



MONTGOMERY COMMUNITY COLLEGE

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

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, November 14, 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..... Wendy Vaughn, Director of Nursing

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

Standing Committees

Budget & Finance Committee

- October Financial Reports – Appendix C (**Action**) Jeanette McBride
- September Foundation Fund Statements – Appendix D Korrie Ervin
- In-Kind Report – Appendix E (**Action**) Korrie Ervin
- Grants Update – Appendix E-1 Korrie Ervin
- Foundation Update Korrie Ervin

Building & Grounds Committee

- Facilities Report – Appendix G..... Jeanette McBride
- Incident Report – Appendix G-1 Jeanette McBride
- Construction Update – Appendix H.....Dr. Chad Bledsoe
- Blair Hall Renovations Contract – Appendix I.....Dr. Chad Bledsoe

Personnel Committee

- Personnel Appointments
 - Controller – Appendix K Gelynda Capel
 - Director of Foundational Studies – Appendix L..... Gelynda Capel

Curriculum/Student Services Committee

- Update from Vice President of Instruction – Appendix N..... Lee Proctor
 - Continuing Education – Appendix O..... Lee Proctor
- Update from Vice President of Student Services – Appendix P..... Beth Smith

Legislative/Public Relations Committee

- Legislative Update.....Dr. Chad Bledsoe
 - Waiver of SBCC Code Provisions Due to Hurricane FlorenceAppendix R
 - Amendment of 1D SBCCC 400.9 - Curriculum Standards Appendix S
 - Temporary Amendment of 1G SBCCC 200.1 - General Provisions ..Appendix T
- Public Relations/Marketing Update – Appendix U..... Michele Haywood

Institutional Status Committee

- Board Policy Manual.....Dr. Chad Bledsoe
 - Section 6 – Appendix W– First Reading
- Veterans Affairs Program Approval – Appendix X..... Beth Smith
- Board Check List – Appendix Y – First Reading Carol Holton
- 2018-2019 Institutional Effectiveness Plan..... Carol Holton
(A link is provided on the Board and Committee Agenda)
<https://www.montgomery.edu/pdf/mcc/ieplan18-19.pdf>
- 2018 Business Continuity PlanDr. Chad Bledsoe
(A copy will be available at the meeting)

SGA Report – Appendix ZJennifer Haywood, SGA President

President’s Report – Appendix AADr. Chad Bledsoe

- CTE Update

Chairman’s Report – Claudia Bulthuis

- Calendar of Events – Appendix BB

Adjourn – Action..... Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, October 10, 2018

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:03 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Claudia Bulthuis	Robert Harris
Gelynda Capel	Susan Hershberger
Paula Covington	Gordon Knowles
Susan Eggleston	Andrea Marshall
George Gilbreath	Johnny McKinnon

Absent

Phil Absher
Bill Price
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, Director of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; and Josh Floyd, Director of Heritage Crafts.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Josh Floyd, Director of Heritage Crafts.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the October 10, 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.

Approval of September Committee and Board Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the September Committee and Board Meeting minutes. The motion carried.

Board Presentation – Josh Floyd, Director of Heritage Crafts

The Board received a presentation from Josh Floyd, Director of Heritage Crafts on the Pottery program.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the September 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 In-Kind Transfer presented by Mrs. Ervin. The committee approved and Mrs. Eggleston made a motion to approve the In-Kind Transfer. Coming from committee, this required no second. The motion carried.

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 reviewed Appendix I, the Incident Report.
- The committee received Appendix J, an update on the Construction and Building Projects Timeline.

Personnel Committee – Gelynda Capel, Chairman

The Personnel Committee met earlier this afternoon (see attached minutes- Attachment C) and Mrs. Capel reported that there was no new business.

Curriculum/Student Services Committee – Andrea Marshall, Vice Chairman

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

- The committee received an update regarding Instruction from Mr. Proctor.
- The committee received an update regarding Continuing Education from Mr. Gardner.
- The committee received a Class Visitation Report regarding Continuing Education Classes held during the Summer of 2018.

- The committee received Appendix P, the student fee chart revisions. The committee approved, and Mrs. Marshall made a motion to approve the Student Fee Chart Revisions. 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 reviewed Section 100 of the Board Policy Manual. The committee approved, and Dr. McKinnon made a motion to approve Section 100 of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The Board Self Evaluation was discussed. Two goals were identified for the coming year. The first is to increase the Board knowledge of their responsibilities and the actions taken to fulfill those duties. As an action it was suggested that the responsibilities be identified and a checklist be developed to track activity and progress of the Board. The second goal is to inform the Board, students, parents and citizens of the purpose, plan and progress of the CTE building. Suggested action toward the goal included reports to the Board and public meetings regarding the CTE building. Dr. McKinnon made a motion to approve two goals for the Board of Trustees: 1. To increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities; 2. Increase the Board's knowledge and public awareness of the CTE building. The motion was seconded by Mr. Knowles. The motion carried.

SGA Update – Appendix X

Mrs. Smith presented the SGA report.

President's Report – Dr. Chad Bledsoe – Appendix Y

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

- He attended a CTE building tour at Alamance Community College.
- He attended the Veterans Day Golf Tournament with several Board members.
- He attended the FirstHealth State of Health Breakfast.
- He attended a Business Advisory Council Meeting.
- Employee orientations were held on October 5, 2018 and will have three following orientations.

- The Shooting Clays Tournament is coming up on October 26, 2018.
- President Hahn will be on campus on October 30 around 2:00 p.m.

Chairman's Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix Z

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

- The first annual Shooting Clay event will be held on October 26, 2018.
- On October 24, 2018 the NC Rural Center will be hosting a meeting on campus at 9:00 a.m.
- The next Board meeting will be November 14, 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 Mrs. Eggleston, to adjourn the meeting at 8:06 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, October 10, 2018 at 5:31 p.m. in the College Boardroom

Present

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

Absent

Phil Absher

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Robert Harris
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; and Courtney Atkins, Assistant to the President.

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

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

September Financial Reports – Appendix C

Mrs. McBride presented Appendix C, the September Financial Reports.

- As of September 30, 2018, County fund expenditures were \$186,456 or, 24% of the budget.
- As of September 30, 2018, there were \$242,598 in funds for capital expenditures. Which includes \$23,000 that have been spent this month. Mrs. McBride noted the budget for telephone and electricity that was posted at 30% for the year that is slightly higher than usual.
- As of September 30, 2018, State fund expenditures were \$1,663,459 or 21% of the budget. Additional amounts from the previous fiscal year that are carrying forward will be announced at the November Board meeting.
- As of September 30, 2018, the Institutional funds balance was \$665,826.
- As of September 30, 2018, the balance in the STIF account was \$191,792.

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

August Foundation Fund Statement – Appendix D – Korrie Ervin

Mrs. Ervin presented Appendix D, the August Foundation Fund Statement. As of August 31, 2018, the balance of Foundation Funds totaled \$3,801,430.50.

In-Kind Transfers – Appendix E – Action

Mrs. Ervin presented Appendix E, the In-Kind Transfers report. Taxidermy received a rare collection of African animals that was donated to their program. No value was placed on the items due to the conditions of the animals and the rarity of those items.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the In-Kind Transfers. The motion carried.

Grants Update – Appendix F

Mrs. Ervin presented Appendix F, the Grants Update. The American Welding Society grant was submitted October 1, 2018.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. She noted that for the Annual Raffle that was held on September 21, 2018, 231 tickets were sold, \$5,700 were raised in sponsorships and the silent auction brought \$4,500. After expenses the grand total raised was \$22,213. The winner of the \$5,000 grand prize was Tonya Luck.

Mrs. Ervin also noted that the First Annual Shooting tournament will be held on October 26, 2018 and \$2,000 have been obtained in sponsorships.

There being no further business, the meeting adjourned at 5:42 p.m.

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 5:42 p.m. in the College Boardroom.

Present

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

Absent

Johnny McKinnon

Others Present

Paula Covington
Susan Eggleston
George Gilbreath
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; 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 except for Dr. McKinnon.

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

Facilities Report – Appendix H – Jeanette McBride

Mrs. McBride presented Appendix H, the facilities report. She noted that some repairs to ductwork will have to be complete before the air handling unit can be put in place on Capel Hall.

Incident Report – Appendix I – Jeanette McBride

Mrs. McBride presented Appendix I, the Incident Report. The incident involved a student having possession of an illegal substance on campus.

Construction Update – Appendix J

Dr. Bledsoe presented Appendix J, the Construction Update. He reported that contracts for the roof replacement to Blair Hall have been submitted to the State Construction Office for approval and issuance of contracts.

There being no further business, the meeting adjourned at 5:48 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 5:48 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Paula Covington
George Gilbreath
Claudia Bulthuis

Absent

Phil Absher, Vice Chairman

Others Present

Susan Eggleston
Robert Harris
Susan Hershberger
Gordon Knowles
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; 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.

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

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 5:49 p.m. in the College Boardroom.

Present

Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Bill Price, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Vice Chairman Marshall and all committee members were present except for Mr. Price, Chairman.

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

Update from Vice President of Instruction – Appendix M

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

Update from Dean of Continuing Education – Appendix N

Mr. Gardner gave an update on Continuing Education activities as presented in Appendix N.

Class Visitation Report – Appendix O

Mr. Garner gave an update on the Class Visitation Report. He reported that Continuing Education has exceeded the minimum requirements for class visits during the Summer term of 2018.

Student Fee Chart Revisions – Appendix P – Action

Mr. Proctor presented Appendix P, the Student Fee Chart revisions. He noted the changes are to accommodate program fees in the Associate in Nursing Degree program and the Licensed Practical Nursing Program.

Mrs. Bulthuis made a motion, seconded by Mrs. Eggleston, to approve the Student Fee Chart Revisions. The motion carried.

Update from Vice President of Student Services – Appendix Q

Mrs. Smith gave an update on student services activities as presented in Appendix Q. She noted that on FASFA night, there were over 100 people in attendance which was a more significant turnout than in previous years.

There being no further business, the meeting adjourned at 6:13 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 6:14 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis

Absent

Bill Price

Others Present

Gelynda Capel
Susan Eggleston
George Gilbreath
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, Director 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 Mr. Price.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the September committee minutes. The motion carried.

Legislative Update – Appendix S – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix S, an amendment to State Board Code. This amendment will allow for newly created co-requisite courses in English and Math. These courses will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative.

Public Relations/Marketing Update – Michele Haywood – Appendix T

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

There being no further business, the meeting adjourned at 6:20 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 6:20 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall

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, Director 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 September committee minutes. The motion carried.

Section 100 of Board Policy Manual – Appendix Z – Second Reading – Action

Section 100 of Board Policy Manual was presented for second reading. Dr. Bledsoe noted the changes received from Campbell Shatley. The Board reviewed the policy revisions and suggested minor edits. Mrs. Bulthuis made a motion, seconded by Mr. Harris, to approve Section 100 of the Board Policy Manual. The motion carried.

Board Self-Evaluation Discussion

The Board Self-Evaluation Survey will be discussed later tonight at the full meeting of the Board.

There being no further business, the meeting adjourned at 6:34 p.m.

Budget & Finance Committee
Wednesday, November 14, 2018
5:30 p.m.

Committee Members

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

Agenda Items

- **Call to OrderSusan Eggleston, Chairman**
- **Approval of October Committee Minutes – Appendix BAll**
- **October Financial Reports – Appendix C (Action) Jeanette McBride**
- **September Foundation Fund Statements – Appendix D..... Korrie Ervin**
- **In-Kind Report – Appendix E (Action) Korrie Ervin**
- **Grants Update – Appendix E-1 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, October 10, 2018 at 5:31 p.m. in the College Boardroom

Present

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

Absent

Phil Absher

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Robert Harris
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; and Courtney Atkins, Assistant to the President.

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

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

September Financial Reports – Appendix C

Mrs. McBride presented Appendix C, the September Financial Reports.

- As of September 30, 2018, County fund expenditures were \$186,456 or, 24% of the budget.
- As of September 30, 2018, there were \$242,598 in funds for capital expenditures. Which includes \$23,000 that have been spent this month. Mrs. McBride noted the budget for telephone and electricity that was posted at 30% for the year that is slightly higher than usual.
- As of September 30, 2018, State fund expenditures were \$1,663,459 or 21% of the budget. Additional amounts from the previous fiscal year that are carrying forward will be announced at the November Board meeting.
- As of September 30, 2018, the Institutional funds balance was \$665,826.
- As of September 30, 2018, the balance in the STIF account was \$191,792.

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

August Foundation Fund Statement – Appendix D – Korrie Ervin

Mrs. Ervin presented Appendix D, the August Foundation Fund Statement. As of August 31, 2018, the balance of Foundation Funds totaled \$3,801,430.50.

In-Kind Transfers – Appendix E – Action

Mrs. Ervin presented Appendix E, the In-Kind Transfers report. Taxidermy received a rare collection of African animals that was donated to their program. No value was placed on the items due to the conditions of the animals and the rarity of those items.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the In-Kind Transfers. The motion carried.

Grants Update – Appendix F

Mrs. Ervin presented Appendix F, the Grants Update. The American Welding Society grant was submitted October 1, 2018.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. She noted that for the Annual Raffle that was held on September 21, 2018, 231 tickets were sold, \$5,700 were raised in sponsorships and the silent auction brought \$4,500. After expenses the grand total raised was \$22,213. The winner of the \$5,000 grand prize was Tonya Luck.

Mrs. Ervin also noted that the First Annual Shooting tournament will be held on October 26, 2018 and \$2,000 have been obtained in sponsorships.

There being no further business, the meeting adjourned at 5:42 p.m.

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

County Funds - October 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	2,000	4,000	33%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	53,464	106,928	33%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	28,061	52,948	35%
518100	Social Security	18,989	1,539	6,321	12,668	33%
518200	Retirement	45,910	3,843	15,777	30,133	34%
518300	Medical Insurance	49,221	3,957	15,826	33,395	32%
518700	Longevity Payments	2,130	-	2,130	0	100%
519090	Waste Removal/Recycling	11,249	890	3,428	7,821	30%
519110	Pest Control Svcs Agreement	1,000	-	-	1,000	0%
519120	Lawn and Ground Service	500	-	-	500	0%
521000	Custodial Supplies	19,000	1,891	4,968	14,032	26%
522000	Maintenance Supplies	26,500	101	4,447	22,053	17%
524000	Repair Supplies	15,500	704	2,756	12,744	18%
525000	Gas/Travel/Reimbursement	3,000	109	336	2,664	11%
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	-	141	759	16%
532200	Telephone	13,369	1,444	5,450	7,919	41%
533100	Heat	800	65	236	564	29%
533200	Water	28,606	1,323	1,622	26,984	6%
533300	Electricity	11,831	1,764	3,889	7,942	33%
532330	ISP Charges	195,000	16,848	79,095	115,905	41%
533400	Garbage/Sewage Disposal	10,930	972	3,772	7,158	35%
535100	Equipment Repair	2,187	2,187	2,187	(0)	100%
535200	Repairs to Facilities	15,313	2,043	5,049	10,264	33%
535201	Repairs to Grounds-Supplies	4,000	-	200	3,800	5%
535400	Service Contracts	12,017	284	1,976	10,041	16%
539200	PR-President's Office	600	42	65	535	11%
539500	Other Current Expense	993	-	269	724	27%
543000	Lease/Rental Other Equipment	4,650	383	1,534	3,116	33%
545000	Property Insurance	18,150	-	-	18,150	0%
545200	Liability Insurance	3,567	-	-	3,567	0%
545201	Workers Comp	5,147	(246)	(246)	5,393	-5%
545301	Life Insurance	2,200	177	701	1,499	32%
545302	EAP Program Expense	1,800	140	561	1,239	31%
546100	Membership & Dues	1,440	-	820	620	57%
555100	Minor Equipment High Risk	1,000	-	964	36	96%
Total Current Expense		776,000	61,342	247,797	528,203	32%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's August 2018 Report	\$ 506,817
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	14,662
Total Revenue	702,703
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 (\$8K), Sec Cameras (\$21K), Bldg 500 Roof (\$23K) Lawn Equip (\$2K), Floor Care Equip (\$3K)	(57,902)
Sub-total Life-to-date Revenues less Submitted Projects	74,448
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 10/31/18	\$ 249,448

