and their offerings.

Powered by  SurveyMonkey

### Q3: The Institutional Effectiveness Office is meeting the needs of the students and MCC employees.

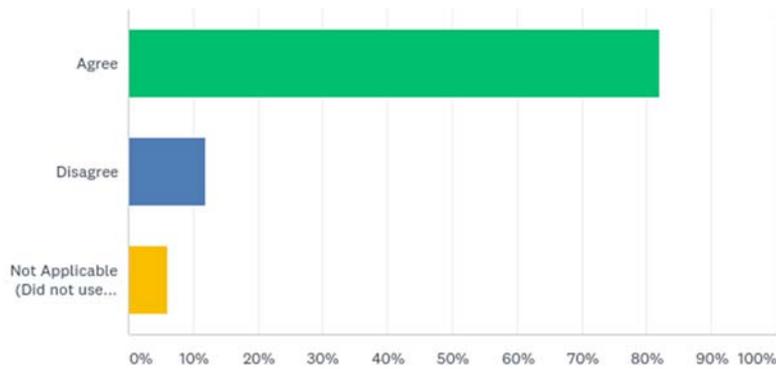
Answered: 50 Skipped: 4



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### Q6: The Public Information Office is meeting the needs of students, MCC employees and the community.

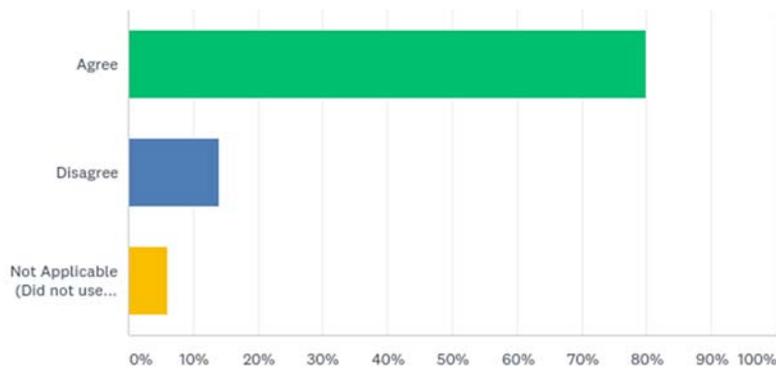
Answered: 50 Skipped: 4



Powered by SurveyMonkey

### Q9: Foundation and Grants (aka Resource Development) is meeting the needs of the community, students and MCC employees.

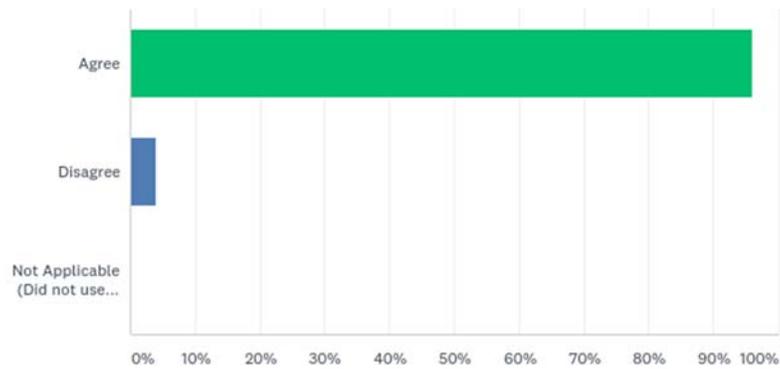
Answered: 50 Skipped: 4



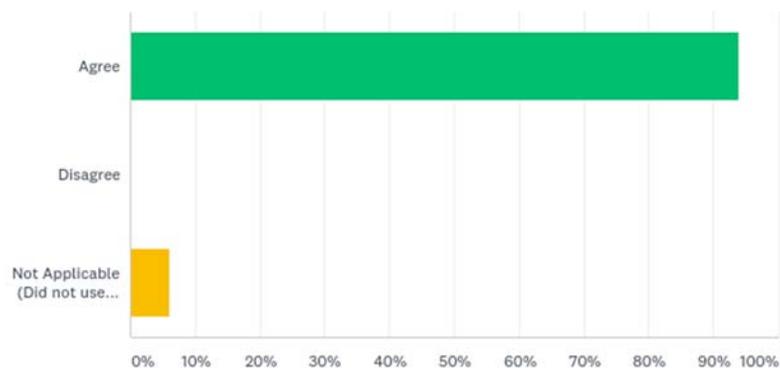
Powered by SurveyMonkey

**Q12: The President's Office is meeting the needs of the community, students and MCC employees.**

Answered: 50 Skipped: 4

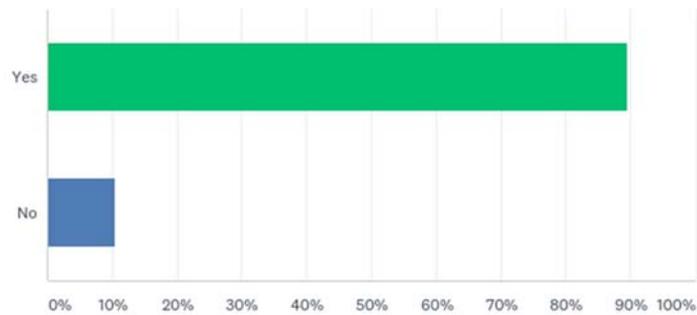
Powered by  SurveyMonkey**Q15: The Library / Learning Resources Division is meeting the needs of the students and MCC employees.**

Answered: 50 Skipped: 4

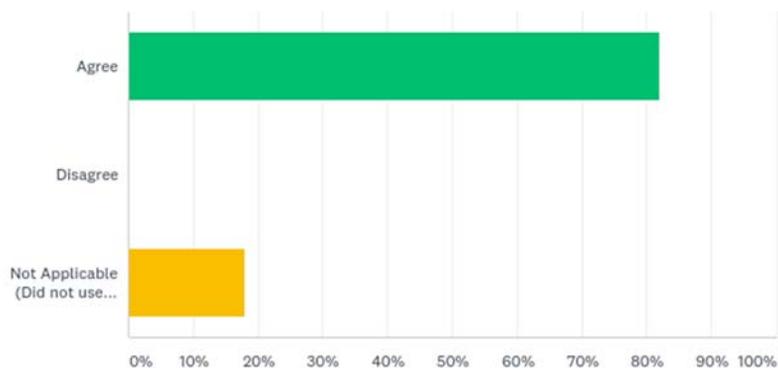
Powered by  SurveyMonkey

**Q18: Are the Professional Development offerings meeting your needs?**

Answered: 48 Skipped: 6

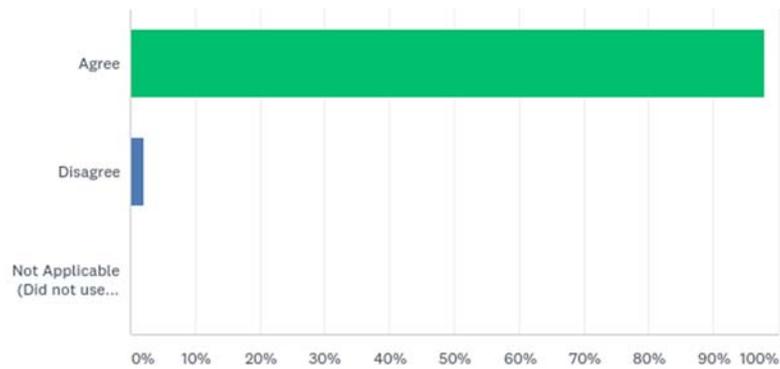
Powered by  SurveyMonkey**Q20: The Distance Education Office (aka the CATS Lab) is meeting the needs of students and MCC employees.**

Answered: 50 Skipped: 4

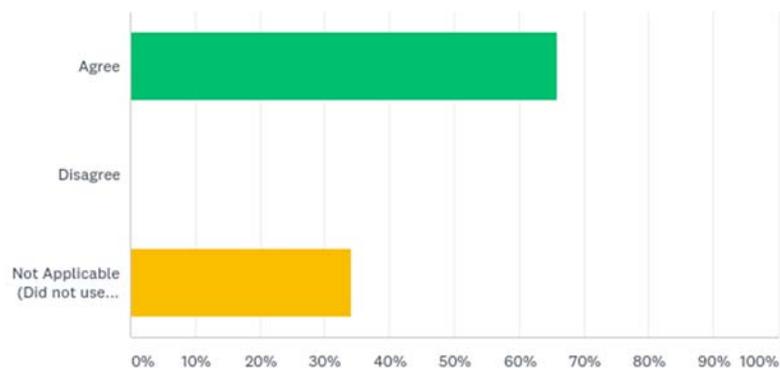
Powered by  SurveyMonkey

**Q23: The Information Technology Department is meeting the needs of the students and MCC employees.**

Answered: 50 Skipped: 4

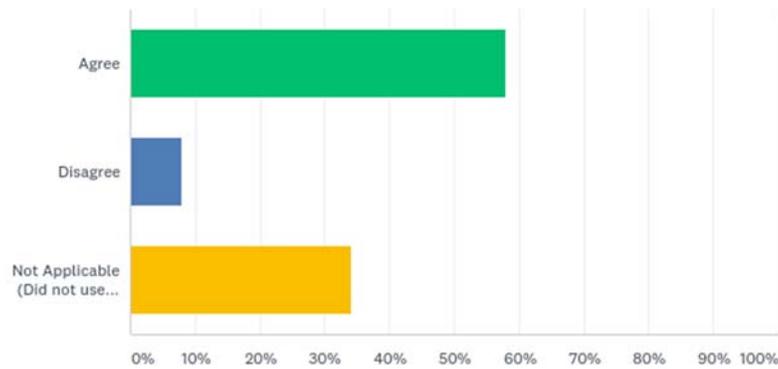
Powered by  SurveyMonkey**Q26: The Small Business Center is meeting the needs of the community, students and MCC employees.**

