



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, October 10, 2018 at 7:00 p.m. in the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order -Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis

Approval of the Agenda – (Action)..... Claudia Bulthuis

Board of Ethics Reminder - Claudia Bulthuis

In keeping with MCC Board Policy 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.....Josh Floyd, Director of Heritage Crafts

**Approval of September Board & Committee Minutes – Appendix A (Action).....
..... Claudia Bulthuis**

Standing Committees

Budget & Finance Committee

- September Financial Reports – Appendix C **(Action)** Jeanette McBride
- August Foundation Fund Statements – Appendix D..... Korrie Ervin
- In-Kind Transfers – Appendix E **(Action)** Korrie Ervin
- Grants Update – Appendix F..... Korrie Ervin
- Foundation Update Korrie Ervin

Building & Grounds Committee

- Facilities Report – Appendix H..... Jeanette McBride
- Incident Report – Appendix I..... Jeanette McBride
- Construction Update – Appendix JDr. Chad Bledsoe

Personnel Committee

Curriculum/Student Services Committee

- Update from Vice President of Instruction – Appendix M Lee Proctor
 - Continuing Education – Appendix N Lee Proctor
 - Class Visitation Report – Appendix O Lee Proctor
- Student Fee Chart Revisions – Appendix P (**Action**) Lee Proctor
- Update from Vice President of Student Services – Appendix Q Beth Smith

Legislative/Public Relations Committee

- Legislative Update.....Dr. Chad Bledsoe
 - Proposed amendment 1D SBCCC 400.8 – Courses for Curriculum Programs – Appendix S
- Public Relations/Marketing Update – Appendix T Michele Haywood

Institutional Status Committee

- Board Policy Manual.....Dr. Chad Bledsoe
 - Section 100 – Appendix V – Second Reading (**Action**)
- 2017-2018 Strategic Plan Activities – Appendix W Carol Holton
- Board Self-Evaluation Discussion Carol Holton

SGA Report – Appendix XJennifer Haywood

President’s Report – Appendix YDr. Chad Bledsoe

Chairman’s Report – Claudia Bulthuis

- Calendar of Events – Appendix Z

Adjourn – Action Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, September 12, 2018

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:08 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Claudia Bulthuis
Gelynda Capel
Susan Eggleston
George Gilbreath
Robert Harris

Gordon Knowles
Andrea Marshall
Johnny McKinnon
Bill Price

Absent

Phil Absher
Paula Covington
Susan Hershberger
Jennifer Haywood, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administration Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Robin Gibson, Nursing Instructor; Josh Hussey, Forestry Instructor and Andy Speer, Taxidermy Department Chair.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Andy Speer, Department Chair of Taxidermy; Robin Gibson, Nursing Instructor; and Josh Hussey, Forestry Instructor.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the September 12, 2018 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.

No conflicts of interest were declared.

Mrs. Bulthuis reminded trustees to provide conflicts in writing to the Chairman before the meeting or at the time of the meeting.

Board Presentation – Andy Speer, Department Chair, Taxidermy

The Board received a presentation from Andy Speer, Department Chair of Taxidermy, on the Taxidermy program.

Approval of August Committee and Board Meeting Minutes– Appendix A

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

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chariman

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 August Local, State, and Institutional Financial reports presented by Mrs. McBride. The committee approved and Mrs. Eggleston made a motion to approve the financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2-1 report showing the 2018-2019 State and Local Budgets. The committee approved and Mrs. Eggleston made a motion to approve the 2-1 report. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for July and the upcoming events for September 2018.
- 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 Appendix H, the facilities report.
- The committee received Appendix I, an update on the Construction and Building Projects Timeline.
- The committee reviewed Appendix J, the Campus Security Report. The committee approved and Mr. Knowles made a motion to approve the Campus Security Report as a matter of information. Coming from committee, this required no second. The motion carried.

Personnel Committee – Gelynda Capel, Chairman

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

- The committee received notification of a Controller position. The committee approved and Mrs. Capel made a motion to approve the Controller position. Coming from committee, this required no second. The motion carried.
- The committee received two personnel appointments; Mrs. Capel introduced Robin Gibson, Nursing Instructor and Josh Hussey, Forestry Instructor.
- The committee received notification of two contract non-renewals as referenced in Appendix M-1 and M-2. Dr. Bledsoe reported that one position has been eliminated and interviews are currently being conducted for the other position.

Curriculum/Student Services Committee – Bill Price, Chairman

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

- The committee received updates regarding Instruction and Continuing Education from Mr. Lee Proctor.
- The committee received notification of a Facilities Maintenance Technology program. The committee approved and Mr. Price made a motion to approve the Facilities Maintenance Technology program. Coming from committee, this required no second. The motion carried.
- The committee received notification of a Mechatronics Engineering Technology program. The committee approved and Mr. Price made a motion to approve the Mechatronics Engineering Technology program. Coming from committee, this required no second. The motion carried.
- The committee received updates regarding Student Services from Mrs. Beth Smith.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a Legislative update from Dr. Bledsoe.
- The committee received a Public Relations/Marketing update from Michele Haywood.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

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

- The committee received Appendix X, the Compliance Review for fiscal year 2017-2018 and there were minimal findings in the Continuing Education department.
- The committee received Appendix Y, the 2018 Performance Measures.
- The committee received an update on the Board Self-Evaluation Survey. Dr. McKinnon made a motion to approve the Board Self-Evaluation as a matter of information. Coming from committee, this required no second. The motion carried. Discussion of the self-evaluation survey will take place at the October Board meeting.
- The committee received an update on the MCC Employee Survey.
- The committee received notification of a new committee at Montgomery Community College, the Behavioral Intervention Team.

- Section 100 of the Board Policy Manual for first reading was presented to the full Board during the Board meeting.

SGA Update – Appendix AA

Mrs. Smith presented the SGA report.

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

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

- Dr. Bledsoe attended a Civitan Club meeting where he gave a presentation to the club.
- Dr. Bledsoe reported that EducationNC was on campus and will be promoting the campus in an online article.
- Scholarship awards ceremony was held on September 4, 2018.
- Dr. Bledsoe and several Trustees attended a NCACCT seminar September 5-7, 2018.
- A Lowe Warner Medal of Honor Veterans golf tournament will be on September 26, 2018 to support Post Legion Veterans in Montgomery County.
- Renovations in the President’s Suite have been completed and an open house was provided to faculty and staff on September 10, 2018.
- Dr. Bledsoe met with Dr. Dale Ellis to discuss educational opportunities in the county.

Chairman’s Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix CC

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

- The next Board meeting will be October 10, 2018.
- During the Trustees attendance at the NCACCT seminar they learned that the NC Community College System President has made a commitment to visit and support all 58 community colleges.
- The Raffle will be held on September 21, 2018 at the James Garner Center.
- The first annual Shooting Clay event will be held on October 26, 2018.
- The Board Christmas Dinner will be held on December 7, 2018.
- Graduation will be held on May 8, 2019.

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

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:32 p.m. in the College Boardroom

Present

Susan Eggleston, Chairman
Gordon Knowles
Claudia Bulthuis

Absent

Phil Absher
Susan Hershberger, Vice-Chairman

Others Present

Gelynda Capel
George Gilbreath
Robert Harris
Andrea Marshall
Johnny McKinnon

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

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

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

August Local, State, and Institutional Funds Financial Reports – Appendix C

Mrs. McBride presented Appendix C, the August Local, State and Institutional Funds Financial Reports.

- As of August 31, 2018, County fund expenditures were \$126,081 or, 16% of the budget.
- As of August 31, 2018, there were \$248,516 in funds for capital expenditures.
- For the 2017-2018 year, the State budget was \$7,765,365.00. There will be additional funds carried forward that will be presented at the next Board meeting.
- The college spent \$1,082,218.00 to date and are at 14% of the annual State budget.
- As of August 31, 2018, the Institutional funds balance was \$747,456.
- As of August 31, 2018, the balance in the STIF account was \$191,524.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the August Local, State and Institutional funds report. The motion carried.

Approval of 2-1 2018-2019 State and Local Budgets – Appendix D – Action

Mrs. McBride presented Appendix D, the 2-1 2018-2019 State and Local Budgets. The State budget totaled \$7,742,930. The County budget totaled \$776,000 and the Institutional budget totaled \$1,791,444 for a grand total of \$10,310,374 allocated to the college this fiscal year.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the 2-1 2018-2019 State and Local Budgets. The motion carried.

July Foundation Fund Statement – Appendix E – Korrie Ervin

Mrs. Ervin presented Appendix E, the July Foundation Fund Statement. The fund balance for the end of July, 2018 was \$3,760,347. She noted that the college paid out \$81,000 in scholarships for the Fall semester.

Grants Update – Appendix F

Mrs. Ervin presented Appendix F, the Grants Update. The grant from the NC Department of Public Instruction for Coordinator of Apprenticeship and CTE Program was denied. The American Welding Society grant will be submitted soon and notification of approval or denial will be received by mid-December. Three NRA grants have been submitted, two requesting funds for scholarships and one for funds for a summer camp program. The NC Problem gambling grant for \$5,000 was approved. The Cannon Foundation grant to replace tile flooring in Blair Hall was approved for \$150,000.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. The annual Raffle will be held next Friday, September 21, 2018 at 6:00 p.m. As of September 12, 2018, 160 tickets were sold and \$4,000 in sponsorships have been received.

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

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:47 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
George Gilbreath
Andrea Marshall
Bill Price

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

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

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

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

Facilities Report – Appendix H – Jeanette McBride

Mrs. McBride presented Appendix H, the facilities report. The HVAC project in Capel Hall is nearing completion. The partial roof replacement on Building 500 has been completed.

Construction Update and Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. The Blair Hall roof replacement is at State Construction awaiting signatures of approval. He noted that the renovations are complete in the President's Office.

2018 Campus Security Report – Appendix J – Action

Mrs. McBride presented Appendix J, the 2018 Campus Security Report. She reported that the only security issues were two burglaries that occurred on campus.

Mr. Harris made a motion, seconded by Mrs. Bulthis, to approve the 2018 Campus Security Report. The motion carried.

There being no further business, the meeting adjourned at 5:55 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:58 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
George Gilbreath
Claudia Bulthuis

Absent

Phil Absher, Vice-Chairman
Paula Covington

Others Present

Robert Harris
Gordon Knowles
Johnny McKinnon
Bill Price

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

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

Committee roll was taken by Chairman Capel and all committee members were present except for Mr. Absher and Mrs. Covington.

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

Controller – Appendix J-1 (Action)

Dr. Bledsoe reported on the Controller position. Several years ago the budget for this position was approved and now the job description for this position is being brought to the Board for approval.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the Controller position. The motion carried.

Personnel Appointments – Appendix L and Appendix M

The committee received notice of two Personnel Appointments. Robin Gibson, Nursing Instructor and Josh Hussey, Forestry Instructor will be introduced later at the Board meeting.

Contract Non-Renewals – Appendix M-1 and M-2

Dr. Bledsoe reported on two contract non-renewals as referenced in Appendix M-1 and M-2. He stated that there are plans to restructure the Foundational Studies program, one position has been eliminated and interviews are being conducted for the other position.

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:00 p.m. in the College Boardroom.

Present

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

Absent

Susan Hershberger

Others Present

Gelynda Capel
George Gilbreath
Robert Harris
Gordon Knowles

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

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

Committee roll was taken by Chairman Price and all committee members were present except for Mrs. Hershberger.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the August committee minutes. The motion carried.

Update from Vice President of Instruction – Appendix O

Mr. Proctor gave an update on Instructional Activities as presented in Appendix O.

Facilities Maintenance Technology Program – Appendix P (Action)

Mr. Proctor presented the course outline for the Facilities Maintenance Technology Program.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the Facilities Maintenance Technology Program. The motion carried.

Mechatronics Engineering Technology Program – Appendix Q (Action)

Mr. Proctor presented the course outline for the Mechatronics Engineering Technology Program.

Mrs. Marshall made a motion, seconded by Mrs. Eggleston, to approve the Mechatronics Engineering Technology Program. The motion carried.

Update from Vice President of Instruction on Continuing Education – Appendix R

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

Update from Vice President of Student Services – Appendix S

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

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

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:19 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Bill Price
Claudia Bulthuis

Absent

Paula Covington, Vice-Chairman

Others Present

Gelynda Capel
Susan Eggleston
George Gilbreah
Robert Harris
Susan Hershberger
Gordon Knowles
Johnny McKinnon

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

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

Legislative Update – Appendix U – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix U, Amendments to State Board Code. The proposed change will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. This efficiency will expedite changes that colleges need to make to best meet industry needs.

Public Relations/Marketing Update – Michele Haywood – Appendix V

Mrs. Haywood presented Appendix V, the Public Relations/Marketing Update. She noted that MCC was ranked fourth in the nation for community colleges and that was published in the Montgomery Herald today.

There being no further business, the meeting adjourned at 6:24 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:28 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Gelynda Capel
Susan Eggleston
Robert Harris
Andrea Marshall
Bill Price

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

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

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

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the August committee minutes. The motion carried.

Compliance Review Fiscal Year 2017-2018 – Appendix X

Dr. Bledsoe reported on the Compliance Review for fiscal year 2017-2018. There were four minimal findings in Continuing Education for signatures on attendance roster, two incidents of miscounted hours, and an instructor who was reported in attendance as a student. There will be improvements going forward.

2018 Performance Measures – Appendix Y

Mrs. Holton presented Appendix Y, the 2018 Performance Measures. She noted that a committee was created to view a grade distribution report and a plan of action will be implemented from instructors for students whose grade drops below a grade letter of “C” and will be reviewed again in one year.

Board Self-Evaluation Survey

Mrs. Holton gave an update on the Board Self-Evaluation Survey.

Mrs. Bulthuis made a motion, seconded by Mr. Harris, to approve the Board Self-Evaluation as a matter of information. The motion carried.

MCC Employee Survey

Mrs. Holton presented the results from the MCC Employee Survey. She reported that staff, faculty, and adjunct instructors are included in this survey. There were three concerns that were presented and a plan of action will be created so improvements in those areas can be made.

Behavioral Intervention Committee

Dr. Bledsoe reported on a new committee being added at the College. A Behavioral Intervention team has been added to review security and safety procedures.

Section 100 of Board Policy Manual – Appendix Z – First Reading

Section 100 of Board Policy Manual was presented as a first reading.

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

**Budget & Finance Committee
Wednesday, October 10, 2018
5:30 p.m.**

Committee Members

Susan Eggleston, Chairman

Susan Hershberger, Vice Chairman

Phil Absher

Gordon Knowles

Claudia Bulthuis

Agenda Items

- **Call to OrderSusan Eggleston, Chairman**
- **Approval of September Committee Minutes – Appendix B.....All**
- **September Financial Reports – Appendix C (Action)... Jeanette McBride**
- **August Foundation Fund Statements – Appendix D..... Korrie Ervin**
- **In-Kind Transfers – Appendix E (Action)..... Korrie Ervin**
- **Grants Update – Appendix F Korrie Ervin**
- **Foundation Update Korrie Ervin**
- **New Business**
- **Adjourn**

Budget & Finance Committee Minutes

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:32 p.m. in the College Boardroom

Present

Susan Eggleston, Chairman
Gordon Knowles
Claudia Bulthuis

Absent

Phil Absher
Susan Hershberger, Vice-Chairman

Others Present

Gelynda Capel
George Gilbreath
Robert Harris
Andrea Marshall
Johnny McKinnon

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

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

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

August Local, State, and Institutional Funds Financial Reports – Appendix C

Mrs. McBride presented Appendix C, the August Local, State and Institutional Funds Financial Reports.

- As of August 31, 2018, County fund expenditures were \$126,081 or, 16% of the budget.
- As of August 31, 2018, there were \$248,516 in funds for capital expenditures.
- For the 2017-2018 year, the State budget was \$7,765,365.00. There will be additional funds carried forward that will be presented at the next Board meeting.
- The college spent \$1,082,218.00 to date and are at 14% of the annual State budget.
- As of August 31, 2018, the Institutional funds balance was \$747,456.
- As of August 31, 2018, the balance in the STIF account was \$191,524.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the August Local, State and Institutional funds report. The motion carried.

Approval of 2-1 2018-2019 State and Local Budgets – Appendix D – Action

Mrs. McBride presented Appendix D, the 2-1 2018-2019 State and Local Budgets. The State budget totaled \$7,742,930. The County budget totaled \$776,000 and the Institutional budget totaled \$1,791,444 for a grand total of \$10,310,374 allocated to the college this fiscal year.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the 2-1 2018-2019 State and Local Budgets. The motion carried.

July Foundation Fund Statement – Appendix E – Korrie Ervin

Mrs. Ervin presented Appendix E, the July Foundation Fund Statement. The fund balance for the end of July, 2018 was \$3,760,347. She noted that the college paid out \$81,000 in scholarships for the Fall semester.

Grants Update – Appendix F

Mrs. Ervin presented Appendix F, the Grants Update. The grant from the NC Department of Public Instruction for Coordinator of Apprenticeship and CTE Program was denied. The American Welding Society grant will be submitted soon and notification of approval or denial will be received by mid-December. Three NRA grants have been submitted, two requesting funds for scholarships and one for funds for a summer camp program. The NC Problem gambling grant for \$5,000 was approved. The Cannon Foundation grant to replace tile flooring in Blair Hall was approved for \$150,000.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. The annual Raffle will be held next Friday, September 21, 2018 at 6:00 p.m. As of September 12, 2018, 160 tickets were sold and \$4,000 in sponsorships have been received.