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

State Funds - October 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	142,039	11,837	47,346	94,693	33%
511200 FT Senior Administrator	247,968	20,664	82,656	165,312	33%
511300 FT Professional Staff	1,111,299	82,742	331,244	780,055	30%
511310 PT Professional Staff	18,000	1,155	6,690	11,310	37%
511340 30 Hour Professional Staff	136,999	-	-	136,999	0%
512000 FT Support	62,304	5,192	20,710	41,594	33%
512010 PT Support	38,894	3,179	11,431	27,464	29%
513000 FT Faculty	1,999,436	167,681	631,059	1,368,377	32%
513010 PT Faculty	720,155	59,941	177,102	543,053	25%
513030 PT Teaching Assistant	22,564	1,580	5,408	17,157	24%
515000 FT Technical/Paraprofessional	465,653	38,840	173,161	292,492	37%
515010 PT Technical/Paraprofessional	82,382	3,818	18,200	64,182	22%
516020 Student Salaries - Instruction	1,000	343	585	415	59%
518100 Social Security	367,268	28,684	109,350	257,918	30%
518200 Retirement	760,716	63,283	251,615	509,101	33%
518300 Medical Insurance	465,992	35,796	144,250	321,742	31%
518500 Unemployment Compensation	1,000	-	-	1,000	0%
1 518700 Longevity Payments	-	3,653	22,410	(22,410)	0%
519000 Legal Services	750	161	161	589	22%
519010 Financial/Audit Service	50,000	-	-	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	-	-	6,000	0%
519040 Administrative Services	3,000	156	156	2,844	5%
519130 Misc Service Contract	500	-	-	500	0%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	15,000	12,500	12,500	2,500	83%
519200 Other Contractual Services	22,500	11,667	17,500	5,000	78%
519400 Contracted Instruction	58,510	8,624	17,048	41,462	29%
519401 Online Tutoring Contract	18,992	6,000	6,000	12,992	32%
519700 Custom Training 3rd Party Contract	4,728	-	4,728	-	100%
523XXX Copies & Instr Supplies	147,590	14,933	39,501	108,089	27%
527000 Other Supplies	83,859	2,150	18,620	65,239	22%
527005 Tires, Oil Changes, Other Maint	1,600	-	-	1,600	0%
531110 In-State Ground Transportation	19,708	2,318	4,988	14,720	25%
531140 In-State Lodging	19,900	1,187	2,824	17,076	14%
531150 In-State Meals	5,968	497	1,165	4,803	20%
531210 Out-of-State Ground Transportation	2,050	-	295	1,755	14%
531220 Out-of-State Air Transportation	5,094	-	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	55	55	145	28%
531420 Board Expense - Subsistence	2,500	2,362	2,362	138	94%
531500 Registration Fees	33,435	2,590	15,789	17,646	47%
532100 Postage	6,806	1	445	6,361	7%
532337 Managed Server Support	9,089	-	-	9,089	0%
532700 Software Subscriptions	10,705	1,071	5,839	4,866	55%
535100 Equipment Repair	15,640	4,065	5,605	10,035	36%

Montgomery Community College
State Funds - Board Report for October 2018

State Funds - October 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp 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	46,266	530	23,396	22,870	51%
535495 Maint. Agree.-Server	3,285	-	-	3,285	0%
537000 Advertising	54,140	1,730	7,887	46,253	15%
535491 Maint. Agree LAN Equipment	8,000	-	-	8,000	0%
537100 Advertise Vacant Positions	12,000	804	2,164	9,836	18%
539400 Magazine/Newspaper Subs	5,249	316	1,815	3,434	35%
539500 Other Current Expense	1,825	-	-	1,825	0%
539520 Electronic Processing	12,000	1,494	4,192	7,808	35%
539591 Hazardous Waste Removal	515	515	515	-	100%
539700 Childcare - 530 Purpose	22,900	2,266	2,266	20,634	10%
539720 Project Skill-Up-Student Assistance	10,968	202	4,617	6,351	42%
542403 Rental/Lease Servers	3,840	320	1,280	2,560	33%
544000 NonWAN Data Process Software	6,440	-	40	6,400	1%
544010 Software License Renewal	29,665	-	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	1,766	1,923	20,492	9%
546200 Accreditation Expense	9,195	1,800	2,225	6,970	24%
555100 Minor Equipment Low	10,217	1,509	3,096	7,121	30%
555200 Minor Equip High	45,694	21,394	30,558	15,136	67%
Total Current Expense	7,549,510	633,371	2,311,887	5,237,623	31%
551000 Office Equipment	18,269	-	-	18,269	0%
553000 Educational Equipment	379,128	-	-	379,128	0%
553700 Edu.Equip.Perkins Grant	20,697	-	-	20,697	0%
2 555100 Minor Equipment Low Risk	15,332	-	(15,045)	30,377	-98%
556100 Books	16,040	351	339	15,701	2%
Total Capital Expense	449,466	351	(14,706)	464,172	-3%
Total Expenses	7,998,976	633,722	2,297,181	5,701,795	29%

1 Longevity to be funded in November.

2 Surplus sale of Caterpillar skidder and dental chairs.

Montgomery Community College
Institutional Funds - Board Report for October 2018

Institutional Funds - October 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%	61	112	181	944	12,730
	01-133	Current General & Misc	112	112	567	567	9,170
	01-134	Admin Support	-	(1,494)	377	(420)	-
	01-135	Overhead Receipts 25%	20	-	60	-	8,449
	01-139	Excess Fee Receipts	-	-	635	635	-
2	01-142	Textbook Rental	5,012	642	5,627	16,880	(10,016)
	01-222	Forestry Program	-	-	-	127	8,606
	01-291	Specific Fees: HVAC	-	-	135	-	2,712
	01-291	Specific Fees: Medical Assist	25	-	100	-	3,038
	01-291	Specific Fees: Electronics	790	-	5,290	-	41,131
	01-291	Specific Fees: Gunsmith	-	-	100	-	500
	01-291	Specific Fees: Phlebotomy	98	-	588	-	11,802
	01-291	Specific Fees: Taxidermy	150	-	1,550	-	9,969
	01-291	Specific Fees - LPN	-	776	1,360	1,065	5,443
	01-291	Specific Fees: Dental	48	47	48	47	5,214
	01-291	Specific Fees: NET/TEAS	50	-	125	-	300
	01-294	Live Projects: Taxidermy	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	877	1,050	6,469	10,905	61,380
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	-	-	315	63	2,131
	01-363	Small Business Center	314	114	610	114	7,887
	01-391	Specific Fees: Occ. Ext	902	717	3,720	4,475	70,621
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	66	1,054	347	4,839	63,946
	01-622	Sales Tax Utilization	-	7,308	70,594	57,902	10,692
	01-715	Vending	584	584	3,815	3,815	-
	01-716	Bookstore Vending	5,182	5,182	8,512	8,512	-
	02-131	College Work Study	1,719	1,719	3,391	3,391	-
	02-228	Self Supp. Curriculum	-	-	-	635	20,285
	02-229	Distance Learning	16	-	60	-	-
	02-292	Tech Fee-Curr	393	425	8,380	1,251	96,341
	02-340	Mont. Fund: ESL	-	247	3,000	494	2,506
	02-383	Fire Training Center Grant	-	-	(1,096)	5,619	6,131
	02-392	Tech Fee: Con Ed	-	-	-	-	1,958
3	02-425	NCWorks Grant Adult Services	6,723	8,521	20,694	39,793	(27,988)
3	02-427	NCWorks Grant Dislocated Worker	2,294	1,744	6,665	9,454	(5,442)
	02-823	FSEOG	-	-	-	-	-
4	02-824	Pell Grant	598	598	444,601	444,601	(3,078)
5	02-831	Educ. Lottery Schol.	826	1,414	16,598	17,186	(588)
	02-833	Golden LEAF	5,873	4,313	5,873	4,313	1,561
	02-835	NC Comm Coll Grant	342	766	33,534	31,890	1,644
	02-836	High Demand/Low Enrollment	-	-	-	-	-
	02-837	MCC Foundation Scholarship	-	378	-	81,750	-
	02-839	Less Than Half-time	-	-	2,430	570	1,860
	02-842	SGA President Scholarship	-	-	750	750	-

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

Institutional Funds - October 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-845	SECU Scholarships	-	-	3,750	3,750	-
05-715	Vending	855	584	2,634	3,815	11,694
05-716	Bookstore Vending	6,267	5,182	6,267	11,134	75,173
05-720	Bookstore	93	-	347	-	-
05-721	General Store	1,534	1,698	10,880	9,928	952
05-740	Parking Fee	70	-	1,830	-	40,884
05-770	Stud Govt Assoc	463	211	12,950	4,756	29,461
05-771	Graduation Fund	20	-	180	-	1,475
05-774	Stud. Amabassador	51	1,500	1,448	1,500	25,964
07-925	Bond-Bldg 200 HVAC Replacement	-	205,776	649,181	419,144	-
07-925	Bond-Bldg 100 Int/HVAC/Roof	-	8,456	55,106	29,685	-
6	07-925 Bond-Capel Hall Office Reno	-	-	43,100	44,026	(926)
07-926	Golden Leaf FY2015-085	-	1,045	-	3,658	59,188
09-772	Club Accounts	-	-	-	-	76,805
7	09-773 Agency Fund	-	-	-	-	(17,319)
09-775	Funds for Others	-	-	-	-	5,273
09-776	Restricted Schol Held	-	-	-	-	500
09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	42,431	260,782	1,443,677.78	1,283,561	735,825

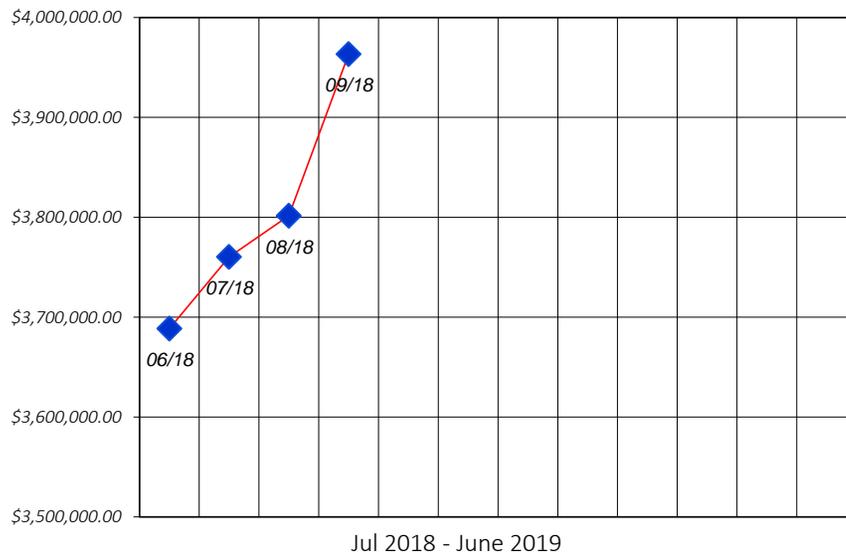
STIF Account as of 10/31/18		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	66	247	43,222	43,470
02-229	Distance Learning	16	60	10,448	10,508
02-292	Technology Fees	118	439	76,742	77,181
05-720	Bookstore	93	347	60,580	60,926
Total	Institutional Funds: State Treasury	294	1,093	190,992	192,086

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

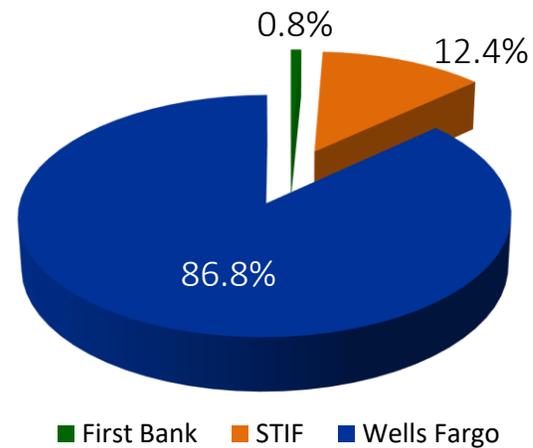
Montgomery Community College Foundation Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of September 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	\$3,300,989.29	\$470,789.20	\$29,652.01	\$3,801,430.50
Receipts								
Interest/Dividends	\$16,470.65	\$1,967.64	\$2.25	\$18,440.54	\$6,571.82	\$660.10	\$1.14	\$7,233.06
Deposits	\$3,580.00	\$26,825.00	\$183,648.68	\$214,053.68	\$610.00	\$4,555.00	\$177,275.00	\$182,440.00
Total Receipts	\$20,050.65	\$28,792.64	\$183,650.93	\$232,494.22	\$7,181.82	\$5,215.10	\$177,276.14	\$189,673.06
Disbursements								
Fees/Withdrawals	\$7,058.36	\$4,040.12	\$36,604.51	\$47,702.99	\$1,956.15	\$1,341.41	\$8,921.19	\$12,218.75
Total Disbursements	\$7,058.36	\$4,040.12	\$36,604.51	\$47,702.99	\$1,956.15	\$1,341.41	\$8,921.19	\$12,218.75
Market Value Net Change	\$90,077.41	\$0.00	\$0.00	\$90,077.41	(\$15,527.70)	\$0.00	\$0.00	(\$15,527.70)
Ending Value	\$3,290,687.26	\$474,662.89	\$198,006.96	\$3,963,357.11	\$3,290,687.26	\$474,662.89	\$198,006.96	\$3,963,357.11
Net Change	\$103,069.70	\$24,752.52	\$147,046.42	\$274,868.64	(\$10,302.03)	\$3,873.69	\$168,354.95	\$161,926.61

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
October 2018
Foundation Office

Approximate Value	Item	Transfer To
\$1,240.00	Plaques, forms, molds, eyes, fill, bodies Donated by Mark Owens	Taxidermy Program
\$4,055.65	Gunsmithing Merchandise Donated by ProShots	Gunsmithing Program
<u>\$5,295.65</u>	<u>Total</u>	

Grants Applied or in Process 2018

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
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
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 Awarded November 5, 2018	
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, November 14, 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 October Committee Minutes – Appendix FAll**
- **Facilities Report – Appendix G Jeanette McBride**
- **Incident Report – Appendix G-1..... Jeanette McBride**
- **Construction Update – Appendix H Dr. Chad Bledsoe**
- **Blair Hall Renovations Contract – Appendix I 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, October 10, 2018 at 5:42 p.m. in the College Boardroom.

Present

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

Absent

Johnny McKinnon

Others Present

Paula Covington
Susan Eggleston
George Gilbreath
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; 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 except for Dr. McKinnon.

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

Facilities Report – Appendix H – Jeanette McBride

Mrs. McBride presented Appendix H, the facilities report. She noted that some repairs to ductwork will have to be complete before the air handling unit can be put in place on Capel Hall.

Incident Report – Appendix I – Jeanette McBride

Mrs. McBride presented Appendix I, the Incident Report. The incident involved a student having possession of an illegal substance on campus.

Construction Update – Appendix J

Dr. Bledsoe presented Appendix J, the Construction Update. He reported that contracts for the roof replacement to Blair Hall have been submitted to the State Construction Office for approval and issuance of contracts.

There being no further business, the meeting adjourned at 5:48 p.m.

Board Report

Facilities

November 2018

Prepared By: Wanda Frick

The maintenance crew cleaned the lot behind Building 500 and installed some new concrete parking bumpers.



The front wall of Building 500 has some water issues. Upon investigation, it was found that the front foundation seal is failing. To repair this, the maintenance crew will dig along the brick portion of the wall (grassed area), install drainage pipe along edge, and back-fill with gravel. The stucco walls along the front sidewalk also requires repairs.

Three quotes have been acquired for the removal of the VCT flooring throughout Blair Hall and the floors are to be stained and polished. This is to begin in the next couple weeks.

Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Verbal Argument (Students)	10/18/2018/6:30 pm	10/17/2018/5:30 pm	Rear Lot, Blair Hall

Montgomery Community College
Construction Update
November 2018

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

1st phase for roof replacement – The pre-construction meeting will be held on November 8, 2018 with construction slated to begin on November 12, 2018.

2nd phase schematics (building renovations and HVAC upgrades) - The project is approved to proceed to the next design phase subject to incorporating 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: (NC Bond) \$175,139 (Golden Leaf) \$21,334

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

All Air Handling Units are on site. The #2 unit has been replaced with another unit removed, waiting for installation. Project is currently 80% complete.

- Budget: \$1,075,000
- Disbursed to Date: \$711,680

- **Capel Hall Office Renovations**

The interior renovations have been completed.

- Budget: \$65,000
- Disbursed to Date: \$44,025



North Carolina Department of Administration

Roy Cooper, Governor
Machelle Sanders, Secretary

State Construction Office
Latif Kaid, P.E., Director

October 16th, 2018

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

RE: Montgomery Community College
Building 100 – Interior Renovations, HVAC Upgrades & Roof Replacement
SCO ID# 17-16802-01A

Dear Dr. Bledsoe:

Returned herewith are (4) copies of approved updated construction contract documents for the above referenced project. One copy has been retained for our files. Please make the necessary further distribution.