Answered: 50 Skipped: 4

Powered by  SurveyMonkey

### Q29: College & Career Readiness (Basic Skills) is meeting the needs of students and MCC employees.

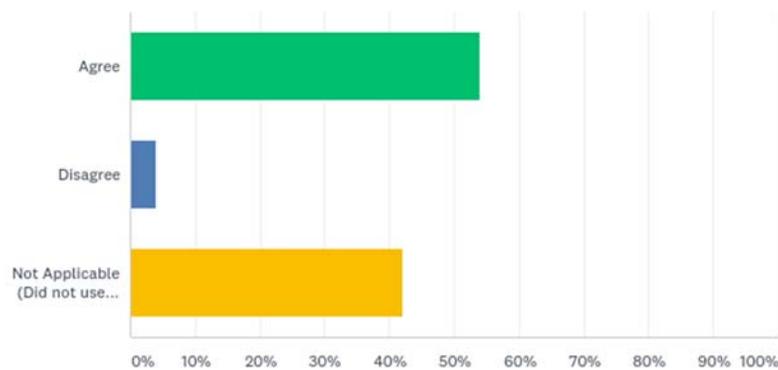
Answered: 50 Skipped: 4



Powered by  SurveyMonkey

### Q32: Customized Training is meeting the needs of the community, students and MCC employees.

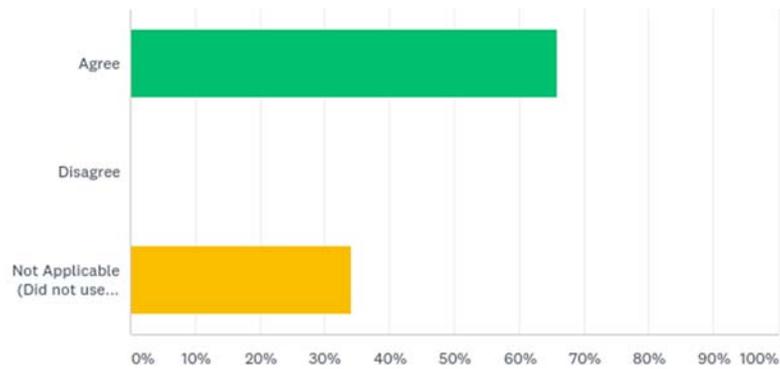
Answered: 50 Skipped: 4



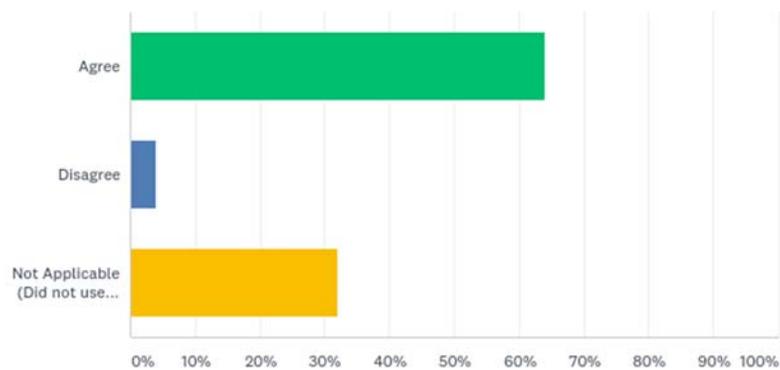
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**Q35: Occupational Extension training (example: welding, nurse aide, etc.) is meeting the needs of the community, students and MCC employees.**

Answered: 50 Skipped: 4

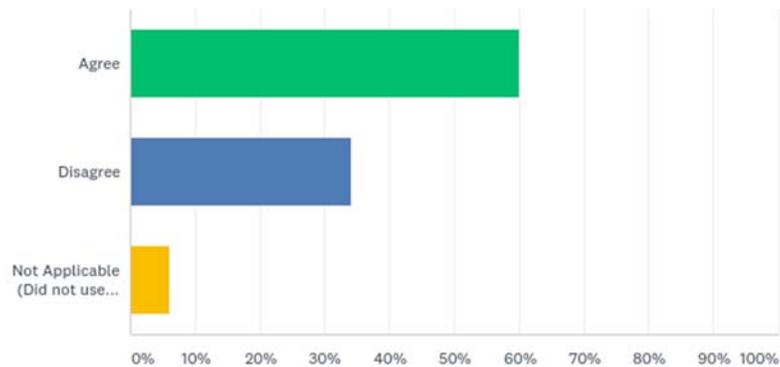
Powered by  SurveyMonkey**Q38: Personal Interest course offerings (example: zumba, art, beekeeping, etc.) are meeting the needs of the community, students and MCC employees.**

Answered: 50 Skipped: 4

Powered by  SurveyMonkey

### Q41: The Admission & Registration Division is meeting the needs of students and employees.

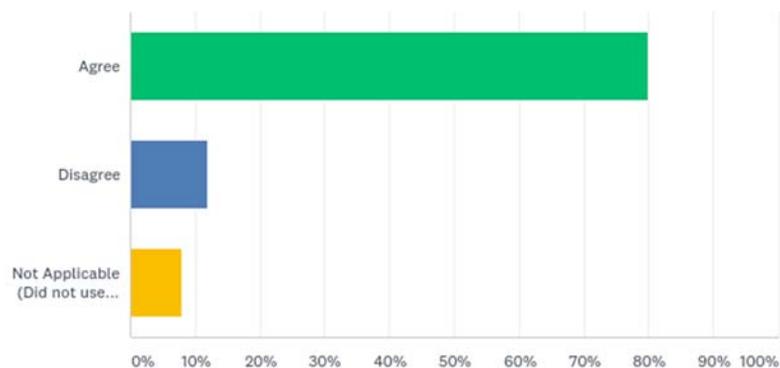
Answered: 50 Skipped: 4



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### Q44: The Financial Aid Division is meeting the needs of students and employees.

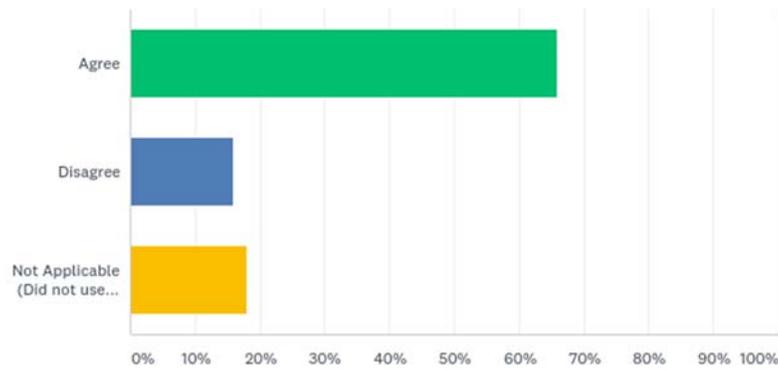
Answered: 50 Skipped: 4



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### Q47: Counseling & Career Services is meeting the needs of students and employees.

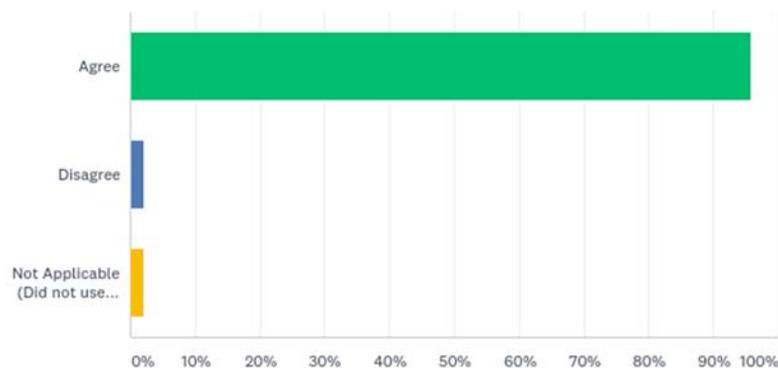
Answered: 50 Skipped: 4



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### Q50: The Business Office is meeting the needs of students and employees.