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

Montgomery Community College
County Funds - Board Report for September 2018

County Funds - September 2018		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	1,500	4,500	25%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	40,098	120,294	25%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	21,048	59,961	26%
518100	Social Security	18,989	1,539	4,782	14,207	25%
518200	Retirement	45,910	3,843	11,934	33,976	26%
518300	Medical Insurance	49,221	3,957	11,869	37,352	24%
518700	Longevity Payments	2,130	-	2,130	0	100%
519090	Waste Removal/Recycling	11,249	850	2,538	8,711	23%
519110	Pest Control Svcs Agreement	1,000	-	-	1,000	0%
519120	Lawn and Ground Service	500	-	-	500	0%
521000	Custodial Supplies	19,000	1,999	3,076	15,924	16%
522000	Maintenance Supplies	26,500	975	4,346	22,154	16%
524000	Repair Supplies	15,500	715	2,053	13,447	13%
525000	Gas/Travel/Reimbursement	3,000	-	226	2,774	8%
531110	In-State Ground	200	-	-	200	0%
531140	In-State Lodging	200	-	-	200	0%
531150	In-State Meals	78	-	-	78	0%
531240	Out-of-State Lodging	622	-	-	622	0%
531500	Regisistration Fees	900	116	141	759	16%
532200	Telephone	13,369	1,872	4,006	9,363	30%
533100	Heat	28,606	-	299	28,307	1%
533200	Water	11,831	34	2,125	9,706	18%
533300	Electricity	195,000	20,474	62,248	132,752	32%
532330	ISP Charges	800	171	171	629	21%
533400	Garbage/Sewage Disposal	10,930	991	2,800	8,130	26%
535100	Equipment Repair	2,000	-	-	2,000	0%
535200	Repairs to Facilities	15,500	1,080	3,005	12,495	19%
535201	Repairs to Grounds-Supplies	4,000	-	200	3,800	5%
535400	Service Contracts	12,017	284	1,692	10,325	14%
539200	PR-President's Office	600	23	23	577	4%
539500	Other Current Expense	993	63	269	724	27%
543000	Lease/Rental Other Equipment	4,650	383	1,150	3,500	25%
545000	Property Insurance	18,150	-	-	18,150	0%
545200	Liability Insurance	3,567	-	-	3,567	0%
545201	Workers Comp	5,147	-	-	5,147	0%
545301	Life Insurance	2,200	179	524	1,676	24%
545302	EAP Program Expense	1,800	140	421	1,379	23%
546100	Membership & Dues	1,440	-	820	620	57%
555100	Minor Equipment High Risk	1,000	-	964	36	96%
Total Current Expense		776,000	60,568	186,456	589,544	24%

**Montgomery Community College
County Funds - Board Report for September 2018**

Appendix C

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's July 2018 Report	\$ 497,548
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	61,881
Add: FY19 Property Tax Allocation from County Report	9,774
Total Revenue	688,546
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:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$6K), Sec Cameras (\$21K), Bldg 500 Roof	(50,595)
Sub-total Life-to-date Revenues less Submitted Projects	67,598
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
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 9/30/18	\$ 242,598

**Montgomery Community College
State Funds - Board Report for September 2018**

State Funds - September 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	35,510	106,529	25%
511200 FT Senior Administrator	247,968	20,664	61,992	185,976	25%
511300 FT Professional Staff	1,111,299	82,742	248,503	862,796	22%
511310 PT Professional Staff	18,000	2,190	5,535	12,465	31%
511340 30 Hour Professional Staff	91,691	-	-	91,691	0%
512000 FT Support	62,304	5,192	15,518	46,786	25%
512010 PT Support	37,500	2,944	8,252	29,249	22%
513000 FT Faculty	1,999,436	168,381	463,378	1,536,058	23%
513010 PT Faculty	693,486	45,949	117,160	576,326	17%
513030 PT Teaching Assistant	22,604	1,515	3,828	18,777	17%
515000 FT Technical/Paraprofessional	465,653	45,394	134,321	331,332	29%
515010 PT Technical/Paraprofessional	82,382	3,805	14,382	68,000	17%
516020 Student Salaries - Instruction	1,000	45	243	758	24%
518100 Social Security	367,260	28,224	80,666	286,594	22%
518200 Retirement	760,076	64,412	188,332	571,744	25%
518300 Medical Insurance	465,672	36,825	108,454	357,218	23%
518500 Unemployment Compensation	1,000	-	-	1,000	0%
1 518700 Longevity Payments	-	3,532	18,757	(18,757)	0%
519000 Legal Services	750	-	-	750	0%
519010 Financial/Audit Service	50,000	-	-	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	-	-	6,000	0%
519040 Administrative Services	3,000	-	-	3,000	0%
519130 Misc Service Contract	500	-	-	500	0%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	15,000	-	-	15,000	0%
519200 Other Contractual Services	22,500	5,833	5,833	16,667	26%
519400 Contracted Instruction	58,560	6,664	8,424	50,136	14%
519401 Online Tutoring Contract	18,992	-	-	18,992	0%
519700 Custom Training 3rd Party Contract	4,728	-	4,728	-	100%
523XXX Copies & Instr Supplies	147,400	11,617	24,568	122,832	17%
527000 Other Supplies	83,838	12,856	16,470	67,368	20%
527005 Tires, Oil Changes, Other Maint	1,600	-	-	1,600	0%
531110 In-State Ground Transportation	18,708	317	2,670	16,038	14%
531140 In-State Lodging	19,362	337	1,637	17,725	8%
531150 In-State Meals	5,852	19	669	5,183	11%
531210 Out-of-State Ground Transportation	2,050	-	295	1,755	14%
531220 Out-of-State Air Transportation	5,094	323	1,144	3,950	22%
531240 Out-of-State Lodging	11,458	-	299	11,159	3%
531250 Out-of-State Meals	2,970	-	169	2,801	6%
531410 Board/Non-emp Transportation	200	-	-	200	0%
531420 Board Expense - Subsistence	2,500	-	-	2,500	0%
531500 Registration Fees	32,515	4,042	13,199	19,316	41%
532100 Postage	8,500	469	444	8,056	5%
532337 Managed Server Support	9,089	-	-	9,089	0%
532700 Software Subscriptions	10,705	568	4,768	5,937	45%
535100 Equipment Repair	15,640	709	1,540	14,100	10%

Montgomery Community College
State Funds - Board Report for September 2018

State Funds - September 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535120 Repairs-Voice Communication	2,000	-	-	2,000	0%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipment	4,450	-	1,862	2,588	42%
535450 Maint Agreement-NonWAN	46,125	2,736	22,866	23,259	50%
535495 Maint. Agree.-Server	3,285	-	-	3,285	0%
537000 Advertising	54,140	2,218	6,157	47,983	11%
535491 Maint. Agree LAN Equipment	8,000	-	-	8,000	0%
537100 Advertise Vacant Positions	12,000	526	1,360	10,641	11%
539400 Magazine/Newspaper Subs	5,249	-	1,499	3,750	29%
539500 Other Current Expense	1,825	-	-	1,825	0%
539520 Electronic Processing	12,000	1,749	2,698	9,302	22%
539591 Hazardous Waste Removal	482	-	-	482	0%
539700 Childcare - 530 Purpose	22,900	-	-	22,900	0%
539720 Project Skill-Up-Student Assistance	10,968	4,415	4,415	6,553	
542403 Rental/Lease Servers	3,840	320	960	2,880	25%
544000 NonWAN Data Process Software	6,440	-	40	6,400	1%
544010 Software License Renewal	29,665	182	2,955	26,710	10%
545100 Motor Vehicle Insurance	2,100	-	-	2,100	0%
545200 Liability Insurance	3,800	-	685	3,115	18%
546100 Membership & Dues	22,415	-	157	22,258	1%
546200 Accreditation Expense	9,170	425	425	8,745	5%
555100 Minor Equipment Low	9,594	1,587	1,587	8,007	17%
555200 Minor Equip High	41,699	-	9,164	32,535	22%
Total Current Expense	7,469,353	581,561	1,678,516	5,790,837	22%
551000 Office Equipment	18,269	-	-	18,269	0%
553000 Educational Equipment	284,971	-	-	284,971	0%
553700 Edu.Equip.Perkins Grant	20,697	-	-	20,697	0%
2 555100 Minor Equipment Low Risk	15,332	(320)	(15,045)	30,377	-98%
556100 Books	15,000	-	(11)	15,011	0%
Total Capital Expense	354,269	(320)	(15,057)	369,326	-4%
Total Expenses	7,823,622	581,242	1,663,459	6,160,163	21%

- 1 Longevity to be funded in October or November.
- 2 Surplus sale of Caterpillar skidder and dental chairs.

**Montgomery Community College
Institutional Funds - Board Report for September 2018**

Institutional Funds - September 2018			Revenues	Expended	Revenues	Expended	Balance
			This Month	This Month	This Year	This Year	In Account
1	01-121	Pell Overpayments	-	-	-	-	(436)
	01-128	Veterans Reporting Fee	-	-	-	-	26
	01-132	Overhead Receipts 75%	30	319	120	831	11,287
	01-133	Current General & Misc	153	153	454	454	14,284
	01-134	Admin Support	166	(88)	377	1,074	-
	01-135	Overhead Receipts 25%	10	-	40	-	8,429
2	01-142	Textbook Rental	31	2,070	614	16,238	(14,386)
	01-222	Forestry Program	-	-	-	127	8,606
	01-291	Specific Fees: HVAC	120	-	135	-	2,712
	01-291	Specific Fees: Medical Assist	50	-	75	-	3,013
	01-291	Specific Fees: Electronics	1,800	-	4,500	-	40,341
	01-291	Specific Fees: Gunsmith	100	-	100	-	500
	01-291	Specific Fees: Phlebotomy	125	-	490	-	11,705
	01-291	Specific Fees: Taxidermy	800	-	1,400	-	9,819
	01-291	Specific Fees - LPN	765	253	1,360	290	6,219
	01-291	Specific Fees: Dental	-	-	-	-	5,213
	01-291	Specific Fees: NET/TEAS	50	-	75	-	250
	01-294	Live Projects: Taxidermy	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	1,293	5,475	5,592	9,855	61,554
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	-	-	315	63	2,131
	01-363	Small Business Center	-	-	296	-	7,687
	01-391	Specific Fees: Occ. Ext	651	1,943	2,817	3,758	70,435
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	61	1,098	281	3,786	64,999
	01-622	Sales Tax Utilization	23,187	25,187	70,594	50,594	18,000
	01-715	Vending	1,442	1,442	3,231	3,231	-
	01-716	Bookstore Vending	-	-	3,329	3,329	-
	02-131	College Work Study	826	826	1,672	1,672	-
	02-228	Self Supp. Curriculum	-	135	-	635	20,285
	02-229	Distance Learning	15	-	44	-	-
	02-292	Tech Fee-Curr	4,358	398	7,988	826	96,491
	02-340	Mont. Fund: ESL	-	247	3,000	247	2,753
	02-383	Fire Training Center Grant	-	947	10,128	5,619	6,131
	02-392	Tech Fee: Con Ed	-	-	-	-	1,958
3	02-425	NCWorks Grant Adult Services	5,082	19,467	13,971	31,272	(26,190)
3	02-427	NCWorks Grant Dislocated Worker	1,718	3,698	4,371	7,710	(5,992)
	02-823	FSEOG	-	-	-	-	-
	02-824	Pell Grant	444,003	444,003	444,003	444,003	7,289
	02-831	Educ. Lottery Schol.	14,696	15,772	15,772	15,772	163
	02-833	Golden LEAF	-	-	-	-	-
	02-835	NC Comm Coll Grant	31,075	30,849	33,192	31,124	2,068
	02-836	High Demand/Low Enrollment	-	-	-	-	-
4	02-837	MCC Foundation Scholarship	-	80,407	-	81,372	(78,812)
	02-838	Wells Fargo Scholarship	-	-	-	-	-
	02-839	Less Than Half-time	2,430	570	2,430	570	1,860
	02-842	SGA President Scholarship	750	750	750	750	-

**Montgomery Community College
Institutional Funds - Board Report for September 2018**

Appendix C

Institutional Funds - September 2018	Revenues	Expended	Revenues	Expended	Balance
	This Month	This Month	This Year	This Year	In Account
02-845 SECU Scholarships	3,750	3,750	3,750	3,750	-
05-715 Vending	824	1,442	1,780	3,231	11,424
05-716 Bookstore Vending	-	-	-	5,952	74,901
05-720 Bookstore	85	-	254	-	-
05-721 General Store	3,235	2,119	9,345	8,230	1,115
05-740 Parking Fee	955	-	1,760	-	40,814
05-770 Stud Govt Assoc	7,192	927	12,487	4,545	29,209
05-771 Graduation Fund	80	-	160	-	1,455
05-774 Stud. Amabassador	796	-	1,396	-	27,412
07-925 Bond-Bldg 200 HVAC Replacement	224,013	224,013	443,405	213,368	-
07-925 Bond-Bldg 100 Int/HVAC/Roof	21,230	21,230	46,651	21,230	-
5 07-925 Bond-Capel Hall Office Reno	28,575	29,501	43,100	44,026	(926)
07-926 Golden Leaf FY2015-085	-	2,613	-	2,613	60,233
09-772 Club Accounts	-	-	-	-	67,666
6 09-773 Agency Fund	-	-	-	-	(22,084)
09-775 Funds for Others	-	-	-	-	6,900
09-776 Restricted Schol Held	-	-	-	-	1,099
09-777 Loan Funds Held & Dist	-	-	-	-	-
Total Institutional Funds: First Bank	826,520	921,516	1,197,605	1,022,145	665,826

STIF Account as of 09/28/18	Interest	Interest	Prior Y.E.	Current
	This Period	This Year	Balance	Balance
01-621 Operational Funds	61	181	43,222	43,403
02-229 Distance Learning	15	44	10,448	10,492
02-292 Technology Fees	108	321	76,742	77,063
05-720 Bookstore	85	254	60,580	60,833
Total Institutional Funds: State Treasury	268	800	190,992	191,792

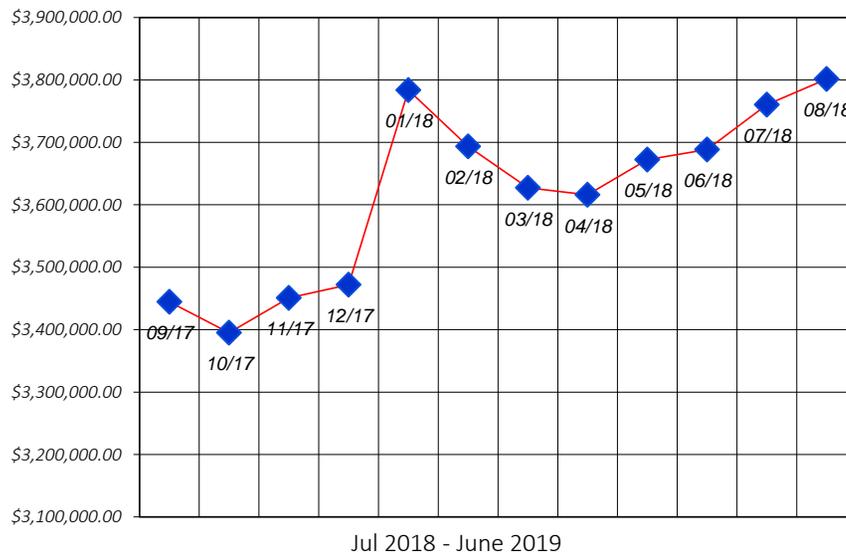
- 1 PELL Overpayment**
- 2 Due from MCS**
- 3 Due from NC Works(WIOA Grant)**
- 4 Due from Foundation**
- 5 Due from State**
- 6 Financial Aid Bookstore Charges**

Montgomery Community College Foundation

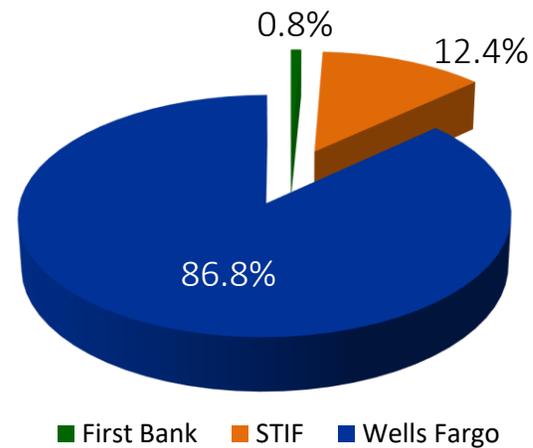
Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of August 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,260,370.49	\$469,373.29	\$30,603.51	\$3,760,347.29
Receipts								
Interest/Dividends	\$9,898.83	\$1,307.54	\$1.11	\$11,207.48	\$4,575.70	\$660.91	\$0.54	\$5,237.15
Deposits	\$2,970.00	\$22,270.00	\$6,373.68	\$31,613.68	\$1,985.00	\$755.00	\$2,983.68	\$5,723.68
Total Receipts	\$12,868.83	\$23,577.54	\$6,374.79	\$42,821.16	\$6,560.70	\$1,415.91	\$2,984.22	\$10,960.83
Disbursements								
Fees/Withdrawals	\$5,102.21	\$2,698.71	\$27,683.32	\$35,484.24	\$1,935.27	\$0.00	\$3,935.72	\$5,870.99
Total Disbursements	\$5,102.21	\$2,698.71	\$27,683.32	\$35,484.24	\$1,935.27	\$0.00	\$3,935.72	\$5,870.99
Market Value Net Change	\$105,605.11	\$0.00	\$0.00	\$105,605.11	\$35,993.37	\$0.00	\$0.00	\$35,993.37
Ending Value	\$3,300,989.29	\$470,789.20	\$29,652.01	\$3,801,430.50	\$3,300,989.29	\$470,789.20	\$29,652.01	\$3,801,430.50
Net Change	\$113,371.73	\$20,878.83	(\$21,308.53)	\$112,942.03	\$40,618.80	\$1,415.91	(\$951.50)	\$41,083.21

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
September 2018
Foundation Office

Item	Transfer To
African Animal Collection Donated by Theresa Campbell	Taxidermy Program

Grants Applied or in Process 2018

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
American Welding Society Grant	AWS Foundation Welder Workforce Grant	Funds will be used for the purchase of welding equipment, lab materials and/or supplies, capital items or metalworking equipment to outfit the CTE welding lab.	1 year	\$25,000	Submitted October 1, 2018 Notification of Award Mid December 2018
National Rifle Association (4)	Get Outdoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E) Gunsmithing Shooting Club and Program Support (NRA -E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Notification of Award January, 2019

Grants Awarded 2018

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
NC Dept. of Health and Human Services	2018-2019 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$5,000	Submitted June 19, 2018 Awarded August 29, 2018	
Cannon Foundation	Renovations to Blair Hall - Flooring	To replace the flooring throughout Blair Hall. Remove the current VAT Tile and stain concrete.	1 Year	\$150,000	Submitted July 5, 2018 Awarded Email received 9/5/2018 Check received	
Montgomery Fund	English Language Learners Child Care and Homework Help Center	To provide child care/homework assistance for the children of the adult students attending the English Language Learners (ELL) classes. The goal is to increase attendance of adult learners and assist children with homework.	1 Year	\$3,000	Application deadline is 4/2/18 Submitted 3/30/18 Approved/Received Check 6/12/2018	
North Carolina Community College System	Project Skill-UP	Project Skill-UP is a NCCCS initiative whose goal is to help individuals in NC adversely impacted by changes in the tobacco-related sector of the economy. This support will provide scholarship assistance to individuals to "update" their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities.	Feb. '18- June '19	\$15,000	Application deadline is January 30, 2018. Funds awarded February 16, 2018.	

**Building & Grounds Committee
Wednesday, October 10, 2018
5:45 p.m.**

Committee Members

Gordon Knowles, Chairman

Claudia Bulthuis, Vice Chairman

Gelynda Capel

Robert Harris

Johnny McKinnon

- **Call to OrderGordon Knowles, Chairman**
- **Approval of September Committee Minutes – Appendix GAll**
- **Facilities Report – Appendix H Jeanette McBride**
- **Incident Report – Appendix I Jeanette McBride**
- **Construction Update – Appendix J Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:47 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
George Gilbreath
Andrea Marshall
Bill Price

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

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

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

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

Facilities Report – Appendix H – Jeanette McBride

Mrs. McBride presented Appendix H, the facilities report. The HVAC project in Capel Hall is nearing completion. The partial roof replacement on Building 500 has been completed.

Construction Update and Building Projects Timeline – Appendix I

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. The Blair Hall roof replacement is at State Construction awaiting signatures of approval. He noted that the renovations are complete in the President's Office.

2018 Campus Security Report – Appendix J – Action

Mrs. McBride presented Appendix J, the 2018 Campus Security Report. She reported that the only security issues were two burglaries that occurred on campus.

Mr. Harris made a motion, seconded by Mrs. Bulthis, to approve the 2018 Campus Security Report. The motion carried.

There being no further business, the meeting adjourned at 5:55 p.m.

Board Report

Facilities

October, 2018

Prepared By: Wanda Frick

During a recent rainstorm, a roof drain in Capel Hall was found to be cracked below the foundation. This leak caused water to backflow into an office. Sheetrock was cut away and pipe was exposed from the exterior, also. The elbow below the surface was replaced and repaired.



One of the Air Handling Units (AHU) has been delivered and the old unit has been removed from the rooftop. There was an issue with the original ductwork and the new unit will not be installed until additional ductwork arrives for installation.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Drug Arrest (Marijuana possession by High School (MOVE) student)	09/26/2018/8:45 am	09/26/2018/8:45 am	Capel Hall

**Montgomery Community College
Construction Update
October 2018**

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

1st phase for roof replacement – All required documents from MCC and the architect have been submitted to the State Construction Office for approval and issuance of contracts.

