



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, August 8, 2018 at 7:00 p.m. at Montgomery Community College, Blair Hall, in the temporary President's Office Suite. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

Trustee Recognition – Claudia Bulthuis, Chairman

Oath of Office – Claudia Bulthuis, Chairman

Election of Officers – Claudia Bulthuis, Chairman

Board Presentation – Cindy Ellison, Dean of Information Technology/Library Services/Distance Education

Approval of June Board and Committee and July Called Meeting Board Minutes – Appendix A – Action

Standing Committees

- **Budget & Finance Committee**
June and July Local, State, and Institutional Funds Financial Reports – **Appendix C – Jeanette McBride – Action**
June Foundation Fund Statements – **Appendix D – Korrie Ervin**
Grants Update – **Appendix E – Korrie Ervin**
Foundation Update – **Korrie Ervin**
- **Building & Grounds Committee**
Facilities Report – **Appendix G**
Construction Update and Building Projects Timeline – **Appendix H – Dr. Chad Bledsoe**

Blair Hall Update – **Appendix I – Dr. Chad Bledsoe**

CTE Building Update – **Dr. Chad Bledsoe**

Blair Hall Roof Replacement Bid Award – **Appendix J – Dr. Chad Bledsoe – Action**

Building 500 Roof Replacement – **Dr. Chad Bledsoe**

- **Personnel Committee**

Personnel Appointments

Math Instructor– **Appendix L**

Nursing Instructor – **Appendix M**

Nursing Instructor – **Appendix N**

Medical Assisting Instructor – **Appendix O**

Systems Technician – **Appendix P**

- **Curriculum/Student Services Committee**

Update from Vice President of Instruction

Instruction – **Appendix R**

Continuing Education – **Appendix S**

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

2017-2018 Class Visitation Reports – **Appendix U**

ApprenticeshipNC Application Letter – **Appendix V**

Title II Update – **Dr. Chad Bledsoe**

- **Legislative/Public Relations Committee**

Legislative Update – **Dr. Chad Bledsoe**

Adoption of 1A SBCCC 200.5 – “Sound Fiscal and Management Practices” – **Appendix X**

Adoption of 1A SBCCC 200.4 – “System Advisory Council” – **Appendix Y**

CC 18-035 - Proposed Amendment of 1G SBCCC 100.1 – “Definitions” – **Appendix Z**

CC18-030 - Proposed Adoption of 1C SBCCC 300.1 – “Presidential Selection Process” – **Appendix AA**

CC 18-033 - Proposed Amendment of 1C SBCCC 300.98 – “Evaluation of Presidents” – **Appendix BB**

CC 18-032 - Proposed Amendment of 1B SBCCC 400 – “Program Accountability” – **Appendix CC**

CC 18-034 - Proposed Amendment of 1C SBCCC 400 – “Salaries and Benefits” – **Appendix DD**

1G SBCCC 100.1 – “Definitions” pursuant to 3B SBCCC 400.1(a) – **Appendix EE**

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

- **Institutional Status Committee**

Board Self-Evaluation Survey – **Carol Holton**

Board Policy Manual Update – **Jeanette McBride**

- **SGA Report – Appendix HH**

- **President’s Report – Dr. Chad Bledsoe – Appendix II**

- **Chairman’s Report – Claudia Bulthuis**

Response to the County Commissioners – **Appendix JJ – Action**

Calendar of Events – **Appendix KK**

- **Adjourn – Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, June 13, 2018

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:07 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
George Gilbreath

Gordon Knowles
Samuel Martin
Johnny McKinnon
Bill Price
Matthew Monroe, SGA President

Absent

Susan Eggleston
Susan Hershberger
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 Administration Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Heather Seawell, Montgomery County Early College Principal; Heather Beane, Montgomery County Early College English Instructor; Abigail Cristobal Salgado, Montgomery County Early College Student; Andrew Gardner, Dean of Continuing Education; Shavier Mason, Assistant to the Dean of Continuing Education; Jessica Blake, Director of Student Life and Recruitment; Billy Athay, Gunsmithing Instructor; Mar'keisha Martin, Custodian; Russell Ingram, Director of NC Works; George Vann, SECU Manager; Bonnie McLeod, SECU; Jonathan Loflin, Jessica Gomez Orando, and Ariana Quintanilla.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Heather Seawell, Montgomery County Early College Principal; Andrew Gardner, Dean of Continuing Education; Shavier Mason, Assistant to the Dean of Continuing Education; Jessica Blake, Director of Student Life and Recruitment; Billy Athay, Gunsmithing Instructor; Mar'keisha Martin, Custodian; George Vann, SECU Manager; Bonnie McLeod, SECU; and SECU Scholarships Recipients and their families.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the agenda for the June 13, 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.

SECU Scholarships Awards – George Vann, State Employees Credit Union

George Vann presented the SECU scholarship awards.

Board Presentation – Heather Seawell, Principal of Montgomery County Early College

The Board received a presentation from Heather Seawell, Montgomery County Early College Principal on the success of the first year of the Early College and plans for the coming year.