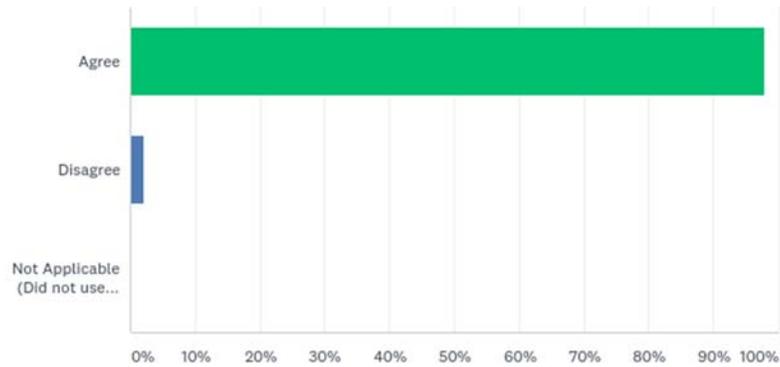
Answered: 49 Skipped: 5



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### Q53: The Maintenance & Facilities Division is meeting the needs of students and employees.

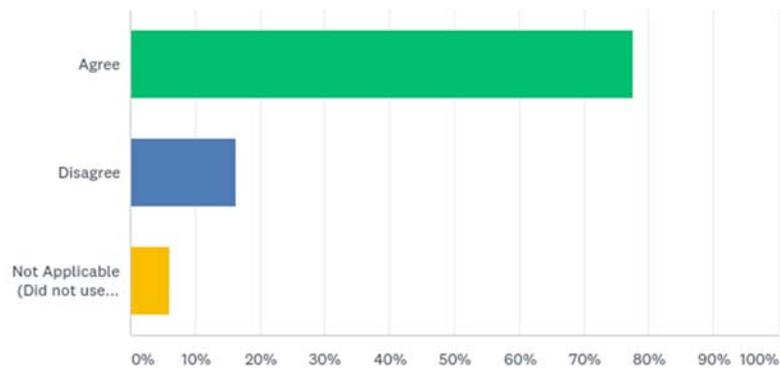
Answered: 49 Skipped: 5



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### Q56: Campus Safety & Security is meeting the needs of students and employees.

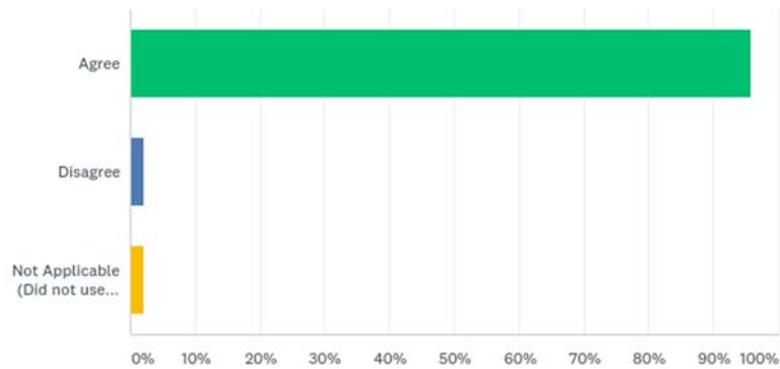
Answered: 49 Skipped: 5



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### Q59: The Purchasing Office is meeting the needs of students and employees.

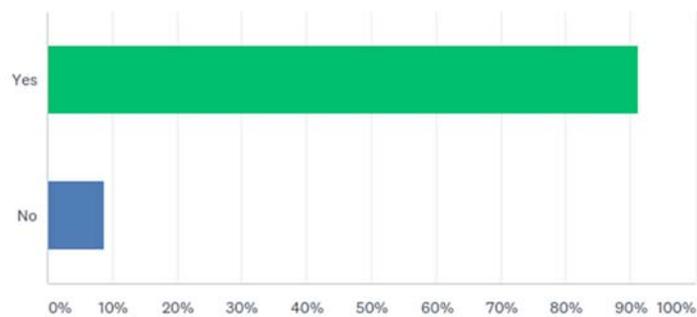
Answered: 49 Skipped: 5



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### Q62: Is the General Store meeting the needs of your students?

Answered: 46 Skipped: 8



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# Strategic Plan Activities

2016-2017

## 1. Workforce Training for Emerging Jobs and a Changing Workplace

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

College Goals: 1, 3, 6

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

### Evidence of Activities that Support Goal Attainment

- Small Business Center offered training in several of the above referenced disciplines during 2016-2017. Below are just a few of the trainings offered:
  - How to Raise your Credit Score to 740 Points
  - Is your Business Google-ized? Workshop
  - How to Start an Ecommerce Store
  - Recording Keeping Options for Business Owners
  - How to Write a Business Plan
  - How to Start a Home Based Business
  - Basics of Bookkeeping
  - Fundamentals of Setting up a Business Website
  - Pinterest Marketing
  - Facebook Marketing
  - Etsy Marketing
- Reported at the September 20, 2016 Cabinet meeting: The Small Business Center has 11 clients currently. All of last year, we only had 4 clients.
- Businesses hosting Customized Training courses in August, 2016:
  - Robinwood Enterprises
  - MPG Casting Technologies
  - McRae Industries
  - Capel Rug
  - Mohawk Industries, Inc.
- Klausner in Candor will have some Customized Training in the near future. Andrew Gardner is working with both Klausner and McRae Industries. (Cabinet 9.20.2016)
- Continuing Education has a new 18 month customized training agreement with McRae Industries, starting February 1, 2017. There will be several training modules, but the primary one is for ISO 9001. (Cabinet 01.24.2017)
- 

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

College Goals: 1, 2, 3

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

### Evidence of Activities that Support Goal Attainment

- The College worked to obtain institutional accreditation for Basic Detention Officer Training School to assist local Sheriff's departments with training due to high turnover of personnel in area detention centers. (BOT 03.08.2017)

- Began hosting FAA Part 107 UAV Pilot certification class spring 2016. Based on the success of these classes, the college has become a training partner for the Departments of Public Safety and Emergency Management.
- Hosted mortician recertification classes December 2016.
- Hosted welding classes in all semesters that prepared students for American Welding Society testing.
- Hosted HVAC-related Environmental Protection Agency certification class during fall 2016 and spring 2017 that certified technicians to use CFCs.

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

College Goals: 1, 3

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

#### Evidence of Activities that Support Goal Attainment

- Due to expansion of the Gunsmithing program that will take place in fall of 2017, the College needs to temporarily relocate the HVAC program to Biscoe - in the old Montgomery Motors space facing 24/27, but near the intersection with 220. Some Continuing Education programming is being considered for relocation as well. (Board of Trustees 06.14.2017)
- The College offered Nurse Aide and Phlebotomy curriculum programming courses as of fall 2016 at East Montgomery High School and West Montgomery High Schools. Nurse Aide had 12 unduplicated students, and Phlebotomy had 14 unduplicated students for 2016-2017.
- Hosted ESL classes at La Frontera restaurant in Candor in fall 2016.
- Hosted Business Roundtable sessions for local small businesses and craftspeople at the Front Porch Emporium in Troy.
- Hosted Effective Teacher Training online classes to prepare students to work as Substitute Teachers and Teacher Assistants in the public school system (fall 2016 and spring 2017).
- In summer of 2016, Jessica McDaniel in the Small Business Center developed a Business of Beer workshop, in collaboration with Four Saints Brewing, to be hosted at StarWorks.
- MCC Continues to expand online and hybrid offering to increase accessibility for students with work schedules that limit participation in traditional face-to-face classes. Some examples of courses offered in an online format for the first time during AY17 are: BIO-155, OST-184, and MAT-110.

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

College Goals: 1, 3

Key Divisions, Departments, or Programs: Curriculum

#### Evidence of Activities that Support Goal Attainment

- The Small Business Center held an Advisory Board Meeting on Wednesday, 9/21/2016 at noon, with 14 attendees.
- At the SBC Advisory meeting in September, Star representatives inquired about MCC support to provide business plan education for a concept they have for a craft beer brewery.
- The Business Technologies division held a virtual Advisory Committee meeting on June 15, 2017. This included Hunting and Shooting Sports Management, Office Administration, Business Administration, the new Medical Office Administration, and Information Technology programming members. Recommendations from this meeting included: more emphasis on technical areas such as Excel; strong customer service and communication skills; and, new marketing strategies.
- The Criminal Justice/BLET Advisory Committee held a virtual meeting June 26 - 30, 2017. Discussed the plan to embark on a law enforcement recruitment campaign for the A.A.S.

degree entitled "BLET TO DEGREE." The meeting included discussions about crime trends, gang activity, officer use of force rates, prison trends, and hiring trends.

- The Gunsmithing Advisory Committee held a meeting on March 17, 2017. The meeting discussed the program expansion and improving the overall quality of the program. Suggestions included: running air lines in the machine shops, adding more machining to the program, and a greater emphasis on welding skills.
- The Forestry alumni association reviewed the changes to the Forestry curriculum and made suggestions during their spring meeting.