2nd phase schematics (building renovations and HVAC upgrades) - The project is approved to proceed to the next design phase subject to incorporating attached comments from State Construction Office and Owner's written approval. More details regarding project specifics are being defined.

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: \$182,222.40

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

One Air Handling Unit is on site. The preceding unit has been removed from the rooftop. There was an issue with the original ductwork and the new unit will not be installed until additional ductwork arrives for installation. The other three (3) AHUs (Air-Handling Units) are ordered and are expected to be delivered in the coming weeks. Project is currently 75% complete.

- Budgeted: \$1,075,000
- Disbursed to Date: \$505,904.85

- **Capel Hall Office Renovations**

The interior renovations have been completed. A change order to replace six (6) window panels due to seal failure has been completed with all panels installed.

- Budgeted: \$65,000
- Disbursed to Date: \$43,100

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2018				2019						
	NC Connect Bond	Other	September	October	November	December	January	February	March	April	May	June	July
Capel Hall Roof Replacement (Complete)	\$ 174,430												
Capel Hall HVAC Replacement	\$ 1,075,000		Construction			Complete							
Center for Workforce Development (Complete)	\$ 111,449												
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877											
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565												
Capel Hall Office Renovations	\$ 65,000		Complete										
Industrial Maintenance Building	\$ 1,000,000									(3-1)	State Board	Design Phase	
Building 500 Roof (Original Building - 1987)		\$ 23,887	Complete										
Building 500 Renovation	\$ 25,000					(3-1)	State Board	Construction Bid	Construction	Complete			
Building 500 HVAC	\$ 75,000					(3-1)	State Board	Construction Bid	Construction	Complete			
Building 300 HVAC	\$ 75,000					(3-1)	State Board	Construction Bid	Construction	Complete			
Firing Range Expansion		TBD											
Blair Hall Renovation	\$ 3,245,000	\$ 400,000											
Roof Replacement			SCO contracts	Construction			Complete						
HVAC Replacement			2nd Design Phase		Construction Bid	Contr Approved SCO	Construction					Complete	
Interior Renovation													
Blair Hall Entrance	\$ 364,093												
Total Cost	\$ 6,334,537	\$ 430,764											

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

Personnel Committee
Wednesday, October 10, 2018
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 September Committee Minutes – Appendix K.....All**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 5:58 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
George Gilbreath
Claudia Bulthuis

Absent

Phil Absher, Vice-Chairman
Paula Covington

Others Present

Robert Harris
Gordon Knowles
Johnny McKinnon
Bill Price

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

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

Committee roll was taken by Chairman Capel and all committee members were present except for Mr. Absher and Mrs. Covington.

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

Controller – Appendix J-1 (Action)

Dr. Bledsoe reported on the Controller position. Several years ago the budget for this position was approved and now the job description for this position is being brought to the Board for approval.

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the Controller position. The motion carried.

Personnel Appointments – Appendix L and Appendix M

The committee received notice of two Personnel Appointments. Robin Gibson, Nursing Instructor and Josh Hussey, Forestry Instructor will be introduced later at the Board meeting.

Contract Non-Renewals – Appendix M-1 and M-2

Dr. Bledsoe reported on two contract non-renewals as referenced in Appendix M-1 and M-2. He stated that there are plans to restructure the Foundational Studies program, one position has been eliminated and interviews are being conducted for the other position.

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

Curriculum and Student Services Committee
Wednesday, October 10, 2018
6:05 p.m.

Committee Members

Bill Price, Chairman

Andrea Marshall, Vice Chairman

Susan Eggleston

Susan Hershberger

Claudia Bulthuis

Agenda Items:

- **Call to Order.....Bill Price, Chairman**
- **Approval of August Committee Minutes – Appendix LAll**
- **Update from Vice President of Instruction – Appendix M..... Lee Proctor**
 - **Continuing Education – Appendix N..... Lee Proctor**
 - **Class Visitation Report – Appendix O..... Lee Proctor**
- **Student Fee Chart Revisions – Appendix P (Action) Lee Proctor**
- **Update from Vice President of Student Services – Appendix Q Beth Smith**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:00 p.m. in the College Boardroom.

Present

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

Absent

Susan Hershberger

Others Present

Gelynda Capel
George Gilbreath
Robert Harris
Gordon Knowles

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

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

Committee roll was taken by Chairman Price and all committee members were present except for Mrs. Hershberger.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the August committee minutes. The motion carried.

Update from Vice President of Instruction – Appendix O

Mr. Proctor gave an update on Instructional Activities as presented in Appendix O.

Facilities Maintenance Technology Program – Appendix P (Action)

Mr. Proctor presented the course outline for the Facilities Maintenance Technology Program.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the Facilities Maintenance Technology Program. The motion carried.

Mechatronics Engineering Technology Program – Appendix Q (Action)

Mr. Proctor presented the course outline for the Mechatronics Engineering Technology Program.

Mrs. Marshall made a motion, seconded by Mrs. Eggleston, to approve the Mechatronics Engineering Technology Program. The motion carried.

Update from Vice President of Instruction on Continuing Education – Appendix R

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

Update from Vice President of Student Services – Appendix S

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

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

**Board Report
Vice President of Instruction
October, 2018**

The Forestry Club will have over 30 students and faculty headed to the Cradle of the Forestry in Brevard, NC to compete in the annual Woodsmen meet. The club has seen an increased interest in participating in the competition this year including 5 female team members. Instructors Dylan Hurley, Russell Strong, as well as first-year instructor Josh Hussey (a former professional Timber Sports competitor) are working with the group this year. We wish them well!

Thanks to Director Pete Herron, the BLET class begin in September with 12 students. Pete continues to work to expand the program and find men and women interested in the program.

Associate Degree Nursing is no longer a dream! The North Carolina Board of Nursing approved Montgomery Community College to offer the ADN program beginning Fall 2019 in provisional status. The first first-year class will begin with 15 students with a maximum enrollment of the next two years of 30 students. The Board will review the program at the end of the second year and decide if the program will be given full status. In preparation of Fall 2019, Nursing Instructor Dr. Pam Raffaldt has been teaching part-time at Randolph Community College's first-year Nursing program this fall. The agreement allowed MCC to get additional experience in teaching in a different "scope of practice" and helped RCC fill an instructional need.

Dr. Bledsoe and I meet with Dr. Ellis and the Montgomery County Schools Senior CTE staff to discuss pathways for Career and Technical Education students to transition from the CTE High School students to Community College graduates. In 2014, MCS and MCC implemented 11 transfer and CTE pathways. The staffs have worked over the last couple of months to update those pathways and approve any changes to them. The decision was made to develop 6-year plans to encompass the remaining 8 programs in the CTE Building this fall. The project should be completed by Thanksgiving Break. The group agreed that the goal is to provide the students enrolled in CTE programs the best programs and the best opportunities for a "seamless transition" to the next educational level or to employment.

**Board Report
Continuing Education Department
October 2018**

Small Business Center:

Nominated and voted in as the NCCCAEA Specialty Programs Representative
Assisting with Ten Days of URE
Uwharrie Agribusiness Summit - October 24
Uwharrie Craft Summit - October 25
Both summits are on NC Outdoor Festival Website

Business and Industry Training:

Providing training for Auria and recently completed training for Capel Rug Capel CPR completed in August
Conducted (4) four business visits on 9/24
Secured a new work experience program with Wallace and Dunn Heating and Air

Customized Training

McRae Project ongoing

Apprenticeship Montgomery

Awarded grant to host an Apprenticeship Consultant at MCC.

Heritage Crafts

Attended the MCC Foundation Gala, and helped raise over \$300 for our pottery scholarship fund
Featured story on the eDNC website on knife making and pottery

NCWorks/WIAO

Enrolled 10 New participants within the WIOA Adult Program and 1 new participant in the WIOA Dislocated Worker Program.
We are currently over 50% spent within the participant cost of the allocation awarded.
Attended the NCCCAEA Conference.
Will be attending the Upcoming Workforce Development Partnership Conference that will be held in Greensboro.

Dean:

Attended the 2018 NCCCAEA Conference.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Andrew Gardner, Dean of Continuing Education

Date: October 1st, 2018

Subject: Summer 2018 Class Visitation Report

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

During the Summer Semester of 2018 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 84 courses/seminars On-Campus and 48 courses/seminars on an Off-Campus/Distance Learning venue. Of the 84 classes/ seminars offered On-Campus, 44 required verification. Of the 48 courses/seminars offered Off-Campus, 16 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SUMMER SEMESTER 2018

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	42	16	14	88%
Floyd, Josh	9	6	6	100%
Gardner, Andrew	6	3	3	100%
Garner-Smith, Kathy	10	10	7	70%
Hamilton, Jessica	3	1	1	100%
Thomas, Crystal	0	0	0	0%
Williams, Alex	14	8	8	57%
TOTALS	84	44	39	

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	27	2	2	100%
Floyd, Josh	1	0	0	0%
Gardner, Andrew	5	1	1	100%
Garner-Smith, Kathy	11	11	8	73%
Hamilton, Jessica	2	0	0	0%
Thomas, Crystal	2	2	2	100%
Williams, Alex	0	0	0	0
TOTALS	48	16	13	

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2017

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	48	16	3	19%

2018 - 2019 STUDENT FEES

Fee	CONTINUING EDUCATION	Fee	CURRICULUM
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
*Fees for Heritage Crafts Continuing Education courses are listed in the advertised cost of the course. Fees are based on actual cost of the materials for the specific course (changed because of the courses are moving from self-supporting to Occupational Extension).		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$60	TEAS test fee (for ADN/PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
		Continuing Education Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
\$25	Taxidermy (per class)	\$50	GSM 111 Gunsmithing I
\$30-\$200	Fees for Heritage Crafts CE classes; specific fee dependent upon class taken	\$100	GSM 120 Gunsmithing Tools
	Fee dependent on cost of supplies for the specific course*	\$40	GSM 225 Gunmetal Refinishing
	Example:	\$15	MED 140 Exam Room Procedures I
\$30	Plaster class in pottery	\$15	MED 150 Lab Procedures I
\$75	Supplies for pottery, basket weaving, etc.	\$125	Medical Assisting AAMA Certification Exam Fee
\$100	Pottery salt glass firing class, basket weaving, etc.	\$50 for each course	PBT 100 Phlebotomy Technology, PBT 101 Phlebotomy Practicum
\$150	Bladesmithing	\$50	ADN/PN - Lab Simulation
\$200	Bladesmithing, jewelry making class	\$2000 (\$400/term)	ADN ATI Program fee
		\$1700 (\$850/term)	PN ATI Program fee
		\$15 for each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
		When course is split, course fee is divided as well.	
		\$25	Book Fee for Career & College Promise (per course)
		\$36 for each course	PCC 110, 111, 130, 210, 211 (CU program currently inactive)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	\$13	Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, & Practical Nursing students (per student per academic year)
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = \$7.50 + TXY 121BB fee = \$7.50 for a total of \$15).

MCC Board of Trustees – October 10, 2018 Update from the Student Services Division

Student Services happenings:

- Korrie Ervin, Director of Resource Development, and Beth Smith will discuss the importance of college and present information about financial aid and scholarship options to an audience of West Montgomery High School seniors and parents October 13.
- The Montgomery County Health Department offered flu vaccinations to students and their families on October 2.
- College and university representatives will be on campus October 4 as the Carolinas Association of College Registrars and Admission Officers (CACRAO) tour makes its Montgomery County stop.
- Natalie Winfree, Director of Counseling Services, has been accepted into the 2018-19 NC Community College Leadership Program.

**Legislative/Public Relations Committee
Wednesday, October 10, 2018
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 RAll**
- **Legislative Update Dr. Chad Bledsoe**
 - **Proposed amendment 1D SBCCC 400.8 – Courses for Curriculum Programs. – Appendix S**
- **Public Relations/Marketing Update – Appendix T.....Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:19 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Bill Price
Claudia Bulthuis

Absent

Paula Covington, Vice-Chairman

Others Present

Gelynda Capel
Susan Eggleston
George Gilbreah
Robert Harris
Susan Hershberger
Gordon Knowles
Johnny McKinnon

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

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

Legislative Update – Appendix U – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix U, Amendments to State Board Code. The proposed change will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. This efficiency will expedite changes that colleges need to make to best meet industry needs.

Public Relations/Marketing Update – Michele Haywood – Appendix V

Mrs. Haywood presented Appendix V, the Public Relations/Marketing Update. She noted that MCC was ranked fourth in the nation for community colleges and that was published in the Montgomery Herald today.

There being no further business, the meeting adjourned at 6:24 p.m.

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

September 25, 2018

IMPORTANT INFORMATION**MEMORANDUM**

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Continuing Education Officers, Financial Aid Officers, Personnel Directors, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

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

RE: **Proposed Amendment of 1D SBCCC 400.8**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to amend **1D SBCCC 400.8 – "Courses for Curriculum Programs."** Newly created co-requisite courses, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071, and ENG-011, will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative. The above-mentioned courses are supplemental by design.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 25 October 2018.** 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 10 October 2018.** 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**. Thank you for your attention to this matter.

**CC18-047
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 25 September 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1D SBCCC 400.8 – “Courses for Curriculum Programs”
---	--

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

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

Rationale for proposed adoption, amendment or repeal:	Newly created co-requisite courses, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071, and ENG-011, will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative. The above-mentioned courses are supplemental by design.
--	--

Proposed Effective Date of Rule	December 1, 2018
--	------------------



1D SBCCC 400.8 is proposed for amendment as follows:

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

3
 4 **CHAPTER D. EDUCATION**

5
 6 **SUBCHAPTER 400. CURRICULUM**

7
 8 **1D SBCCC 400.8 Courses for Curriculum Programs**

9 (a) The Combined Course Library shall contain the following elements for all curriculum
 10 program credit courses approved for the North Carolina Community College System:

- 11 (1) Course prefix;
 12 (2) Course number;
 13 (3) Course title;
 14 (4) Classroom hours and laboratory, clinical, and work-based learning contact hours,
 15 if applicable;
 16 (5) Credit hours;
 17 (6) Prerequisites and corequisites, if applicable;
 18 (7) Course description consisting of three sentences; and
 19 (8) Tier Funding classification.

20 (b) The numbering system for curriculum courses within the Combined Course Library is
 21 as follows:

22 (1) The numbers ~~010-099~~ 001-099 shall be assigned to developmental courses or
 23 supplemental courses. Supplemental courses provide supplemental skills to a
 24 specific co-requisite course or customized developmental course delivery.
 25 Developmental courses are designed to address academic preparedness,
 26 workforce retraining, development of general and discipline-specific strategies,
 27 and barriers to learning. Developmental and supplemental courses do not earn
 28 credit toward a certificate, diploma or degree.

29 ~~(2) The numbers 001-009 shall be assigned to supplemental courses. Supplemental~~
 30 ~~courses provide supplemental skills to a specific corequisite course or customized~~

1D SBCCC 400.8 is proposed for amendment as follows:

1 ~~developmental course delivery. These courses do not earn credit toward a~~
2 ~~certificate, diploma or degree.~~

3 ~~(3)~~(2) The numbers 100-109 and 200-209 shall be assigned to certificate and diploma
4 level curriculum courses. These courses shall not be included in associate degree
5 programs.

6 ~~(4)~~(3) The numbers 110-189 and 210-289 shall be assigned to associate degree level
7 courses. These courses may also be included in certificate and diploma programs.

8 ~~(5)~~(4) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic
9 courses that may be offered for a single term and which courses offer content not
10 found in existing courses. To offer the course content after the initial term, the
11 Curriculum Review Committee shall approve the course for inclusion in the
12 Combined Course Library.

13 (c) A college shall use the course information (prefix; number; title; classroom,
14 laboratory, clinical, and work-based learning contact hours; credit hours;
15 prerequisites and corequisites; and course description) as listed in the Combined
16 Course Library.

17 (d) A college may add a fourth sentence to the course description to clarify instructional
18 content or instructional methodology.

19 (e) A college is responsible for ensuring that students have satisfied requisite course
20 requirements by documenting that they have either completed the appropriate
21 courses or have demonstrated that they have the appropriate knowledge and skills
22 required for admission to the courses as determined by the college.

23 (f) A college may establish a local policy for waiving requisite requirements for individual
24 students.

25 (g) A college may divide courses into incremental units for greater flexibility in providing
26 instruction to part-time students or to provide shorter units of study for abbreviated
27 calendars. Each of the following criteria applies to courses divided into incremental
28 units:

29 (1) A course may be divided into two or three units that are designated with an
30 additional suffix following the course prefix and number;

1D SBCCC 400.8 is proposed for amendment as follows:

- 1 (2) The units shall equal the entire course of instruction, without omitting any
- 2 competencies;
- 3 (3) The combined contact and credit hours for the units shall equal the contact and
- 4 credit hours for the course;
- 5 (4) If the course is a prerequisite to another course, the student shall complete all
- 6 component parts before enrolling in the next course; and
- 7 (5) If the course is a corequisite to another course, the student shall take the
- 8 corequisite course before or in conjunction with the prospective course.
- 9 (h) The North Carolina Community College System Office shall appoint a Curriculum
- 10 Review Committee of representatives from Chief Academic Officers and community
- 11 college presidents. The Curriculum Review Committee shall have the authority to do
- 12 the following:
- 13 (1) To approve and maintain curriculum courses in the Combined Course Library;
- 14 (2) To determine whether a curriculum course may meet a general education
- 15 designation for certificates, diplomas and associate in applied science programs
- 16 using the then current criteria established by the Southern Association of Colleges
- 17 and Schools Commission on Colleges and listed in The Principles of Accreditation:
- 18 Foundations for Quality Enhancement.
- 19 (3) To archive curriculum courses that have not been offered by any community
- 20 college for three consecutive years.
- 21 (i) The North Carolina Community College System and The University of North Carolina
- 22 shall appoint a Transfer Advisory Committee of representatives from North Carolina
- 23 community colleges and The University of North Carolina. The Transfer Advisory
- 24 Committee shall have the authority to do the following in regards to curriculum
- 25 courses:
- 26 (1) To determine whether a curriculum course may meet a general education
- 27 designation for Associate in Arts and Associate in Science degrees using the then
- 28 current criteria established by the Southern Association of Colleges and Schools
- 29 Commission on Colleges and listed in The Principles of Accreditation: Foundations
- 30 for Quality Enhancement.

1D SBCCC 400.8 is proposed for amendment as follows:

1 (2) To determine whether a curriculum course may meet a universal general education
2 transfer component designation using the following standards:

3 (A) Then current criteria established by the Southern Association of College and
4 Schools Commission on Colleges and listed in The Principles of Accreditation:
5 Foundations for Quality Enhancement; and

6 (B) General education equivalency at all sixteen constituent institutions of The
7 University of North Carolina.

8 (3) To determine whether a curriculum course may meet a premajor/elective
9 designation for Associate in Arts and Associate in Science degrees using the
10 following standards:

11 (A) Focus on skills, techniques, and procedures specific to the student's
12 occupation or profession;

13 (B) Similar in intended outcomes and competencies, and so, transferable between
14 institutions.

15 (j) When a student receives credit for a Combined Course Library curriculum course, this
16 credit shall be transferable to any college in the North Carolina Community College
17 System.