Approval of May Board Meeting Minutes – Appendix A

Mr. Knowles made a motion, seconded by Mr. Price, to approve the May Board Meeting Minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Gordon Knowles, Vice Chariman

The budget and Finance Committee met earlier this afternoon (see attached minutes – Appendix A) and Mr. Knowles reported from the committee the following items:

- The committee reviewed the May Local, State, and Institutional Financial reports presented by Mrs. McBride. The committee approved and Mr. Knowles 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 Donation Report presented by Mrs. Korrie Ervin. The committee approved and Mr. Knowles made a motion to approve the In-Kind donation as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received the Foundation Fund Statement for April 2018.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed the facilities report.
- The committee received an update on the HVAC replacement in Capel Hall.
- The committee received an update on the Blair Hall schematics.
- The committee received an update on the President's Suite Renovations.

Personnel Committee – Gelynda Capel, Chairman

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

- The committee received a resignation from Wayne Coley, Gunsmithing Instructor.
- The committee received four personnel appointments; Mrs. Capel introduced Shaquille Little, Learning Resources Technical Assistant; Billy Athay, Gunsmithing Instructor; Mar’keisha Martin, Custodian; and Jessica Blake, Director of Student Life and Recruitment.
- The committee received the notice of two 2018 contract non-renewals, Cindy Caviness, Medical Assisting Instructor and Wendy Gossage, Accounting Instructor.
- The committee received 2018-2019 contract renewals.
- The committee received the Blanket Travel Authorization form for Dr. Chad Bledsoe. The committee approved and Mrs. Capel made a motion to approve the Blanket Travel Authorization form for Dr. Chad Bledsoe. Coming from committee, this requires no second. The motion carried.

Curriculum/Student Services Committee – Sam Martin, Chairman

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

- The committee received updates regarding Instruction and Continuing Education from Mr. Lee Proctor
- The committee received updates regarding Student Services from Mrs. Beth Smith.

Legislative/Public Relations Committee – Paula Covington, Vice Chairman

The Legislative/Public Relations Committee met earlier this afternoon (see attached minutes- Appendix E) and Ms. Covington 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 – Johnny McKinnon, Chairman

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

- The committee reviewed the Board Self-Evaluation Revisions as a second reading. The committee approved the Board Self-Evaluation Survey and Dr. McKinnon made a motion to approve the Board Self-Evaluation Revisions. Coming from committee, this requires no second. The motion carried.

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

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

- He will be attending the Quarterly President's Meeting in July, 2018.
- The Friends and Focus Gala will be held on June 23, 2018, honoring Foundation Board member, Gary McRae.

Chairman's Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix W

Mrs. Bulthuis thanked Matthew Monroe, SGA President for his service over the previous year. She also presented Appendix W, the calendar of events; she noted the following:

- The next Board meeting will be August 8, 2018.
- The Raffle will be held on September 21, 2018.
- The first Shooting Clay's event will be held on October 27, 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. Capel, to adjourn the meeting at 7:42 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, June 13, 2018 at 6:12 p.m. in the College Boardroom

Present

Gordon Knowles, Vice Chairman
Phil Absher
Claudia Bulthuis

Absent

Susan Eggleston, Chairman
Susan Hershberger

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Samuel Martin
Johnny McKinnon
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Susan Eggleston, Chairman.

May Local, State, and Institutional Funds Financial Report – Appendix B

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

- As of May 31, 2018, County fund expenditures were \$663,750, or 86% of budget.
- As of May 31, 2018, there were \$246,842 in funds for capital expenditures.
- As of May 31, 2018, State fund expenditures were \$6,714,842, or 89% of budget.
- As of May 31, 2018, the Institutional funds balance was \$673,244.
- As of May 31, 2018, the balance in the STIF account was \$190,743.

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

Fund Statement – Appendix C – Korrie Ervin

Mrs. Ervin presented Appendix C, the Fund Statement. She noted that the Foundation Fund balance was \$3,616,125.27 for the month of April.

In-Kind Report – Appendix D – Action

Mrs. Ervin reported the donations for HVAC program from Sunbelt Service Pros and a donated collection of books. She reported that the total receipt of in-kind donations was \$7,346.23.

Mr. Absher made a motion, seconded by Mrs. Bulhuis, to approve the In-Kind donation transfer.

The motion carried.

Foundation update – Korrie Ervin

The Foundation is beginning the application process for 2018-2019 scholarship recipients. The Foundation Board has approved \$200,000 for scholarships for the 2018-2019 year.

There being no further business, the meeting adjourned at 6:18 p.m.

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 5:32 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Paula Covington
George Gilbreath
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Facilities Report – Appendix E – Jeanette McBride

Mrs. McBride presented Appendix E, the facilities report. She reported that in May the maintenance staff put out mulch in place of pine straw to extend the longevity of the landscape and to reduce the need of replacing pine straw annually. She reported that maintenance has begun installing security cameras on campus with a completion date of the end of June, 2018, there will be 11 cameras to view the parking lots and public areas and 21 indoor cameras to view corridors and public areas.

There were no incidents to report.