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

College Goals: 1, 3, 6

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

#### Evidence of Activities that Support Goal Attainment

- A Hospitality and Tourism program (a three-class program) will be offered through Continuing Education at Southern Correctional Institution beginning in fall 2016.
- The Small Business Center is hosting "Start Your Own Gunsmithing Business" courses in fall 2016 for day and weekend GSM students.
- Continuing Education will offer an Advance Tactics Course with Pete Herron as the Instructor. Interest in this course seems to be high. (Cabinet meeting 08/30/2016)
- Continuing Education offered an "Advanced Human Trafficking" session on Monday, September 19, 2016. It was well attended by public safety officers, lawyers and counselors. Approximately 50 people signed up for this course.
- Dean of Continuing Education and Vice President of Instruction will meet with the VanHoy's about developing some blade making courses at Montgomery Community College. The idea is that this would initially be continuing education and the possibly move to curriculum - as a complement program for Metal Engraving and Gunsmithing. (Cabinet 9.20.2016)
- The Nursing faculty completed the application for the Associate Degree Nursing to the North Carolina Community College System. Once the program is approved by the NCCCS State Board, the faculty will seek approval with the North Carolina State Board of Nursing. The plan is to initially request 30 ADN "spots" with the first class beginning fall 2017. (BOT Report October 2016)
- MCC received notice from NCCCS that our ADN program application has been approved. (BOT 02.08.2017)
- The College is awaiting approval for the Associate Degree in Engineering by the NCCCS State Board during their October meeting. The AE degree will be one of the track options in the Early College. (BOT Report October 2016)
- The Associate Degree in Fine Arts - Music program of study has been reviewed and approved by the Instruction and Student Development Committee and forwarded to NCCCS for approval. (BOT Report November 2016)
- The College applied for and received approval for Health Science Therapeutic & Diagnostic: Phlebotomy, and Health Science Therapeutic & Diagnostic: Nurse Aide from the NCCCS.
- Continuing Education is planning some new programs for 2017: Industrial Sewing, Medical Scribe, Medical Receptionist, and Knifemaking/Blacksmithing. (BOT Report November 2016)
- Continuing Education has located a Drone Instructor. The Small Business Center will offer a class called Drones in Small Business on Wednesday, December 14 at 6:00 p.m.
- The Small Business Center will be partnering with the Food Alliance that also works with NC Rural. The Food Alliance provides counseling and does presentations for food related businesses. The SBC will assist in offering seminars and hopes to receive referrals as a result of this relationship. The Food Alliance also offers scholarships to their clients, so there may be other MCC continuing education or curriculum courses that benefit from this association.
- MCC received State approval to move forward with Montgomery Early College. The Early College will start in fall 2017 with approximately 100 students made up of 9th and 10th graders. (Board Report January 11, 2017)

- The Continuing Education division will offer pollinator classes in March 2017 will Dr. Youngsteadt and NC State graduate student Melissa Tinling.
- The Cabinet discussed 2017 Summer Camps on 01.24.2017. The discussion included topics on programming, costs, and support.
- Gunsmithing instructors will receive NIC Industry training in Cerakote application on June 23 and June 24, 2017. Once training is complete, the faculty will be Certified Applicators and better prepared to train our curriculum and short-course students. We will also be pitching to NIC Industries the idea of Montgomery Community College becoming the east coast training facility for Cerakote application. (Board Report 04.12.2017)
- The Vice President of Instruction informed the Cabinet about the following “proposed” new programs at the April 18, 2017 meeting: Dental Hygiene and Medical Assisting Scribe. No target date has been set to initiate these new programs. Discussions are happening now with appropriate Program Heads and Dean concerning the viability of these proposals.
- The Vice President of Instruction informed the Board of Trustees at the June 14, 2017 that the Dental Assisting program has received approval from the Commission on Dental Accreditation to increase enrollment in MCC’s program by 4 more students. There is currently a 26-person waiting list for Dental Assisting. (BOT 06.14.2017)
- Forty students have enrolled in the Summer Pottery classes. Heritage Crafts has added 3 new class offerings, including a night class, beginner wheel class, and a short workshop for a small group. (Board of Trustees 06.14.2017)
- Heritage Crafts is working with Monarch of Biscoe to develop a “pottery training camp” for Monarch instructors to aid them in teaching their clients pottery and ceramic techniques. (Board of Trustees 06.14.2017)

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

College Goals: 1, 2, 6

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

#### Evidence of Activities that Support Goal Attainment

- Began pulling withdrawal data on a daily weekday basis in fall 2016 to look for trends or issues that could be addressed. Continued this data pull in spring 2017. The withdrawal data was shared with the QEP committee at meetings held in the fall 16 and spring 17 semesters; further, it was shared with the Vice President of Instruction and the President.
- Bottom ten courses with the worst withdrawal rates were identified in November 2016. This data was shared with the QEP Coordinator, Vice President of Instruction and chair of the QEP Committee.
- The QEP committee met on October 25, 2016. Part of the meeting discussion was about the withdrawal data for fall 2016. There are no observable trends in the data - but we will continue to collect, review and analyze withdrawal data going forward. This same data was shared with the Vice President of Instruction and President.
- Spring 2017 grades were segmented by CCP students, by high school. Withdrawals by CCP students in the PSY-150 courses revealed that students enrolled in a CTE pathway as opposed to a College Transfer pathway were more likely to withdraw from the course. (This data segmentation was shared with the QEP Coordinator and Vice President of Instruction on 06.26.2017)

## 2. Partners in Learning to Serve All Citizens

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

College Goals: 1, 3

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

Evidence of Activities that Support Goal Attainment

- Beginning in fall 2016, the Foundational Studies (developmental math and english courses) were merged with Basic Skills (also known as Career and College Ready).
- Beginning in summer of 2016, Kathy Garner-Smith began hosting direct instruction writing classes for HSE and developmental education students. Previously, students had worked in a self-directed lab setting with teacher assistance.
- Debbie Douglas began hosting online HSE classes in the fall of 2016 that utilized distance learning technology tools and time management.
- In the spring of 2016, four iPads were deployed in the ABE classes at the Jesse Cole Center in Biscoe to engage a class of intellectually disabled students in the use of technology and appropriate internet search/usage.
- Attended various TEDxGreensboro meeting and the live event in May of 2016 to explore options for hosting a TEDxUwharrie event in Montgomery County. TEDxGreensboro Curator, Skip Moore, agreed to mentor the efforts in Montgomery County. The first meeting of the TEDxUwharrie group was in June 2016 and the members that attended were: Jonathan Thill, Jessica McDaniel, Angela Bernard of WetDog Glass, Tyler Wilhoit a local realtor, and Joel McClovsky the owner of Four Saints Brewing. Additional meetings will take place in fall 2017 with a projected presentation date in May 2018.
- Foundational Studies and the Small Business Center will collaborate in 17-18 on appropriate class offering to support student speech writing and preparedness.
- Re-designed lower level Developmental Math Classes (DMA 010, 020, 030) and Developmental Ready/Writing Classes (DRE 096, DRE 097) to be taught as part of the College and Career Ready curriculum to prepare students who test into these levels to do college level work.

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

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

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

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

College Goals: 1, 3

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- All six of the University Transfer Advisors participated in a regional North Carolina State University Transfer Advisor Regional Workshop in September 2016. The participants received first-hand information to help students in choosing their courses at MCC to meet NCSU requirements as well as updates on the application process.

- Robert Nelson, Dean of Arts & Sciences, worked with Appalachian State University and scheduled a regional workshop at MCC for September/October 2016. The workshop was not held due to a family emergency of the Appalachian State University representative.
- The Counseling and Career Development Center held a College Transfer Fair on November 8, 2016 from 1:00 pm - 3:00 p.m. Colleges present for the fair were: Western Carolina University, Fort Hays State University, Gardner-Webb University, Fayetteville State University, Campbell University, NC State University, UNC Charlotte University, Lees McRae College, and Johnson & Wales University. Approximately 30 students visited the fair, plus several faculty chatted with college representatives.
- Sam Britt, Renee Jones, and Debby Douglas participated in a Transfer Advising Symposium hosted by UNC-Charlotte on February 24, 2017. They received information about how to better prepare MCC's transfer students for UNC-C, as well as student initiatives that UNC-C offers to their students.
- Robert Nelson and Sam Britt attended an ACA-122 course redesign workshop at Randolph Community College on June 22, 2017. College Transfer Success, ACA-122, provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience.

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

College Goals: 1, 3

Key Divisions, Departments, or Programs: Student Services

#### Evidence of Activities that Support Goal Attainment

- The Small Business Center hosted Quarterly Business Roundtable Discussions on September 26 and December 15.
- The Montgomery Community College Foundation held an awards ceremony on August 8, 2016. Sixty-two students received scholarships for the 2016-2017 academic year. Approximately 125 attended this event.
- The College held Convocation and Quality Trails on Tuesday, August 9, 2016. All staff and faculty attended these events; distinguished guests attended and participated in the Convocation ceremonies as well. Attendance: ~120
- SGA held a Welcome Back Snack Attack on Tuesday, September 20, 2016. Refreshments were available for students in the Student Services area of building 100.
- The first SGA meeting of fall 2016 occurred on September 21, 2016. Savannah Heath reported that they had a lot of student attendance, and they elected SGA Officers during this meeting.
- Heritage Crafts Coordinator, Josh Floyd, organized a Working Artist event for Wednesday, October 19, 2016. Anne Partna and Owen Laurion came to the Pottery building from 10 am to 2 pm, where they presented information and demonstrations. Including the two artists presenting, 17 participated in the event.
- The Southern Correctional Institute SGA hosted a Goodwill Industries from Winston-Salem presentation on Tuesday, November 8, 2016 and presented information about services and opportunities that Goodwill Industries provides in surrounding communities.
- The SBC Director participated in the Food System Alliance Project, a regional NC Rural Center project in October 2016. MCC will host the November meeting of the Food System Alliance Project.
- The LPN program hosted a Bloodmobile drive on the campus of MCC on Thursday, November 10, 2016. They had 32 people participate, collected 29 units of blood and had 9 first time donors.
- The Dental Assisting students participated in the "Something to Smile About" free adult dental clinic in Asheboro recently. The students had the opportunity to deliver extra-special chairside assistance at this event. (Yourspace, November 28, 2016)
- The Small Business Center will be working with the Sandhills Cooperative Association, a non-profit, which helps people with such things as life skills and job skills. The Sandhills Cooperative will hold its inaugural dinner on the campus of MCC on January 28. The SBC anticipates referrals from this relationship.