Please schedule a pre-construction conference with the SCO monitor who is:

Monitor: Steve Sandifer
Phone No.: 919-614-6773
E-Mail Address: Steven.Sandifer@doa.nc.gov

Any questions during construction should be directed to the monitor.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Strickland".

Ryan Strickland
Contract Coordinator

Enclosures

- cc: - Jeanette McBride
- Victor Stephenson
- Steve Sandifer
- Robert Buckanavage, AIA, Boomerang Design
- Dan Davis, Davco Roofing and Sheet Metal, Inc.

Mailing Address:
1307 Mail Service Center
Raleigh, N.C. 27699-1307

Telephone (919) 807-4100
Fax (919) 807-4110
State Courier #56-02-01

Location:
301 N. Wilmington St., Ste. 450
Raleigh, North Carolina 27601

SECTION 00 52 13.90 – FORM OF CONSTRUCTION CONTRACT

STATE OF NORTH CAROLINA SECTION 306 - FORM OF CONSTRUCTION CONTRACT (All Prime Contracts)

THIS AGREEMENT, made this the 6th day of September in the year 2018, by and between Davco Roofing & Sheet Metal, referred to throughout the construction documents as the Contractor and hereinafter called the Party of the First Part, and the Trustees of Montgomery Community College, referred to throughout the construction documents as the Owner and hereinafter called the Party of the Second Part.

WITNESSETH:

That the Party of the First Part and the Party of the Second Part for the consideration herein named agree as follows:

1. Scope of Work: The Party of the First Part shall furnish and deliver all of the materials, and perform all of the work in the manner and form as provided by the following enumerated plans, specifications, and documents, which are attached hereto and made a part thereof as if fully contained herein: advertisement; Instructions to Bidders; General Conditions; Supplementary General Conditions; specifications; accepted proposal; contract; performance bond; payment bond; power of attorney; Workers Compensation, public liability, property damage, and builder's risk insurance certificates; Approval of Attorney General; certificate by the Office of State Budget and Management, and drawings, titled:

Project Name: Building 100 – Roof Replacement

SCO ID#17-16802-01A

Consisting of the following drawings:

ROOFING

A1	ROOF PLAN/ROOF SYSTEM/ATTACHMENT PATTERN
A2	DETAILS
A3	DETAILS
A4	DETAILS

All dated: 07/28/2017 and including the following addenda:

Addendum No. 1 06/21/18

Addendum No. 2 _____

Addendum No. 3 _____

Addendum No. 4 _____

2. That the Party of the First Part shall commence work to be performed under this agreement on a date to be specified in a written order of the Party of the Second Part and shall fully complete all work hereunder within **One Hundred Twenty (120)** consecutive calendar days from said date. For each day in excess thereof, liquidated damages shall be as stated in Supplementary General Conditions. The Party of the First Part, as one of the considerations for the awarding of this contract, shall furnish to the Party of the Second Part a construction schedule setting forth planned progress of the project broken down by the various divisions or part of the work and by calendar days as outlined in Article 14 of the General Conditions of the Contract.

3. The Party of the Second Part hereby agrees to pay to the Party of the First Part for the faithful performance of this agreement, subject to additions and deductions as provided in the specifications or proposal, in lawful money of the United States as follows:

Eight Hundred Thirty Thousand Three Hundred Eighty-Five and no/100 Dollars (\$830,385.00).

Summary of Contract Award:

Base Bid	\$ 973,860.00
VE Item #1 – Omit Overlayment Insulation	\$ -59,154.00
VE Item #2 – Omit Roof Replacement on Roof Area C	\$ -10,058.00
VE Item #3 – Eliminate Edge Scuppers w/ new roof slope	\$ -74,263.00
Total Construction Contract	\$ 830,385.00

4. In accordance with Article 31 and Article 32 of the General Conditions of the Contract, the Party of the Second Part shall review, and if approved, process the Party of the First Part's pay request within 30 days upon receipt from the Designer. The Party of the Second Part, after reviewing and approving such pay request, shall make payments to the Party of the First Part on the basis of a duly certified and approved estimate of work performed during the preceding calendar month by the First Party,

SECTION 00 52 13.90 – FORM OF CONSTRUCTION CONTRACT

less five percent (5%) of the amount of such estimate which is to be retained by the Second Party until all work has been performed strictly in accordance with this agreement and until such work has been accepted by the Second Party. The Second Party may elect to waive retainage requirements after 50 percent of the work has been satisfactorily completed on schedule as referred to in Article 31 of the General Conditions.

5. Upon submission by the First Party of evidence satisfactory to the Second Party that all payrolls, material bills and other costs incurred by the First Party in connection with the construction of the work have been paid in full, final payment on account of this agreement shall be made within thirty (30) days after the completion by the First Party of all work covered by this agreement and the acceptance of such work by the Second Party.

6. It is further mutually agreed between the parties hereto that if at any time after the execution of this agreement and the surety bonds hereto attached for its faithful performance, the Second Party shall deem the surety or sureties upon such bonds to be unsatisfactory, or if, for any reason, such bonds cease to be adequate to cover the performance of the work, the First Party shall, at its expense, within five (5) days after the receipt of notice from the Second Party so to do, furnish an additional bond or bonds in such form and amount, and with such surety or sureties as shall be satisfactory to the Second Party. In such event no further payment to the First Party shall be deemed to be due under this agreement until such new or additional security for the faithful performance of the work shall be furnished in manner and form satisfactory to the Second Party.

7. The Party of the First Part attest that it and all of its subcontractors have fully complied with all requirements of NCGS 64 Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the day and date first above written in <5> five counterparts, each of which shall without proof or accounting for other counterparts, be deemed an original contract.

Witness:

(Proprietorship or Partnership)

Davco Roofing and Sheet Metal, Inc.

Contractor: (Trade or Corporate Name)

By: D J D
(Type or print name) Dan J. Davis

Attest: (Corporation)

By: Phyllis Odenbeck

Title: Corp Sec
(Corp Sec. Or Asst. Sec. only)

Title: President
(Owner/Partner/President/Vice Pres.)

(Affix Corporate Seal Here)

Witness:

Courtney B. Atkins

Claudia B. Bulthuis
Trustees of Montgomery Community College

(Agency, Department or Institution)

By: Claudia Bulthuis
(Type or print name)

Title: Chairman, Board of Trustees
(Dept. Head, Director, etc.)

END OF DOCUMENT 00 52 13.90

APPROVAL OF THE ATTORNEY GENERAL

APPROVED AS TO FORM
JOSHUA H, STEIN, ATTORNEY GENERAL



Deputy Attorney General

The 16th day of October 2018

**Personnel Committee
Wednesday, November 14, 2018
6:00 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order..... Gelynda Capel, Chairman**
- **Approval of October Committee Minutes – Appendix JAll**
- **Personnel Appointments**
 - **Controller – Appendix K..... Gelynda Capel**
 - **Director of Foundational Studies – Appendix L..... Gelynda Capel**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 5:48 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Paula Covington
George Gilbreath
Claudia Bulthuis

Absent

Phil Absher, Vice Chairman

Others Present

Susan Eggleston
Robert Harris
Susan Hershberger
Gordon Knowles
Andrea Marshall

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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; 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.

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

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

Personnel Appointment

Name of Person	Jennifer Gonzales
Present Address	1048 Carthage Rd., West End, NC 27376
Position	Controller
Position Category	Full-time Staff
Salary	\$56,724
Effective Date of Employment	11-12-18
Budget Information	State

Position Description:

Responsible for budgeting, accounting for, and disbursing all funds made available to the College, in accordance with applicable laws, audit standards, and generally accepted accounting principles. Understands and can interpret accounting standards; NCCCS policies and procedures; state law; federal laws, rules and regulations; and MCC policies and procedures. Coordinates the financial functions of the Business Office and certain financial activity of the MCC Foundation.

Education and Certifications

School/Certification	Years Attended	Degree
Austin Peay State University	1991-1995	Bachelor of Arts
Western Kentucky University	1996-1997	Master of Arts

Work Experience

Employer	Dates of Employment	Position/Title
Moore County Dept of Social Services	2014 - 2018	Administrative Officer II and Accounting Specialist I
Pinehurst #9/National Golf Club	2007 - 2014	Staff Accountant
Boys and Girls Clubs of the Sandhills	2005 - 2007	Administration and Finance Manager

Professional Participation/Honors:

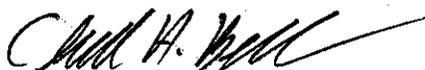
United States Army Reserve, E-5 Administrative Sergeant 1992-1998

Hiring Committee

Person	Position
Mike Collins	Department Chair Business Technologies
Doni Hatchell	Director of Financial Aid
Cindy Ellison	Dean of Technology and Learning Resources
Andrew Gardner	Dean of Continuing Education
Jeanette McBride	Vice President of Administrative Services/CFO

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Deanne Brown
Present Address	531 Allen St. Troy, NC 27371
Position	Director of Foundational Studies
Position Category	
Salary	\$45,000
Effective Date of Employment	11/1/18
Budget Information	

Position Description:

This position is responsible for the development, planning, implementation, and administration of the Foundational Studies program which includes the following programs:

- Developmental Math and Reading
- High School Equivalency
- English Language Learners

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	1995-1997	A.A.S. Emergency Medical Services
NC College of Theology	2008-2010	B.A. Theological Studies

Work Experience

Employer	Dates of Employment	Position/Title
NC Tarheel Challenge Academy	2016-2018	Lead Instructor
Montgomery County Board of Elections	2010-2017	Chairperson/Board Member
Wescare Christian Academy	2013-2015	Teacher
Anson County EMS	1995-2000	EMT-Paramedic

Professional Participation/Honors:

Fuel Education Instructor, NCCCS College and Career Readiness Core Certified, and Leading at all Levels Supervisory Training.

Hiring Committee

Person	Position
Sam Britt	English Instructor/ACA Coordinator
Russell Ingram	NC Works Career Center Director
Carol Holton	Director of Institutional Effectiveness
Andrew Gardner	Dean of Continuing Education
Dr. Natalie Winfree	Director of Counseling Services

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

**Curriculum and Student Services Committee
Wednesday, November 14, 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 October Committee Minutes – Appendix M All**
- **Update from Vice President of Instruction – Appendix N..... Lee Proctor**
 - **Continuing Education – Appendix O Lee Proctor**
- **Update from Vice President of Student Services – Appendix P.....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, October 10, 2018 at 5:49 p.m. in the College Boardroom.

Present

Andrea Marshall, Vice Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Bill Price, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
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, Director of Institutional Effectiveness/SACSCOC Liaison; Andrew Gardner; Dean of Continuing Education; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Vice Chairman Marshall and all committee members were present except for Mr. Price, Chairman.

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

Update from Vice President of Instruction – Appendix M

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

Update from Dean of Continuing Education – Appendix N

Mr. Gardner gave an update on Continuing Education activities as presented in Appendix N.

Class Visitation Report – Appendix O

Mr. Garner gave an update on the Class Visitation Report. He reported that Continuing Education has exceeded the minimum requirements for class visits during the Summer term of 2018.

Student Fee Chart Revisions – Appendix P – Action

Mr. Proctor presented Appendix P, the Student Fee Chart revisions. He noted the changes are to accommodate program fees in the Associate in Nursing Degree program and the Licensed Practical Nursing Program.

Mrs. Bulthuis made a motion, seconded by Mrs. Eggleston, to approve the Student Fee Chart Revisions. The motion carried.

Update from Vice President of Student Services – Appendix Q

Mrs. Smith gave an update on student services activities as presented in Appendix Q. She noted that on FASFA night, there were over 100 people in attendance which was a more significant turnout than in previous years.

There being no further business, the meeting adjourned at 6:13 p.m.

Board Report
Vice President of Instruction
November, 2018

Program Updates

The College hosted Manufacturing Day on November 9, 2018 for approximately 270 Montgomery County School students from East and West Montgomery High Schools. The event included 10 stations that featured local manufactures and programs at the College. One of the stations combined the Drone program and the new CTE building. This allowed students to see the progress on the CTE and High School complex from the view of the drones.

Technical Education programs are currently in demand including the Air Conditioning and Heating program. Instructor Ed Hinson reports that the Chatham County Schools were so eager to get one of his students that they have adapted his schedule to allow him to complete courses while working full-time for them.

Work continues on building the schedule for courses to be offered in the CTE Building for Fall 2018. Dr. Bledsoe and I meet with the senior Montgomery County Schools officials to discuss course offerings and to clarify issues for the Memorandum of Understanding for the CTE Building. Montgomery County Schools plans to bus students to the CTE building for two 80 minute blocks in the morning or two 80 minutes blocks in the afternoon. The College is adapting the class schedules to maximize the courses offered to these students. MCS hopes to have general number of students interested in each of the pathways by December. This will allow the College to better plan and schedule for Fall 2019.

Board Report
Continuing Education Department
November, 2018

Business and Industry:

- Leadership Montgomery Orientation was successful
- Manufacturing Day to be held 11/9

- **Customized Training**
 - McRae Project ongoing
 - DR Reynolds
 - Auria
- **Apprenticeship Montgomery**
 - Attended Regional Training on 10/25/2018

Heritage Crafts

- Hosted a group of students from Sandhills Community College Visual Arts Program for a Raku firing 10/24
- Attended the Uwharrie Craft Summit hosted by MCC SBDC at River Wild
- The NC Custom Knifemakers Guild had their annual October meeting here in Troy NC with over 30 members and guests in attendance.
- Attended orientation of Leadership Montgomery

NCWorks/WIOA

- CAPTEL phone delivered to help meet ADA guidelines

Dean:

- Attended Rural Assembly Roundtable at Montgomery Community College 10/24/18
- Attended Sandhills Region Apprenticeship meeting 10/25/18

MCC Board of Trustees – November 14, 2018 Update from the Student Services Division

Highlights & Previews

- Korrie Ervin and Beth Smith presented information about attending college and financial aid options to approximately 100 West Montgomery seniors and family members at their Senior Breakfast event in October.
- Representatives from a variety of colleges and universities were on campus for our annual College Transfer Day October 29.
- College employees represented MCC at various county events in October.

**Legislative/Public Relations Committee
Wednesday, November 14, 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 October Committee Minutes – Appendix QAll**
- **Legislative Update Dr. Chad Bledsoe**
 - **Waiver of SBCC Code Provisions Due to Hurricane Florence . Appendix R**
 - **Amendment of 1D SBCCC 400.9 - Curriculum Standards Appendix S**
 - **Temporary Amendment of 1G SBCCC 200.1 - General Provisions..Appendix T**
- **Public Relations/Marketing Update – Appendix UMichele 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, October 10, 2018 at 6:14 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis

Absent

Bill Price

Others Present

Gelynda Capel
Susan Eggleston
George Gilbreath
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, Director 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 Mr. Price.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the September committee minutes. The motion carried.

Legislative Update – Appendix S – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix S, an amendment to State Board Code. This amendment will allow for newly created co-requisite courses in English and Math. These courses will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative.

Public Relations/Marketing Update – Michele Haywood – Appendix T

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

There being no further business, the meeting adjourned at 6:20 p.m.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

23 October 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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Waiver of SBCC Code Provisions Due to Hurricane Florence

On 19 October 2018, the State Board of Community Colleges voted to waive various SBCC Code provisions to assist with recovery from Hurricane Florence. Please see the attached SBCC Board item detailing the waivers.

**CC18-054
E-mail Copy**

Attachment

STATE BOARD OF COMMUNITY COLLEGES

Waiver of State Board of Community Colleges Code Provisions Due to Hurricane Florence

Request: As authorized by 1A SBCCC 200.3, the State Board of Community Colleges is requested to waive SBCC Code provisions itemized below to assist with recovery from Hurricane Florence.

Basis for the Waiver: Due to the impact of Hurricane Florence, many colleges were forced to cancel classes and close their institutions – in some instances for an extended period – in the interest of public safety. Many students have experienced significant storm-related losses, impacting their ability to continue their education as planned. The State Board is requested to waive certain SBCC Code provisions in the public interest of promoting student retention and mitigating storm-related damage to colleges.

General Waiver Conditions: The following definitions shall apply to the waiver of the SBCC Code provisions:

- “Impacted college” is defined as a college located in a county declared a major disaster by the President of the United States under the Stafford Act (P.L. 93-288) as a result of Hurricane Florence.
- “Impacted student” is defined as a student who meets at least one of the following criteria:
 - (1) The student was enrolled as of September 10, 2018, at an impacted college.
 - (2) The student resided, as of September 10, 2018, temporarily or permanently, in a county declared a major disaster by the President of the United States under the Stafford Act (P.L. 93-288) as a result of Hurricane Florence.