Construction Update and Building Projects Timeline – Appendix F

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

The HVAC replacement in Capel Hall is in progress. The firing range expansion preliminary sketches have been submitted to local grading contractors for estimates.

Blair Hall Schematics – Dr. Chad Bledsoe

Dr. Bledsoe presented the schematic of the proposed renovations of Blair Hall. The first phase of the roof replacement was approved for bidding by the state, advertisements went out on June 10,

2018 with the bid opening on June 28, 2018. The second phase of schematics for HVAC upgrades are being finalized.

President's Suite Renovations – Appendix G

Office renovations were approved by the NC Community College System Office. The bid opening is scheduled for June 18, 2018.

There being no further business, the meeting adjourned at 6:12 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:18 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gordon Knowles
Johnny McKinnon
Samuel Martin
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Notice of Resignation – Gunsmithing Instructor – Appendix H

The committee received the resignation of Wayne Coley, Gunsmithing Instructor.

Personnel Appointments – Appendix I, Appendix J, Appendix K and Appendix L

The committee received four Personnel Appointments

- Shaquille Little, Learning Resources Technical Assistant
- Billy Athay, Gunsmithing Instructor
- Mar'keisha Martin, Custodian
- Jessica Blake, Director of Student Life and Recruitment

2018 Notice of Contract Non-Renewals – Appendix M

Two Contract Non-Renewals were presented for Appendix M. Cindy Caviness, Medical Assisting Instructor and Wendy Gossage, Accounting Instructor.

2018-2019 Contract Renewals – Appendix N

Mrs. Capel shared the recommendations for Contract Renewals for the 2018-2019 year.

Blanket Travel Authorization – Appendix O – Action

Mrs. Capel presented the 2018-2019 Blanket Travel Authorization form for Dr. Chad Bledsoe.

Mr. Gilbreath made a motion, seconded by Mr. Absher to approve the 2018-2019 Blanket Travel Authorization form for Dr. Chad Bledsoe. The motion carried

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:20 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Vice Chairman
Susan Eggleston

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles
Johnny McKinnon
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mr. Martin, Chairman called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present, except Andrea Marshall, Vice Chairman, and Susan Eggleston.

Update from Vice President of Instruction – Appendix P and Appendix Q

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

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

Update from Vice President of Student Services – Appendix R

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

There being no further business, the meeting adjourned at 6:28 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:29 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chair
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Gelynda Capel
George Gilbreath
Gordon Knowles
Samuel Martin
Johnny McKinnon
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Vice-Chairman Covington, and all committee members were present, except for Chairman Andrea Marshall.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update, he noted that the legislature has approved the new budget for the upcoming fiscal year. He is still awaiting the budget which is expected by July 20, 2018. There will be increases in funding as a result of growth to the college.

Public Relations/Marketing Update – Michele Haywood – Appendix S

Mrs. Haywood presented Appendix S, the Public Relations/Marketing Update. She gave a presentation on MCC's new Instagram account. She also noted the progress of the new MCC parking stickers. During the week of June 25, 2018, the fall schedule will be mailed. The LPN program had a 59% of engagement on the College's Facebook page during graduation.

Mrs. Haywood presented the Carolina All-Out sponsorship commercial. She also presented the animated video for the IT program.

There being no further business, the meeting adjourned at 6:37 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:28 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice
Chairman
Claudia Bulthuis

Absent

Susan Hershberger

Others Present

Phil Absher
Gelynda Capel

Paula Covington
Gordon Knowles
Samuel Martin
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Revised Board Self-Evaluation Survey – Second Reading – Appendix T

The committee received a Revised Board Self-Evaluation Survey as second reading.

Mr. Gilbreath made a motion, seconded by Mrs. Bulthuis, to approve the Revised Board Self-Evaluation Survey. The motion carried.

There being no further business, the meeting adjourned at 6:29 p.m.

Minutes

Called Meeting of the Board of Trustees Montgomery Community College

Wednesday, July 11, 2018

Call to Order

The called meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. in room 257 of Montgomery Community College by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel (via telephone)	Samuel Martin
Susan Eggleston	Johnny McKinnon
George Gilbreath	Bill Price

Absent

Paula Covington
Andrea Marshall

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Dr. Dale Ellis; Montgomery County Schools Superintendent, and Tammy Dunn; General Manager of the Montgomery Herald.

Welcome

Mrs. Bulthuis welcomed all in attendance including Dr. Ellis and Tammy Dunn.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the July 11, 2018 called meeting of the Board of Trustees. 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 were declared.

Request from County Commissioners regarding Central High School equipment funds – Appendix A

Mrs. Bulthuis began the meeting by expressing her appreciation for the partnership that has developed between Montgomery Community College and Montgomery County Schools. She

noted the success of the Early College. The Central High School, CTE building, and current projects are successes related to this partnership.

Mrs. Bulthuis presented a letter from Montgomery County Commissioner, Jackie Morris. The Commissioners of Montgomery County requested the letter to be brought before the Montgomery County School Board and the Montgomery Community College Board of Trustees. The letter stated specific issues that encompass the different committees of the MCC Board of Trustees. In particular, County Commissioners requested that the Trustees review the partnership for the CTE facility and the equipment that will have to be purchased for the building.