- Diana Sanchez and Savannah Heath spent time at East and West Montgomery High Schools during the statewide College Application Week helping students complete their college applications. (Board Report January 11, 2017)
- Montgomery Early College hosted an Open House at MCC on February 16, 2017.
- Heritage Crafts Coordinator, Josh Floyd organized a Working Artist event for Wednesday, February 22, 2017. Potter Ron Philbeck of Shelby presented a slide show and demonstration between 10 and 2.
- Montgomery Community College, Riley Beaman, is a winner of \$1250 from the NC Community College Adult Educators Association for the Lead the Way Grants for 2017. Funds will assist in the event promotion and purchasing supplies for the Montgomery Community College Drone Petting Zoo. This event will engage children and adults in STEM-related education, stimulate small business growth using drones and develop federal safety and flight regulations instructional materials to share at the event and with the other 57 colleges. (January 20, 2017 email announcing the winners)
- Amy Friery, Program Head for Human Services Technology, organized the MLK Challenge Day held on January 16, 2017. This event was held at the college and volunteers from the college and the community packed over 10,000 meals for use by local food banks and backpack programs. Approximately 69 people participated in this event.
- Heritage Crafts hosted an NC Custom Knifemakers Guild meeting on the MCC campus on January 21, 2017 with over 30 people in attendance. (BOT 02.08.2017)
- The CJC Club hosted an NC Wildlife Resource Commission Officer on Wednesday, February 15, 2017. He discussed different aspects of the agency, the role of the wildlife enforcement, the benefits of being an officer, potential career opportunities and how to submit an application to the agency. Approximately 12 students attended this session.
- Approximately 90 elementary students from Page Street Elementary visited the MCC campus on Thursday, March 9. They toured the campus and heard a presentation by Dr. Heather Sewell on Montgomery Early College.
- A Career Fair was held on the campus of Montgomery Community College on Thursday, March 30, 2017. Approximately 140 students from West Middle School and 100 students from East Middle School attended the fair. The students participated in a campus tour, heard a motivational speaker, and spoke to career related representatives in the multi-purpose room. It was well attended and organized, and considered a successful venture by all participants.
- The 2017 Legislative Brunch was held at Montgomery Community College on Monday, April 3, 2017. The event was well attended by Montgomery County officials and business owners - 127 RSVP'd.
- The SGA hosted Spring Fling on Tuesday, April 11, 2017. The event was a lot of fun, and well attended by students, faculty and staff. (Board Report 04.12.2017)
- The SBC partnered with Market MontGOMery to host a Business After Hours event at Front Porch Pickin' on March 23. SBC provided website, Google and social media one-on-one assistance for businesses. (Board Report 04.12.2017)

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

College Goals: 1, 3

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

#### Evidence of Activities that Support Goal Attainment

- Student services had a booth at Troyfest on July 2, 2016 and at the Peach Festival on July 16, 2016. Student Ambassadors assisted with both functions. A list of academic programs and CCP information was dispersed to interested parties. Candy was also given away at the Peach Festival - which increased traffic at the MCC booth.

- Diana Sanchez and Savannah Heath spent time at both East and West High Schools during November 14 thru November 18 - College Application Week. They assisted high school students with the completion of College applications.
- Diana Sanchez, Beth Smith, Doni Cody and Lynn Epps assisted with a Senior breakfast at West Montgomery High School on February 4, 2017. Approximately 73 attended; of that number, approximately 23 were students. The MCC team presented general MCC information, as well as information about financial aid and scholarship opportunities.
- Student Services held information sessions at both East and West Montgomery High Schools regarding Career and College Promise offerings. East was on Monday, March 20, and West was on Thursday, March 23.
- Robert Nelson, Dean of Arts and Sciences, presented to the North Carolina Home Educator's Association Meeting on May 27, 2017. He spoke to over a hundred parents and students about community college opportunities available to high school age home students as well as opportunities for study at MCC.
- Purchased radio ads that were broadcast at West Montgomery football games throughout the 2016 season, promoting CCP and other classes/programs.
- Utilized two Montgomery County high school/CCP graduates to promote CCP in our digital ads that ran throughout the 16-17 academic year.
- Ran ad in the Trinity Music Academy concert series programs advertising MCC's new Associate in Fine Arts: Music degree.
- Ran ads in Dixie Youth Baseball program, All4Christ Conference program, East vs. West football program, East & West Montgomery yearbooks, and Wescare Christian Academy yearbook, all targeting CCP students.
- A new MCC general information brochure was designed to attract a younger audience.

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

College Goals: 1, 3

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

Evidence of Activities that Support Goal Attainment

- Apprenticeship Montgomery held an Advisory Board meeting on the MCC campus on Tuesday, August 23, 2016.
- Apprenticeship program radio ads are being run on West Montgomery Radio during East Montgomery High School games.
- Andrew Gardner, Director of Business & Industry Services, sent out emails during the week of November 14, 2016 to MCC employees and students in recognition of Apprenticeship Week. Participants in Apprenticeship Montgomery were highlighted with their accomplishments to date. Some of the accomplishments noted were: Certified Production Technician Certifications, Welding Skill Certifications, Certificates of Completion by the US Department of Labor, and Career Readiness Certifications.
- Apprenticeship Montgomery was accepted into the Registered Apprenticeship-College Consortium (RACC) through the U.S. Department of Labor <http://www.doleta.gov/OA/racc.cfm> (Board report 04.12.2017)
- Six new apprentices were welcomed into the Apprenticeship Montgomery program at MCC on June 1, 2017. The apprentices will work at American Axle and Manufacturing, Jordan Lumber, K-M Machine and PaperWorks. (Yourspace, June 19, 2017)

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

College Goals: 1, 3

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

### Evidence of Activities that Support Goal Attainment

- Russell Strong and the Forestry Department hosted a group of Public School teachers on July 21, 2016. There were 40 teachers from the public schools across the piedmont. The goal is to educate middle and high school educators on the Forest Product Industry.
- Dr. Heather Sewell, Montgomery County Schools employee, has been named the Principal of the Early College program that will start on the campus of MCC Fall 2017. Dr. Sewell will have an office located on the campus of MCC as early as August 2016. (Cabinet meeting 08.23.2016)
- Cindy Ellison, Diana Sanchez and Savannah Heath went to East and West Montgomery High Schools on Monday, August 29 and Tuesday, August 30, 2016 to assist the Distance Learning personnel at those schools with helping the students login into BlackBoard and also some last minute registrations. (High School first day of school was Monday, 08/29/2016.)
- Dr. Bledsoe and Phil Absher (BOT) met with the County Commissioners and the High School Task Force on September 8. The discussion centered around the new Central High School building which is proposed to be built on property adjoining MCC.
- The Montgomery County School system is holding public forums to discuss the new high school which they plan to build with the USDA loan. The Vice President of Instruction and President have been attending these public forums, both in support of the MCS plan and to gain insight on the public's wants regarding education in the County.
- Students in the LPN program participated in the vision screening of all 1st, 3rd, and 5th graders in the county schools and 36 Pre-K students. The LPN students helped screen over 740 students.
- Dr. Heather Sewell, Principal of the Early College, and Lee Proctor, Vice President of Instruction have presented information on the MCC Early College at various venues over the last several months. An Open House was held on Thursday, February 16, at 6:30 pm at MCC, and was well-attended (standing room only).
- The Montgomery County Early College will begin classes August 14, 2017 with 125 students! The entering freshman class will have 60 members and the entering sophomore class will have 65 students. The first year both classes will complete ACA 122, PED 110, and CIS 110. In addition, sophomores will complete BIO 111. Estimated FTE earned by Early College students for the first year of the Early College is 47.5 FTE. (Board Report 04.12.2017)

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

College Goals: 1

Key Divisions, Departments, or Programs: Student Services

### Evidence of Activities that Support Goal Attainment

- The Continuing Education Division placed a bid for the NCWorks program to transition to the College's responsibility earlier this year. On June 15, 2017, their Board voted in favor of MCC adopting this service. MCC takes control on July 1, 2017.
- Apprenticeship Montgomery provides job placement services for students who are accepted into the apprenticeship program. During 2016-2017, 16 students worked part-time for industries participating in the program. These 16 students also took classes during the school year. Upon completion of the educational courses, apprentices have full-time positions with their respective participating employer.