18
19 *History Note: Authority G.S. 115D-5; S.L. 1995, c. 625;*

20 *Temporary Adoption Eff. June 1, 1997;*

21 *Eff. July 1, 1998;*

22 *Amended Eff. _____; November 1, 2017; June 1, 2009;*

23 *July 1, 2007; October 1, 2006; December 1, 2004; August 15, 2004.*

Public Relations / Marketing Highlights September 2018

- 1) The Business Administration program will be featured in October's Montgomery Herald
- 2) New promotional videos were recorded for the Office Administration and Business Administration programs. Additional interviews will be recorded for these and then editing will begin. The videos should be ready to place on the MCC website by November/December.
- 3) A redesign of all our program brochures has been completed. I am now working on finalizing the content to prepare for printing. As the old ones run out, we'll be printing and replacing with the new ones.
- 4) A preliminary meeting was held to discuss the theme, design concepts, and content for the spring 2019 class schedule. The spring schedule will come out the first week of December.
- 5) Instagram Push: 13 gift cards will be given away in a drawing for everyone who Likes MCC on Instagram during the month of October. The drawing will be held on October 26.
- 6) A group of internal stakeholders met to discuss plans for a new website. Our first order of business is to distribute a survey to collect feedback. You should receive an email with a link to the survey soon. Please help us by completing the survey so we can create a better website.
Thank you!

Facebook Top Posts for September

Total Likes 2298 (Up 48 from 2250 in August)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	9/18	MCC will resume classes on Sept. 19	2,623	132	5%
MCC	9/12	MCC will close on Sept 13	2,392	122	5%
MCC	9/7	MCC celebrating 51 years as a college (video of group singing happy birthday)	1,083	244	23%
MCC	9/27	MCC Foundation Night of Jazz photos	2,322	773	33%

*Shaded row indicates the winner of the Most Engaging Post of the Month

Instagram

September					
Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Clicks
377	5,713	37	539	1	6

Montgomery Community College has moved up one spot to 24th (from 25th in August) of 55 community colleges in Instagram followers.

**Institutional Status Committee
Wednesday, October 10, 2018
6:25 p.m.**

Committee Members

Johnny McKinnon, Chairman

George Gilbreath, Vice Chairman

Robert Harris

Claudia Bulthuis

Agenda Items:

- **Call to OrderDr. Johnny McKinnon, Chairman**
- **Approval of September Committee Minutes – Appendix UAll**
- **Board Policy Manual Dr. Chad Bledsoe**
 - **Section 100 – Appendix V – Second Reading (Action)**
- **2017-2018 Strategic Plan Activities – Appendix W Carol Holton**
- **Board Self-Evaluation Discussion Carol Holton**
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, September 12, 2018 at 6:28 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gelynda Capel
Susan Eggleston
Robert Harris
Andrea Marshall
Bill Price

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

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

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

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the August committee minutes. The motion carried.

Compliance Review Fiscal Year 2017-2018 – Appendix X

Dr. Bledsoe reported on the Compliance Review for fiscal year 2017-2018. There were four minimal findings in Continuing Education for signatures on attendance roster, two incidents of miscounted hours, and an instructor who was reported in attendance as a student. There will be improvements going forward.

2018 Performance Measures – Appendix Y

Mrs. Holton presented Appendix Y, the 2018 Performance Measures. She noted that a committee was created to view a grade distribution report and a plan of action will be implemented from instructors for students whose grade drops below a grade letter of “C” and will be reviewed again in one year.

Board Self-Evaluation Survey

Mrs. Holton gave an update on the Board Self-Evaluation Survey.

Mrs. Bulthuis made a motion, seconded by Mr. Harris, to approve the Board Self-Evaluation as a matter of information. The motion carried.

MCC Employee Survey

Mrs. Holton presented the results from the MCC Employee Survey. She reported that staff, faculty, and adjunct instructors are included in this survey. There were three concerns that were presented and a plan of action will be created so improvements in those areas can be made.

Behavioral Intervention Committee

Dr. Bledsoe reported on a new committee being added at the College. A Behavioral Intervention team has been added to review security and safety procedures.

Section 100 of Board Policy Manual – Appendix Z – First Reading

Section 100 of Board Policy Manual was presented as a first reading.

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

**MONTGOMERY
COMMUNITY COLLEGE****BOARD OF TRUSTEES AND
GOVERNANCE
BY LAWS**

1.1.1

The following are the official By Laws for the Montgomery Community College Board of Trustees.

Adopted:

Legal Reference: N.C.G.S. § 115D-14, -15, -20; 1B SBCC 300.1 and 300.2

The Trustees of Montgomery Community College (“Board”) are hereby vested to exercise all of the powers and duties as proscribed in Chapter 115D of the North Carolina General Statutes and as authorized by the North Carolina State Board of Community Colleges. As a body corporate, the Board is authorized to do all things necessary and proper to organize and operate Montgomery Community College consistent with laws and State Board rules and regulations.

Commented [CA1]: Dr. BL

The Trustees hereby incorporate by reference the Montgomery Community College Board of Trustees By-Laws, which shall take precedent over any policy or procedure adopted by the Board.

Adopted:

Legal Reference: N.C.G.S. § 115D-14, -15, -20; 1B SBCC 300.1 and 300.2

The Board of Trustees (“Board”) is a body corporate. Members of the Board have authority only when acting as the Board in a properly and duly called meeting. The Board will not be bound in any way by any statement or action on the part of an individual Board member or employee except when such action is specifically instructed and authorized by the Board.

Adopted:

Legal Reference: N.C.G.S. § 115D-14

As required by federal and state law, members of the Board of Trustees and College employees have a legal duty to maintain the confidentiality of non-public, confidential records. From time-to-time and in the scope of their official duties, Board members and College employees are exposed to confidential information that should not be disclosed, in any fashion, except to those individuals/entities that have a legal right to have or view the information. Any College employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor. Board members should seek clarification from the President or Board attorney. When violations occur, appropriate disciplinary action will be taken.

Adopted:

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; N.C.G.S. § 115D-27, -28, -29; § 143-318.11.

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

A. Contracts with the College

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

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

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

B. Receipt of Gifts

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

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C. Reporting Requirements

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

1. College employees shall report to their immediate supervisor.
2. President / Board Members shall **report give written notice** to the Board Chair.

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3. Board Chair shall give written notice to the board and record in the minutes~~report to the~~, notifying the College's legal counsel as appropriate.

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D. N.C. State Ethics Act

Pursuant to N.C.G.S. § 138A-3(30)(k), all voting Board members, the President and the Vice President for Administrative Services¹ (“Covered Persons”) are subject to the N.C. State Ethics Act. Covered Persons shall complete and file a public disclosure of economic interests as required under the Act, adhere to the ethics standard required under the Act and shall complete all required mandatory ethics education and training.

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

Adopted:

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

¹ The State Ethics Act defines the President, Chief Financial Officer and Chief Administrative office as “covered persons” under the Act.

All official business conducted by the Board of Trustees shall be conducted at a duly noticed, official meeting of the Board. Pursuant to North Carolina law, a “meeting” of the Board occurs whenever a majority of the members of the Board meet, in person or by some electronic means, in order to: conduct a hearing, deliberate, take action, or otherwise transact public business. All Board meetings must be called pursuant to the proper notice and all meetings are open to the public ~~except~~ for closed session.

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I. Board Meetings

Pursuant to applicable North Carolina law, the Board is allowed to conduct four types of official meetings: regular meetings, special called meetings, emergency meetings and recessed meetings. All meetings are public meetings unless designated as a closed session meeting.

A. Types of Meetings

1. **Regular Meeting.** ~~At its annual meeting in July, the~~ Board shall ~~establish a meeting~~ maintain a schedule ~~off for all~~ regular meetings ~~for the upcoming year~~ in accordance with the Board’s By-Laws. The Board shall maintain a copy of the schedule ~~off for~~ its regular meetings on its website ~~and a hard copy shall be filed with the Board’s Secretary and shall be posted in a centralized location on campus.~~ If the schedule is revised, the Board’s Secretary shall ~~update~~ ~~cause to have the website updated and revise the posted copy of the schedule.~~ as soon as possible. Any changes to the regular meeting schedule, except for the cancellation of a meeting, shall require seven (7) days’ notice.

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The Board’s Secretary shall keep the minutes for all regular meetings and the minutes shall be approved by the Board at its next regular meeting.

2. **Special Called Meeting.** A special-called meeting may be called by either the Board Chair or the College President. The Board’s Secretary shall prepare the notice for the special called meeting. The notice must be sent to Board members at least 48 hours in advance and the notice must state the time, place and purpose(s) for the special called meeting. The notice will be sent via electronic mail to the Board members’ email address of record. ~~If there is a bulletin board with Board meeting schedules, the special called meeting notice must be posted there at least 48 hours prior to the special called meeting. If no bulletin board is used, the Board’s Secretary shall post the notice on the door of the Board’s meeting room at least 48 hours prior to the special called meeting. If, 48 hours prior to the meeting, the public does not have access to either the bulletin board or interior door of the Board’s meeting room because the building is closed (e.g., if the special called meeting occurs on Monday but the building is closed over the~~

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~~weekend), the Board's Secretary shall post the notice on the front of the exterior door to the building where the Board's meeting room is located. The notice shall also be posted on the College's website prior to the scheduled time of the meeting.~~

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In addition, the Board's Secretary shall deliver the notice by email to each person who has submitted a written request for notices of the Board's meetings.

The Board's Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

- 3. Emergency Meeting.** In the event of a generally unexpected circumstances that requires the Board's immediate consideration and a meeting is necessary without 48 hours' notice, the Board Chair or the College President may call an emergency meeting. The Board's Secretary shall prepare the notice of the time and location for the meeting. The notice shall be sent via electronic mail to Board members' email address of record. In addition, the Board's Secretary shall deliver the notice by email to each person who has submitted a written request for notices of the Board's meetings.

The Board's Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

- 4. Recessed Meeting.** If proper notice was given at the original meeting and if the time and place of the recessed session were set during open session, no further notice is required, except, notice shall be posted on the College website prior to the scheduled recess meeting.

B. Closed Session Meetings

The Board may conduct business in closed session when permitted by the reasons enumerated in N.C.G.S. § 143-318.11(a) or as otherwise permitted by law. The Board may hold a closed session upon a motion duly made and adopted during the open portion of the meeting. Every motion shall site the legal reason for going into closed session and the law that renders the information confidential or privileged. A motion based on the need to consult with an attorney employed by the Board regarding the handling or settlement of a lawsuit must identify the parties in the lawsuit.

Unless otherwise designated by the Chair, the Board's Secretary shall keep minutes of all special-called meetings and the meeting shall be approved by the Board at its next regular meeting.

C. Electronic Meetings

The Board may conduct a meeting by use of conference telephone or other electronic means indicated by N.C.G.S. § 143-318.13(a). The Board shall provide a location and means whereby the public may listen to the meeting.

II. Committee Meetings

In accordance with the Trustees' By-Laws, the Board may establish standing or ad hoc committees as necessary. The Chair shall appoint the members of the committees as well as the committee chairs. Committees established by the Board, including the Executive Committee, are subject to this policy except that a majority of the committee's members, present and in attendance at the meeting, shall constitute a quorum of the committee.

III. Meeting Procedures

A. Parliamentary Procedures. When conducting its meeting, the Board shall use the parliamentary procedures consistent with the most updated version of *Roberts Rules of Order*. As part of his/her official duties, the Board Chair shall serve as the parliamentarian officer and shall rule on issues and questions concerning parliamentary procedure. As needed, the Board Chair shall consult with the Board's attorney regarding matters of parliamentary procedure.

B. Meeting Agenda. The Board Chair and the President will prepare a proposed agenda for each Board meeting. A request to have an item of business placed on the agenda must be received at least seven (7) business days before the meeting. Each Board member will receive a copy of the proposed agenda five (5) business days prior to the meeting and the agenda will be available for public inspection and/or distribution immediately after being made available to Board members. At the meeting, the Board may, by a majority vote, add an item that is not on the agenda.

C. Quorum. A majority of voting members of the Board in actual attendance at meetings (seven (7) members) shall constitute a quorum for the transaction of business. Unless otherwise stated, no business shall be transacted without a majority vote of the quorum. A Board member may participate by remote or electronic access as allowed by law. A majority of the full Board is required for the election, non-renewal or termination of the College President.

D. Ethics Statement.

At the beginning of each Board meeting (including Board committee meetings), the Chair shall remind all members of their duty to avoid any conflict of interest and shall inquire as to whether there is any known conflict of interest with respect to any matters coming before the Board (or Board committee) at that time.

- E. Board Secretary.** All duties assigned herein to the Board Secretary may be assigned to the President and the Executive Assistant to the President as allowed in the By-Laws.

Adopted:

Legal Reference: Chapter 143, Article 33C of the North Carolina General Statutes;
N.C.G.S. § 138-15(e)

As needed, the Board will retain attorneys to provide legal services for it and the College, including both legal advice and representation in litigation. Such employment shall be at the pleasure of the Board. Any attorney retained by the Board represents the legal entity of the Board and not any individual Board member or administrator. The President may consult with the Board attorney as needed to carry out administrative operations and to protect the Board and the College from liability. Other staff may consult with the Board attorney as determined appropriate by the President.

Adopted:

This Policy sets forth the duties and expectations of members of the Board of Trustees as well as the process for removal of a Board member. Board members are expected to perform essential functions for the College as described in the General Statutes, the Board of Trustees' By-Laws and College policy. Board members should perform these duties faithfully upholding the integrity of the office while avoiding impropriety or the appearance of impropriety.

I. Standards of Conduct

Board members shall uphold the following standards of conduct when carrying out their official duties:

- A. Adequately prepare for and attend Board of Trustee meetings and its respective committees.
- B. Render all decisions based on the available facts and appropriately seek out information from the College President, when necessary, in order to carry out the duties of the Board when making decisions and monitoring the affairs of the College.
- C. Maintain the confidentiality of information that is made private under the law and do not disclose matters discussed in closed session.
- D. Avoid conflicts of interest and avoid the appearance of conflicts of interest. When a conflict or potential conflict arises, the member should bring the matter to the attention of the Chair.
- E. Serving on and contributing to the work of Board and College committees when assigned.
- F. Understand that the Board of Trustees' authority arises out of official actions taken by the Board in a called meeting. Members may not obligate the College to any contract, promise or other liability and should refrain from acting individually on behalf of the College or Board of Trustees unless authorized to do so.
- G. Adhere to North Carolina open meeting and public records laws.
- H. Participate in a College-approved trustee orientation as well as the mandated State ethics training.
- I. Adhere to the applicable provisions of the State Ethics Act.

II. Removal of a Board of Trustee Member

- A. In accordance with N.C.G.S. §115C-19, the Board of Trustees may declare vacant the office of a member of the Board who:
1. does not attend three consecutive scheduled meetings of the Board without justifiable excuse; or
 2. does not, within six months of appointment, participate in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees or other organization approved by the Board.

Prior to declaring the office of a member vacant for the reasons above, the Board shall provide the member an opportunity to provide information on why the member has failed to meet either requirement.

- B. Should the State Board of Community Colleges have sufficient evidence that any member of the Board is not capable of discharging, or is not discharging, the duties of his/her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall notify the Board Chair, unless the Chair is the offending member, in which case the other members of the Board shall be notified. The Board may request assistance from the Board's attorney or another professional to investigate the matter. Upon receipt of such notice there shall be a meeting of the Board for the purpose of investigating the charges, at that meeting a representative of the State Board of Community Colleges may appear to present evidence of the charges. The allegedly offending member shall be given proper and adequate notice of the meeting and the findings of the other members of the Board shall be recorded, along with the action taken, in the minutes of the Board. If the charges are, by an affirmative vote of two-thirds of the members of the Board, found to be true, the board of trustees shall declare the office of the offending member to be vacant.

The Board may initiate its own investigation into a member's actions upon receipt of sufficient information that the member is not discharging the duties required of the office or is guilty of immoral or disreputable conduct. Any hearing on the matter shall be conducted in accordance with this section.

- C. The Chair shall notify the appointing agency of any vacancy on the Board.

Adopted:

Legal Reference: N.C.G.S. § 115D-20; Trustee By-Laws

**MONTGOMERY
COMMUNITY COLLEGE****BOARD OF TRUSTEES AND
GOVERNANCE
TRUSTEE COMPENSATION****POLICY
1.9**

In accordance with N.C.G. § 115D-17, members of the Board of Trustees are prohibited from receiving compensation for their services. However, members shall receive reimbursement for cost of travel, meals and lodging while performing official duties in accordance with these policies and procedures.

Adopted:

Legal Reference: N.C.G.S. § 115D-17

The Board shall ensure that sound fiscal and management practices are employed in the operation of the College's business office. To that end, the Board requires the following:

- A. The College expends all funds prudently and consistently within the adopted budget.
- B. The College shall manage the budget to ensure the percentage of State current operating funds remaining unexpended in the budget does not exceed five percent or five times the system-wide percentage, whichever is higher.
- C. The College's **institutional** fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any of the College's **institutional** fund accounts have a negative balance at year-end, the negative **fundeash** balance shall be reviewed by the President and Finance Director. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance and shall report the matter to the Board at its first scheduled meeting in the new fiscal year.
- D. The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual (see Policy 6.3.5 – Chart of Accounts).
- E. The President or designee shall provide financial reports to the Board no less than once per quarter¹.
- F. The College shall participate in the EAGLE Program (Enhancing Accountability in Government through Leadership and Education) and shall maintain a system of internal controls as required by N.C.G.S. 143D – The State Governmental Accountability and Internal Control Act.
- G. The College shall not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within thirty (30) business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board at its first scheduled meeting following the month of non-compliance.

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¹ The Board can adopt another schedule.

Policy 1.10

- H. The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by deadline as prescribed by the State Controller.
- I. The College shall conduct audits consistent with N.C.G.S. §115D-20(9) and N.C.G.S. § 115D-58.16 (see Policy 6.2.6).
- J. Once established, the President shall address to the Board any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews. The President shall address the matter with the Board at the first scheduled meeting following notice of the findings.
- K. ~~To ensure that the~~Consistent with ~~(***), (The~~ College ~~shall~~ actively seeks to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
- L. ~~To monitor~~ Consistent with ~~(***), (The College shall monitor~~ employee turnover by providing an employee vacancy report for information to the Board at least biannually.