Mrs. Bulthuis expressed on behalf of the Board that Montgomery Community College as a whole have been cooperating and working diligently with the school system for the future of the CTE building.

Dr. Bledsoe noted that he believes there is a strong partnership with Montgomery County Schools. Montgomery Community College and administration at the central office are currently working on a memorandum of understanding for occupation of the CTE building.

Dr. Bledsoe shared a draft of the CTE equipment needs for MCC programs. Board members asked several questions on funding for the equipment needs, the consolidation of needs from both Montgomery Community College and Montgomery County Schools, and the duplication of classes taught in the CTE building. Dr. Bledsoe and Dr. Ellis jointly answered those questions from the Board by expressing that they each feel confident that equipment requested represents the needs from both parties. They are also working on navigating the specifications both school systems have to follow to ensure proper equipment is purchased and students are enrolled in courses that meet the specific guidelines.

Mrs. Bulthuis recommended that a letter should be sent in response to Chairman Morris. The drafted letter will be presented to the Board of Trustees for approval at the August 8, 2018 meeting.

Mr. Price moved and Mr. Martin seconded that on a motion that a letter will be sent to Chairman Jackie Morris in response to his letter. The motion carried.

Closed Session – Action (Pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27.)

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to go into closed session at 7:56 p.m. pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27. The motion carried.

Mr. Knowles made a motion, seconded by Mr. Price, to return to open session at 8:13 p.m. The motion carried. No action was taken in closed session.

Updates from President – Dr. Chad Bledsoe

Dr. Bledsoe reported that they have received bids on the roof replacement for Blair Hall, the low bid was over budget and staff are working with the engineers to reduce the bid price.

Progress is being made on the renovations to the Presidents suite. Dr. Bledsoe offered a tour to see progress on renovations.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Price, to adjourn the meeting at 8:16 p.m. The motion carried.

Claudia Bulthuis, Chairman

Budget & Finance Committee
Wednesday, August 8, 2018
5:30 p.m.

Committee Members

Susan Eggleston, Chairman

Susan Hershberger, Vice Chairman

Phil Absher

Gordon Knowles

Claudia Bulthuis

Agenda Items

- **Call to Order – Susan Eggleston, Chairman**
- **Approval of June Committee Minutes – Appendix B**
- **June and July Local, State, and Institutional Funds Financial Reports – Appendix C – Jeanette McBride– Action**
- **June Foundation Fund Statements – Appendix D – Korrie Ervin**
- **Grants Update – Appendix E – 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, June 13, 2018 at 6:12 p.m. in the College Boardroom

Present

Gordon Knowles, Vice Chairman
Phil Absher
Claudia Bulthuis

Absent

Susan Eggleston, Chairman
Susan Hershberger

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Samuel Martin
Johnny McKinnon
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Susan Eggleston, Chairman.

May Local, State, and Institutional Funds Financial Report – Appendix B

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

- As of May 31, 2018, County fund expenditures were \$663,750, or 86% of budget.
- As of May 31, 2018, there were \$246,842 in funds for capital expenditures.
- As of May 31, 2018, State fund expenditures were \$6,714,842, or 89% of budget.
- As of May 31, 2018, the Institutional funds balance was \$673,244.
- As of May 31, 2018, the balance in the STIF account was \$190,743.

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

Fund Statement – Appendix C – Korrie Ervin

Mrs. Ervin presented Appendix C, the Fund Statement. She noted that the Foundation Fund balance was \$3,616,125.27 for the month of April.

In-Kind Report – Appendix D – Action

Mrs. Ervin reported the donations for HVAC program from Sunbelt Service Pros and a donated collection of books. She reported that the total receipt of in-kind donations was \$7,346.23.

Mr. Absher made a motion, seconded by Mrs. Bulhuis, to approve the In-Kind donation transfer.

The motion carried.

Foundation update – Korrie Ervin

The Foundation is beginning the application process for 2018-2019 scholarship recipients. The Foundation Board has approved \$200,000 for scholarships for the 2018-2019 year.

There being no further business, the meeting adjourned at 6:18 p.m.