## 3. Promotion of Quality and Flexible Programs and Services

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

College Goals: 3

Key Divisions, Departments, or Programs: Public Information Officer

Evidence of Activities that Support Goal Attainment

- Marketed four summer camps to the community in the summer of 2016. The camps offered were: Camp Start-up, DIY Camp, MCC Unmanned Flight School, and Pottery Camp. Students ranged in age from 10 to 15.
- Student services had a booth at Troyfest on July 2, 2016, and at the Peach Festival on July 16, 2016. They answered questions and provided brochures about various programming to interested attendees. MCC ESL also did Outreach Recruiting at the Peach Festival on July 16. Prospective new students as well as current students were handed updated flyers with information on MCC ESL sites and schedules.
- The Small Business Center hosted a REAL activity called “SMARTIES” with CCR students. Three students subsequently scheduled one-on-one counseling sessions to explore starting their own businesses.
- MCC Radio spots will play in the fall semester on West Montgomery Radio during East Montgomery football games.(WMTG)
- Two new recruiting videos have been completed and added to the new MCC website. (August 2016 BOT)
- Purchased radio ads that will be broadcast at West Montgomery football games throughout the 2017 season, promoting CCP and other classes/programs.
- Ran two geo-targeted digital ad campaigns throughout the 16-17 academic year including registration “push” in the months of December and July.
- Ran ad in the Trinity Music Academy concert series programs advertising new Associate in Fine Arts: Music degree.
- Ran ads in Dixie Youth Baseball program, All4Christ Conference program, East vs. West football program, East & West Montgomery yearbooks, and Wescare Christian Academy yearbook, all targeting CCP students.
- New MCC general information brochure redesigned.
- New Gunsmithing video created and placed online.
- Press releases run each week in the Montgomery Herald celebrating MCC “Trailblazers” to honor the college’s 50th anniversary year.
- Spring 2016 tabloid featured numerous success stories where students have gone on to get jobs in their areas of study.
- College marquee utilized to advertise various continuing education classes. Feedback from people seeing classes on the sign indicates effective use of this tool.
- Created a Facebook page for MCC alumni that included ‘blast from the past’ posts featuring alumni and former employees.
- Extended use of social media to promote programs and events at MCC and in the various program.
- The new SBC Director has taken the following actions to improve the sharing of SBC offerings and extend the reach:
  - Outside SBC signage relocated. Additional signage ordered.
  - Bulletin Board has been placed outside of SBC office with SBC info & news.
  - Conducted a Quality Trails breakout session to raise awareness of what the SBC does and how it can help students.
  - Visited a CCR class to promote entrepreneurial spirit and awareness of SBC services.
  - SBC Facebook page created and email with link has been sent.
  - Providing bi-weekly email to all faculty and staff to keep them informed of SBC offerings.
  - In planning phase of an SBC Seminar for the gunsmithing and pottery programs for this fall. Taxidermy may also be included, if students and program head are interested. (Email from Jonathan Thill 08.31.2016)
- The Director of Student Life and Recruitment participated in the first week of CACRAO in Asheville NC (a new area never reached by MCC) during the week of September 12, 2016. The counties covered included: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Swain, Transylvania, and Yancey.

- The Director of Student Life and Recruitment participated in additional recruitment activities during the weeks of October 3 (Chatham, Cumberland, Harnett, Lee, Moore, Richmond and Montgomery Counties), October 9 (Anson, Cabarrus, Iredell, Stanly and Union Counties), and October 23 (Rowan, Davidson, Randolph and Davie Counties).
- Vice President of Instruction and BLET program head identified our BLET program as the only evening option in the area. Communication with surrounding schools about MCC referring students interested in day programs to them, and them reciprocating by referring prospective students interested in evening BLET to us. (VP of Instruction report to BOT, September 2016.)
- College and Career Readiness met with DSS to connect more of their clients with High School Equivalency and English as a Second Language services. (BOT report October 2016)
- Montgomery Community College, Riley Beaman, is a winner of \$1250 from the NC Community College Adult Educators Association for the Lead the Way Grants for 2017. Funds will assist in the event promotion and purchasing supplies for the Montgomery Community College Drone Petting Zoo. This event will engage children and adults in STEM-related education, stimulate small business growth using drones and develop federal safety and flight regulations instructional materials to share at the event and with the other 57 colleges. (January 20, 2017 email announcing the winners)
- Occupational Extension (CE) was invited to a statewide fire and rescue event in Ellerbe to be held on February 4, 2017 to demonstrate drone use in that industry. Unfortunately, the event is hosted by Richmond Community College who did not approve for us to attend the event - so we will not be going.
- The College is one of 14 in the state to be a National Association for Community College Entrepreneurship (NACCE) college. Dr. Bledsoe signed this pledge at the BOT meeting on February 8, 2017.
- The Resource Development office did a mailer to all East and West High School Seniors March 1 regarding Montgomery Scholars. At the March 21, 2017 Cabinet meeting, the Resource Development Officer reported that the postcards generated numerous phone calls with questions.
- Heritage Crafts is growing partnerships to grow programs and enrollment. They have partnered with Front Porch Emporium to host basket-weaving class and with the NC Knifemakers Guild, which will hold its next meeting on April 15 and will feature a cutting competition.

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

College Goals: 3

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

#### Evidence of Activities that Support Goal Attainment

- The Small Business Center held training at The Front Porch during AY17. The first sessions offered at this location had 25 total attendees for three seminars.
- Leadership Montgomery starts on Thursday, October 6, 2016 - the College is the coordinator for this program as of this year. Lee Proctor and Jessica McDaniel from MCC will participate. (Cabinet 10.4.2016)
- The Starry, Starry Night MCC Foundation event was held at the campus on the evening of Friday, September 23, 2016 and was a success! Approximately 220 attended. PIO provided all collateral materials for this event including brochure, flyer, ticket design, Facebook event, web page, commemorative poster for auction, and calendar for Board of Trustees.
- Heritage Crafts Coordinator, Josh Floyd, organized a Working Artist event for Wednesday, October 19, 2016. Anne Partna and Owen Laurion came to the Pottery building from 10 am to 2 pm, where they presented information and demonstrations. Including the two artists presenting, 17 participated in the event.

- Heritage Crafts Coordinator, Josh Floyd, organized a Working Artist event for Wednesday, November 30, 2016. Sherry Caldwell Hohl and Katherine Maloney came to the Pottery building from 10 am to 2 pm, where they presented information and demonstrations.
- PIO provided marketing for Working Artist Wednesdays via social media.
- Savannah Heath conducted a campus tour for a group of 15 students and their advisors from East Montgomery. (BOT 1/11/2017)
- The College partnered with Market MontGOMery to host the North Carolina Tourism Resource Assistance Center meeting on campus on March 9th. Approximately 20 representatives from State Organizations were here and offered a floating walk-in setting for businesses.
- The College partnered with Market MontGOMery to host the Business After Hours event on campus on March 23, 2017. This event included an opportunity for businesses to get assistance with Facebook pages, google listings, and linking their website to a list of local businesses on the county website. (BOT 03.08.2017)
- February's Working Artist Wednesday featured Ron Philbeck and had over 20 people in attendance. Further, Josh Floyd, "streamed" the presentation on Facebook and is looking for other opportunities to present the Working Artist Wednesday series online. (BOT 03.08.2017)
- Leadership Montgomery held its graduation at MCC on Thursday, May 4, 2017. Lee Proctor, Vice President of Instruction and Jessica McDaniel, Small Business Center Director graduated. Approximately 20 individuals attended the ceremony.
- The Southern Correction students held an Art Show and horticulture sale at the prison on Friday, May 9 at 9:30 a.m. Approximately 30 attended.
- BLET graduation was held on Monday, May 1, 2017 in the multi-purpose room. It was well attended. Approximately 100 individuals came to campus for this event.
- Josh Floyd, Continuing Education Heritage Crafts Coordinator, participated in an event at The Front Porch on Saturday, April 22, 2017. He did demos, wheel turning and kiln operation.
- The Knifemaking Guild recently met in the newly renovated space. Approximately 40 individuals attended. (Cabinet 05/02/2017)
- The Small Business Center hosted the North Carolina Community College Adult Educators Association on May 22, 2017. Approximately 15 persons attended.

c.) Leverage the marketing potential of advisory committees.

College Goals: 1, 3

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

Evidence of Activities that Support Goal Attainment

- The Program Heads requested committee help in marketing the programs at the CJC/BLET Advisory Committee held on June 26 - 30, 2017.

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

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Vice Presidents

Evidence of Activities that Support Goal Attainment

- The Sandhills Center is hosting a "Mental Health First Aid Training" on the College Campus, and Robert Nelson, Dean of Arts & Science has been accepted in the program. This is a train the trainer event. Mr. Nelson (and other participants), will be able to teach Mental Health First Aid to others in their places of employment. (11.9.2016 BOT Report)
- The College changed the Position Justification Form and process from a once a year event to a streamlined New Position Request process that can occur anytime of the year, as needs are identified. (June 13, 2017 Planning Council Minutes)

- The College has been awarded the NCWorks responsibilities as of July 1, 2017. Continuing Education will incorporate these services into its new work area, in the old Student Union building. Job duties are under review to determine appropriate management and staffing of this new endeavor.
- The Continuing Education department added three positions during 2016-2017 where it only had one previously. (Director of Health and Public Safety, Director of Business and Industry Services, and Heritage Crafts Coordinator) This change allowed for personnel to be dedicated to specific industries or service areas so that the number and quality of offerings provided could be improved.