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Adopted:

Legal Citation: 1A SBCCC 200.4

I. President Selection Process

- A. When a presidential vacancy occurs or is anticipated, the Board shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.
- B. In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.
- C. The Board shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- D. While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:
1. Social security number verification,
 2. Criminal history check,
 3. Civil litigation history check,
 4. Education verification,
 5. Employment verification, and
 6. Personal credit history check.
- E. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- F. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.
- G. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

- H. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.
- I. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.
- J. The College shall execute a contract prior to SBCC action to approve the Board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

II. Contract

The President shall receive a contract and Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

III. Duties

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

Adopted:

Legal Reference: N.C.G.S. § 115D-20; 1C SBCCC 300.1

**MONTGOMERY
COMMUNITY COLLEGE**

**BOARD OF TRUSTEES AND
GOVERNANCE
ORGANIZATIONAL CHARTS**

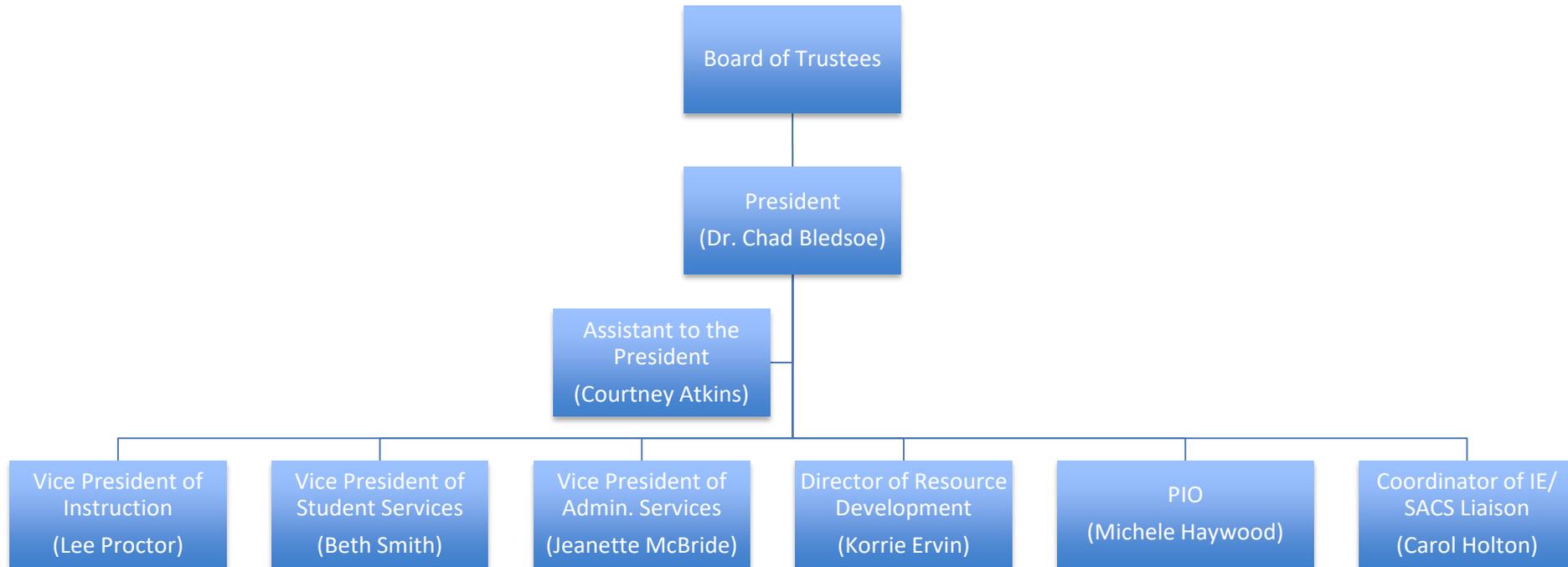
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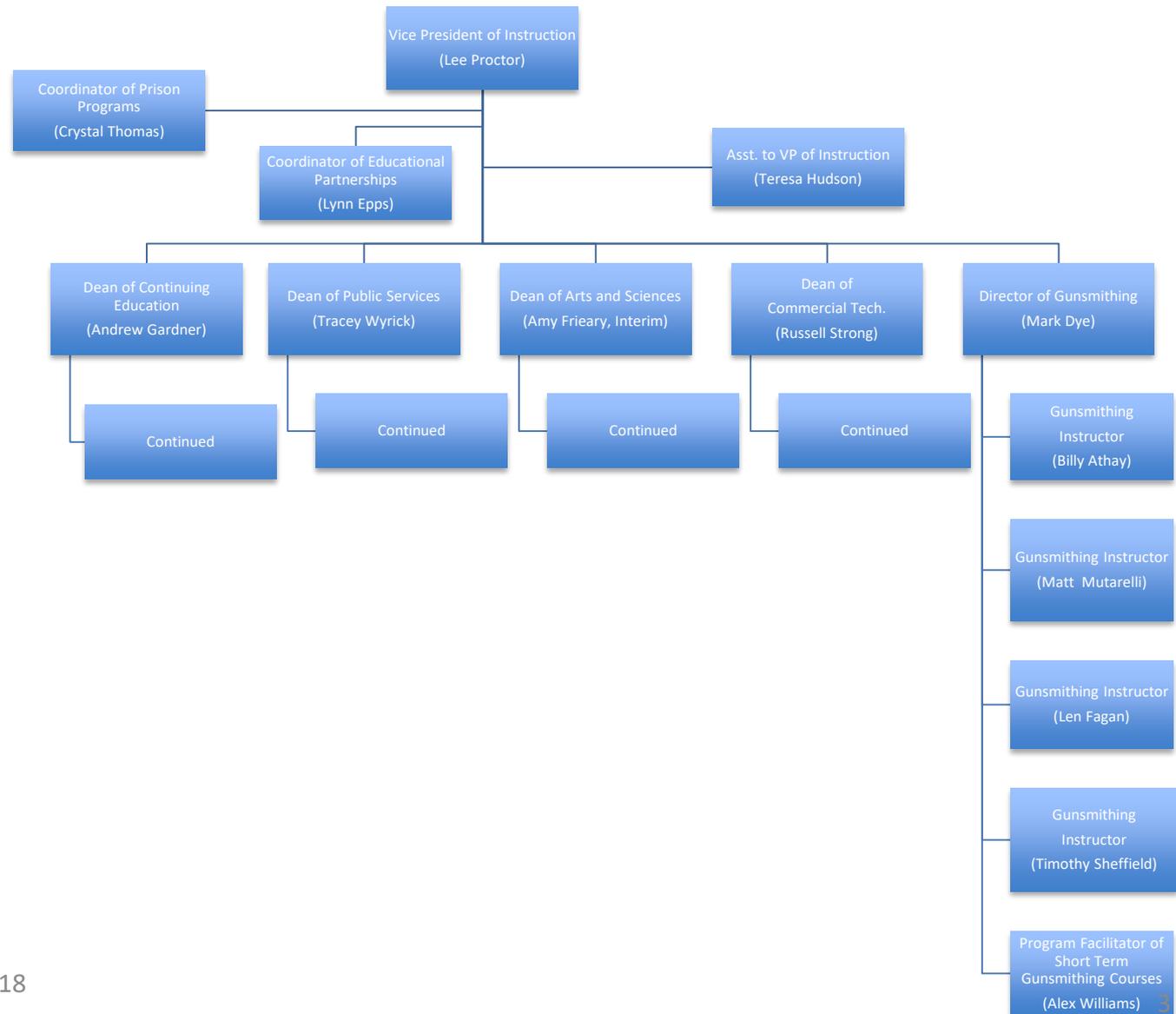
Montgomery Community College Organizational Chart



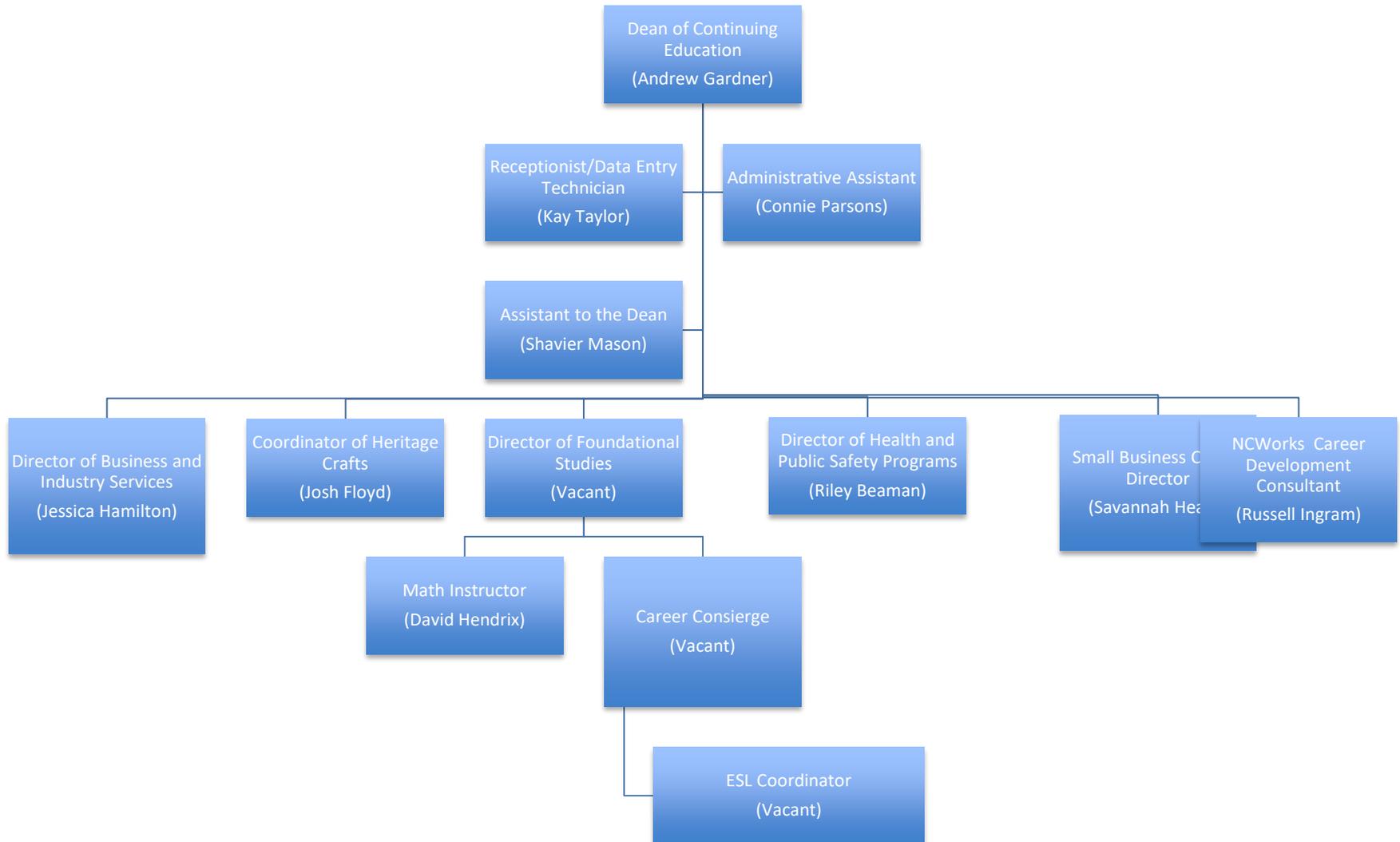
Montgomery Community College Administration



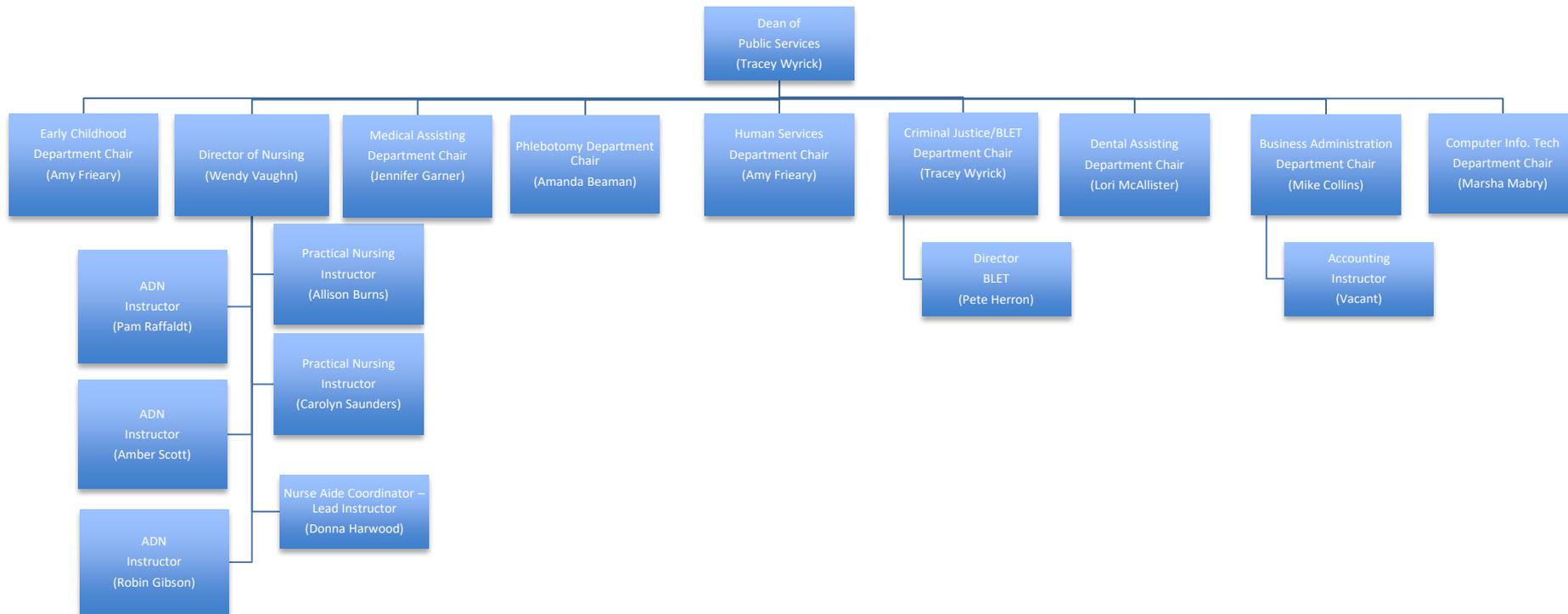
Instruction



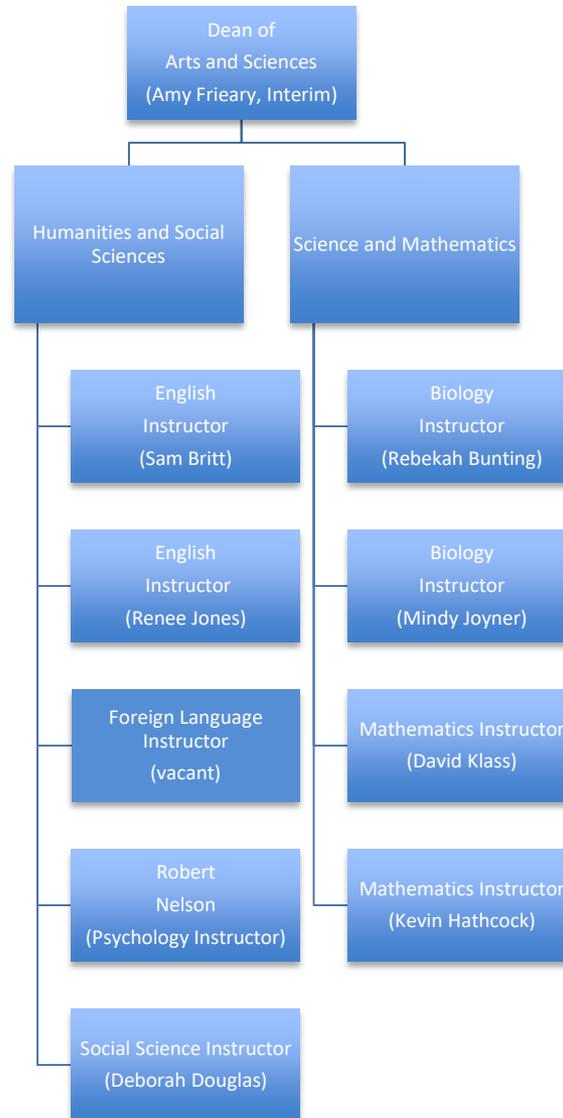
Instruction (Continuing Education)



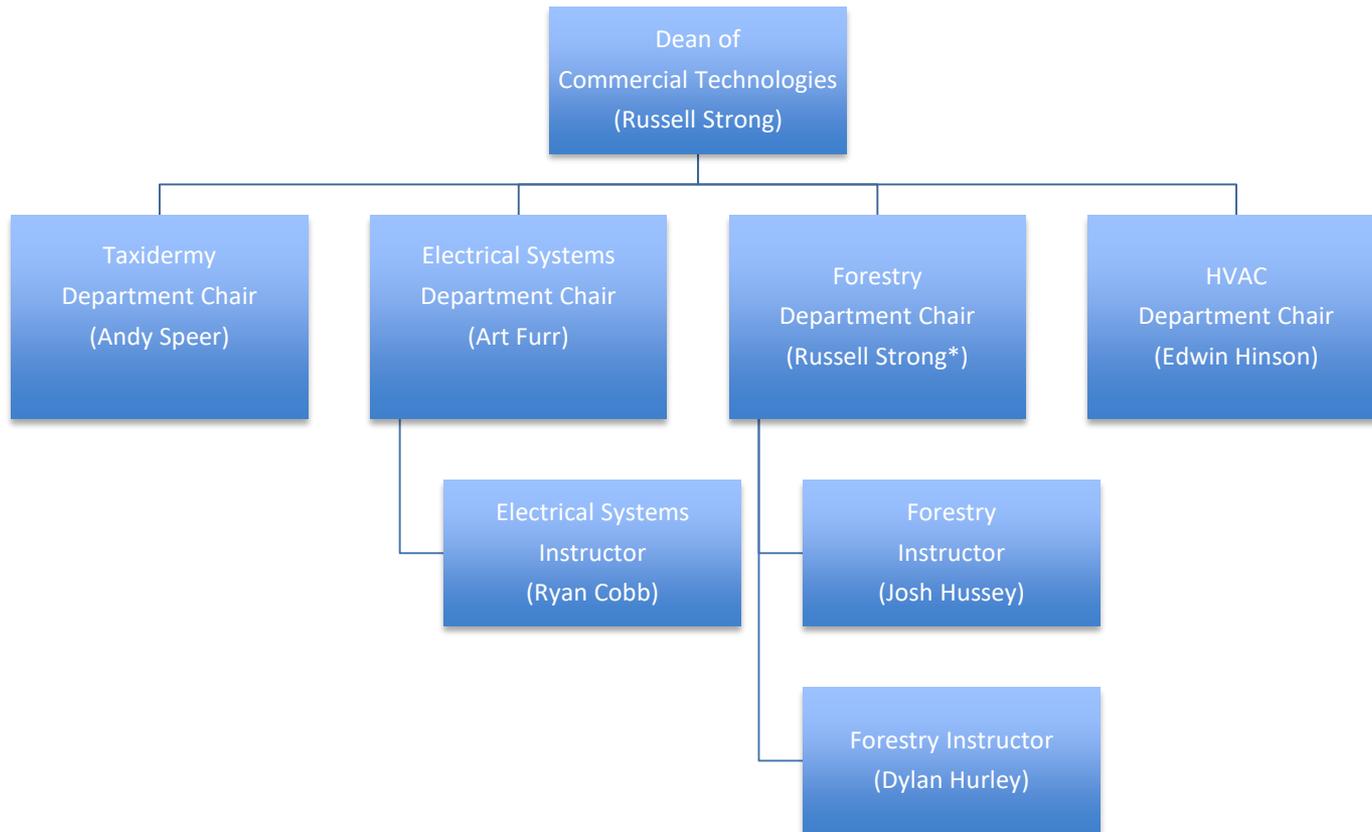
Instruction (Public Services)



Instruction (Arts and Sciences)

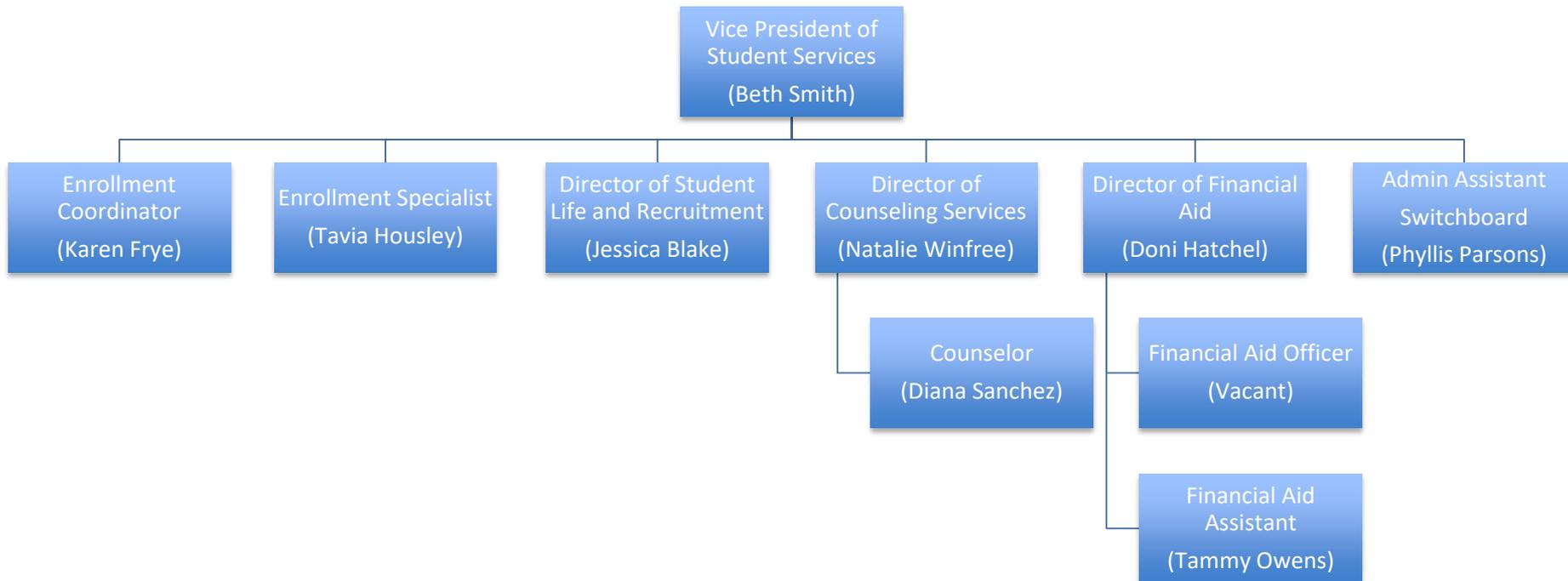


Instruction (Commercial Tech.)