Montgomery Community College
County Funds - Board Report for June 2018

County Funds - June 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	6,000	-	100%
514000	FT Svc/Maint/Skilled Craft	153,068	13,040	153,068	-	100%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	82,351	-	100%
518100	Social Security	18,065	1,504	18,065	-	100%
518200	Retirement	40,688	3,407	40,688	-	100%
518300	Medical Insurance	45,256	4,440	45,256	-	100%
518700	Longevity Payments	2,109	-	2,109	-	100%
519090	Waste Removal/Recycling	11,249	838	11,249	-	100%
519110	Pest Control Svcs Agreement	1,000	-	1,000	-	100%
521000	Custodial Supplies	17,965	378	17,965	-	100%
522000	Maintenance Supplies	16,575	1,210	16,575	-	100%
524000	Repair Supplies	11,400	4,459	11,400	-	100%
525000	Gas/Travel/Reimbursement	1,841	376	1,841	-	100%
531110	In-State Ground	252	35	252	-	100%
531140	In-State Lodging	713	-	713	-	100%
531150	In-State Meals	39	-	39	-	100%
531500	Registration Fees	1,045	-	1,045	-	100%
532200	Telephone	14,169	1,171	14,169	-	100%
533100	Heat	36,569	-	36,569	-	100%
533200	Water	11,832	821	11,832	-	100%
533300	Electricity	192,900	18,118	192,900	-	100%
533400	Garbage/Sewage Disposal	10,929	1,200	10,929	-	100%
535100	Equipment Repair	1,079	-	1,079	-	100%
535200	Repairs to Facilities	15,310	482	15,310	-	100%
535201	Repairs to Grounds-Supp	10,201	88	10,201	-	100%
535400	Service Contracts	13,919	3,104	13,919	-	100%
539200	PR-President's Office	333	132	333	-	100%
539500	Other Current Expense	13,461	12,391	13,461	-	100%
543000	Lease/Rental Other Equipment	4,217	383	4,217	-	100%
545000	Property Insurance	18,150	18,116	18,150	-	100%
545200	Liability Insurance	3,567	3,317	3,567	-	100%
545201	Workers Comp	5,147	7,581	5,147	-	100%
545301	Life Insurance	2,014	171	2,014	-	100%
545302	EAP Program Expense	1,823	140	1,823	-	100%
546100	Membership & Dues	1,440	-	1,440	-	100%
555100	Minor Equipment High	1,324	-	1,324	-	100%
	Total Current Expense	768,000	104,250	768,000	-	100%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's April 2018 Report	\$ 470,825
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	60,813
Total Revenue	650,981
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$56.9K), Biscoe Ctr Rent (\$24K), Lighting (\$4.8K) Security Cameras (\$4.8K), Chiller Loop Repair (\$9K), Bladesmithing Shelter (\$1.4K)	(102,938)
Sub-total Life-to-date Revenues less Submitted Projects	80,628
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 6/30/18	\$ 255,628

Montgomery Community College
State Funds - Board Report for June 2018

State Funds - June 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	139,254	11,605	139,254	-	100%
511200 FT Senior Administrator	238,968	19,914	238,968	-	100%
511300 FT Professional Staff	954,925	78,883	954,922	3	100%
511310 PT Professional Staff	20,951	1,140	20,951	-	100%
511340 30 Hour Professional St	50,265	-	-	50,265	0%
512000 FT Support	60,780	5,065	60,780	-	100%
512010 PT Support	31,264	2,138	31,263	1	100%
512040 30 Hour Support	14,304	-	14,304	-	100%
513000 FT Faculty	1,798,059	132,585	1,796,151	1,908	100%
513010 PT Faculty	739,317	45,526	708,581	30,736	96%
513030 PT Teaching Assistant	13,162	875	13,163	(1)	100%
513040 30 Hour Faculty	38,094	-	38,094	-	100%
515000 FT Technical/Paraprofes	430,549	42,286	424,804	5,745	99%
515010 PT Technical/Paraprofes	95,079	8,277	94,579	500	99%
518100 Social Security	333,416	25,096	330,244	3,172	99%
518200 Retirement	652,998	51,604	651,826	1,172	100%
518300 Medical Insurance	415,753	34,779	413,842	1,911	100%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	48,170	1,236	48,169	1	100%
519020 Sys Implementation/Inte	1,711	-	1,711	0	100%
519040 Administrative Services	3,742	987	3,742	-	100%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	4,237	4,237	(0)	100%
519144 Managed Server Support	6,848	-	6,848	-	100%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	59,387	7,780	59,385	2	100%
519401 Online Tutoring Contrac	17,692	(1,172)	17,692	0	100%
519700 Personal Serv - 3rd Par	20,488	4,539	20,299	189	99%
523XXX Copies & Instr Suppl	153,627	14,253	152,638	989	99%
527000 Other Supplies	57,446	7,685	57,074	372	99%
527005 Tires, Oil Changes, Oth	1,339	-	1,338	1	100%
531110 In-State Ground Transpo	13,441	923	12,756	685	95%
531140 In-State Lodging	14,753	1,145	14,556	197	99%
531150 In-State Meals	2,840	27	2,718	122	96%
531210 Out-of-State Ground Tra	2,311	-	2,311	0	100%
531220 Out-of-State Air Transp	3,697	-	3,696	1	100%
531240 Out-of-State Lodging	7,971	-	7,969	2	100%
531250 Out-of-State Meals	2,444	-	2,445	(1)	100%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,505	-	2,505	0	100%
531500 Registration Fees	26,413	2,983	26,413	(0)	100%
532100 Postage	4,434	640	4,433	1	100%
532337 Managed Server Support	9,089	8,025	9,089	(0)	100%
532700 Software Subscriptions	8,120	144	8,120	0	100%
535100 Equipment Repair	19,953	7,407	19,945	8	100%
535120 Repairs-Voice Communicatio	722	-	722	(0)	100%