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

College Goals: 1, 3, 6

Key Divisions, Departments, or Programs: Continuing Education

Evidence of Activities that Support Goal Attainment

- The CE knifemaking program had shown a decline in enrollment in previous years. Some changes were made which included weekend offerings and assigning this to Riley Beaman; happy to report that enrollment is booming since these changes have been made. (Cabinet 09.06.2016)
- Continuing Education, the Heritage Crafts division, offered some new classes in the spring 2017: Soap-making with Uwharrie Soaps, Brush-making, Kiln Building, and Basket-weaving.
- Began hosting classes at the Senior Center. The first class started summer 2016 and was painting.

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

College Goals: 1, 3, 6

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

Evidence of Activities that Support Goal Attainment

- Academic Counseling Exchange (ACE) is a new online academic support program that provides access to tutorial services for a variety of subject areas. ACE Coaching is the face-to-face component available on campus. The Counseling division of the College is overseeing this endeavor. (September 2016 BOT report)
- All six of the University Transfer Advisors participated in a regional North Carolina State University Transfer Advisor Regional Workshop in September of 2016. The participants received first-hand information to help students in choosing their courses at MCC to meet NCSU requirements as well as updates on the application process.
- Robert Nelson, Dean of Arts & Science, is working with Appalachian State University to host a regional workshop at MCC.
- MCC, in collaboration with Randolph Community College, submitted our 2016-2017 Perkins budget update. The award of \$45,365 will be used for faculty professional development, tutoring, salary support for counseling and distance learning assistance, and machining and software upgrades that will support industrial programs.
- The Sandhills Center is hosting a "Mental Health First Aid Training" on the College Campus, and Robert Nelson, Dean of Arts & Science has been accepted in the program. This is a train the trainer event. Mr. Nelson (and other participants), will be able to teach Mental Health First Aid to others in their places of employment. (11.9.2016 BOT Report)

## 4. Resource Procurement and Allocation

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

College Goals: 2,4,5,6

Key Divisions, Departments, or Programs: Vice Presidents

### Evidence of Activities that Support Goal Attainment

- Team organization and structure were reviewed by Cabinet on August 23, 2016. Teams were revamped and will be known as Committees in the future. New Committee names and structures were announced at the September 2016 Employee meeting.
- Developmental courses in English are going to be handled by English faculty in fall 2016. They will pilot DRE 099 / English 111 courses. The idea is to reduce the amount of time to complete the final DRE course as well as utilize already scheduled ENG 111 classes. Similar work is being done in the Math area to evaluate the best way to deliver DMA math modules.
- Savannah Heath, Director of Student Life and Recruitment, is working with Michele Haywood, Public Information Office, on "Yourspace." Savannah will learn the software and assist with writing the copy for the weekly student bulletin. (Cabinet meeting 01.24.2017)
- Tutoring responsibilities were relocated to Counseling and Placement Services in 16-17. That department researched and implemented Academic Counseling Exchange (ACE) as a new online academic support program that provides access to tutorial services at the beginning of the academic year. As of the beginning of 2017 spring semester, 61 students have utilized ACE. This is a significant upswing in utilization since implementation in the fall. (BOT report 03.08.2017)
- The College implemented blue recycling containers as of March 2017. Employees and students can now recycle paper products like newspapers, magazines, brochures or regular paper in these containers that have been conveniently placed around the campus. Thus, the college anticipates reducing its solid waste and carbon footprint by adding this recycle option. (BOT report 03.08.2017)
- Thirteen faculty and staff completed Mental Health First Aid Training on April 7, 2017. (BOT report 04.12.2017)
- A new Personnel Request model was presented to the Planning Council in advance of the June 13, 2017 Committee meeting. The Planning Council voted to replace the old PJF process with the new Position Request process.
- The annual Employee Safety Training will be handled by the Human Resources Coordinator going forward. (Cabinet 06.13.2017)

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

College Goals: 2, 5

Key Divisions, Departments, or Programs: Foundation

### Evidence of Activities that Support Goal Attainment

- The MCC Foundation held a Dinner, Dance & Raffle on September 23, 2016. The event raised over \$23,000.
- Grant awarded by Montgomery Health Department to provide a Lactation Room on the campus of MCC. Value of the grant is \$1,000. (BOT 08.10.2016)
- MCC was awarded the Male Minority grant for \$17,234 for the next 3 years. (Cabinet 09.06.2016)
- Lynn Epps prepared a Grant application called NC Problem Gambling for \$5000, and MCC received same. The grant provides funding to market the NC Program Gambling helpline and

other resources. Educational pieces related to gambling will be included in the Criminal Justice and Human Services clubs. A t-shirt logo design contest will held, and other special presentation and/or informational sessions to students will occur as a result of this grant. (Cabinet 10.04.2016)

- Lynn Epps premiered the Annual Employee Foundation Fund drive at the January 4, 2016 Quality Trails. Some new incentives for giving were donated and include a day off, a weekend at a cabin in West Jefferson, and a toolkit. The staff and Board of Trustees reached 100% giving.
- Montgomery Community College, Riley Beaman, is a winner of \$1250 from the NC Community College Adult Educators Association for the Lead the Way Grants for 2017. Funds will assist in the event promotion and purchasing supplies for the Montgomery Community College Drone Petting Zoo. This event will engage children and adults in STEM-related education, stimulate small business growth using drones and develop federal safety and flight regulations instructional materials to share at the event and with the other 57 colleges. (January 20, 2017 email announcing the winners)
- Lynn Epps, Resource Development Officer, announced at the BOT meeting on March 8, 2017 that the College received two \$3000 grants from the NRA, and ammunition with the value of \$1,035.
- The MCC Foundation Golf Tournament was held on Friday, April 21, 2017. Over \$12,000 was raised by this tournament for the MCC Foundation.
- The MCC Foundation kicked off the external fund drive during their May 10 Board Meeting to raise funds for a 50th Anniversary Endowed Scholarship. Board members were asked to select at least 10 individuals to send letters and then follow up with. Their goal was to reach \$10,000. This will extended into the 2017-2018 plan.

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

College Goals: 2, 5, 6

Key Divisions, Departments, or Programs: President, Foundation

#### Evidence of Activities that Support Goal Attainment

- Connect NC Bond funds are becoming available. The BOT voted to approve submission of two B-1 forms (Capital Improvement Project forms) for a new roof for Building 200 and a new HVAC for building 200. (September 2016 BOT)
- Dr. Bledsoe brought to the attention of the Board of Trustees at the September 2016 meeting that he was seeking information (pricing and size) for a metal building for MCC. Given our planned renovations to Building 100, using NCBond funds, there is a need to have “incubator” space to move existing programs and/or support services to during the renovation. After renovations are complete, we would anticipate using the metal building for such things as expansion of Gunsmithing or other up and coming curriculums. (September 2016 BOT)
- At the January 11, 2017 Board of Trustees meeting, a building project timeline was provided to the Board. This covers renovations to the Outpost, Building 200 and Building 100. Further, two B-1 (NCCCS forms) were approved at this BOT meeting. These forms are an initial step in seeking Capital Improvement Approval so that NC Bond funds can be provided for the items delineated on the timeline.

## 5. Leverage and the Power of Technology

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

College Goals: 1, 2, 3

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

Evidence of Activities that Support Goal Attainment

- Academic Counseling Exchange (ACE) is a new online academic support program that provides access to tutorial services for a variety of subject areas. ACE Coaching is the face-to-face component available on campus. The Counseling division of the College is overseeing this endeavor. (September 2016 BOT report)
- MCC, in collaboration with Randolph Community College, submitted our 2016-2017 Perkins budget update. The award of \$45,365 will be used for faculty professional development, tutoring, salary support for counseling and distance learning assistance, and machining and software upgrades that will support industrial programs.
- The Dean of Technology & Learning offered ten workshop-training opportunities to staff and faculty on Wednesday, November 9 and Thursday, November 10. These sessions covered topics on ADA Accessibility, Copyright, Fair Use, Linking Files and Using Hyperlinks in Blackboard to name just a few. Darrin Evans from the Virtual Learning Community was the workshop facilitator.
- MCC Continues to expand online and hybrid offering to increase accessibility for students with work schedules that limit participation in traditional face-to-face classes. Some examples of courses offered in an online format for the first time during AY17 are: BIO-155, OST-184, and MAT-110.
- The Dean of Continuing Education and the Director of Health and Public Safety Programs attended a meeting in Raleigh during the week of May 30, 2017. The meeting included representatives from NCCCS and the DOT-Aviation and is seeking to create a curriculum standard for drones. The DOT-Aviation expressed an interest in working with MCC going forward. (Cabinet 06.13.2017)

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

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- In the Practical Nursing area, a new control room for the Simulation lab has been constructed. This area includes a one-way viewing window for the instructors to control the scenarios of the simulator and observe the students work. (BOT report September 2016)
- Two new paint booths were installed in Room 172. These booths will be utilized by the Gunsmithing curriculum. (BOT report 03.08.2017)
- Maintenance staff installed grinders for the Bladesmith area. (BOT report April 12, 2017)
- The Dean of Information Technology reported to the Cabinet on May 30, 2017 that the Active Directory has been built and is working now. Things will be brought over to this in bits and pieces.
- The College's wireless network upgrade has occurred. (Cabinet 05/30/2017)