Waived SBCC Code Provisions, Specific Conditions, and Waiver Duration:

- Notwithstanding 1H SBCCC 300.3, an impacted college may use excess bookstore revenues for repair projects or equipment replacements that are a result of damage caused by Hurricane Florence and are not covered by insurance or FEMA reimbursements. This waiver shall apply through June 30, 2019.
- Notwithstanding 1E SBCCC 200.2(c), a college may enroll, distribute an academic credential, or issue a transcript to an impacted student with an outstanding balance for tuition, registration fees, or other monetary obligation arising as a result of Hurricane Florence. This waiver shall apply through June 30, 2020.
- Notwithstanding 1E SBCCC 200.1(a), 1E SBCCC 300.1(b), and 1E SBCCC 400.1(b), if an impacted student is unable to complete one or more Fall 2018 courses due to circumstances arising from Hurricane Florence, a college may apply tuition paid by the impacted student for those courses to offset the tuition for courses the impacted student enrolls in Spring 2019, Summer 2019, Fall 2019, or Spring 2020 terms.
- Notwithstanding 1D SBCCC 400.8, a college may waive a prerequisite required by the Combined Course Library for an impacted student if the Chief Academic Officer or designee

Attachment POL 02

determines the impacted student has adequate prior knowledge to successfully perform in the course. This waiver shall apply through the Spring 2020 term.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

23 October 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, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Amendment of 1D SBCCC 400.9 - "Curriculum Standards"

On 19 October 2018, the State Board of Community Colleges voted to amend **1G SBCCC 400.9 - "Curriculum Standards."** The 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. The proposed amendment also incorporates a provision to accommodate dissenting opinion among two colleges if they are the only two colleges approved to offer the curriculum.

The rule will be effective 1 November 2018. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC18-056
E-mail Copy**

Attachment



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

CHAPTER D. EDUCATION

SUBCHAPTER 400. CURRICULUM

1D SBCCC 400.9 Curriculum Standards

- (a) Curriculum Standard. A curriculum standard is a document provided for each curriculum program which lists the required program description, code, courses, range of hours and allowable curriculum course prefixes. Curriculum standards shall not be duplicative of each other, must be in alignment with criteria outlined in 1D SBCCC 400.10 (e) and must be approved by the State Board of Community Colleges. Curriculum standards are maintained by the North Carolina Community College System Office and are located on their website.
- (b) Revised Curriculum Standard. A revision of an existing curriculum standard shall:
- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and
 - (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).
 - (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.
- (c) On approval by the State Board of Community Colleges, a curriculum standard may exceed hours as outlined in 1D SBCCC 400.10(e)(1). Such an exception shall apply to all colleges approved to offer the curriculum program title. A two-thirds majority of colleges approved to offer the program shall agree with the conditions of the request for the exception. A request for an exception shall be justified based on one or more of the following criteria:
- (1) Additional time in the program is required by law;

- (2) Additional time in the program is required by an external regulatory, accrediting, or professional agency recognized by the State Board of Community Colleges;
- (3) Additional time in the program is justified by documented extenuating circumstances including, but not limited to the following:
 - (A) Documentation that the program will not be viable without the exception; or
 - (B) Documentation that employers have certified the competencies required for the program and the length of time needed to teach those competencies.

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

Eff. [November 1, 2017](#);

Amended Eff. [November 1, 2018](#).



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

22 October 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, Chief Financial Officers, Financial Aid Officers, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

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

RE: Temporary Amendment of 1G SBCCC 200.1 - "General Provisions"

The State Board of Community Colleges (SBCC) temporarily adopted 1G SBCCC 200.1 pursuant to 3B SBCCC 400.1(c). The System Office has previously provided guidance to colleges about making up instructional time for adverse weather but has never established a policy in rule. This temporary rule codifies historic practice and provides clarity the issue of making up time in correction education programs. Given the scope and severity of Hurricane Florence, the SBCC has adopted this as a temporary rule immediately and will later pursue the permanent rulemaking process once the System Office has received college feedback on the temporary rule.

The temporary rule became effective on 19 October 2018. The temporary rule will be effective for a period of 180 days or until the permanent rules becomes effective, whichever is sooner. The temporary rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the temporary rule is attached to this memorandum.

**CC18-051
 E-mail Copy**

Attachment



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

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

5
6 **SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA**

7
8 **1G SBCCC 200.1 General Provisions**

9 (a) FTE Reporting. As directed by the System Office, colleges shall report FTE enrollment
10 in all course sections scheduled during each academic term reporting period. If a
11 course section is scheduled for a time period that crosses academic term reporting
12 periods, the FTE enrollment shall be reported as follows:

13 (1) For curriculum course sections that are regularly scheduled, as defined in 1G
14 SBCCC 200.93(b), FTE enrollment shall be reported in the academic term
15 reporting period in which the 10% point of the class falls.

16 (2) For curriculum course sections that are non-regularly scheduled, as defined in 1G
17 SBCCC 200.93(c), and all continuing education course sections, FTE enrollment
18 shall be reported in the academic term reporting period in which the last day of the
19 course falls.

20 The System Office shall provide colleges no less than 21 calendar days after the
21 end of the academic term reporting period to submit FTE enrollment data.

22 (b) Instruction Provided Outside the College's Service Area. Excluding clinical instruction,
23 a college may provide instruction outside its service area, as established per 1A
24 SBCCC 300, only if the appropriate instructional service agreement is executed
25 consistent with 1D SBCCC 300.6 and 1D SBCCC 400.96. If the instructional service
26 agreement provides for the sharing of FTE, the colleges that are party to the
27 agreement shall prorate the number of FTE reported consistent with the provisions of
28 the agreement and the rules of this Chapter.

29 (c) Making Up Instructional Hours Due to Adverse Weather. A college is responsible for
30 delivering instruction to meet the learning outcomes of each course it provides. To
31 ensure students are able to successfully complete their educational outcomes and

1 progress towards credentialing or entry into the workforce without further delay,
2 colleges may use various methods outlined in the college's Adverse Weather policy
3 to meet learning outcomes. These methods include, but are not limited to,
4 rescheduling instructional time, providing online instruction, and notwithstanding 1G
5 SBCCC 200.95(a)(7), issuing alternative assignments. In a correctional education
6 setting, a college may make up instructional time by issuing evening and weekend
7 assignments and documenting students' successful completion of the assignments.
8 The college shall maintain documentation of how instruction was rescheduled or
9 otherwise made up until released from all compliance reviews.

10
11 *History Note: Authority G.S. 115D-5;*

12 *Eff. [May 1, 2017](#);*

13 *Temporary Amendment Eff. October 19, 2018.*

14

Public Relations / Marketing Highlights October 2018

- 1) MCC Blog Posts – Associate Degree in Nursing approved
- 2) The Business Administration program was featured in October's Montgomery Herald
- 3) MCC will have a full-page ad in the fall 2018 Discover Montgomery publication
- 4) MCC sponsored Trinity Music Academy for the 2018-19 season
- 5) Spring 2019 schedule will be ready for the printer two weeks early so the publication will come out right around Thanksgiving instead of December 1.
- 6) Instagram campaign results – our post garnered:
 - a. 123 likes – the most we've ever gotten on Instagram,
 - b. 131 comments – the most we've ever gotten on Instagram,
 - i. Both of these led to MCC having a top post in Troy
 - c. Over 100 users tagged, meaning they saw our content,
 - d. A reach of 565 different people,
 - e. 1048 impressions.
 - f. In total, we had the most profile visits ever – 850, and the most website clicks ever.
 - g. Our follower count went from 539 to 665.*

Facebook Top Posts for October

Total Likes 2312 (Up 14 from 2298 in September)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	10/10	Inclement weather posting	1,600	120	7.5%
MCC	10/31	Congratulations Amy Friery	1,200	428	36%
MCC	10/1	Baby Scholarship re-post	1,100	84	8%
MCC	10/31	SGA Spooktacular photo album	716	363	51%

*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
850	5,713	126	665	1	6

*Montgomery Community College has moved up four spots to 20th (from 24th in September) of 56 community colleges in Instagram followers. Most community colleges are hovering in the same place or move up or back one place each month. A jump of four places shows we are very successfully working the account.

Public Relations / Marketing Highlights October 2018



montgomerycommunitycc • Following
Montgomery Community College

montgomerycommunitycollege MCC Bigfoot is giving away a BUNCH of \$5 gift cards to Uwharrie Mercantile, Bojangles, Subway and McDonald's, plus a \$15 gift card to Applebee's and a fabulous new fall MCC T-shirt. He wants you to follow his favorite stomping grounds - Montgomery Community College - and Like his photo to enter. Tag friends in the comments below for additional 1-3 entries. We'll select winners from a drawing on October 26.

How to enter:
1) Follow @montgomerycommunitycollege
2) Like this post
3) Tag friends for additional entries!

Load more comments

123 likes

OCTOBER 1

Add a comment...

**Institutional Status Committee
Wednesday, November 14, 2018
6:25 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order Dr. Johnny McKinnon, Chairman**
- **Approval of October Committee Minutes – Appendix V All**
- **Board Policy Manual..... Dr. Chad Bledsoe**
 - **Section 6 – Appendix W – First Reading**
- **Veterans Affairs Program Approval – Appendix X Beth Smith**
- **Board Check List – Appendix Y Carol Holton**
- **2018-2019 Institutional Effectiveness Plan Carol Holton**
<https://www.montgomery.edu/pdf/mcc/ieplan18-19.pdf>
- **2018 Business Continuity Plan Dr. Chad Bledsoe**
(A copy will be available at the meeting)
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 10, 2018 at 6:20 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
Andrea Marshall

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, Director 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 September committee minutes. The motion carried.

Section 100 of Board Policy Manual – Appendix Z – Second Reading – Action

Section 100 of Board Policy Manual was presented for second reading. Dr. Bledsoe noted the changes received from Campbell Shatley. The Board reviewed the policy revisions and suggested minor edits. Mrs. Bulthuis made a motion, seconded by Mr. Harris, to approve Section 100 of the Board Policy Manual. The motion carried.

Board Self-Evaluation Discussion

The Board Self-Evaluation Survey will be discussed later tonight at the full meeting of the Board.

There being no further business, the meeting adjourned at 6:34 p.m.

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I. TUITION AND FEES GENERAL REQUIREMENTS

Tuition and fees shall be charged in accordance with state statutes and according to schedules established by the North Carolina State Board of Community Colleges (“State Board”) and/or the College’s Board of Trustees (“Board”). The State Board establishes a general and uniform semester tuition rate for curriculum students. The State Board establishes both a North Carolina resident rate and a nonresident rate. Whether a student is a resident for tuition purposes shall be established in accordance with N.C.G.S. § 116-143.1 and -143.3 (for purposes of Armed Forces personnel and their dependents). For more information concerning residency requirements, see Policy 6.1.2 – Tuition Residency Requirements. The rate for auditing a course is the same as taking the course for credit.

II. TUITION AND REGISTRATION FEE WAIVERS

The North Carolina General Assembly and the State Board have promulgated statutes and administrative regulations dealing with authorized groups of students with respect to tuition and registration fee waivers. For information concerning tuition and registration waivers, see N.C.G.S. §§ 115B-1, 115D-5, 1E SBCCC 800.2 and the North Carolina Community College Tuition and Registration Fee Waiver Reference Guide on the website, www.nccommunitycolleges.edu.

To obtain a tuition and registration fee waiver, individuals must establish proof of eligibility as a member of an authorized group. To be eligible for a tuition or registration fee waiver, trainees enrolled in Basic Law Enforcement Training (BLET) courses must obtain a letter of sponsorship from a state, county, or municipal law enforcement agency prior to enrollment and uphold the terms of the sponsorship until completion of the BLET course. The College must maintain documentation of the sponsorship on file. The College shall not grant tuition and registration fee waivers to students enrolled in self-supporting courses. The College shall charge the student the self-supporting fee or use institutional funds to pay for the self-supporting fee on the student’s behalf.

Annually, the President shall report to the State Board the amount of tuition and registration fees waived by the College on behalf of individuals who are members of authorized groups.

III. LOCAL FEES**A. Authorization**

Pursuant to 1E SBCC 700.1, the Board annually or as required adopts the local fees. The College shall deposit receipts derived from local fees in an unrestricted institutional account. The College will only use the local fee receipts for the purposes for which the local fee was approved. The President shall annually report all required local fees to the State Board. A list of current fees are located in procedure 6.1.1.1.

B. Local Fee Waiver

The following groups are exempt from the Student Activity Fee, the Instructional Technology Fee and the College Access and Parking Fee: 1) all students who are exempt from paying tuition and registration fees; 2) continuing education students, except as otherwise listed herein; and 3) individuals who participate only in meetings and seminars organized by the College (i.e., a group of people gathered for a one-time basis primarily for discussion under the direction of a leader or resource person).

Students will be required to pay applicable Specific Fees and Other Fees.

C. Authorized Local Fees**1. Student Activity Fee**

Pursuant to 1E SBCCC 700.2, the Board establishes a Student Activity Fee as follows: to support student activities for curriculum students.

The Student Activity Fee receipts shall be used for the permissible activities and expenses listed in 1E SBCCC 700.2(b)(1)-(2) not to exceed the amount established by the North Carolina Community College Board of Trustees. The current amount is listed in the Student Fee Chart, Procedure 6.1.1.1

2. Instructional Technology Fee

Pursuant to 1E SBCCC 700.3, the Board establishes an Instructional Technology Fee not to exceed the amount established by the North Carolina Community College Board of Trustees. The current amount is listed in the Student Fee Chart, Procedure 6.1.1.1

The Instructional Technology Fee receipts shall be used to support costs of procuring, maintaining and operating instructional technology used primarily for instructional purposes and specialized instruction equipment necessary for hands-on instruction.

3. Parking Fee

Pursuant to 1E SBCCC 700.4, the Board establishes a Parking Fee for each academic semester for curriculum students. The Parking Fee receipts shall only be used to support costs of acquiring, constructing and maintaining the College's parking facilities, parking enforcement and security of College property. The current amount is listed in the Student Fee Chart, Procedure 6.1.1.1.

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4. Required Specific Fees

Pursuant to 1E SBCCC 700.5, specific fees will be charged to students for select courses to cover academic costs for consumable goods or services that are specifically required for that course. Such academic costs include, but are not limited to: tools, uniforms, insurance, certification/licensure fees, e-text, labs and other consumable supplies. The specific fee rate must be based on the estimated cost of providing the good or service. The current amounts are listed in the Student Fee Chart, Procedure 6.1.1.1.

The Board hereby delegates to the President the authority to approve all specific fees under \$500 per course. Any specific fees over \$500 per course must be approved in advanced by the Board. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such specific fees.

5. Other Fees

Pursuant to 1E SBCCC 700.6, other fees will be charged to students to support costs of goods or services provided by the College that are not required for enrollment. Examples include, but are not limited to: student health and other insurance fees; graduation fees; transcript fees; optional assessment fees; library/equipment replacement fees and fees to participate in a specific event or activity.

The Board hereby delegates to the President the authority to approve all other fees under \$500. Any other fees over \$500 must be approved in advance by the Board. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such other fees.

IV. TUITION AND FEE DEFERMENT

All students, after registering for courses for the specific term, must pay or establish a payment plan through a provider approved by the College on or before a specific date prescribed by the College that is on or before the first date of the course section. Students applying for financial aid that completed their application before the established deadline, and appear to be eligible for assistance, will be allowed to remain in their courses until their financial aid is processed. Students that did not apply for financial aid prior to the established deadline may establish a payment plan.

- A. Students wanting to enroll but lacking funds to pay tuition and fees must meet one of three criteria to defer their payment beyond the payment deadline set by the registrar's office:

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1. Must have applied for financial aid by the application deadline set by the financial aid office and, through preliminary review, appear to qualify for assistance;
 2. Must provide (or have their sponsor provide) documentation in writing from a valid third-party agency that the student may be sponsored by the third-party agency once a final review is complete; or
 3. Must enroll in a payment plan to satisfy the outstanding balance through a third-party provider contracted by the College. All balances must be paid before the last day of the semester.
- B. Students who have not completed all requirements by the financial aid office, not supplied a final authorization from their third-party agency or who fail to pay the balance owed by the end of the semester will be subject to the following restrictions until payment in full has been received or until assistance is granted to satisfy the account balance:
1. Grades for the term shall be withheld;
 2. Transcripts shall not be released;
 3. Registration for future terms shall not be permitted; and
 4. Permission to participate in graduation shall be denied.
- C. Students with outstanding balances shall be notified by a Statement of Account showing the account balance and the nature of the charges and shall be dealt with pursuant to Policy 6.2.9 – Debt Collection.