Montgomery Community College
State Funds - Board Report for June 2018

State Funds - June 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535400 Service Contracts	325	-	225	100	69%
535430 Maint Agreement-Equipme	3,979	-	3,978	1	100%
535450 Maint Agreement-NonWAN	41,132	4,146	41,133	(1)	100%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	3,285	-	3,285	(0)	100%
537000 Advertising	55,537	10,833	55,536	1	100%
535491 Maint. Ag LAN Equip	6,927	681	6,927	(0)	100%
537100 Advertise Vac Positions	12,002	588	12,002	(0)	100%
539400 Magazine/Newspaper Subs	1,465	-	1,465	0	100%
539500 Other Current Expense	175	-	175	-	100%
539520 Electronic Processing	9,776	739	9,776	-	100%
539700 Childcare - 530 Purpose	22,683	2,082	22,518	165	99%
539720 Project Skill-Up Student Assi	15,000	4,032	4,032	10,968	27%
542403 Rental/Lease Servers	4,035	515	4,035	0	100%
544010 Software License Renewa	28,253	8,433	28,097	156	99%
545100 Motor Vehicle Insurance	2,821	2,081	2,820	1	100%
545200 Liability Insurance	5,012	4,273	5,012	0	100%
546100 Membership & Dues	16,154	350	16,154	(0)	100%
546200 Accreditation Ex	9,014	-	9,014	(0)	100%
548000 NEIT	19	-	-	19	
555100 Minor Equipment Low	50,556	31,630	50,555	1	100%
555200 Minor Equip High	16,864	4,109	16,864	(0)	100%
Total Current Expense	6,869,539	595,106	6,757,496	112,043	98%
552070 Lan-Equipment	53,545	-	53,545	(0)	100%
553000 Educational Equipment	566,373	14,987	459,172	107,201	81%
553010 Other Ed DP Equipment	16,743	-	16,741	2	
555100 Minor Equipment Low Risk	10,000	-	(3,838)	13,838	-38%
555200 Minor Equip High Risk	46,346	-	27,229	19,117	59%
556100 Books	25,985	355	14,945	11,040	58%
Total Capital Expense	718,992	15,342	567,794	151,198	79%
Total Expenses	7,588,531	610,448	7,325,290	263,241	97%

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

Appendix C

Institutional Funds - June 2018			Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
1	01-121	Pell Overpayments	-	-	-	-	(436)
	01-128	Veterans Reporting Fee	-	-	336	1,112	26
	01-132	Overhead Receipts 75%	82	89	2,664	2,212	12,616
	01-133	Current General & Misc	-	-	1,503	1,363	13,071
	01-134	Admin Support	89	147	1,174	2,016	(0)
	01-135	Overhead Receipts 25%	27	-	888	-	8,363
	01-142	Textbook Rental	3,268	-	33,928	42,283	1,237
	01-222	Forestry Program	816	-	2,862	4,175	8,733
	01-291	Specific Fees: Medical	-	-	465	509	2,577
	01-291	Specific Fees: Electron	-	-	828	-	2,938
	01-291	Specific Fees: Gunsmith	-	-	7,820	14,104	35,841
	01-291	Specific Fees: Phlebotomy	-	-	100	-	400
	01-291	Specific Fees: Taxiderm	50	-	1,314	3,665	11,215
	01-291	Specific Fees - LP	-	-	2,263	-	8,419
	01-291	Specific Fees: Dental	-	-	2,533	1,212	5,149
	01-291	Specific Fees: NET/TEAS	-	-	4,224	2,925	5,213
	01-291	Specific Fees: HVAC	-	-	175	-	175
	01-294	Live Projects: Taxiderm	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	158	-	717
	01-315	Self Supporting	4,552	5,308	72,017	50,029	65,816
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	-	200	631	640	1,879
	01-363	Small Business Center	-	-	1,843	1,725	7,391
	01-391	Specific Fees: Occ. Ext	480	1,612	19,784	11,206	71,376
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	12,448	(30,725)	25,104	16,511	68,685
2	01-622	Sales Tax Utilization	-	2,000	100,938	102,938	(2,000)
	01-715	Vending	998	998	8,256	8,256	-
	01-716	Bookstore Vending	13,654	13,654	13,704	13,704	-
	02-131	College Work Study	2,296	2,296	28,563	28,563	-
	02-228	Self Supp. Curriculum	-	2,690	-	6,266	20,920
	02-229	Distance Learning	14	-	138	-	-
	02-237	Perkins Prof Dev	14,840	8,733	14,840	14,840	-
	02-238	Perkins Prof Develop	-	-	-	-	-
	02-241	Perkins Automation Soft	-	-	-	-	-
	02-292	Tech Fee-Curr	1,269	-	21,145	43,737	89,651
	02-383	Fire Training Center Gr	-	997	11,178	20,366	1,622
	02-392	Tech Fee: Con Ed	-	-	5	-	1,958
3	02-425	NCWorks Grant Adult Services	27,751	8,890	78,791	87,681	(8,890)
3	02-427	NCWorks Grant Dislocated Worker	10,409	2,653	23,093	25,746	(2,653)
	02-429	Vo-Ed PT Curr Support	1,516	769	9,167	9,167	-
	02-511	Voc-Ed Counseling	1,919	960	11,521	11,521	-
	02-512	Voc-Ed Tutor Funds	2,172	1,217	5,348	5,348	-
	02-823	FSEOG	-	-	12,539	12,539	-
	02-824	Pell Grant	106,498	106,498	1,153,329	1,153,329	-
	02-831	Educ. Lottery Schol.	-	-	30,422	30,422	-
	02-833	Golden LEAF	-	1,472	11,746	11,741	5
	02-835	NC Comm Coll Grt	-	-	61,840	61,840	-