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

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- REGROUP will replace the Blackboard Connect, which is utilized to notify students in the instance of inclement weather or other emergency situations, by sending mass notifications via text or phone calls. This update will occur early September 2016. (Cabinet 09.06.2016)

- Public Information Office shared at the September 20, 2016 Cabinet meeting that the web page will be transitioning to a new virtual private server.
- The Continuing Education department is exploring the use of EventBrite as a tool to allow for online registration for self-supporting CE courses such as NRA. (Cabinet 11.15.16)
- New audio equipment has been installed in the Boardroom and was utilized during the January 11, 2017 Board of Trustees meeting.
- New phones using VOIP were installed late in December 2016. Faculty and staff received training on the new technology during Quality Trails in January 2017.
- Web attendance software is being tested by a small group of faculty this spring, and will be expanded in the summer. Full implementation is anticipated in fall 2017. (Employee meeting 2/9/2017)
- As of February, 2017, the College has an offsite Disaster Recovery server, located in Morrisville. The main campus server is replicated to this backup server every 2 hours. (Cabinet, 04/04/2017)
- Joel Brubaker, a Colleague/Ellucian expert will be working with the college 10 hours a week on Colleague and/or Ellucian issues. (Cabinet 05/02/2017)
- The Dean of Information Technology reported to the Cabinet on May 30, 2017 that the Active Directory has been built and is working now. Things will be brought over to this in bits and pieces. Active directory means that there will be one login and one password per user to access many softwares.
- The College's wireless network upgrade has occurred. (Cabinet 05/30/2017)
- "Etrieve" is a new document management system for the College. The Business Office and Student Services are the first departments to receive training and utilization of the system. Additionally, internal routable forms will be utilized to replace the old "formation" system, which is not considered user friendly. (Cabinet 06.13.2017)

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

College Goals: 1, 2, 4

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

#### Evidence of Activities that Support Goal Attainment

- Academic Counseling Exchange (ACE) was implemented in the fall of 2016. It is a new online academic support program that provides access to tutorial services for a variety of subject areas. ACE Coaching is the face-to-face component available on campus. The Counselor reviewed the ACE utilization data for spring 2017. Observations from this data are that individuals utilizing ACE who completed their ENG course, 89% completed with a C or higher; and of those that completed their HIS course, 97% completed with a C or higher. One instructor that teaches ENG courses in an online format has mandated the use of ACE in his online ENG courses.
- The QEP Committee met on October 25, 2016. New committee members were welcomed and a brief history of how we selected our QEP topic was provided. The QEP coordinator reviewed the Outcome Assessment Report for 2015-2016 - specifically discussing the goals and what has been met and not met. The Coordinator of IE reviewed the Year 3 Summary Report with the committee. A discussion about withdrawal data was also held. We are in year 4, which means we have no new activities or remediations to put in place this year.
- The withdrawal data for fall 2016 provided to the QEP committee on 10/25/2016 was also shared with the Vice President of Instruction and the President. The QEP committee does not see any trends in the data collected; or any areas where QEP related remediation efforts can be established.
- The QEP committee met on April 18, 2017. The discussion at this meeting centered on withdrawals - our current process and how to have more pre-withdrawal advising take place. Grade data and withdrawal data was reviewed. A presentation made to the Presidents'

meeting in January was also shared with the QEP committee since it provided data for all 58 community colleges which relates to online student success.

- Eight instructors successfully completed an online course titled, **Teaching Online at MCC**. This course is designed for an adjunct, part-time or full-time instructor teaching online at MCC for the first time. Participants are introduced to the QEP, resources available through the college's Distance Learning department and the NC Community College System Virtual Learning Community. Additional topics include instructor/course expectations, as well as resources available to the online student.

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

College Goals: 1, 5

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

#### Evidence of Activities that Support Goal Attainment

- Coordinator of Institutional Effectiveness presented the 2016 Fact Book to the Board of Trustees at the November 9, 2016 meeting. The 2016 Fact Book provides statistical data such as enrollment by gender, nationality and program for both continuing education and curriculum. It also provides State and Federal job projections. This information is provided to help the College make informed decisions.
- The Coordinator of Institutional Effectiveness shared the IPEDS Data Feedback Report 2016 with Administration, MCC staff and faculty in March 2017. This data provides benchmarking against comparable colleges in the NCCCS, and can provide helpful information to decision makers.
- The Coordinator of Institutional Effectiveness developed a Data Dashboard located at [www.montgomery.edu/data-dashboard](http://www.montgomery.edu/data-dashboard). As of June 30, 2017, the dashboard provides a comparison of enrollment, unduplicated headcount and fte from semester to semester for curriculum and continuing education. There is also an MCC Annual FTE ranking graph on the dashboard.
- Twelve Program Reviews were conducted in Academic Year 2016. Recommendations from the Review Committee were presented to the Program or Department Heads in writing as of February 27, 2017.
- The annual MCC Employee Survey was conducted in May of 2017. The results of the Survey were shared with the Cabinet at the June 13, 2017 meeting. The Cabinet identified 4 key items of concern to be worked on in AY18. Goals concerning these concerns have been added to the respective department Outcome Assessment Reports.
- The Vice President of Instruction shared with the Board of Trustees at their June 2017 meeting that preliminary numbers for summer show a 25% increase in headcount over last summer and an 11% increase in FTE. In addition, 2016-17 saw a 45% increase in students enrolling in the AA/AS programs straight from high school. Our hope is that the message is getting out that the cost of the program and the availability of the Montgomery Scholars scholarships makes MCC an attractive option

Montgomery Community College  
SGA Report  
September 13, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA sponsored a 50<sup>th</sup> Anniversary party September 7 for students and staff.
- Attendance at the first SGA meetings of the new year was good.
- The SGA's annual Spooktacular event will be held Tuesday, October 31.

The 2017-18 Student Ambassadors will be introduced.

**President's Report  
September 13, 2017**

**Activities since the August Board Meeting**

8/10/17	50 <sup>th</sup> Anniversary Open House
8/14-15/17	Quality Trails
	Early College Classes Begin
8/21/17	Fall Term Begins
	Meeting with Boomerang Architects
8/23-25/17	NCACCT Leadership Seminar
8/26/17	Friends of NRA
9/1/17	Lunch with Maintenance
9/4/17	Labor Day Holiday
9/7/17	50 <sup>th</sup> Anniversary Convocation
	Bell Dedication
	Scholarship Awards Ceremony
9/11/17	September 11 Remembrance Event
9/13/17	NCACCP Meeting
	RCATS Community Connectivity Meeting
	September Board of Trustees Meeting

**Upcoming Activities**

9/15/17	New Employee Orientation
9/19/17	Central Presidents Meeting
9/23/17	Foundation Raffle/Gala
10/4/17	Manufacturing Day
10/6/17	New Employees Orientation
10/11/17	October Board of Trustees Meeting

# **David H. Bland, Ed. D.**

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**2040 Hornbeck Court, Raleigh, N. C. 27614-7094**

September 5, 2017

Dear Chairperson Claudia Bulthuis, Trustees, President Bledsoe, Faculty, and Supporters,

I am greatly disappointed that I am unable to join you for these 50<sup>th</sup> Anniversary Celebrations because. my recovery from knee replacement surgery has not progressed as rapidly as I had hoped I commend you for the progress you have made since those formative years when we started with an empty school building and donated equipment. The difference then, as it appears to be now, was the commitment of a dedicated staff to provide educational opportunity to all the citizens of Montgomery County.

Throughout my career I have always considered the challenges and accomplishments of those early years at Montgomery Technical Institute as foundational for my subsequent experiences of what has been a rewarding and exciting life.

As you continue to grow and positively impact the lives of all Montgomery County citizens, you will continue to affirm the work and aspirations of those early heady days. I congratulate you for 50 years of commitment to affordable postsecondary education in Montgomery County and anticipate your expanding these services into the future.

Respectfully,

David H. Bland, Ed. D.



## Board of Trustees Calendar of Events 2017

<b>September 7, 2017</b>	<b>10:00 a.m.</b>	<b>Convocation</b>
<b>September 7, 2017</b>	<b>4:00 p.m.</b>	<b>Bell Dedication and Reception</b>
<b>September 7, 2017</b>	<b>5:30 p.m.</b>	<b>Foundation Scholarship Awards Ceremony</b>
<b>September 13, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 23, 2017</b>		<b>MCC 50th Anniversary Gala</b>
<b>October 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 8, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December 8, 2017</b>	<b>7:00 p.m.</b>	<b>"A Christmas Carol" Friendraiser by MCC Foundation</b>
<b>December 15, 2017*</b>	<b>5:30 p.m.</b>	<b>Board Christmas Dinner (Location TBD)</b>
<b>January 10, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 14, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 11, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 11-13, 2018</b>		<b>NCACCT Law/Legislative Seminar</b>
<b>May 9, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 9, 2018</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 9, 2018</b>	<b>7:00 p.m.</b>	<b>Graduation</b>