Adopted:

Legal Reference: N.C.G.S. §§ 115B-1 *et al.*, 115D-5, -39, 116-143.1 and -143.3; 1E SBCCC 200.2, 700.1 – 700.6, 800.2; *NC Community College Tuition and Registration Fee Waiver Reference Guide*

I. DEFINITIONS

- A. *Domicile*: a person's fixed, and permanent home and place of habitation of indefinite duration (for an indefinite period of time); it is the place where he or she intends and is able to remain permanently and to which, whenever the person is absent, he or she expects to return. Domicile may be established by birth, law and/or choice.
- B. *Nonresident*: is a person who does not qualify as being domiciled in North Carolina.
- C. *Residence*: a place of abode, whether permanent or temporary. A person may have many residences but only one permanent residence.
1. *Permanent Residence*: the legal residence or domicile.
 2. *Temporary Residence*: one's abode for an undetermined or temporary duration.
- D. *Resident*: is a person who qualifies as being domiciled in North Carolina.

For more complete definitions of these and other terms, consult the North Carolina Residency Determination Service ("RDS") Guidebook. All the definitions contained in the [RDS Guidebook](#) are incorporated herein by reference.

II. RESIDENCY STATUS**A. Establishing Residency**

Residency status of all applicants must be determined for the purpose of tuition assessment. Nonresidents are admitted under the same admission requirements as residents but are required to pay out-of-state tuition except for courses classified as self-supporting curriculum courses or continuing education courses.

To qualify as a resident, an applicant must have established a permanent residence in North Carolina and maintained that permanent residence for at least twelve (12) uninterrupted months immediately prior to his or her classification as a resident. The applicant must maintain his/her residence for purposes of maintaining a bona fide domicile rather than maintaining a mere residence for purposes of enrollment in an institution of higher education. All applicants for admission shall be required to make a statement as to his/her length of residence in the State. An applicant shall not be classified as a resident until s/he provides evidence related to his/her legal residence and its duration.

To determine whether a student has established a domicile in North Carolina, as opposed to a mere temporary residence, one must first determine if the student has

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capacity to establish residency and then reach a conclusion about the intent of the student, as measured by objectively verifiable conduct of the student. The conduct of the student, taken in total, must demonstrate an intention to make North Carolina his or her permanent dwelling place. The determination of domicile does not depend on one fact or a required combination of certain circumstances. The determination is made based on all the facts and circumstances taken together and viewed as a whole showing by a preponderance of evidence (more likely than not) that some particular location is the student's domicile. Oftentimes, this evidence will include personal statements provided by the student regarding his/her intention to make a residence his/her domicile. While such statements are appropriate evidence to consider, there is no requirement that they be accepted at face value. Student's personal statements should be considered carefully but also cautiously even if there is no concrete evidence that the student is being untruthful. The student's conduct and actions taken toward establishing a domicile are generally of greater evidentiary value than personal statements, especially when the student's conduct and actions are inconsistent or in conflict with the student's statements of intent. Statements of a student's intent to take actions towards establishing domicile at some time in the future generally are not considered sufficient.

For a student to be classified as a resident, the balancing of all the evidence must show that there is a preponderance of evidence supporting the student's claim of domicile. To satisfy this requirement, more of the evidence than not must consist of a cluster, focus or accumulation of favorable information that the student established a domicile in North Carolina at a point in time at least 12 months prior to the domiciliary classification. Because there is almost always variation among cases and individuals, the domiciliary inquiry is more a function of reasonable review and balancing of the total circumstances of each individual case rather than a formulaic computation.

Each applicant for admission is required to complete the RDS application for initial consideration concerning residency before, during or after submitting an application for admission.

B. Special Rules for Domicile

In addition to establishing a person's domicile as noted above, the determination of domicile and residence status for tuition purposes is also affected by special rules set out in North Carolina statutes. For some, but not all, of these special rules, eligible nonresidents remain classified as out-of-state students and are charged in-state tuition rates. For more specific information regarding these special results, consult the Manual.

These special rules impact the following categories of students:

1. Minors;
2. Members of the Armed Forces and their families;

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3. Non-military federal personnel, volunteers and missionaries;
4. Non-U.S. citizens;
5. Prisoners/inmates;
6. Married persons; and
7. Special Exemptions for certain community college students:
 - i. Business-sponsored students - When an employer (other than the armed services) pays tuition for an employee to attend a community college and the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate.
 - ii. Business and military transferred families - A community college may charge in-state tuition to up to one percent (1%) of its out-of-state students (rounded up to the next whole number) to accommodate the families transferred into North Carolina by business or industry, or civilian families transferred into North Carolina by the military. A student seeking this benefit shall provide evidence of the following:
 - Relocation to North Carolina by the student and if applicable, the student's family, within the 12 months preceding enrollment;
 - Written certification by the employer on corporate letterhead that the student or some member of the student's family was transferred to North Carolina for employment purposes;
 - Certification of student's compliance with the requirements of the Selective Service System, if applicable; and
 - If a family member of the transferred individual is applying for this benefit, the family member must also establish the familial relationship with the transferred individual; live in the same residence as the transferred individual; and provide evidence of financial dependence on the transferred individual.
 - iii. Students sponsored by a non-profit entity - A lawfully admitted nonresident of the United States who is sponsored by a North Carolina non-profit entity is eligible for the in-state resident community college tuition rate. The student is considered to be "sponsored" by a North Carolina nonprofit entity if the student resides in North Carolina while attending the community college and the North Carolina nonprofit entity provides a signed affidavit

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to the community college verifying that the entity accepts financial responsibility for the student's tuition and any other required educational fees. A North Carolina nonprofit may sponsor no more than five nonresident students annually under this provision. This provision does not make a person a resident of North Carolina for any other purpose.

- iv. N.C. public school graduates - Any person lawfully admitted to the United States who satisfied the qualifications for assignment to a public school under North Carolina law (G.S. 115C-366) and graduated from the public school to which the student was assigned shall be eligible for the State resident community college tuition rate.
- v. Refugees - A refugee who lawfully entered the United States and who is living in this State shall be deemed to qualify as a domiciliary of this State under G.S. 116-143.1(a)(1) and as a State resident for community college tuition purposes. While the refugee must live in North Carolina to be eligible for in-state tuition, the refugee is not required to be domiciled in North Carolina for the 12-month qualifying period.
- vi. Nonresidents of the United States - A nonresident of the United States who has resided in North Carolina for a 12-month (365 days) qualifying period and has filed an immigrant petition (Forms I-130, I-360, or I-140) with the United States Citizen and Immigration Service (USCIS) shall be considered a North Carolina resident for community college tuition purposes.
- vii. Federal law enforcement officers, firefighters, EMS personnel and rescue and life-saving personnel - Federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty stations are within North Carolina are eligible for the State resident community college tuition rate for courses that support their organizations' training needs. The State Board of Community Colleges must approve the courses designed to support law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel's training needs prior to the college awarding the State resident community college tuition rate.

C. Loss of Resident Status

If a person has been properly classified as a resident for tuition purposes and enjoyed that status while enrolled at an institution of higher education in this state, a change in that person's state of residence does not result in an immediate, automatic loss of entitlement to the in-state tuition rate. Students in this situation are allowed a "grace period" during which the in-state rate will still be applicable

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even though the student is no longer a legal resident of North Carolina. The grace period can apply under certain circumstances both to currently enrolled students as well as to students who are no longer enrolled or who have graduated.

1. Currently Enrolled Students

To qualify for the grace period if the student is currently enrolled, the student must satisfy the following conditions:

- i. The student must have been properly classified as a resident for tuition purposes on the basis of a valid finding that the student in fact was domiciled in North Carolina and had been for the required 12-month period prior to classification; and
- ii. At the time of change of legal residence to a state other than North Carolina, the individual must have been enrolled in an institution of higher education in North Carolina. “Enrolled” shall include both persons who are actually attending the institution during an academic term as well as those whose consecutive attendance of academic terms has been interrupted only by institutional vacation or summer recess periods. A person whose change in legal residence occurred during a period while not enrolled is not entitled to the benefit of the grace period.

The grace period extends for 12 months from the date of the change in legal residence, plus any portion of a semester or academic term remaining at the time the change in legal residence occurred. No change in applicable tuition rates resulting from the expiration of the basic 12-month grace period will be effective during a semester, quarter, or other academic term in which the student is enrolled; the change in tuition rates are effective at the beginning of the following semester, quarter, or other academic term. Once perfected, the grace period is applicable for the entire period at any institution of higher education in the State.

2. Students who are no Longer Enrolled

To qualify for the grace period if the student is no longer enrolled, the student must satisfy the following conditions:

- i. The student must have been properly classified as a resident for tuition purposes at the time the student ceased to be enrolled or graduated from an institution of higher education in this state; and
- ii. If the student subsequently abandons his/her domicile in North Carolina and then reestablishes domicile in this state within twelve (12) months of abandonment, the student may reenroll at an institution of higher education in this state as a resident for tuition

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purposes without having to satisfy the 12-month durational requirement so long as the student continuously maintains his/her reestablished domicile in North Carolina at least through the beginning of the academic term for which in-state tuition status is sought.

It is important to note that a student may benefit from this particular grace period only once during his/her life. There is no such limitation on the grace period available to students who experience a change in residence status while still enrolled at an institution of high education in this state.

III. RECONSIDERATION AND APPEAL OF RESIDENCY DECISIONS

If the student does not agree to the initial consideration concerning his/her residency status, the student may seek a reconsideration or appeal with RDS. For more information concerning the reconsideration and appeal process and deadlines, the student should consult with the [RDS Guidebook](#).

Adopted:

Legal Reference: N.C.G.S. §§ 115D-39; 116-143.1; N.C. Session Law 2015-241, Section 11.23; 1E SBCCC 300.2; *North Carolina Residency Determination Service Guidelines* (November 2016)

I. AUTHORITY TO CHARGE SELF-SUPPORTING FEES

Pursuant to North Carolina law, the College is authorized to offer curriculum and continuing education course sections on a self-supporting basis and charge self-supporting fees to students who enroll in self-supporting course sections.

II. SELF-SUPPORTING FEE RATES**A. Differing Rates**

The College may adopt different self-supporting fees for different courses and activities.

B. Curriculum Self-Supporting Fee Rates

The College must determine self-supporting fees for curriculum courses using one of two methods:

1. **Pro-Rata Share Method.** The amount charged to each student shall approximate the pro-rata share of the direct and indirect costs associated with providing self-supporting instruction. Unless the College can demonstrate a need for a higher rate, the College may estimate indirect costs by applying its federal indirect cost rate or a rate up to twenty-five percent (25%), whichever is higher, to the direct costs of providing the self-supporting activity. The amount charged to the student shall be calculated based on either: 1) the estimated costs of an individual self-supporting course section divided by the number of students expected to enroll in the course section; or 2) the estimated costs of a set of self-supporting course sections divided by the number of students expected to enroll in the set of course sections. Each student must pay the self-supporting fee even if the sum of the curriculum tuition and self-supporting fees charged to the student for the academic term exceeds the maximum tuition rate set by the State Board and academic term.
2. **Transparent Rate Method.** The College shall charge each student an amount consistent with the curriculum tuition rate based on residency status. The transparent rate method shall only be used if the receipts generated through this method can adequately support the direct and indirect costs of the self-supporting instruction.

C. Continuing Education Self-Supporting Fee Rates

The College shall set self-supporting fees for continuing education course sections at a level at or below the local market rate for the type of continuing education instruction provided.

III. USE OF SELF-SUPPORTING FEES**A. Deposit of Self-Supporting Fees**

The College shall deposit self-supporting fee receipts in an institutional unrestricted general ledger account. Any course section initially designated as self-supporting cannot be changed to a State-funded designation after the College collects any receipts for the course section.

B. Use of Self-Supporting Fee Receipts

Self-supporting fee receipts shall be used to support the direct and indirect costs of the self-supporting course sections. The College shall not use state funds for direct costs of self-supporting course sections. If a full-time curriculum instructor teaches a self-supporting course section, the College shall either: 1) pro-rate the instructor's salary based on the time allocated between state-funded and self-supporting course sections in the instructor's course load; or 2) reimburse State funds an amount equal to the number of instructional hours associated with self-supporting course section multiplied by the instructor's hourly rate of pay.

C. Excess Receipts

Specific fee receipts shall be used for the purpose for which they are charged. If self-supporting receipts exceed expenditures for the purpose for which they are charged, the College shall use excess receipts to support the costs of future self-supporting course sections, instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

Excess receipts shall not be used for any of the following purposes: supplemental compensation or benefits of any personnel, administrative costs, entertainment expenses, and fundraising expenses.

Adopted:

Legal Reference: N.C.G.S. §§ 115D-5; -39; 1E SBCCC 600.1 – 600.4

I. DEFINITIONS

- A. *Academic Period* – an academic term or subdivision of an academic term during which the College schedules a set of course sections.
- B. *Non-regularly scheduled course section* – is any of the following: a) a class where a definitive beginning and ending time is not determined; b) a class offered in a learning laboratory type setting; c) a self-paced class; d) a class in which a student may enroll during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.
- C. *Off-cycle course section* – a regularly scheduled course section that is not offered consistent with an academic period.
- D. *Officially Withdraw* – the removal of a student from a course section by one of the following methods:
1. The student notifies the authorized College official, as defined by the College's published procedures for withdrawal, of the student's intent to dis-enroll in a course section as outlined in the College's published procedures for withdrawal; or
 2. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.
- E. *On-cycle course section* – a regularly scheduled course section that is offered consistent with an academic period.
- F. *Regularly scheduled course section* – is a class that meets any of the following criteria: a) assigned definite beginning and ending times; b) specific days the class meets is predetermined; c) specific schedule is included on the College's Master Schedule or other official College documents; d) class hours are assigned consistent with the College's catalog; or e) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience.

II. CURRICULUM TUITION/FEE REFUNDS

The College shall issue tuition refunds, using State funds, and fees only in the following circumstances:

A. Refunds for On-Cycle Course Sections

1. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is

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officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.

2. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.
3. After an on-cycle course section begins, the College shall provide a seventy-five (75%) percent refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the academic period.¹

B. Refunds for Off-Cycle Sections

1. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of the off-cycle course section.
2. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.
3. After an off-cycle course section begins, the College shall provide a seventy-five percent (75%) refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the college from the course section prior to or on the ten percent (10%) point of the course section.

C. Non-Regularly Scheduled Course Sections

1. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of the non-regularly scheduled course section.
2. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.
3. After a non-regularly scheduled course section begins, the College shall provide a seventy-five percent (75%) refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the College from the non-regularly scheduled course section prior to or on the tenth (10th) calendar day after the start of the course section.

¹ Alternatively, for on-cycle courses, the College could use the ten percent (10%) of the course section.

III. CONTINUING EDUCATION TUITION/FEE REFUNDS

The College shall issue tuition refunds using State funds only in the following circumstances:

- A. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the student officially withdraws or is officially withdrawn by the College from the course section prior to the first course section meeting.
- B. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the College cancels the course section in which the student is registered.
- C. After a regularly scheduled course section begins, the College shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the scheduled hours of the course section. This section applies to all course sections except those course sections that begin and end on the same calendar day. The College shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.
- D. After a non-regularly scheduled course section begins, the College shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student withdraws or is withdrawn by the College from the course section prior to or on the tenth (10th) calendar day after the start of the course section.

IV. OTHER REFUND CIRCUMSTANCES**A. Death of a Student**

If a student, having paid the required tuition and fees for a course section, dies prior to completing that course section, all tuition and fees for that course section shall be refunded to the estate of the deceased upon the College becoming aware of the student's death.

B. Military Refund

Upon request of the student, the College shall:

- 1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and

Policy 6.1.4

2. Buy back textbooks through the Colleges' bookstore operations to the extent allowable under the College's buy back procedures.
3. The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

C. Self-Supporting Tuition and Fees

Refunds to students enrolling in self-supporting curriculum courses and self-supporting continuing education courses shall be regulated in the same manner as stated in Sections I and II.

Adopted:

Legal Reference: N.C.G.S. §§ 115D-5; -39; 1E SBCCC 900.1 – 900.5

I. Fiscal Year and Financial Statements

In accordance with the North Carolina State Board of Community Colleges, the College's fiscal year will be July 1 through June 30.

The President or designee shall prepare and submit monthly expenditure reports and annual financial statements to the Board of Trustees ("Board") and, if otherwise required, to the appropriate state and county agencies.

II. Budgeting Process**A. Preparation and Submission**

The President or designee shall be responsible for the preparation of the College's annual budget. The President shall develop procedures for soliciting budget recommendations from the appropriate College administrators and stakeholders. The President shall submit the proposed budget to the Board who shall approve the proposed budget.

The Board shall submit its proposed budget to the State Board in the format established in N.C.G.S. § 115D-54(b) on such date as determined by the State Board. The Board shall also submit to the County Commissioners for their approval that portion of the budget within the Commissioners' authority as established in N.C.G.S. § 115D-55(a).