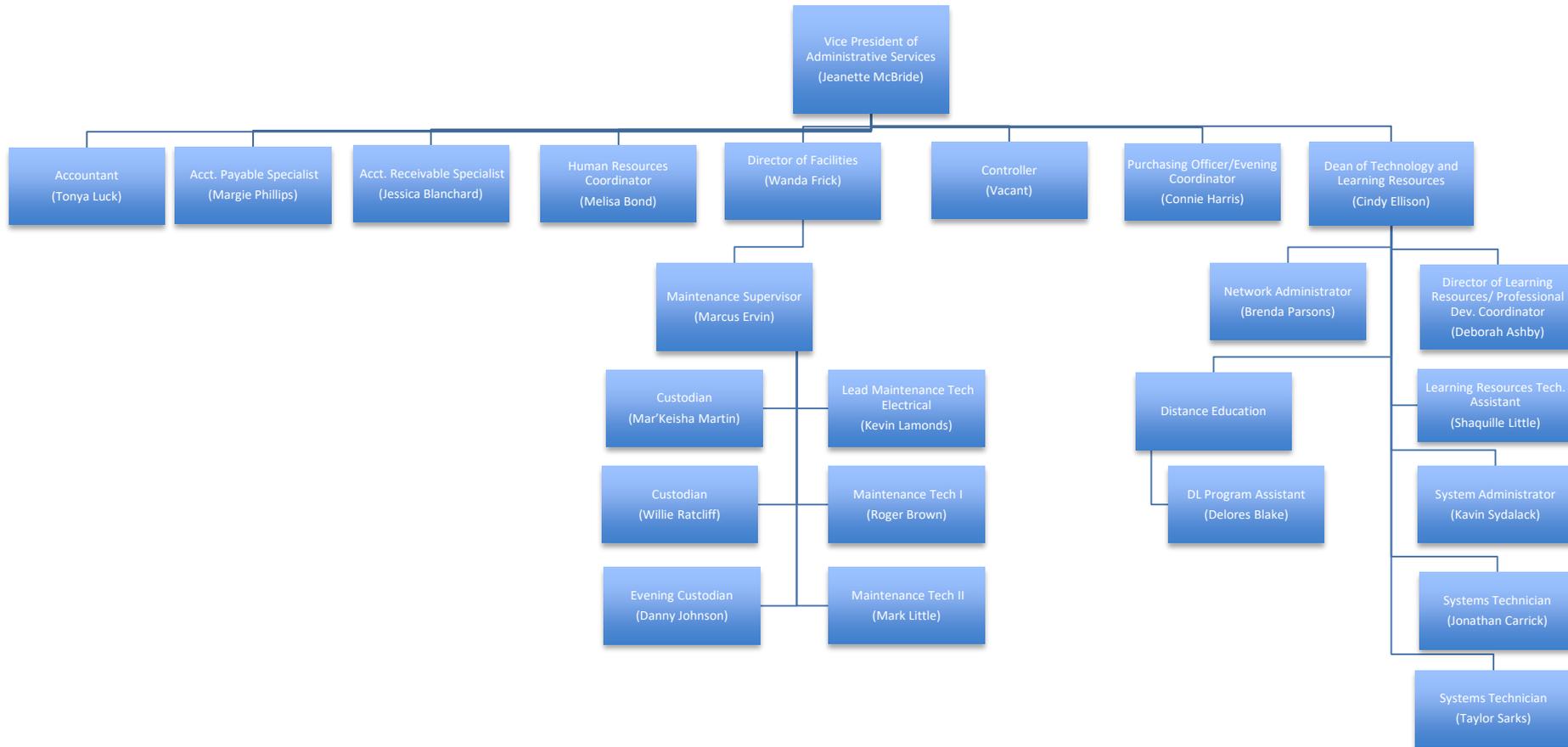


*Russell Strong acts as both Dean of Commercial Technologies and Forestry Department Chair

Vice President of Student Services



Vice President of Administrative Services



Strategic Plan Activities

2017-2018

1. Workforce Training for Emerging Jobs and a Changing Workplace

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

College Goals: 1, 3, 6

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

Evidence of Activities that Support Goal Attainment

- The Small Business Center offerings:
 - Advanced QuickBooks
 - Starting a Business: The Fundamentals
 - Business Plan Breakdown
 - Money Talks: Understanding Finances & Cash Flow
 - Marketing Matters: Successful Marketing for your Business
 - Marketing Your Business with Instagram
 - Basic QuickBooks
 - Fueling Your Business with the NC Rural Center
 - Using Photoshop for your Small Business
 - For the Record: Bookkeeping & Record Basics
 - Networking Natural
 - Marketing your Business with Etsy & Pinterest
 - Merchandising 101
- The College added Medical Office Administration as a new curriculum program effective spring 2018. The College is offering a degree (Associate in Applied Science), diploma and certificate options.
- Hosted first ever Leadership Trainathon that enhanced the supervisory and leadership skills of over 30 employees representing various companies in Montgomery County.
- Due to significant capital investment in a new technology, MCC commenced Customized Training for Lectra machinery for McRae Industries on August 28th. This training benefits 15 existing employees at McRae Industries.

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 Continuing Education division created a "NC Public Safety Drone Academy" which is a two-semester program, consisting of 95 hours each semester. It started in fall 2017.

- Continuing Education began offering Basic EMT courses in spring 2018. Completers of the program will be able to sit for the State written certification examination.
- 12 American Welding Society (AWS) welding certifications were obtained
- 20 students obtained OSHA 10 certification
- 16 students obtained EPA Refrigerant Certification
- 32 NA 1 students obtain certification

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

- HVAC has successfully been relocated to the building in Biscoe. We are looking at some other Continuing Education programming to shift there as well - to assist with space issues at 1011 Page Street. (Cabinet 07.11.2017)
- CE hosted ESL classes at the Biscoe Center during the summer 2018 term.
- High School Equivalency classes took place off-campus at Emmanuel Pentecostal in Candor, NC.
- CE hosted small engine repair classes at the Biscoe Center during the spring 2018 term.
- CE hosted a multimedia art class at the Senior Center located in Troy, NC.
- The President, Vice President of Instruction, and the Prison Coordinator have held several meetings with the Department of Public Safety to discuss programming needs at Southern Correctional Institute once the facility is switched to close custody male. In looking at what is currently being offered in Wadesboro, there are a lot of trades programming options (plumbing, masonry, etc.). Space at SCI will be a part of the issue for what MCC is able to offer. (Cabinet 05.01.2018)

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 Continuing Education Public Safety Programs hosted a meeting of the Top Cops for Montgomery County at MCC during the week of March 5, 2018. The discussion centered on the training that they need to stay current in their field, and how MCC can meet those needs. The College plans to host ongoing meetings with these individuals to keep lines of communication open. (Board of Trustees 3.14.2018)
- The Human Services Technology Program held an Advisory Committee meeting on March 12, 2018, with nine members present. The attendees discussed the activities of the HST students, as well as brought up concerns or changes to programming that they felt would be beneficial to graduates going forward.
- Dental Assisting held an Advisory Committee Meeting on October 23, 2017. Seven individuals attended and discussed the strengths of the program, weaknesses of the program, suggestions for growing the program and any potential threats to the program. This information will be utilized in program improvements going forward.
- The Information Technology curriculum program held an Advisory Committee meeting on April 3, 2018. Membership includes IT personnel external to the College. The Advisory Committee

reviewed the course offerings in the IT curriculum, as well as certifications that students can earn through the coursework. The committee felt that the IT curriculum covers what they need and use in their local IT shops.

- The BLET and CJC Programs of Study held a joint Advisory Committee meeting on June 22, 2018. They discussed the curriculum requirements for each program, vacancies at each of the external member agencies, and crime and/or gang activities in Montgomery County.
- The Air Conditioning, Heating and Refrigeration Technology program held an Advisory Committee Meeting on April 18, 2018 with five external members present. They discussed the Biscoe location, equipment needs, and the curriculum course requirements during the meeting.
- The Licensed Practical Nursing Program held an Advisory Committee Meeting on March 14, 2018. All attendees were complimentary of the existing curriculum program.
- The Electrical Systems Technology and Industrial Systems Technology programs held a joint Advisory Committee Meeting on June 28, 2018. Members discussed courses within the curricula, as well as the CTE building on the campus of the new Montgomery Central High School.
- Forestry Management Technology held its Advisory Committee Meeting on June 25, 2018. Eight external members were present, with five absent. They discussed enrollment and graduate employment status, and areas of importance to stress with our students - for better employability and employee satisfaction (face-to-face communication skills; technology; GIS mapping; etc.)

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

- On October 3, 2017, the College applied to the NC Community College System Office for \$131,000 to grow our drone program to the degree level and so that it could be a resource to all other community colleges. (BOT 10.11.2017)
- The Continuing Education division has created a "NC Public Safety Drone Academy" which is a two-semester program, consisting of 95 hours each semester. It started in fall 2017.
- The first occupational education knife making class began on September 25, 2017 had eight students enrolled. (BOT 10.11.2017)
- Continuing Education is working with FirstHealth on offering a beginner paramedic training, but that is not yet a completed agreement. (BOT 10.11.2017)
- After 14 months of negotiations, the Continuing Education department will begin offering EMT courses as continuing education credit starting in spring 2018. (Cabinet 11.2.2017)
- The Instructional and Student Services Committee met on November 21, 2017. At this meeting, they approved a new curriculum program, Medical Office Administration. (ISS 11/21/2017)
- The Continuing Education, Health & Public Safety Programs division, is working with Randolph EMC to create training to meet their need of electrical pole inspection utilizing drone technology. There is a major problem with woodpeckers and wooden electrical poles. The present process is for a person to either inspect poles with binoculars or to climb the pole and inspect up close. The drone technology should allow for up close filming of multiple poles by an individual on the ground - making it more efficient. (Cabinet 1.9.2018)
- Knife making offerings are doing well. Finished an OE Knife making class, Basic Forging with Bill Bisher, successfully starting a 2nd class with Phillip and Barry Jones, and hosted a Grinding 101 with Ed Vanhoy on March 23rd thru March 25th. (BOT 04.11.2018)
- Summer Camps for 2018 have been identified, and information about them have been sent out to students and parents of Montgomery County Middle Schoolers. The Camps this summer will

be: Pottery Camp (2 camps, divided by age group), Drone Camp, Get Outdoors Camp (new), and CSI Camp (new). (BOT 4.11.2018)

- CSI: Crime Scene Investigation *Forensics Unraveled* camp was held on June 12 & 13, 2018 for 11 - 14 year olds. Thirteen students registered for the camp and greatly enjoyed the science experiments, as well as hands-on demonstrations of BLET equipment.
- We had 12 students registered for the Get Outdoors camp held on June 21 and June 22 for 10 - 14 year olds. Students enjoyed shooting and taxidermy experiences.
- The President, Vice President of Instruction, and the Prison Coordinator have held several meetings with the Department of Public Safety to discuss programming needs at Southern Correctional Institute once the facility is switched to close custody male. In looking at what is currently being offered in Wadesboro, there are a lot of trades programming options (plumbing, masonry, etc.) Space at SCI will be a part of the issue for what MCC is able to offer. (Cabinet 05.01.2018)

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

- A verbal agreement between Vice President of Instruction at MCC and Director of Secondary Ed/CTE at MCS took place on October 4, 2017, whereby CCP students taking a college course to fill a class time or a credit need will not be allowed to drop based on the MCC drop policy, but will adhere to the MCS drop policy. The MCS drop policy only allows drops/changes during the first 10 days of class. At Cabinet on November 2, 2017, the Vice President of Instruction indicated that he needed to do a follow-up with Wade Auman to see if the MCS Board had approved this change. Further the Vice President of Instruction will see that MCC Syllabus' have a change to incorporate this drop policy for CCP students. (Cabinet 11.2.2017)
- The Criminal Justice Program's Outcome Assessment Report for 2017-2018 included a goal to "decrease the drop/withdraw rate in CJC courses (CJC 111 and CJC 121)." Unfortunately, they did not decrease the drop/withdraw rate in these courses in AY18. Planned improvements for AY19 are to continue to use the BlackBoard Retention Center tool, and to continue active advising.
- The Human Services Program's Outcome Assessment Report for 2017-2018 included a goal to "increase completion rate to 70% by decreasing the number of drops and withdrawals in HSE classes." Looking at the data as a whole, the goal was not met, as there were 14 withdrawals from HSE courses in AY18, compared to eight in AY17. Unduplicated enrollment both years was basically equal. Planned improvements for AY19 are the continued use of the Blackboard Retention Center tool.
- The Office Administration Program's Outcome Assessment Report for 2017-2018 included a goal to improve retention (reduce the dropout rate) for MKT 223 students. The withdrawal rate for AY17 for MKT 223 was four students, and for AY18 it was three students. However, the unduplicated headcount for the OA program decreased by 36%. Improvements planned for the Office Administration program in AY19 are to utilize the Blackboard Retention Center tool, and to use cohesive advising with at risk students.
- The Coordinator of Institutional Effectiveness tracked withdrawal rates for fall 17, spring 18, and summer 18 semesters. This information was shared with both administration and the QEP committee in an "ongoing" manner throughout the semester, and final withdrawal numbers at the conclusion of each semester.
- The QEP (Quality Enhancement Plan) for MCC is "Strengthening the Online Student Learning Environment at Montgomery Community College." The QEP was a five-year project, with 2017-2018 being the 5th year. At the start of the QEP, student success in online courses was

benchmarked at 68% and student success in traditional (seated) courses was benchmarked at 78%. By working on various aspects of the online learning environment over the 5-year period, we concluded the plan with a 75% success rate by students in online courses.

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

- First semester of the new Foundational Studies design and we have enrolled 58 students this fall and attendance has been consistent and growing. (Cabinet 09.05.2017 Dean of CE)
- Foundational Studies is working closely with the BLET program to teach test taking to all students and to tutor poor test-takers on an as-needed basis. (BOT 10.11.2017)
- Added two new class dates / times for Foundational Studies Department, which included Basic Skills because of supply and demand analysis. (Director of Foundational Studies, January 2018)

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: Curriculum, Continuing Education

Evidence of Activities that Support Goal Attainment

- Robert Nelson, Dean of Arts & Sciences, has had several informal discussions with UNC-Charlotte concerning articulation of MCC's Associate in Fine Arts in Music program. As of the end of AY18, we are at a standstill, waiting on the System Office to create a CCP pathway for the Fine Arts in Music program.
- Natalie Winfree, Director of Counseling Services, coordinated a College Transfer Fair for MCC's students on Monday, October 30, 2017. Seventeen college representatives were available to answer questions or provide literature about programs at their schools. Approximately 75 students interacted with the college reps.

- A representative from Catawba College was on campus on Tuesday, February 20th from 1:30 - 3:30 p.m. in Capel Hall. Several Early College students stopped by and asked questions.
- The Vice President of Instruction contacted UNC-Greensboro to inquiry if MCC could streamline entrance for its students into their 4-year school, similar to a Randolph CC / UNC-G agreement. UNC-G sent MCC an agreement to review. The Vice President is working on putting this program in place by spring 2019.
- The Vice President of Instruction reached out to UNC-Pembroke to explore a partnership. Unfortunately, no one from Pembroke has responded.
- The Vice President of Instruction is exploring an agreement with Pfeiffer College as well.
- The NC Community College System did an update of the Early Childhood programming during AY18, which will be effective in fall 2018. This will open up more transfer options for MCC Early Childhood students.

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 Dean of Continuing Education shared with the Cabinet at the July 11, 2017 meeting that a Manufacturing Day or Week event is being planned for some time during the 1st week of October. The plans at this time would include an open house at the Biscoe building (HVAC) and tours of manufacturing facilities within the county. (Cabinet 07.11.2017)
- The College hosted the NC Forestry Association Sustainable Forestry Teacher Experience the last week of summer semester. There were 36 public school teachers here from across the state to learn about Forestry education.
- The College's 50th Anniversary Convocation was held on Thursday, September 7, 2017 at 11:00 a.m. Keynote Speaker was Odell Bizzell. Approximately 315 attended this event.
- A Bell dedication ceremony was held on Thursday, September 7, 2017 at 4:00 p.m. Approximately 50 individuals attended this historic event.
- The 50th Anniversary Awards ceremony was held on September 7, 2017 at 5:30 p.m. The event recognized 50+ Trailblazers of the College. Approximately 350 individuals attended this event.
- "Plaster Users" in the Studio Workshop with Josh Manning on August 26th and 27th got great feedback, with five total students, including two out-of-state students. (BOT 09.13.2017)
- Nikki Mizak was the college's first Working Artist Wednesday of the fall 2017 semester, providing demonstrations on September 20th from 12 - 4:00 p.m. Nikki is a painter, potter and artist. Twelve individuals attended this event held in the Pottery building.
- MCC hosted a Veterans Resource Fair on October 8, 2017 from 1:00 - 4:00 p.m. Services provided included flu shots, HEP C Screening, Counseling for PTSD/TBI, and representatives from the VA Office. Approximately 20 individuals attended this event.
- The Continuing Education division of Montgomery Community College hosted Manufacturing Day on Wednesday, October 4, 2017. Manufacturing Day was created by Founding Partner Fabricators & Manufacturers Association, International in 2012. Governor Roy Cooper visited the event. UAV Mobile Solutions did drone demonstrations, and brought their mobile trailer to show how it is used in Public Safety situations. Paperworks, Perdue, AAM, Arauco, Technical Training Aids, Longworth Industries, McRae Industries, Carolina Dairy, Allendale Knitting and Aberdeen Carolina and Western Railway Company had information booths present at Manufacturing Day.
- MCC's Woodsman's Team placed 4th among 10 colleges and universities participating in the annual John G. Palmer Intercollegiate Woodman's Meet held at the Cradle of Forestry near Brevard NC on October 7th. The details of the teams and wins were shared in the October 16,

2017 edition of yourspace, as well as announced at the Board of Trustee meeting on October 11th, and the Employee meeting on October 12th.