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

Appendix C

Institutional Funds - June 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-836	High Demand/Low Enrol	-	-	1,740	1,690	50
02-837	MCC Foundation Scholar	-	-	140,253	140,253	-
02-838	Wells Fargo Scholarship	-	-	500	500	-
02-839	Less Than Half-time	-	-	660	660	-
02-842	SGA President Scholar	-	-	1,500	1,500	-
02-845	SECU Scholarships	-	-	10,000	10,000	-
05-715	Vending	540	998	10,578	9,330	12,875
05-716	Bookstore Vending	-	14,201	20,498	15,568	80,582
05-720	Bookstore	79	-	803	-	-
05-721	General Store	1,239	1,239	18,544	20,110	-
05-740	Parking Fee	228	-	4,916	-	39,054
05-770	Stud Govt Assoc	295	189	28,496	31,660	21,267
05-771	Graduation Fund	10	254	5,360	5,963	1,295
05-774	Stud. Amabassador	73	40	3,296	3,324	26,016
07-925	Bond-Workplace Dev Renovation	-	-	96,648	96,648	-
07-925	Bond-Bldg 200 HVAC Replacement	-	-	59,200	59,200	-
07-925	Bond-Bldg 200 Interior	-	-	55,415	55,415	-
07-926	Golden Leaf FY2015-085	-	-	80,000	14,038	65,962
09-772	Club Accounts	-	-	-	-	59,690
4 09-773	Agency Fund	-	-	-	-	(13,912)
09-775	Funds for Others	-	-	-	-	8,852
09-776	Restricted Schol Held	-	-	-	-	1,000
09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	207,611	147,379	2,317,585	2,269,551	740,243

STIF Account as of 06/30/18		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	57	573	42,650	43,222
02-229	Distance Learning	14	138	10,310	10,448
02-292	Technology Fees	100	1,017	75,725	76,742
05-720	Bookstore	79	803	59,777	60,580
Total	Institutional Funds: State Treasury	250	2,530	188,462	190,992

- 1 PELL Overpayment
- 2 Due from County
- 3 Due from NC Works(WIOA Grant)
- 4 Financial Aid Bookstore Charges

Montgomery Community College
County Funds - Board Report for July 2018

County Funds - July 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	-	500	500		
514000	FT Svc/Maint/Skilled Craft	-	13,040	13,040		
514050	Supvr Svc/Maint/Skilled Craft	-	6,851	6,851		
518100	Social Security	-	1,614	1,614		
518200	Retirement	-	4,029	4,029		
518300	Medical Insurance	-	3,958	3,958		
518700	Longevity Payments	-	1,474	1,474		
519090	Waste Removal/Recycling	-	839	839		
519110	Pest Control Svcs Agreement	-	-	-		
521000	Custodial Supplies	-	-	-		
522000	Maintenance Supplies	-	2,481	2,481		
524000	Repair Supplies	-	138	138		
525000	Gas/Travel/Reimbursement	-	105	105		
531110	In-State Ground	-	-	-		
531140	In-State Lodging	-	-	-		
531150	In-State Meals	-	-	-		
531500	Registration Fees	-	25	25		
532200	Telephone	-	970	970		
533100	Heat	-	299	299		
533200	Water	-	34	34		
533300	Electricity	-	20,823	20,823		
533400	Garbage/Sewage Disposal	-	885	885		
535100	Equipment Repair	-	-	-		
535200	Repairs to Facilities	-	250	250		
535201	Repairs to Grounds-Supp	-	-	-		
535400	Service Contracts	-	284	284		
539200	PR-President's Office	-	-	-		
539500	Other Current Expense	-	-	-		
543000	Lease/Rental Other Equipment	-	383	383		
545000	Property Insurance	-	-	-		
545200	Liability Insurance	-	-	-		
545201	Workers Comp	-	-	-		
545301	Life Insurance	-	171	171		
545302	EAP Program Expense	-	140	140		
546100	Membership & Dues	-	-	-		
555100	Minor Equipment High	-	-	-		
	Total Current Expense	-	59,295	59,295		

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's May 2018 Report	\$ 479,133
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	60,813
Total Revenue	659,289
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 (\$2K), Security Cameras (\$22K)	(23,408)
Sub-total Life-to-date Revenues less Submitted Projects	65,528
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 7/31/18	\$ 240,528