Upon final approval by the State Board and Commissioners, the Board shall adopt its final budget. In the event that the final budget has not been adopted by the new fiscal year beginning on July 1, the Board, pursuant to N.C.G.S. § 115D-57, hereby authorizes the President to pay salaries and the College's other ordinary operating expenses for the interval between the beginning of the new fiscal year and the adoption of the new budget.

B. Budget Amendments and Budget Transfers

The President, or designee, shall report budget amendments to the Board in the monthly budget report at the next regular Board meeting. The Board hereby delegates to the President the authority to make inter-budget transfers as authorized in N.C.G.S. § 115D-58(c). The President, or designee, shall report budget transfers to the Board in the monthly budget report at the next regular Board meeting.

Adopted:

Legal Reference: N.C.G.S. §§ 115D-54 through -58

I. Fire and Casualty Insurance – College Buildings

- A. For all College buildings and equipment and other contents therein that is State property, the College shall secure and maintain fire and casualty insurance as proscribed in N.C.G.S. §§ 115D-58.11(a).
- B. The County shall provide to the College the funds necessary to purchase such fire and casualty insurance.
- C. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.

II. Liability Insurance

- A. The College, on the Trustees' behalf, may purchase liability insurance to adequately insure the Trustees against any and all liability for any damages by reasons of death or injury to person or property proximately caused by the negligence or torts of the College's agents and employees when acting within the scope of their authority or the course of their employment.
- B. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina or from other qualified companies to sell insurance as determined by the N.C. Department of Insurance.
- C. The College is authorized to pay as a necessary expense the lawful premiums of the retained liability insurance.

Adopted:

Legal Reference: N.C.G.S. §§ 115C-58.11 and -58.12

The Board authorizes signature stamps for the Chair of Board of Trustees, President and the Vice President of Administrative Services. The Board authorizes the President to secure and maintain the signature stamps in a locked drawer or safe.

Adopted:

Legal Reference: N.C.G.S. § 115D-58.8

**MONTGOMERY
COMMUNITY
COLLEGE****FINANCIAL MANAGEMENT
DAILY DEPOSITS****POLICY
6.2.5**

All money regardless of source or purpose collected or received by a College officer, employee and/or agent shall be provided to the College's Cashier and deposited intact daily. Deposits shall be given to the Cashier in the College's Business Office prior to the end of the business day. The Cashier will provide to the officer, employee and/or agent a receipt for the money. All individuals shall physically deliver the money to be deposited to the Business Office and provide directly to the Cashier or a Business Office staff member. Individuals are prohibited from sending money to the Cashier through interoffice mail or leaving the money on the Cashier's desk.

Tuition and all revenues declared by law to be State moneys or otherwise shall be deposited pursuant to the rules of the State Treasurer.

Adopted:

Legal Reference: N.G.C.S. §§ 115D-58.9; 147-77

The College's book of accounts shall be audited a minimum of once every two years or, if additional audits are necessary, as required by the State Board. The College may use state funds to contract with the North Carolina State Auditor or with a certified public accountant to perform the audit. The College shall submit the results of the audit to the State Board. The audit provides assurances that departments are complying with internal and external policies, procedures and regulations as well as verifying that financial statements and required reporting is completed in a timely and accurate manner.

Additionally, all state fund reports are submitted monthly to the North Carolina Community College System's finance office. These reports are reviewed and reconciled prior to the release of state funds for the subsequent months.

Nothing herein would prohibit the President, if he/she deemed it necessary, from requesting a special audit of the College's accounting records by an outside agency. The President is also authorized, as needed, to develop procedures regarding internal controls to ensure that there are adequate controls in place to promote efficiency and protect the College's assets.

Adopted:

Legal Reference: N.C.G.S. § 115D-58.16

I. Definitions

- A. *Cash Balance* – amount equal to all moneys received into institutional funds minus all expenses and withdrawals from those accounts in an Official Depository of the College as approved by the Board.
- B. *Official Depository* – one or more banks, savings and loan associations or trust companies in North Carolina as approved by the Board.

II. Selection of Depository**A. Deposits**

The Board shall designate one or more Official Depositories for the College's use. The College may deposit at interest all or part of the College's Cash Balance of any fund in an Official Depository. Moneys may be deposited at interest in any Official Depository in the form of such deposit accounts as may be approved for county governments. In addition, moneys may be deposited in the form of such deposit accounts as provided for a local government or public authority. Public moneys may also be deposited in Official Depositories in Negotiable Order of Withdrawal accounts where permitted by applicable federal or state regulations.

B. Deposit Security

The amount of funds on deposit in an Official Depository or deposited at interest shall be secured by deposit insurance, surety bonds, letters of credit issued by a Federal Home Loan Bank, or investment securities of such nature, in a sufficient amount to protect the College on account of deposit of funds made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured, no public officer or employee may be held liable for any losses sustained by the College because of the default or insolvency of the depository. No security is required for the protection of funds remitted to and received by a bank, savings and loan association, or trust company acting as fiscal agent for the payment of principal and interest on bonds or notes, when the funds are remitted no more than sixty (60) days prior to the maturity date.

III. Investments

The College's investment objective is to realize the highest earnings possible on invested cash. Pursuant to N.C.G.S. § 115D-58.6, the College may deposit all or a part of the Cash Balance of any fund in an Official Depository and shall manage the investments subject to the Board's restrictions. The investment program shall be so managed that investments and deposits can be converted to cash when needed. All investments shall be secured as provided in N.C.G.S. § 159-31(b). The Board shall appoint an Investment Committee ("Committee") as appropriate, which shall consist of a minimum of three (3) people who

Policy 6.2.7

have sufficient financial background to review and evaluate the College's investment options. These individuals should have experience in institutional or retail investment management with knowledge of fixed income and public equities. The Committee shall make recommendations to the Board on those investment options as well as monitor the performance of investments once made. With respect to investments, the Board shall discharge their duties with respect to management and investment of College funds as follows:

- A. Investment decisions shall be solely in the interest of the College and the students, faculty and staff.
- B. Investments shall be for the exclusive purpose of providing an adequate return to the College.
- C. Investments shall be made with the care, skill and caution under the circumstances then prevailing which a prudent person acting in a like capacity and familiar with those matters would use in the conduct of an activity of like character and purpose.
- D. Investment decisions shall be made impartially, taking into account the College's best interest, with special attention to conflict of interest or potential conflicts of interest.
- E. Investments shall incur only costs that are appropriate and reasonable.

Adopted:

Legal Reference: N.C.G.S. §§ 115D-58.6 and -58.7; 159-31(b).

I. Disbursement of State Money

The deposit of money in the State treasury to credit the College shall be made in monthly installments, and additionally as necessary, at such time and in such manner as may be convenient for the operation of the community college system. Before an installment is credited, the College shall certify to the Community Colleges System Office the expenditures to be made by the College from the State Current Fund during the month.

The Community Colleges System Office shall determine whether the moneys requisitioned are due the College and, upon determining the amount due, shall cause the requisite amount to be credited to the College. Upon receiving notice from the Community Colleges System Office that the amount has been placed to the credit of the College, the College may issue State warrants up to the amount so certified. Money in the State Current Fund and other moneys made available by the State Board of Community Colleges shall be released only on warrants drawn on the State Treasurer, signed by the President and the Vice President of Administrative Services/ Chief Financial Officer.

II. Disbursement of Local Money

All local public funds received by or credited to the College shall be disbursed on checks signed by the President and the Vice President of Administrative Services/ Chief Financial Officer. The officials so designated shall countersign a check only if the funds required by such check are within the amount of funds remaining to the credit of the College and are within the unencumbered balance of the appropriation for the item of expenditure according to the College's approved budget. Each check shall be accompanied by an invoice, statement, voucher or other basic document which indicates, to the satisfaction of the signing officials, that the issuance of such check is proper.

Adopted:

Legal Reference: N.C.G.S. §§ 115D-58.3 and -58.4

I. Student Debt Collection

Tuition and fees for all College students are due and payable prior to the beginning of each term. A student's registration will be subject to cancellation when prior term, past due charges have not been resolved before the current term. Students not paying or deferring current term charges by the due date may be subject to cancellation. Any unpaid balance on a student's account may prevent registration. In addition, transcripts and diplomas may be withheld until outstanding balances are paid.

Students who leave the College with unpaid balances are subject to collection actions. These actions will begin with a letter reminding the student of the unpaid debt and encouraging immediate payment, payment arrangements or other action to resolve the debt and avoid additional action. If the student fails to respond satisfactorily, a final letter will be sent. Next steps include referral to collection agencies, litigation where appropriate and actions pursuant to the NC State Offset Debt Collection Act ("SODCA") when applicable.

Uncollected student debts will be written off and expensed as bad debt once collection efforts have been exhausted. Writing off the account balance does not relieve the student's legal obligation to pay the debt. A record of the debt and the related student account holds are maintained along with SODCA and reporting until the debts are paid or collected. If the write-off debt is later collected, then the resulting funds will be recognized as a recovery of the write-off.

The President is hereby authorized to develop procedures consistent with this Policy.

II. Non-Student Debt Collection

Accounts receivable or uncollected billings that may be submitted for collection include, but are not limited to: salary overpayments, contract work completed by the College for which the College has not received payment, fees owed to the College, deposited checks returned unpaid for insufficient funds, and nonpayment for goods or services purchased from the College.

The President is hereby authorized to develop procedures consistent with this Policy.

Adopted:

Legal Reference: N.C.G.S. §§ 105A-1; 115D-5; -39

The President is hereby authorized to create procedures regarding the method of payment accepted by the College.

Adopted:

In accordance with N.C.G.S. § 115D-20(9), the College Board of Trustees (“College Board”) hereby recognizes the legal authority of the Montgomery Community College Foundation, Inc. (“Foundation”) as a nonprofit 501(c)(3) corporation organized and operated exclusively for the College’s educational purposes.

The Foundation’s Board of Trustees (“Foundation Board”) shall promote, establish, conduct and maintain activities on its own behalf and solicit and receive funds and other real property; it may invest, reinvest, hold, manage, administer, expand and apply such funds and property so long as such procedures and/or actions do not violate or otherwise infringe upon the College. College employees who are approached by prospective donors who wish to make gifts to the College should refer all such donors to the Foundation.

To the extent allowed by the Internal Revenue Code, the College Board shall have the ability to appoint a certain number of the Foundation Board and require that all changes to the Foundation’s By-Laws and Articles of Incorporation are approved by a majority vote of the College Board. The President may assign employees to assist with the Foundation and may make available to the Foundation corporate office space, equipment, supplies and other related resources.

The Foundation Board shall secure and pay for the services of a certified public accountant to conduct an annual audit of the Foundation’s accounts. The Foundation Board shall transmit to the College Board a copy of the annual financial audit report.

Adopted:

Legal Reference: N.C.G.S. § 115D-20(9)

The College is responsible for ensuring that external or grant-funded projects adhere to all program regulations as established by the funding source or agency and to all College policies regarding management of restricted funds.

The President is authorized to adopt procedures consistent with the Policy.

Adopted:

**MONTGOMERY
COMMUNITY
COLLEGE****FINANCIAL MANAGEMENT
SOUND FISCAL AND
MANAGEMENT PRACTICES****POLICY
6.2.13**

In accordance with Policy 1.10 of the Montgomery Community College Policy Manual, the President and Vice President of Administrative Services/Chief Financial Officer shall ensure that the institution's finances are managed in accordance with all state, federal, and local laws and regulations. For additional information on sound fiscal management practices see Policy 1.10.

Legal Citation: 1A SBCCC 200.4

Cross Reference: Policy 1.10

Adopted:

**MONTGOMERY
COMMUNITY
COLLEGE**

**FINANCIAL MANAGEMENT
OVERHEAD RECEIPTS**

**POLICY
6.2.14**

For all accounting procedures, the College follows the [North Carolina Community College System Accounting Procedures Manual and Reference Guide](#), Section 1 Fiscal Procedures XIV Overhead Receipts.

Adopted:

I. Bookstore Operations

All financial transactions pertaining to bookstore operations shall be accounted for in a proprietary institutional account and kept separate from all of the College's other activities. Markup of textbooks shall be reasonable and consistent with the markup prevailing among other North Carolina Community College's. Periodically, but at least every four years, the Board shall review the College's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the Board.

II. Use of Bookstore Operating Revenues

- A. Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited to: salaries and benefits of bookstore personnel, purchase of inventory, marketing, supplies, travel, equipment associated with the operation of the bookstore, enhancement of the bookstore and bookstore facility support costs, such as, utilities, housekeeping, maintenance and security.
- B. Receipts in excess of the above operating expenses shall be transferred to the appropriate account and expended consistent with the following provisions:
 - 1. Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, Work Study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and student activities.
 - 2. Funds shall not be used to support any supplemental salary, benefit or other form of compensation for the College's President. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, fundraising expenses, and capital improvements not allowed under (B)(1) above.

Adopted:

Legal Reference: 1H SBCCC 300.3

Profits received from the College's operation for vending machines and other concession activities shall be deposited, budgeted, appropriated and expended for the following purposes:

- A. To support enterprises;
- B. For expenditures of direct benefit to students; and
- C. Other institution-related expenses authorized by the President.

Vending revenues and other concession profits will not be used for salaries.

Adopted:

Legal Reference: N.C.G.S. § 115D-58.13; 1H SBCCC 300.4

I. Disbursement of State Funds

State funds expended by the College shall be disbursed through a disbursing account that the State Treasurer has established for the College. The signature of College officials that are authorized by the College's President to sign vouchers issued on State funds shall be maintained on file with the State Treasurer and the State Board. The State Treasurer will furnish signature cards for this purpose.

II. Expenditure of State Funds

State funds shall be expended consistent with the purposes for which the State Board allocated the funds. In the event that the College expends State funds for an unauthorized purpose, the College shall reimburse the State for the amount from non-State funds.

A. Allowed Expenditures**1. Travel Expenses**

State funds may be expended for travel in accordance with Policy 6.3.4 – Financial Reimbursements.

2. Accreditation Expenses and Dues

- a. Accreditation expenses relative to Southern Association of Colleges and Schools Commission on Colleges may be paid from State funds within the College's current allotment. These expenses shall be limited to payment of travel, subsistence, lodging, and honorarium incurred by members of visiting committees, other bona fide representatives, and members of the staff of accrediting organizations.
- b. The College may pay from State funds the required annual dues of the Southern Association of Colleges and Schools Commission on Colleges, and such institutional association membership dues as the Board deems to benefit the College.
- c. The College may also pay from State funds the fees for accrediting individual programs offered by the College if the College's President determines that the accreditation provides value to graduates of the program.

3. Campus Security

The College may use up to a specific amount of State funds designated by the State Board for campus security. Under this authority, the College may:

- a. Hire security or campus police personnel;
- b. Contract for professional security services and other security-related services; and
- c. Purchase surveillance cameras, call boxes, alert systems, and other equipment-related expenditures, excluding vehicles.

4. Employee Recognition

The College may use State funds for purchases related to the recognition of employees for meritorious service through programs such as the one authorized by the State for State employees. In addition, State funds may be expended, not to exceed Fifty Dollars (\$50), for the purchase of a plaque or for the printing and framing of a certificate to recognize employee service or performance. The expenditure of State funds for these purposes is subject to the availability of funds within the College.

B. Prohibited Expenditures

1. Athletics

The College shall not use State funds to create, support, maintain, or operate an intercollegiate, club, or intramural athletics program. Athletic programs may only be supported by student activity fees or other non-State funding sources that are authorized for that purpose.

2. Promotional Giveaways

The College shall not use State funds to purchase promotional giveaway items or other gifts for any reason, including promotional giveaway items purchased for College marketing and advertising. “Promotional giveaway items” are items given to an individual or entity for less than fair market value that do not serve an instructional or institutional purpose. Items that serve “an instructional or institutional purpose” are those used for classroom instruction and daily, routine operations of the College not associated with marketing, advertising, recruiting, or fundraising.

3. County Funded Items

Unless otherwise authorized by law, the Colleges may not use State funds for those budget items listed in N.C.G.S. § 115D-32 that are the County’s responsibility to fund.

Adopted:

Legal Reference: N.C.G.S. § 115D-32; -58.3; 1H SBCC 200.3 through 200.11

For all financial reimbursements, the College follows the North Carolina Community College System [Accounting Procedures Manual and Reference Guide](#), Section 1: Fiscal Procedures (the “Manual”). The Board hereby incorporates the Manual.

Consistent with the Manual, the Board of Trustees hereby delegates to the President the authority to establish the IRS business standard mileage rate as the reimbursement rate for official business travel or establish a rate lower than the maximum as a result of limited budget availability for travel.