- The MCC Library had a Mystery Tour Trivia Contest near the Halloween Holiday in 2017. Fifty-two persons participated - staff, faculty, students, Early College and CCP students. Winners were: Alison Burns (faculty), Brenda Parsons (staff), Leticia Barrera-Morelos and Lilly Grady (Early College students), and Hannah Hall (college student).
- Student Services held the annual Spooktacular event on the campus of MCC on Tuesday, October 31, 2017. Events included a mummy wrapping contest, a cakewalk, hot dog sale, dessert sale, and several raffles by various program clubs. More than 75 individuals participated in the variety of events held.
- The Veteran's division of Financial Aid, with the assistance of the MCC Foundation, hosted a Veterans Day Celebration at MCC on Thursday, November 9, 2017. Approximately 50 attended the event honoring veterans.
- The Montgomery Community College Foundation presented "A Christmas Carol" on Friday, December 8th at the James Garner Center.
- The North Carolina Organization for Human Services Education held its annual conference at Montgomery Community College on November 3, 2017. Dr. Vanessa Smalls Bryant was the keynote speaker for the event. A little over 100 individuals attended the event; Human Service providers, faculty and students from all across NC came to this conference.
- The NCWorks Career Center hosted a meeting of partners at MCC on November 14, 2017. Ten individuals attended, as representatives from the following partnership agencies: Richmond Community Support Center, Regional Partnership WDB, Communities in Schools Montgomery County, National Caucus of Black Aging / Senior Community Service Employer Program, Montgomery County Schools, NC Commerce Division of Workforce Solutions, Vocational Rehabilitation, and Montgomery County. The purpose of the meeting was to introduce the new Career Development Consultant, Russell Ingram, and to talk about the services available to assist the partners.
- Fifth grade students from Page Street Elementary School visited MCC on February 28th. Their visit included tours and short information sessions on the programs they visited. Approximately 90 students visited.
- The Board of Trustees held their annual retreat on Friday, March 23, 2018. The focus of the retreat was "partnerships" and included a luncheon with guest speaker Patrick Woodie of the NC Rural Center. County and/or community partners were invited to the luncheon and speaker portion of the retreat. Approximately 65 attended the luncheon event.
- The Diversity Team hosted a Diversity Celebration on Wednesday, March 21st in the Multi-purpose room in Capel Hall. Montgomery County Early College, East Montgomery High School, West Montgomery High School and Home Schoolers were invited to the event. The West Montgomery Players did two performances, demonstrating music and dance from a variety of cultures. Foods and other information about various cultures were shared by MCC personnel and other community members; Italy, China, and Mexico were represented. Approximately 215 attendees participated in the Diversity Celebration event.
- UNC-Pembroke had a campus recruiting visitor at MCC on Wednesday, March 21st. They set up a table display in Capel Hall, and had a lot of Early College students, as well as staff, stop by and ask questions.
- MCC held its annual Spring Fling on Tuesday, April 10, 2018. Five teams competed in Polar Volley Ball, including a Montgomery County Early College team. Approximately 500 students, faculty and staff turned out for the food, fun and festivities.
- MCC, NCWorks, and construction industry representatives held a Construction Careers Awareness and Hiring event at MCC's Biscoe Center on April 11, 2018. The event hosted approximately 150 Montgomery County high school students who toured the Center and the College's HVAC training facility. (Montgomery Herald 05.02.2018)

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

- Doni Hatchel and Beth Smith explained the importance of college and presented information about financial aid and scholarship options to an audience of West Montgomery High School seniors and parents on September 30, 2017. Approximately 85 seniors and parents attended this event. (BOT 10.11.2017)
- MCC hosted a stop on the CACRAO tour on October 5th at the James Garner Center. Approximately 540 students and 50 college representatives participated in this event. (BOT 10.11.2017)
- The City of Troy held the annual Troyfest on Saturday, June 30, 2018. Numerous MCC personnel and divisions represented the College at the event. Student Services (B. Smith, Jessica Blake, Natalie Winfree, and 3 student ambassadors), Academics (L. Proctor), Continuing Education (Josh Floyd), Public Information Office (M. Haywood), and Distance Learning (C. Ellison). Josh Floyd did pottery demonstrations using a pottery wheel during the day. Approximately 200-250 people stopped by MCC's booth. BLET (Pete Heron) drove a MCC BLET car in the Troyfest parade.
- Early College held an open house at MCC on February 8th. CCP was listed as an option for students who choose not to apply for Early College or did not get in.
- Early College information meetings were held at West and East Middle Schools. These information sessions included discussions about CCP options.
- The Coordinator of Educational Partnerships hosted CCP Fairs at both high schools during the spring. West Montgomery's was on April 26th and had approximately 100 students participate. East Montgomery's was held on May 3rd and had approximately 350 students participate. Program instructors set up tables with information about their programs and students were encouraged to walk around and talk with each program. Transfer programs, CTE programs and Continuing Education classes were represented.
- MCC held an Open House on August 10, 2017 in conjunction with Montgomery County School's back to school event. Over 750 MCS schoolchildren and their families participated in this event. College Transfer programs had a booth with games and prizes at which they provided information about transfer opportunities.
- Robert Nelson, Dean of Arts & Sciences, reviewed all college transfer and advising web pages and made changes that were implemented to better inform prospects of transfer opportunities.

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

- Duke Energy invited MCC to apply for a grant asking for \$200K to be used in targeting adults to the Apprenticeship Montgomery opportunity. The College submitted the application on 09/20/2017. (BOT 10.11.2017)
- The College has been awarded the \$200K grant by Duke Energy. (Cabinet 11.28.2017)
- Mr. Gardner, Director of Business and Industry, profiled current Apprenticeship students and industries during the week of November 13th - Apprenticeship Week in NC. The email profiling the students and industries went out to all students and employees of MCC and was well received.

- Alandale Industries have agreed to become an Apprenticeship Montgomery employer sponsor. They plan to sponsor two apprentices this year. (BOT 02.14.2018).
- Prospective apprenticeship candidates will be given a company tour the week of April 23rd. All apprenticeship applications are due by April 30th. (BOT 04.11.2018)
- Arauco agreed to become an Apprenticeship Montgomery employer sponsor and they plan to sponsor one adult per year.

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

College Goals: 1, 3

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

Evidence of Activities that Support Goal Attainment

- The official groundbreaking ceremony for Montgomery Central High School and Career and Technical Education (CTE) facilities was held on October 24, 2017 at the edge of the new school property, just outside of Montgomery Community College's Chapel Hall. Close to 40 individuals were on hand to witness the ceremony. The College and the high school will utilize the CTE building for various programming. It is additionally anticipated that the close proximity of the two schools to one another will create new pathways and synergies besides the shared CTE space.
- A school partnership meeting took place on Tuesday, December 12, 2017. Representatives from MCS and MCC met to discuss issues with the new Early College program, as well as any other issues for CCP students who are located in East or West Montgomery High Schools. Approximately 20 attended the meeting. The group plans to hold regular meetings - once per quarter. Another meeting was held on March 14, 2018, and the next meeting is scheduled for May 30, 2018.
- The Director of Resource Development discussed a Montgomery County Fund Grant application that had been submitted by Kathy Garner-Smith. This application is seeking funds to provide childcare and tutoring for ESL ABE students. The Montgomery County School System is collaborating with MCC on this effort and need. (Cabinet 03.26.2018)
- The Director of Financial Aid and Financial Aid Assistant participated in a Financial Aid event held at East Montgomery High School on March 13, 2018. Attendance was low, but the ones that attended did appreciate the information shared.
- On June 25 & 28, we held Drone Camp for 11 - 14 year olds, with 12 students participating. The campers liked using goggles to do outdoor flying, and were delighted to take a drone home.
- CSI Camp was held on June 12 & 13, 2018, with 13 participants. This camp involved representatives from the Troy Police Department, the Montgomery County Sheriff's Office, the NC Highway Patrol Office, and the NC Wildlife Resource Office.
- The retitled and re-worked job description for the Coordinator of Educational Partnerships position was done to open communication lines between CCP and Early College students, and to improve advising. The position was filled in December 2017, and the College has already seen better communication and advising. (Vice President of Instruction)

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 and NCWorks moved into the newly renovated MCC Workforce Development Center early in academic year 2018.
- The NCWorks Career Center hosted a meeting of partners at MCC on November 14, 2017. Ten individuals attended, as representatives from the following partnership agencies: Richmond Community Support Center, Regional Partnership WDB, Communities in Schools Montgomery County, National Caucus of Black Aging / Senior Community Service Employment Program, Montgomery County Schools, NC Commerce Division of Workforce Solutions, Vocational Rehabilitation, and Montgomery County. The purpose of the meeting was to introduce the new Career Development Consultant, Russell Ingram, and to talk about the services available to assist the partners.

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

- The Courier Tribune ran a story on the MCC Drone School in their July 7, 2017 edition.
- The fall 2017 tabloid was completely revamped to be more magazine-like. It included several stories about what is new in Continuing Education.
- The Small Business Center has a corner at the Uwharrie Mercantile where products of SBC clients will be highlighted. (Cabinet Report 09.05.2017 Dean of CE)
- Andy Speer, Taxidermy Department Chair, and Lynn Epps, Resource Development, are exploring applying for an NRA Scholarship. The Scholarship will be used to purchase supplies to conduct a "Get Outdoors Program" which includes training on hunter safety, plant identification, wildlife dressing, and other out-of-door topics. One of the purposes of the scholarship and Get Outdoors Program is marketing of the Taxidermy program, both CU and CE, to a different segment. (Cabinet 09.05.2017)
- Dronelife, an online newsletter, carried an article about the MCC NC Public Safety Drone Academy on September 1, 2017.
- News 13 WLOS did a news article about the DOT drone workshop in Asheville, at which MCC was a presenter. (Riley Beaman email 9.1.2017)
- Met with Hmong population in Mt. Gilead to establish a relationship and discuss ESL services. (BOT 09.13.2017)
- The Continuing Education division of Montgomery Community College hosted Manufacturing Day on Wednesday, October 4, 2017. Manufacturing Day was created by Founding Partner Fabricators and Manufacturers Association, International in 2012. Governor Roy Cooper visited the event. UAV Mobile Solutions did drone demonstrations, and brought their mobile trailer to show how it is used in Public Safety situations. Paperworks, Perdue, AAM, Arauco, Technical Training Aids, Longworth Industries, McRae Industries, Carolina Dairy, Allendale Knitting and Aberdeen Carolina and Western Railway Company had information booths present at Manufacturing Day.
- Matthew Parker, Chief Executive Officer of Independent Security Advisors LLC, via his LinkedIn page, marketed the UAV Academy of Montgomery Community College. (October 13, 2017) <https://www.linkedin.com/pulse/drone-training-keeping-our-promise-matthew-parker/?published=t>

- Foundational Studies Director met with Eckerd Camp personnel to discuss the creation of career pathways and support their youth/adults with HSE/AHS courses and certification programs of study. (BOT 10.11.2017)
- The Director of Student Life and Recruitment and several of the College Ambassadors passed out candy, brochures and/or answered questions at the Biscoe “Halloween in the Park” event on Tuesday, October 31, 2017. The college had 10 bags of candy that was completely disbursed. The organizer of the event said that there were approximately 2000 people in the park for this event. (Cabinet 11.2.2017)
- The Vice President of Instruction, Public Information Officer, Student Recruitment person, and head of the Forestry program met on December 14th to discuss ways to market MCC’s Forestry program to NC areas to the east - where there is no Associate Forestry program. NOTE: Wayne Community College does still have a Forestry program, but we have heard it is closing. Thus, Wayne County is off-limits for the moment. (Cabinet 12.12.2017) The group identified targeting exiting military persons for recruitment, and as such, will look for recruitment venues at Fort Bragg, Pope Air, Camp Lejeune, Camp Geiger and Cherry Point. Further, the Student Recruitment individual will look at expanding CACRO to the southeastern part of NC, and market Forestry in these areas. The Forestry Department Chair wants to bring back the alumni newsletter and utilize this media to market to other areas. The Public Information Office will look at media opportunities that might be utilized to enhance our reach to the east.
- With remaining 2017-18 marketing budget, a digital marketing campaign was launched during April and May 2018 for fall 2018 recruiting for the Forestry program targeting all zip codes in Eastern North Carolina with the exception of Wayne County and zip codes within a 60-mile radius of Wayne Community College. Campaign also included metro areas of Charlotte and the Triad.
- Signed a contract in March with Carolina All Out - an all-outdoor-sports-related cable program, to sponsor six months of programming with another six months on YouTube. The Carolina All Out program reaches Eastern North Carolina cable stations and recently has been picked up by a Raleigh cable station. The program reaches our Forestry, Taxidermy, Hunting & Shooting Sports Management, and Gunsmithing market. In addition, Carolina All Out shot a 30-minute segment in Taxidermy that will feature the instructor completing a deer mount. The segment will be aired in the fall of 2018. *Carolina All Out* has also stated a desire to come back to campus to do similar segments with Gunsmithing and Forestry and to make MCC a regular seasonal feature.
- Montgomery Community College had a booth at May Day, Highland Community Center in Mt. Gilead on Saturday, May 5th. The booth had information about Montgomery Scholars, the Apprenticeship Program, Small Engine Repair, Welding, all curriculum programs, High School Equivalency, the Workforce Investment Opportunity Act, and NCWorks. Approximately 400 people attended the May Day festivities, and the booth had 50 visitors. In addition to the booth, Sheila Little walked around the event and distributed information to several more people. Further, a spokesperson for the event announced two times that Montgomery Community College was at the event with information about educational opportunities.
- The Public Information Office launched a new Instagram account on April 13, 2018 to reach a younger audience. Posts are scheduled three times a week and rotate featuring each curriculum and continuing education program about once every 10 weeks.
- The Public Information Officer contracted with Engaging Animations to create 30-second videos for each program. These will be used on Instagram and other social media sites. The first animation for the Information Technology program was launched on June 25, 2018 on Instagram and cross-posted on Facebook the same day.
<https://www.dropbox.com/s/tfzegm01wql4xmr/Montgomery%20Community%20College.mp4?dl=0>
- The Public Information Office contracted with College InBound to create a semi-custom 60-second video promoting the college’s curriculum and CE programs in general and the Early Childhood, BLET/Criminal Justice, Associate in Fine Arts: Music (college transfer), and Practical Nursing/Nurse Aide/EMT programs specifically. Early Childhood, BLET/Criminal Justice and Nurse Aide/EMT were selected as programs to highlight in the fall 2018 schedule

as these were identified as needing an enrollment boost. The video was launched on Facebook and Instagram on June 28, 2018.

- The Public Information Office created a new billboard design featuring three successful MCC graduates (nurse, wildlife officer, IT technician) with the new tagline “Your Trail Awaits.” This tagline is being used with the 60-second video on Facebook and other advertising as appropriate. The billboard will be displayed June 2018-July 2019 on Interstate 73/74 South near the Black Ankle exit in Montgomery County.
- The City of Troy held the annual Troyfest on Saturday, June 30, 2018. Numerous MCC personnel and divisions represented the College at the event. Student Services (B. Smith, Jessica Blake, Natalie Winfree, and 3 student ambassadors), Academics (L. Proctor), Continuing Education (Josh Floyd), Public Information Office (M. Haywood), and Distance Learning (C. Ellison). Josh Floyd did pottery demonstrations using a pottery wheel during the day. Approximately 200-250 stopped by MCC’s booth. BLET (Pete Heron) drove a MCC BLET car in the Troyfest parade.
- On April 11, 2018, MCC hosted a Construction Day event at the Biscoe Center where 200 high school students learned about careers in construction as well as construction related programs at MCC.

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

- MCC held a 50th Year Celebration Open House in conjunction with MCS’s Welcome Back on Thursday, August 10, 2017 from 5:30 - 8:00 pm. The Open House had a “big top” theme, with all programs participating with booths encouraging fun, and providing information. The Open House had approximately 750 in attendance.
- Johnson Bray, Troy City Planner, Jessica McDaniel, Director of SBC, The Dawson’s, owner of the Hotel Troy, and the Troy Neighborhood Redevelopment Corporation, a non-profit, are in discussions about creating a space in downtown Troy that would be a “BizHub.” The space would be a type of incubator space. (Cabinet 09.05.2017 Dean of CE)
- The Student Services staff, along with other MCC personnel, presented information to West Montgomery students and their parents at a scholarship workshop organized by Mr. Earl Leake on September 30. Approximately 100 attended.
- The 50th Anniversary Gala was held on September 23, 2017. Approximately 180 attended the event. It raised approximately \$19,000.
- The Small Business Center assisted with the “Business of Beer” at STARworks on September 21, 2017. It was a great success with over 20 registered attendees, and requests for more related workshops in the future. (BOT 10.11.2017)
- The Small Business Center attended a ribbon cutting and grand opening for SBC client Elevate Ballet Company at their store in the Biscoe Walmart Shopping Center. Elevate has tripled its expected enrollment since opening and continues to receive ongoing counseling and assistance from the SBC. (BOT 10.11.2017)
- The Director of Student Life and Recruitment and several of the College Ambassadors passed out candy, brochures and/or answered questions at the Biscoe “Halloween in the Park” event on Tuesday, October 31, 2017. The college had 10 bags of candy that was completely disbursed. The organizer of the event said that there were approximately 2000 people in the park for this event. (Cabinet 11.2.2017)
- A press release announcing the 10th baby award was provided to local papers on December 7, 2017. Onyx Mason, the son of Kenzi Smith and Adam Mason was born on September 9, 2017. Each year, the MCC Foundation awards a scholarship to the first Montgomery County baby born on or after September 7, the college’s birthday.

- The Board of Trustees held their annual retreat on Friday, March 23, 2018. The focus of the retreat was “partnerships” and a luncheon where county and/or community partners were invited had a guest speaker, Patrick Woodie of the NC Rural Center. Approximately 65 attended the luncheon event.
- The NC Office of Outdoor Recreation Industry held a listening session on the campus of MCC on May 8, 2018. Thirty-six people attended the meeting to learn about this new office and to provide feedback to the newly appointed director.
- On April 11, 2018, MCC hosted Construction Day event at the Biscoe Center where 200 high school students learned about careers in construction as well as construction related programs at MCC.

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 CJC and BLET held an Advisory Committee Meeting in June 2018. At that meeting, the program chairs requested that the committee members help to promote the marketing of Criminal Justice and Basic Law Enforcement Training.
- The Forestry program’s advisory committee has several graduates of the program on it – which are strong advocates for MCC’s Forestry program. John Reese, employed by Duke Energy, talked about Utility Forestry options available in the electric industry. John Reese works with Russell Strong, Department Chair for Forestry, on implementing training for skill sets needed for employment with Duke Energy and their contractors. (Forestry Advisory Committee Minutes 06.25.2018)
- Amy Friary, Department Chair for Early Childhood Education, reported that various childcare facilities in Montgomery County regularly recommend MCC’s EDU courses to both their already hired staff, as well as individuals interested in working for their childcare facility. The Early Childhood Advisory Committee has several of these childcare operators on that committee.
- The Business Department Chair, Mike Collins, relates that he regularly receives phone calls from the Business Administration Advisory Committee members asking about recent graduates or soon to be graduates who might fill a need. CBC Business Services, located in Troy, and operated by Claudia Cranford, is an example of an advisory member who markets the Business Administration program on a regular basis.
- The Human Services Department Chair, Amy Friary, has received student referrals from DSS (Montgomery County). DSS staff members needing additional education or continuing education credits often take HSE or SAB classes as a result of DSS recommendations.