Adopted:

For all accounting procedures, the College follows the North Carolina Community College System [Accounting Procedures Manual and Reference Guide](#), Section 2: Chart of Accounts (the “Manual”). The Board hereby incorporates the Manual.

Adopted:

The Board is the official legal entity for the College. Unless otherwise delegated, the power to contract on the Board's behalf is solely vested with the Board. The College's size and complexity, however, is such that individual review by the Board of every agreement is neither feasible nor in the College's best interest. Therefore, certain delegations of contracting authority are appropriate within the following specified guidelines.

- A. Contacting Authority Delegation - the President is hereby expressly authorized and empowered to contract in the Board's name as follows:
 - 1. All full-time employment contracts shall be signed by the President. The President may designate Vice President/ Deans to sign part-time/temporary contracts.
 - 2. Capital Improvement Change Orders - The President and the Board Chair may jointly approve a capital improvement change order when, in the opinion of the President, the deferral of the change order until the next regular board meeting would cause a significant delay in the progress of the capital improvement project. All change orders thus approved shall be submitted to the Board for ratification at the earliest practical time.
 - 3. Service Agreements - The President and Vice President of Administrative Services/Chief Financial Officer shall have authority to execute service agreements.
 - 4. Instructional Agreements - The President is expressly authorized to sign all instructional agreements on the Board's behalf.
 - 5. Cooperative Agency Agreements - The President is authorized to sign all cooperative, interinstitutional and interagency agreements on the Board's behalf.
- B. Signatory Authority - Unless the authorizing action of the Board specifically provides otherwise, any contract approved by the Board shall be executed on the Board's behalf by either the Board Chair or the President.
- C. Custody of Contracts - The President is hereby designated as custodian of all Board contracts. He/she shall maintain on file in either the President's office or the Business Office one of every contract to which the Board is a party.
- D. Reporting - The President shall periodically report to the Board all contracts made pursuant to delegated authority.

Adopted:

Legal Reference: N.C.G.S. § 115D-14

I. N.C. Community College Purchasing and Equipment Procedures Manual

The Board hereby incorporates the [N.C. Community College Purchasing and Equipment Procedures Manual](#) (“Manual”). The Manual shall control in the event of any inconsistencies with this Policy or any of the College’s purchasing procedures. The Board hereby authorizes the President to develop an internal purchasing manual consistent with this policy.

II. Purchasing and Bidding

Purchasing procedures are originated by the North Carolina Division of Purchase and Contract. Such procedures are sanctioned by N.C.G.S. § 143, Article 3 and § 115D-58.5.

- A. State Contract Items - Items on state contract may be ordered directly from the vendor subject to any restrictions on the contract certification.
- B. Non-Contract Items - Non-contract items of less than \$10,000 total order may be placed by the College without the oversight or approval of the Division of Purchase and Contract. Good purchasing practices mandate that competition is to be sought for all purchases. For small purchases, where the total order is \$5,000 or less, telephone or e-quotes should be obtained to establish competitive prices, unless the items are purchased off a state contract. A record of those quotes should be attached to the requisition. For the purchase of more than \$5,000 but less than \$10,000, a minimum of three written quotes must be obtained and attached to the purchase requisition, unless the items are purchased off state contract. If three written quotes cannot be obtained, users must attach a note explaining the circumstances.
3. Competitive Bid Items - Non-contract items over \$10,000 must be sent by requisition to the Division of Purchase and Contract for competitive bids.

Adopted:

Legal Reference: N.C.G.S. 115D-58.5; 1H SBCC 500.1 – 500.2

The Colleges affirms the State of North Carolina's commitment to encourage participation of historically underutilized businesses in the College's purchase of goods and services. The College prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, gender, disability or religion.

The College has adopted the following verifiable percentage goals for participation in the College's contracts by women and minority-owned business: ten percent (10%) for participation by minority-owned, female-owned, disabled-owned, disabled business enterprises or non-profit work centers for the blind and severely disabled in the total annual value of all purchases of goods and services.

Adopted:

Legal Reference: N.C.G.S. §§ 143-128.2 through -128.4; *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989)

Credit card processing at the College shall comply with the Payment Card Industry Data Security Standards (PCIDSS). The following security requirements have been established by the payment card industry and adopted by the College to ensure compliance with the payment card industry. These requirements apply to all employees, systems and networks involved with credit card processing, including transmission, storage or electronic and paper processing of credit card numbers.

I. Authorized Employees

Credit card processing for official college business is restricted to Business Office/Bookstore personnel only. No other College employees are authorized to process such information for any reason. College employees who process credit card information or who have access to this information will complete annual data security training.

II. Procedures

- A. Each College employee who processes credit card information must strictly adhere to the following:
 - 1. Access to credit card information is restricted to Business Office personnel.
 - 2. System and desktop passwords must be regularly changed.
 - 3. Accounts should be immediately terminated or disabled for employees who leave employment with the College.
 - 4. Credit card information should not be stored in any format.
- B. Credit card information, including the card number, cardholder name, CVV code and expiration date should not be retained for any reason.
- C. Employees may not send or process credit card data in any insecure manner including transmitting such data via email, courier or instant messaging. Credit card information may not be left exposed to anyone.
- D. The College's Technology Department shall maintain additional procedures to ensure compliance with PCIDSS including:
 - 1. Configuration of card processing procedures, including segmentation of local area networks and protection through deployment of firewalls.
 - 2. Logging control procedures.
 - 3. Wireless use procedures.

4. Encryption procedures.

Adopted:

Legal Reference: N.C. Community College Written Memoranda [CC10-029](#) (issued 7/21/10)

I. POLICY OVERVIEW

This Policy is intended to meet the requirements of the FTC “Red Flag Rule.” Identity theft is a fraud committed or attempted using the identifying information of another person without that person’s authority. The College shall undertake reasonable measures to detect, prevent, and mitigate identity theft in connection with the opening of a “covered account” or any existing “covered account,” and to establish a system for reporting a security incident.

II. DEFINITIONS

- A. Covered Account – A covered account is a consumer account designed to permit multiple payments or transactions. These are accounts where payments are deferred and made by a borrower periodically over time such as a tuition or fee installment payment plan.
- B. Creditor – A creditor is a person or entity that regularly extends, renews, or continues credit and any person or entity that regularly arranges for the extension, renewal, or continuation of credit. Examples of activities that indicate a college or college is a “creditor” are:
1. Participation in the Federal Perkins Loan program;
 2. Participation as a school lender in the Federal Family Education Loan Program;
 3. Offering loans to students, faculty or staff;
 4. Offering a plan for payment of tuition or fees throughout the semester rather than requiring full payment at the beginning of the semester.
- C. Identifying Information – Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, routing code or financial account number such as credit card number, in combination with any required security code, access code, or password that would permit access to an individual’s financial account.
- D. Red Flag – A red flag is a pattern, practice or specific activity that indicates the possible existence of identity theft.
- E. Security Incident – A collection of related activities or events which provide evidence that personal information could have been acquired by an unauthorized person.

III. IDENTIFICATION OF RED FLAGS

Broad categories of “Red Flags” include the following:

- A. Alerts – alerts, notifications, or warnings from a consumer reporting agency including fraud alerts, credit freezes, or official notice of address discrepancies.
- B. Suspicious Documents – such as those appearing to be forged or altered, or where the photo ID does not resemble its owner, or an application which appears to have been cut up, re-assembled and photocopied.
- C. Suspicious Personal Identifying Information – such as discrepancies in address, Social Security Number or other information on file; an address that is a mail-drop, a prison, or is invalid; a phone number that is likely to be a pager or answering service; personal information of others already on file; and/or failure to provide all required information.
- D. Unusual Use or Suspicious Account Activity – such as material changes in payment patterns, notification that the account holder is not receiving mailed statement, or that the account has unauthorized charges.
- E. Notice from Others Indicating Possible Identify Theft – such as the College receiving notice from a victim of identity theft, law enforcement or another account holder reports that a fraudulent account was opened.

IV. DETECTION OF RED FLAGS

College employees shall undertake reasonable diligence to identify Red Flags in connection with the opening of covered accounts as well as existing covered accounts through such methods as:

- A. Obtaining and verifying identity;
- B. Authenticating customers; and
- C. Monitoring transactions.

A data security incident that results in unauthorized access to a customer’s account record or a notice that a customer has provided information related to a covered account to someone fraudulently claiming to represent the College or to a fraudulent web site may heighten the risk of identity theft and should be considered Red Flags.

V. SECURITY INCIDENT REPORTING

College employees who believe that a security incident has occurred shall immediately notify his/her appropriate supervisor and the Vice President and Chief Financial Officer.

Policy 6.3.10

Upon review of the incident, the Vice President and Chief Financial Officer shall determine what steps may be required to mitigate any issues that arise in the review. In addition, referral to law enforcement may be required.

If there is a security breach, the College shall comply with all notice requirements contained in N.C.G.S. § 75-65¹.

Adopted:

Legal Reference: Fair and Accurate Credit Transactions of 2003; FTC Regulations – Red Flag Rule; N.C.G.S. § 75-65

¹ Public entities are not subject to the notice provisions of N.C.G.S. §75-65, however, we have typically recommended Colleges follow the notice provisions outlined in the statute. We can discuss the pros and cons if you would like to consider removing this provision.

I. Definitions

- A. A foreign national is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and has not become a naturalized United States citizen under United States law. This includes legal permanent residents.
- B. Foreign nationals are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to Nonresident Aliens are subject to different tax withholding, reporting and liability requirements.
 - 1. A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of Resident Aliens is subject to the graduated tax rates that apply to U.S. citizens.
 - 2. A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. Nonresident Aliens are taxed according to special rules contained in certain parts of the Internal Revenue Code.

II. Policy

All North Carolina agencies, universities, community colleges and institutions have been tasked with the responsibility of withholding and reporting on payments to foreign national individuals and vendors in accordance with the IRS Code Regulations Section 1441 and policies established by the N.C. Office of the State Controller.

When the College identifies a foreign national or foreign vendor that will be compensated via payroll, accounts payable or student services, the appropriate department shall maintain a copy of evidentiary and supporting documentation such as I-9, W-8BEN, I-20, I-94, I-797, passport, and/or employment authorization card. The evidentiary and supporting documentation shall be provided to the Business Office. The Business Office will submit the supporting documentation to the Systems Office before payment is made.

If the Systems Office determines that payments made by the College to a foreign national or foreign vendor are taxable, the College shall withhold federal and/or state taxes as instructed by the System Office.

Adopted:

Legal Reference: [Office of State Controller's Policy and Procedures Regarding Foreign Nationals](#); [NC Community College Foreign National Compliance Program](#); N.C. Community College Written Memoranda [CC12-10](#) (issued 4/17/12); [N.C. Community College Accounting Procedures Manual and Reference Guide: Fiscal Procedures](#)

For all purchases and contracts valued at one thousand dollars (\$1,000) or more (“Impacted Contracts”), the Board is prohibited from purchasing and contracting with the following:

- A. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaged in a boycott of Israel (“Boycott List”).
- B. Companies identified on the list of restricted companies, developed by the State Treasurer, that are engaging in investment activities in Iran (“Iran List”).

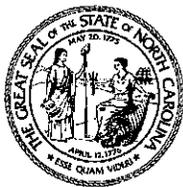
Prior to awarding an Impacted Contract, the College will check the Boycott List and Iran List on the State Treasurer’s website to ensure that the company is not a restricted company. Any Impacted Contract made by the College with a restricted company on the Boycott List and/or the Iran list is void.

Adopted:

Legal Reference: N.C. Session Law 2017-193; N.C.G.S. 147, Articles 6E and 6G

- A. Consistent with North Carolina's conflict of interest laws and Policy 1.4 – Conflict of Interest, employees may entertain associates and prospective students on the College's behalf with the President's prior authority. When granting authority, the President shall approve the type of entertaining and grant expense limits.
- B. Entertainment expenses will be paid or reimbursed if such expenses are directly related to the College's business and are approved in advance by the President. Employees who incur entertainment expenses not directly related to College business and/or without the President's approval will be personally liable for said expenses.
- C. To be approved by the President, the employee must submit documentation required by the Business Office. The documentation must contain a detailed itemization of the anticipated expenses to be incurred, the date, place and business reason for the entertaining and the names of those participating and their relationship to the College.
- D. Entertainment reimbursements claims must be accounted for separately from any other expense reimbursement claim. Receipts must be included with reimbursement claims.
- E. Business functions or entertainment involving the consumption of alcoholic beverages will not be reimbursed.

Adopted:



**NORTH CAROLINA
STATE APPROVING AGENCY**

120 Penmarc Drive, Suite 103, Raleigh, NC 27603

Joseph W. Wescott II
Executive Director

Veterans Education
Military Education

Program Specialists
Elizabeth Kelly
Jay S. Fitzgerald
Meghan-Joy D. Woodall

October 10, 2018
Effective Date: August 15, 2018

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

Dr. Bledsoe,

This notice of program approval is in response to your application to enroll veterans, military, and other eligible persons in programs of education under provisions of Titles 38 and 10, United States Code. That application was dated July 3, 2018; the last documentation was received October 9, 2018.

Approval is based upon information in the application and contained in:

2018 – 2019 Catalog, Montgomery Community College

2018 – 2019 Student Handbook, Montgomery Community College

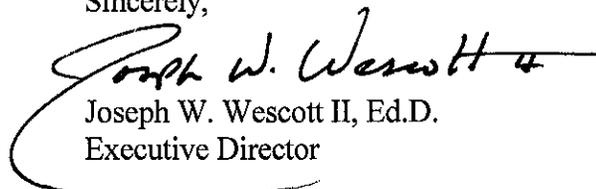
With Addenda: A. Catalog Certification
 B. Handbook Certification

With Supplements: 1. Revised 2018-2019 Academic Calendar
 2. BLET Calendar and Curriculum
 3. Nurse Aide, Phlebotomy, & Welding Technology Curricula
 4. Welding Course Descriptions
 5. 2018 – 2019 Tuition and Fees

The attached NC SAA Program Approval specifies programs, policies, and facilities that are approved and identifies elements of programs and policies that are excluded. Any program, policy, or facility not listed in the Approval is not approved under Titles 38 and 10, United States Code.

This approval is granted for the enrollment of veterans, military and other eligible persons under provisions of Title 38, Section 3675, United States Code, and is effective as shown above.

Sincerely,


 Joseph W. Wescott II, Ed.D.
 Executive Director

ek
enclosures: Approval; Application, Supplements (DVA only)
pc: Master File
cc: DVA RO: Jodie L. Balder, ELR
Institution: [electronic cc] Beth Smith, Doni Hatchel, Tammy Owens

Telephone: 919/733-7535 Facsimile: 919/733-1284 <https://www.northcarolina.edu/academic-affairs/nc-state-approving-agency-ncsaa>
An Equal Opportunity/Affirmative Action Employer

NC SAA PROGRAM APPROVAL

NC SAA School Code 610

Effective Date: August 15, 2018

Name: **Montgomery Community College**1011 Page Street
Troy, NC 27371
Phone: 910-576-6222 Fax: 910-576-2176**Facility Codes** IHL: 14-9304-33**Approval Info** Catalog Revision: U/G: 2018 to 2019

Accredited: Y	Public: Y	Profit: N	Branch Locations: 0
Non-Accr: N	Proprietary: N	NonP: Y	Additional Facilities: 0

Collaborative Programs: N	Practical Training: Y	Internet Instruction: Y	Independent Study: Y
Cooperative Programs: N	Remedial Training: Y	TV Instruction: N	VA-ONCE: Y

Approving Official: Beth Smith	email address: smithb@montgomery.edu
Certifying Officials: Tammy V. Owens	email address: owenst@montgomery.edu
Doni Hatchel	email address: hatcheld@montgomery.edu

Institution's Web Site www.montgomery.edu**Institution Remarks**

Description	Degree SH
IHL Programs	
Unless listed or referenced in the Excluded Section, all accredited standard college degree programs listed on and between pages 43 to 91 of the 2018-2019 Catalog have been reviewed and determined to meet the requirements of 38 U.S.C. § 3672(b)(2)(A) to be considered deemed approved.	

NCD Programs

Description	Diploma SH	Certificate SH
Air Conditioning, Heating & Refrigeration Technology	38	
Air Conditioning		18
Heat Pump		16
Heating		18
Basic Law Enforcement Training		20
Business Administration	43-44	
Basic Business		18
Small Business Administration		14
Criminal Justice Technology	43	
Corrections		17
Law Enforcement		13
Dental Assisting	45	
Early Childhood Education	37	
Administration		16
Instructional		13

NCD Programs (continued)		
Electrical Systems Technology	46	17
Alternative Energy		16
Fundamentals		13
Forest Management Technology		
Geographic Information Systems (GIS)		12
Recreation		13
Wildlife		12
Gunsmithing	48	
Basic		18
Design and Repair		17
Refinishing		12
Technology		12
Human Services Technology	38	
Substance Abuse		12
Developmental Disabilities	44	17
Hunting and Shooting Sports Management		18
Industrial Systems Technology (IST)	45	13
Fundamentals		16
Information Technology		
Support & Services		18
Medical Assisting		18
Basics		14
Medical Office Administration	41	
Basics		17
Medical Billing and Coding		17
Metal Engraving		
Basic		12
Advanced		12
Nurse Aide	43	16
Office Administration	44	18
Microsoft Applications		18
Phlebotomy	43	12
Practical Nursing	44	
Taxidermy	46	
Mammal		15
Fish		13
Bird		15
Welding Technology	42	
Basic		12
Intermediate		17

Special Programs

Programs/Descriptions
None

Graduation Requirements

Special Programs (continued)

Appendix X

Remedial, Deficiency, Prerequisite, and Refresher Subjects may be certified for DVA educational benefits when the school has determined by appropriate test, or other academic method, that the subjects are required to fulfill graduation requirements. Full documentation is required.

<u>Remedial /Deficiency Subjects</u>	<u>Credit Hours Equivalent</u>
DMA 010, 020, 030, 040, 050, 060, 070, 080	1
DMS 001	1
DMS 002	2
DMS 003	3
DRE 096, 097, 098	3
DRE 099	2

Other: **None**

EXCLUDED Programs and Policies

The programs, policies, subjects, delivery modes and facilities listed below are excluded from this approval. They may not be used for purposes of enrolling students under titles 38 and 10, United States Code, or for certification of DVA educational benefits.

LIST:

- Academic Forgiveness Policy (regarding passed courses)
- Auditing
- Continuing Education Courses and Programs
 - Adult High School (AHS)
 - High School Equivalency (GED®)
 - Career and College Promise/College Transfer Pathways/Career Technical Education Pathways
 - College and Career Readiness
 - English as a Second Language (ESL)
- Credit by Examination (not for DVA payment)
- Dual Enrollments
- Foodservice Technology Certificate Program (Southern Correctional Institution)
- Montgomery County Early College
- Provisional Students/Deferred Acceptance Status
- Repeating Courses (See Requirements Specific Section)
- Special Credit Students
- Workforce Innovation & Opportunity Act Programs and Courses

Policies and Procedures Specific to this Approval

Calendars and Schedules:

The calendars furnished with your application are approved as shown in Calendar Section (Supplements 1 and 2)

For programs named in this approval, the previously approved class schedules, including part-time schedules, continue as approved.

Calendars and Schedules Specific to this Approval

<u>Terms</u>	<u>Start Date</u>	<u>End Date</u>
Fall 2018	08/15/2018	12/14/2018
14 Week Session	08/27/2018	12/14/2018
12 Week Session	09/17/2018	12/14/2018
1 st 8 Week Session	08/15/2018	10/15/2018
2 nd 8 Week Session	10/16/2018	12/14/2018
1 st 4 Week Session	08/15/2018	09/12/2018
2 nd 4 Week Session	09/13/2018	10/15/2018
3 rd 4 Week Session	10/16/2018	11/12/2018
4 th 4 Week Session	11/13/2018	12/14/2018

Calendars and Schedules Specific to this Approval (continued)

<u>Terms</u>	<u>Start Date</u>	<u>End Date</u>
Spring 2019	01/07/2019	05/06/2019
14 Week Session	01/22/2019	05/06/2019
12 Week Session	02/04/2019	05/06/2019
1 st 8 Week Session	01/07/2019	03/04/2019
2 nd 8 Week Session	03/11/2019	05/06/2019
1 st 4 Week Session	01/07/2019	02/04/2019
2 nd 4 Week Session	02/05/2019	03/04/2019
3 rd 4 Week Session	03/11/2019	04/05/2019
4 th 4 Week Session	04/08/2019	05/06/2019
Summer 2019		
8 Week Session	05/20/2019	07/22/2019
6 Week Session	05/20/2019	07/08/2019
BLET – Night	09/05/2018	05/02/2019

Tuition / Fees and Other Charges:

The schedule of tuition, fees, and other charges furnished with your application are approved. (2018-19 Catalog, pages 22-23 and Supplement 5)

Facilities Specific to this Approval

Branch Schools / Locations: Branch Schools / Locations are considered separate teaching facilities which have a stand-alone, or near stand-alone, capability. Branch Schools / Locations must be approved by a separate application and separate notice.

Your institution has the following approvals for Branch Schools/Locations: **None**

Additional Facilities: Additional Facilities are considered teaching sites that have a direct relationship with the parent campus. Additional Facilities are considered an integral part of your parent campus and are approved as shown below.

Your institution has the following approvals for Additional Facilities: **None**

Requirements Specific to this Approval

This approval remains in effect through the duration of the calendar identified in the calendar section of the Approval. Prior to 1) the ending date of that calendar and / or with 2) the publication of a new Catalog, school officials will apply for re-approval or revision of the current approval. Last calendar date approved is **July 22, 2019**.

This approval supersedes all previous approvals except that persons enrolled in previously approved programs, not named in this notice, may continue to completion so long as they remain continuously enrolled.

For accredited and non-accredited institutions, school officials may process VA Enrollment Certifications for students who have met admissions requirements approved by NC SAA, without a prior credit evaluation. Institutions also will:

- Collect documentation for prior education and training (i.e., official transcripts from all prior post-secondary institutions) in accordance with published school admission policies,
- Perform a prior credit evaluation for the degree program the student is enrolled in by the end of the second (2nd) term; or prior to the completion of 25% of the enrolled program for diploma, certificate, and approved continuing education programs.
- Record prior credit evaluations in the students' records; ensure evaluations are available for NC SAA / DVA visits.

Conditional admission, conditional acceptance, provisional student status, special student status (for graduate and/or undergraduate programs) may be approved for accredited institutions of higher learning (IHL). This institution has not been approved for conditional admission.

Requirements Specific to this Approval (continued)

Appendix X

High School transcripts are required for Institutions of Higher Learning (IHL) and institutions that teach IHL-type programs where they are necessary to determine prerequisites and/or to fulfill the requirements of the institution. For transfer students or students entering Non-College Degree (NCD) programs or vocational programs, proof of high school completion or proof of the ability to benefit is required.

- For veteran students, this institution requires official High School transcripts or equivalent and official transcripts from all colleges attended.

Admission for Home-Schooled Students: For the admission of Home-Schooled Students, Institution must have a written policy that includes the items specific to the State DOE requirement.

Continuing Education courses are excluded. Programs or courses which are delivered under Continuing Education Departments and which have been approved may be certified to DVA.

Distance Learning Instruction must be integral to the design of the program, credited toward meeting graduation requirements, and measured in the same academic units as resident instruction. Distance Learning Instruction is approved when the student is the full and complete responsibility of your institution while participating in Distance Learning Instruction. This approval extends Distance Learning Instruction offered by **Independent Study, Internet Instruction and Work-Sites** selected by your institution. **(Hybrid courses that do not meet the requirements for Resident Training are considered Distance Learning for the purpose of Post-9/11 GI Bill® – Chapter 33 – BAH benefit calculation.)**

Clinical or practical pursuits which are required in order for a student to obtain a practitioner's license or registration or certification or which are credited toward meeting graduation requirements are approved as institutional training and may be reported as such without further differentiation.

Prerequisites are approved as an integral part of any program where it has been determined by transcript evaluation, and/or appropriate testing that prerequisites are unsatisfied or necessary according to your stated academic policy. Student files must document the need for the pursuit of the prerequisites.

Repeating courses previously passed is excluded. Courses may be repeated and certified to DVA when an institution has an academic requirement for a specified grade-level in a course and the student has not attained that grade.

Minimum requirements for graduation, as shown, may be exceeded by the hours that the last elective taken to fulfill elective requirements exceeds the approved graduation requirements.

The Standards of Progress and Conduct as shown in your catalog have been reviewed and, **as clarified as follows**, are considered adequate for meeting the requirements of NC SAA and DVA procedures. Students may not be continued in enrolled status **to the VA** beyond two consecutive terms while below the level of continuous achievement necessary to graduate. **A student who has been below the minimum academic standard for two consecutive terms may not be certified for the subsequent term, and, if the student remains enrolled in the school, may not be certified until after he/she has met the minimum academic standard for a full term.**

Published attendance policies must be administered and enforced. Students who violate the policy or who are not physically present for thirty consecutive days will be reported in accordance with requirements. **The last day of attendance must be reported to the VA for students who stop attending or are dropped/withdrawn from a course prior to the official end date of the course.**

The consortia described in your catalog and specified in your application may be considered as though the instruction is an integral part of your campus offerings so long as the student remains enrolled in your institution and the instruction received from member institutions is assessed for satisfactory progress and credited toward graduation in the same manner as subjects regularly taught on your campus.

Records and accounts of students will be kept intact and in good condition on your premises for not less than three years following the last date of attendance.

We have accepted supplements and addenda to your catalog in order to assure that all of the requirements for approval are being met. It is expected that the next publication of your catalog will incorporate the supplements and addenda which are a part of this approval into your regularly published catalog.

Any additional facilities used for instructional purposes require prior approval before an eligible person may be enrolled.

Requirements Specific to this Approval (continued)

Appendix X

This approval acknowledges your intent to accept and participate in staff development opportunities as made available by the State Approving Agency or in conjunction with the Department of Veterans Affairs.

This approval is for the enrollment of veterans, military and other eligible persons and meets the provisions of Title 10, and Title 38, United States Code, Section 3675.

Approval is prepared and certified by:



Elizabeth Kelly, Program Specialist, NC SAA

Board of Trustee's Checklist

Category	Item	Month Completed	Annual	5 years	Ad Hoc	Survey Reference
Institutional Performance	Accountability & Integrity Planning for Workforce Continuing Education (2018-2020)	January	X			7.a.
Fiscal	Facility Master Plan	February	X			4.d.
Legislative Requirement	Academic Calendar	February	X			*
Fiscal	Budget - Local Request	March	X			6.c.
Personnel	President Evaluation	March	X			5.c.
Personnel	Review of President's Contract	March	X			5.c.
Advocate	Legislative Brunch	March / April	X			3.a.& 3.c.
Foundation	Foundation: Golf Tourney	April	X			9.c.
Board Education	NCACCT - Legislative/Law Seminar	April	X			9.d.
Fiscal	Write Off's	April	X			6.b.
Legislative Requirement	Campus Security Report	August/September	X			*
Fiscal	Budget - State / County / Institutional	September	X			6.c.
Foundation	Foundation: Raffle	September	X			9.c.
Foundation	Foundation: Scholarship Award	September	X			9.c.
Board Education	NCACCT - Leadership Seminar	September	X			9.d.
Institutional Performance	NCCCS Annual Performance Measures Report	September	X			7.a.
Foundation	Foundation: Shooting Clays	October	X			9.c.
Institutional Performance	Strategic Plan Activities for a year	October	X			7.b.
Institutional Performance	Institutional Effectiveness Plan	October / November	X			7.a.
Fiscal	Business Continuity Plan	November	X			4.d.
College Operations	Monthly Board Presentations by Educational Programs or Support Units and Curriculum, Con Ed and Student Services Updates	Each Month Board Meets	X			6.a.
Academic	New Curriculum Program Approval				X	6.a.
Personnel	New Position Approval				X	6.b.
Fiscal	Financial Audit				X	7.c.
Legislative Requirement	Student Fee Change Approval				X	*
Foundation	In-Kind Transfers				X	9.c.
Policy Direction	Review of Board Policies				X	2.b.
Policy Direction	Goals (College)			X		4.a.
Policy Direction	Mission (College)			X		4.a.
Policy Direction	Strategic Plan			X		4.d.
Policy Direction	Vision (College)			X		4.a.
	<i>* Proposed Addition to BOT Survey</i>					

No. Topic/Question

1 Board Organization

- 1.a. The Board operates as a unit.
- 1.b. Meeting agenda items contain sufficient background information and recommendations for the Board.
- 1.c. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.
- 1.d. Board members make decisions after thorough discussion and exploration of many perspectives.
- 1.e. Board committees effectively assist the Board to do its work.

2 Policy Rule

- 2.a. Board meetings focus on governance rather than administration.
- 2.b. The Board periodically reviews and evaluates its policies.

3 Community Relations

- 3.a. The Board effectively represents the “voice” of the community.
- 3.b. The Board is knowledgeable about community and regional needs and expectations.
- 3.c. As appropriate, Board members maintain good relationships with community leaders.

4 Policy Direction

- The Board is appropriately involved in defining and approving the strategic planning of the College, including developing the vision, mission and goals.
- 4.a. including developing the vision, mission and goals.
 - 4.b. The Board bases its decisions in terms of what is best for students and the community.
 - 4.c. The Board maintains a future-oriented, visionary focus in Board discussions.
 - 4.d. The Board annually reviews the general strategic and facility master plans of the college.

5 Board - President Relation

- 5.a. A climate of mutual trust and respect exists between the Board and President.
- 5.b. The Board sets clear expectations for the President.
- 5.c. The Board effectively evaluates the President.
- 5.d. The Board clearly delegates the administration of the college to the President.

6 Standards for College Operations

- 6.a. The Board is knowledgeable about the educational programs and services of the college.
- 6.b. The Board understands the fiscal condition of the college.
- 6.c. The Board understands the budget document.
- 6.d. The Board has policies that require fair employee due process and grievance procedures.

7 Institutional Performance

- 7.a. The Board monitors the effectiveness of the college in fulfilling the mission.
- 7.b. The Board adequately monitors the impact the college has on the community.
- 7.c. The Board understands the financial audit and its recommendations.

8 Board Leadership Rating

- 8.a. The Board has a clear description of Board roles and responsibilities.
- 8.b. Board members are prepared for Board meetings.
- 8.c. Once a decision is made, Board members cease debate and uphold the decision of the Board.

9 Advocating for the College

- 9.a. Board members are knowledgeable about the college’s history, mission, and values.
- 9.b. The Board helps educate the local community about community college needs and issues.
- 9.c. The Board actively supports the colleges’ foundation and fundraising efforts.
- 9.d. The Board supports the state and national community college trustee associations.

10 Board Education

- 10.a. New members receive an orientation to the Board and the institution.
- 10.b. The Board strives to become increasingly more effective.
- 10.c. The Board periodically evaluates itself.

Legislative Requirement

- * *The Board performs responsibilities as required by State and Federal laws; i.e., student fees, academic calendars, security reports, etc.*

Board of Trustees		2018-2019		
Outcomes Assessment Report				
No.	Expected Program Outcome	Data Source	Met / Not Met	Actions Taken/Improvements Made Based on Results of 2018-2019
			Assessment Results / Analysis of Results 2018-2019	Future Action Plan
1	Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities.	Board Minutes, NCACCT seminar attendance, Board Checklist		
2	Increase Board knowledge and public awareness of the CTE Building and its impact on educational opportunities in the county.	Board Minutes, Board held and/or participation in community forums		

2018-2019 Institutional Effectiveness Plan
<https://www.montgomery.edu/pdf/mcc/ieplan18-19.pdf>

Montgomery Community College
SGA Report
November 14, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA Day Vice-President and Public Information Officer have been selected. Voting was reopened for the Evening Vice-President due to a tie vote.
- Spooktacular was spectacular!
- New furniture for the Student Lounge is scheduled to be delivered during the week of Thanksgiving.

**President's Report
November 14, 2018**

Activities since the October Board Meeting

10/10/18	Board of Trustees Meeting
10/16/18	Blair Hall Renovations Meeting
10/18/18	Rotary Program Host
10/22/18	Meeting with Dr. Dale Ellis
10/23/18	Capel Hall HVAC Construction Meeting
10/24/18	NC Rural Roundtable Discussion
10/26/18	THRIVE Meeting
10/30/18	President Hans Campus Tour
10/31/18	Meeting with Montgomery County Schools
10/31/18	SGA Spooktacular
11/8/18	Blair Hall Roof Pre-Construction Meeting
11/8/18	Veterans Ceremony
11/9/18	Shooting Clays Tournament
11/14/18	Board of Trustees Meeting

Upcoming Activities

11/14/18	Foundation Board Meeting
11/14/18	Board of Trustees Meeting
11/15/18	Employee Meeting
11/15/18	State Board Meeting
11/16/18	New Employee Orientation
11/20/18	MCC and MCS Meeting on Programs
11/28/18	Dallas Herring Lecture



Board of Trustees Calendar of Events
2018-2019

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
October 9, 2019	5:30 p.m.	Committee/Board Meeting
November 13, 2019	11:30 a.m.	Foundation Board Meeting
November 13, 2019	5:30 p.m.	Committee/Board Meeting