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 college changed to a 10 point grading scale as of fall 2018 - in order to work more fluidly with the Montgomery County School System (CCP and Early College students).
- HSE/AHS Classes have a new structure to their courses. We have combined students with College prep students to provide large groups/social interaction. Also are offering walk-in/next day registration process when students are ready to begin. Previously only on/or about the 15th of each month. (BOT 09.13.2017)

- Career pathways, within Foundational Studies, is piloting a Basic Skills Plus program where three students will receive tuition waivers. There are three career pathways: HVAC, Welding, and Nursing Assistant. The program will have academic supports in place to support their success in the college-levelled classroom. (BOT 09.13.2017)
- The College added an “Employee Assistance Plan (EAP)” as a free service to employees and family members for a variety of counseling services. There are also opportunities for employees/supervisors for professional development, mentoring and coaching. (Vice President of Administrative Services)
- A designated email fax line was installed in the Human Resource Department for their use only. This has allowed Human Resources to become more responsive to applicant / employee needs.
- During AY18, the Business Office implemented departmental budget access in Self-Service for Deans, Directors and Department Heads, allowing “real-time” viewing of expenditures by line item.
- During AY18, the College began offering online registration to CE students. This was in response to request of customers, especially those that live out of state and wanted to register for our classes.
- Work continues at the System level to revise the Developmental Education programs to better align Multiple Measures, CCRG, and Rise to make the processes as seamless as possible. (Vice President of Instruction)
- Expansion of Career and Technical Degree Offerings to meet the needs of the service area and the new CTE Building. (Vice President of Instruction)
- Two new apprenticeship tract opportunities for students were identified in AY17-18: Information Technology and Office Systems. The IT apprenticeship has been approved and funded for fall 2018. (Vice President of Instruction)
- As a result of the Program Review for the Arts & Sciences (Transfer) program, it will be creating an Advisory Committee, consisting of students, local high school reps, and local college officials. The Advisory Committee will ensure that MCC’s transfer program is meeting the needs of all constituents. (Vice President of Instruction)

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 NCCCS adopted a state waiver process for seniors to audit state-funded classes, providing seniors with access to many classes free of charge. (07.24.2017)
- Continuing Education began offering our multi-media art class at the local senior center to expand their offerings at the center.

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

College Goals: 1, 3, 6

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

Evidence of Activities that Support Goal Attainment

- The Student Satisfaction survey was conducted in fall 2017. It surveyed student satisfaction with registration, book orders, placement testing, financial aid, and cashier services. Seventy-five students responded, and the overall findings were positive - students are satisfied with services. There were negative comments related to the “virtual bookstore,” admission and

registration processes, and financial aid. Goals related to the areas of concern are on Outcome Assessment Reports for the 2017-2018 academic year. (Cabinet 12.12.2017)

- The College began implementation of an upgrade to the old WebAdvisor program service during the fall of 2017. This upgrade is more commonly known as Self-Service and includes the following enhancements: Students can log-in to one system and see their education progress, which includes past courses and grades, as well as current courses, schedules, and “plan” future courses in future semesters; Students can see their financial aid awards in self-service; Faculty advisors can access the students’ progress section, and planning section; there is a note section where an advisor can make particular notes so that other faculty also assisting the student can see them. There will be a learning curve for both students and faculty/staff to utilize this powerful tool, but it is anticipated that it will improve planning and advising services. (Quality Trails 01.02.2018)
- The IT department created a Student Help page, to aid students with frequent questions asked. The Student Help page is utilizing the new Etrieve software system to streamline processes. An example is when a student needs to apply for graduation, this is now an Etrieve form, that when the student completes the form and hits submit, it automatically transmits to the Registrar. In the past, this was a paper process that required completion, printing or scanning, and then student transmission to the right individual. (Email announcement to students 01.08.2018)
- The Employee Survey was conducted in May 2018. This survey recommends improvements to the college’s website, improvements with admissions and registration processes, and greater visibility by Campus Security. Goals related to these three items will be added to the respective Outcome Assessment Reports. (Cabinet 07.10.2018)

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

- Cabinet reviewed the vehicular traffic volume and existing traffic pattern with the addition of the Early College. (Cabinet 09.05.2017)
- The Etrieve document scanning function is being fully utilized by the Enrollment Office. Student Services has also begun scanning old records into the system and eliminating paper files.
- The Board of Trustees approved a new full-time position, Program Facilitator of Short Term Gunsmithing Courses at the October 11, 2017 meeting. This position will assist the Gunsmithing Director with NRA course offerings through the Continuing Education division.
- The Cabinet reviewed the fall 2017 Student Satisfaction Survey at its meeting on December 11th. One of the issues students identified needing improvement is our textbook purchase options. An ad hoc committee was formed to review this issue and others relating to textbooks. The Ad Hoc committee is comprised of: C. Ellison, B. Smith, J. McBride, L. Proctor, and other yet to be identified faculty members.
- The Director of Foundational Studies conducted a thorough analysis of the Basic Skills division, including observation of courses and instructors, a study of prior class offerings for enrollment and student performance, resource materials available and resources needed, faculty credentials, MCC's student performance measures set by the NCCCS, and test offering options. As a result of the analysis, numerous improvements in the department occurred;

namely, eliminated low attendance classes; added two new classes in new locations with high interest and attendance; resources on hand, as well as new resource purchases, were organized and placed in classrooms for ease of use; eliminated poor performing part-time staff/faculty; rewarded high performing staff/faculty; increased duties of existing staff/faculty; enrolled teachers in professional development opportunities; and, reduced the number of testing days on and off campus to maintain appropriate coverage for other Basic Skill division duties. Thirteen students enrolled in MCC courses completed HiSet testing for the period July 1 - December 31, 2017. During the same period last year, five students completed HiSet testing. Thus, MCC is already seeing an improvement in efficiency and efficacy as a result of the changes.

- Upon the retirement of the Library Technical Assistant in late April 2018, the Dean of IT/Library Services/Distance Education examined the needs of the Library, and updated the job description to create efficiencies within the Library, Bookstore and Distance Education service area needs. (Cabinet 04.17.2018)
- Partnered with a new virtual bookstore vendor, MBS Direct.

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

- MCC was invited to apply for a Duke Energy Community College Apprenticeship Grant in the amount of \$200,000. The College submitted the application on 09.20.2017. (BOT 10.11.2017)
- The College applied for an American Welding Society Foundation Welder Workforce Grant to expand current welding space or new space to accommodate more students. (BOT 10.11.2017)
- In September 2017, the College applied to the NRA Foundation for a total of \$8,000 to provide merit scholarships for gunsmithing students in the fall 2017 semester. The College received the the NRA scholarships. (Cabinet 11.14.2017)
- The Montgomery Community College Foundation held a 50th Anniversary Gala on Saturday, September 23rd. Approximately 180 attended, and approximately \$19,000 was raised.
- Mrs. Epps reported that 79 scholarships were awarded at the Scholarship Awards Ceremony on September 7, with 25 of those being Montgomery Scholars students. Scholarship awards for the fall semester total \$77,000. (Cabinet 09.19.2017)
- The college has been awarded a \$200K grant by Duke Energy, which will be used for adult apprenticeship. The funds will be used to provide tuition and supplies for adult apprentices who might not otherwise be able to take advantage of the program offerings.
- The Continuing Education division received a \$47,000 NCCCS grant to buy a trailer to be used with our drone program. MCC already has a contract with Wake County to offer drone related courses to anyone in Wake County, and a similar contract is in the works with Charlotte. (Cabinet 11.28.2017).
- The MCC Foundation Board met on February 14, 2018 and will hold a new fund-raising event in October 2018: A Shooting Clay Event. The target market for this fund-raising event will be different from the golf tournament.
- The Director of Resource Development shared with Cabinet that we have a matching fund donor. The donor has pledged up to \$15,000 in matching funds for contributions made through April. (Cabinet 03.06.2018)
- The Director of Resource Development shared with the Board of Trustees at the March 14, 2018 meeting that a new fundraising initiative has been started. Luncheons with identified persons, with a giving card handout have thus far yielded \$7000.00 in community giving to the MCC Foundation.

- Year-round Pell has been approved and will provide additional financial aid funds to qualifying students taking classes this summer. (VP of Student Services report to BOT 3.14.2018)
- Project Skill-Up is a NCCCS initiative whose goal is to help individuals in NC adversely impacted by changes in the tobacco-related sector of the economy. The College received \$15,000 that will provide scholarship assistance to individuals to update their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities. (BOT 4.11.2018)
- The Resource Development Office and the Foundation Board hosted a “friends” event on the evening of April 30th in the College Boardroom. All of the Lion’s Clubs for Montgomery County were invited to a meal, tour, and information session about the College. One of the members of the Lion’s Club from Candor mentioned looking at moving a scholarship to MCC from its current manager. (Cabinet 05.01.2018)
- The Director of Resource Development shared with the Board of Trustees at the May meeting that the Golf Tournament yielded \$13,000 in proceeds. Further, that the Montgomery Fund grant request for daycare and tutoring funds was recently approved. This will be used to assist College and Career Readiness students who may need childcare and/or tutors for their school age kids, while they are in class. (BOT 05.09.2018)
- The Cabinet decided at the June 12, 2018 meeting to try a year’s subscription to “Foundation Directory Online.” This is a resource to find grants relative to departments and/or programs of study.

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

- The College received approval to spend our GoldenLeaf grant with modification on July 24, 2017. This money will be used in relation to gunsmithing, bladesmithing and woodworking programming. (August 9, 2017 BOT Agenda)
- The College applied for an American Welding Society Foundation Welder Workforce Grant to expand current welding space or new space to accommodate more students. (BOT 10.11.2017) This grant was not received; however, the college was encouraged to apply for future grants.

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

- The Dean of Distance Learning prepared an NCSARA application in February 2018. We received membership as of June 4, 2018. NC SARA (National Council for State Authorization Reciprocity) is the agency where the College would get approval to offer existing distance learning programming to students in other US states. It is anticipated that the Hunting and Shooting Sports Management program will see some immediate increase in enrollment because of this membership.

- Montgomery Community College became a participant in the National Council for State Authorization Reciprocity Agreements of June 4, 2018. This will allow the College to offer its SACSCOC approved curriculum programs in states where reciprocity exists.
- The College obtained Respondus Lockdown & Monitor for trial use during the summer of 2018 for online courses needing test proctoring. (Cabinet 06.12.2018)

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

College Goals: 1, 2

Key Divisions, Departments, or Programs: Information Technology

Evidence of Activities that Support Goal Attainment

- The Gunsmithing program added a new lab as of fall 2017, which included 12 new lathes and 5 new milling machines.
- The computers in the Forestry lab received upgrades in October and/or November 2017. The upgrades significantly improved the performance of the PCs for the Forestry students.
- Cabinet discussed the acquisition of two more Clear-Touch screens. Use of the previously purchased screens is high as demonstrated by the room utilization report. (Cabinet 09.05.2017)
- Three additional ClearTouch interactive panels were purchased in April 2018 for the Basic Skills/Adult High School classroom, Nursing and Biology.
- A mobile lab of 20 computers was added for access in Blair Hall.
- The Bladesmith shop has had electrical upgrades completed and forges have been installed for future classes. (BOT 09.13.2017)
- Four new "Chile" brand forges have been installed in the knife making space. (BOT 09.13.2017)
- The Continuing Education division received a \$47,000 NCCCS grant to buy a trailer to be used with our drone program. MCC already has a contract with Wake County to offer drone related courses to anyone in Wake County, and a similar contract is in the works with Charlotte. The trailer will be equipped with various types of technology utilized by the drone program. (Cabinet 11.28.2017)
- Two learning spaces were constructed in the library to be used for small group collaboration projects, tutoring and proctoring. The rooms will be outfitted with furnishings and computers in AY19.

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

- Self-Service is now available to students through WebAdvisor. This allows students to register for classes online; it also gives them a schedule view of their semester. The feedback thus far is good. (Cabinet 11.2.2017)
- The College's web page was migrated to a new server on or about December 18, 2017. The migration improves the performance of end user's interaction with MCC's webpage. (Cabinet 01.09.2018)
- The College IT department upgraded the existing core switch and firewall to provide a faster and more secure network and Internet experience.

- The IT department is working with the Continuing Education department to implement “instant enrollment” for CE courses from the website. They plan to pilot its use in the summer, and implement it for complete utilization in fall 2018. (Cabinet 4.17.2018)
- New Toshiba copiers were installed around the campus on June 12, 2018. (Cabinet 06.12.2018)
- Upgraded the Colleague user interface allowing users to work in any browser.
- The IT Department added user photos to the Colleague system, allowing faculty and staff to better identify students and employees.
- Online Web Attendance tracking is now being used by the majority of curriculum faculty. (Vice President of Student Services)

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

- Tracey Wyrick, Debby Douglas and Amy Friery completed Wake Tech’s EPIC 30 online teaching certificate on July 11, 2017. This course helps faculty to master the skills to develop accessible, engaging, and user-friendly online courses.
- Two instructors are enrolled in the summer 2018 EPIC 30 (Thomas and Gibson).
- Fall 2017 grades were evaluated for student success. Student success under the Quality Enhancement Plan is defined as a final course grade of A, B, or C. Traditional student success is 75.92% and online student success is 71.6%. This is an upward trend. (Cabinet 01.09.2018)
- Spring 18 grades were evaluated for student success and shared with the QEP committee and other Administrative personnel on May 18, 2018. Student success under the Quality Enhancement Plan is defined as a final course grade of A, B, or C. Traditional student success is 86% and online student success is 74%. This is an upward trend.
- The Coordinator of Institutional Effectiveness tracked withdrawal rates for fall 17, spring 18, and summer 18 semesters. This information was shared both with administration and the QEP committee in an “ongoing” manner throughout the semester, and final withdrawal numbers at the conclusion of each semester.
- The Coordinator of Institutional Effectiveness shared with the QEP Coordinator, the QEP Chairperson, the Vice President of Instruction and the President withdrawal data trend information on March 16, 2018. This information shows a slight decrease in withdrawals since we began reviewing our withdrawal data: number of students withdrawing (unduplicated); number of withdrawals (courses), and reasons for withdrawals.
- Instructors teaching Early College and courses with CCP students were requested to use the Retention Center in Blackboard to closely monitor student activity related to grades, participation and attendance. Triggers in these categories were set and instructors sent email alerts, when needed, to the student, Director of Counseling, and Coordinator of Educational Partnerships.
- Beginning in the spring 2018 semester, the peer review process was modified and instructors are now required to complete a self-review of their online course prior to the online course being peer-reviewed.

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

College Goals: 1, 5

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

Evidence of Activities that Support Goal Attainment

- The Business Office, Information Technology and Admissions and Registrations will implement a Customer Service Feedback Survey on their outgoing emails - to seek input from “customers” about their services. (Cabinet 07.11.2017)
- The Coordinator of Institutional Effectiveness created a shared google drive folder which contains an excel file for each curriculum program of study. Within the excel file for each program, there is historical information (by academic year) for unduplicated enrollment segregated by gender and ethnicity, graduates, success rates, and FTE. This information has been shared with all department chairs, deans, the Vice President of Instruction and the President - and is available to anyone else upon request.
- The 2017-2018 Institutional Effectiveness Plan was presented to the Board of Trustees at their October 11, 2017 meeting. The IE plan was also shared with all MCC staff and faculty by email on October 12, 2017. The plan is available to the public on MCC’s website.
- The Early Childhood program underwent a Program of Study review at the NCCCS level during spring 2018. There are now three distinct curriculum options for students: Licensure Transfer; Non-Licensure Transfer; or, Non-Transfer Career Track. These changes are effective with the fall 2018 term.
- Program Reviews by peer reviewers of the following curriculum, continuing education or support units occurred in 2017-2018: Arts & Sciences, Business Administration, Gunsmithing, Hunting & Shooting Sports Management, Metal Engraving, Practical Nursing, CE-Customized Training, CE-Health Occupations, CE-Industrial/Manufacturing, CE-Occupational Extension, CE-Public Safety, SU - Financial Aid, SU- Human Resources, SU - Resource Development, SU - Information Technology, and SU - Distance Education. Written recommendations concerning ways to improve programming or processes was shared with the appropriate department chair and their supervisor, as well as with the President of the College.
- The President, Vice President of Instruction, and the Coordinator of Institutional Effectiveness met twice in spring 2018 to discuss the “draft” 2018 Performance Measures report, and how MCC should move forward to improve outcomes on the various measures. Basic Skills, Licensure & Certification, and Transfer Performance related faculty provided memos about their measure and improvements planned for next year. The English, Math, First Year Progression and Curriculum Completion measures required a deeper data dive to look for trends. Goals have been added to specific programs, (Basic Skills, Licensure & Certification, and Transfer Performance) for AY19 identifying the improvement plans. The Grade Distribution Instructor Analysis report and planned usage (explained in a below bullet) will be used to improve College success on the English, Math, First Year Progression, and Curriculum Completion measures.
- Implemented a Grade Distribution Instructor Analysis report in spring of 2018. Patterning after best practices at Valencia CC, MCC will monitor completion rates by each section by term to identify courses where students are struggling. Sections with a completion rate of less than 70% where enrollment is statistically significant will trigger a review with the Dean in the area and additional College resources as needed. The idea is to identify issues and direct supplemental resources to improve outcomes.
- The Data Dashboard added Curriculum and Continuing Education Annual charts showing FTE, Enrollment and Semester-to-Semester comparisons.
- The Accountant and the Coordinator of Institutional Effective update the Cost Analysis Spreadsheet for the President as needed throughout the year, as well as at year-end. This provides the President with specific cost information by program of study for both curriculum and continuing education programs. This excel file includes FTE, graduation and enrollment data for each program.

Montgomery Community College
SGA Report
October 10, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- Student Ambassadors were on hand September 21, 2018 to help with MCC's Foundation Raffle event.
- The SGA and several other groups have joined together to sponsor a Hurricane Florence Supply Drive.
- SGA Officer Elections will be held in October.

**President's Report
October 10, 2018**

Activities since the September Board Meeting

9/13/18	Employee Meeting
9/17-18/18	NC GPS Plan Meeting
9/20/18	State Board Meeting
9/21/18	Fall Foundation Raffle
9/25/18	Tour of Alamance CTE Building
9/26/18	Veteran's Golf Tournament
9/27/18	FirstHealth State of Health Event
10/3/18	Business Advisory Council Meeting
10/4/18	CACRAO on Campus
10/5/18	Employee Orientation

Upcoming Activities

10/10/18	Board of Trustees Meeting
10/19/18	Employee Orientation
10/26/18	Shooting Clays Tournament
11/2/18	Employee Orientation
11/14/18	Board of Trustees Meeting



Board of Trustees Calendar of Events
2018-2019

October 10, 2018	5:30 p.m.	Committee/Board Meeting
October 26, 2018	11:00 a.m.	Shooting Clays Tournament
November 14, 2018	11:30 a.m.	Foundation Board Meeting
November 14, 2018	5:30 p.m.	Committee/Board Meeting
December 7, 2018	6:00 p.m.	Board Christmas Dinner
December, 2018		No Board Meeting
January 9, 2019	5:30 p.m.	Committee/Board Meeting
February 13, 2019	11:30 a.m.	Foundation Board Meeting
February 13, 2019	5:30 p.m.	Committee/Board Meeting
March 13, 2019	5:30 p.m.	Committee/Board Meeting
April 3-5, 2019		NCACCT Seminar - Raleigh, NC
April 10, 2019	5:30 p.m.	Committee/Board Meeting
May 8, 2019	11:30 a.m.	Foundation Board Meeting
May 8, 2018	5:00 p.m.	Committee/Board Meeting
May 8, 2019	7:00 p.m.	Graduation
June 12, 2019	5:30 p.m.	Committee/Board Meeting
July, 2019		No Board Meeting
August 14, 2019	11:30 a.m.	Foundation Board Meeting
August 14, 2019	5:30 p.m.	Committee/Board Meeting
September 11, 2019	5:30 p.m.	Committee/Board Meeting