Montgomery Community College
State Funds - Board Report for July 2018

State Funds - July 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	-	11,605	11,605		
511200 FT Senior Administrator	-	19,914	19,914		
511300 FT Professional Staff	473	80,565	80,565		
511310 PT Professional Staff	-	1,560	1,560		
511340 30 Hour Professional St	-	-	-		
512000 FT Support	-	5,065	5,065		
512010 PT Support	-	2,746	2,746		
512040 30 Hour Support	-	-	-		
513000 FT Faculty	-	129,362	129,362		
513010 PT Faculty	-	45,952	45,952		
513030 PT Teaching Assistant	-	1,313	1,313		
513040 30 Hour Faculty	-	-	-		
515000 FT Technical/Paraprofes	-	43,989	43,989		
515010 PT Technical/Paraprofes	-	7,065	7,065		
516020 Student Salaries - Inst	-	121	121		
518100 Social Security	-	25,283	25,283		
518200 Retirement	-	57,563	57,563		
518300 Medical Insurance	-	34,800	34,800		
518500 Unemployment Comp	-	-	-		
518700 Longevity Payments	-	3,743	3,743		
519020 Sys Implementation/Inte	-	-	-		
519040 Administrative Services	-	-	-		
519140 WAN Support Services	-	-	-		
519142 LAN Support Services	-	-	-		
519144 Managed Server Support	-	-	-		
519200 Other Contractual	-	-	-		
519400 Contracted Instr	-	-	-		
519401 Online Tutoring Contrac	-	-	-		
519700 Personal Serv - 3rd Par	4,728	4,728	4,728		
523XXX Copies & Instr Suppl	-	3,395	3,395		
527000 Other Supplies	-	1,159	1,159		
527005 Tires, Oil Changes, Oth	-	-	-		
531110 In-State Ground Transpo	-	982	982		
531140 In-State Lodging	-	385	385		
531150 In-State Meals	-	337	337		
531210 Out-of-State Ground Tra	-	-	-		
531220 Out-of-State Air Transp	-	-	-		
531240 Out-of-State Lodging	-	-	-		
531250 Out-of-State Meals	-	-	-		
531410 Board/Non-emp Transport	-	-	-		
531420 Board Expense - Subsist	-	-	-		
531500 Registration Fees	-	1,975	1,975		
532100 Postage	-	-	-		
532337 Managed Server Support	-	-	-		
532700 Software Subscriptions	-	-	-		
535100 Equipment Repair	-	747	747		

Montgomery Community College
State Funds - Board Report for July 2018

State Funds - July 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535120 Repairs-Voice Communicatio	-	-	-		
535400 Service Contracts	-	-	-		
535430 Maint Agreement-Equipme	-	1,862	1,862		
535450 Maint Agreement-NonWAN	-	20,130	20,130		
535494 Maint. Agree.-Server Sf	-	-	-		
535495 Maint. Agree.-Server	-	-	-		
537000 Advertising	-	1,380	1,380		
535491 Maint. Ag LAN Equip	-	-	-		
537100 Advertise Vac Positions	-	712	712		
539400 Magazine/Newspaper Subs	-	1,499	1,499		
539500 Other Current Expense	-	-	-		
539520 Electronic Processing	-	-	-		
539700 Childcare - 530 Purpose	-	-	-		
539720 Project Skill-Up Student Assi	-	-	-		
542403 Rental/Lease Servers	-	320	320		
544000 NonWAN Data Process Sof	-	40	40		
544010 Software License Renewa	-	-	-		
545100 Motor Vehicle Insurance	-	-	-		
545200 Liability Insurance	-	685	685		
546100 Membership & Dues	-	90	90		
546200 Accreditation Ex	-	-	-		
548000 NEIT	-	-	-		
555100 Minor Equipment Low	-	-	-		
555200 Minor Equip High	-	-	-		
Total Current Expense	5,201	511,071	511,071		
552070 Lan-Equipment	-	-	-		
553000 Educational Equipment	-	-	-		
553010 Other Ed DP Equipment	-	-	-		
555100 Minor Equipment Low Risk	-	(162)	(162)		
555200 Minor Equip High Risk	-	-	-		
556100 Books	-	-	-		
Total Capital Expense	-	(162)	(162)		
Total Expenses	5,201	510,909	510,909		

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

Institutional Funds - July 2018			Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
1	01-121	Pell Overpayments	-	-	-	-	(436)
	01-128	Veterans Reporting Fee	-	-	-	-	26
	01-132	Overhead Receipts 75%	26	77	26	77	12,492
	01-133	Current General & Misc	60	60	60	60	11,321
	01-134	Admin Support	17	169	17	169	-
	01-135	Overhead Receipts 25%	9	-	9	-	8,398
	01-142	Textbook Rental	159	988	159	988	408
	01-222	Forestry Program	-	-	-	-	8,733
	01-291	Specific Fees: HVAC	25	-	25	-	200
	01-291	Specific Fees: Medical	-	-	-	-	2,577
	01-291	Specific Fees: Electron	13	-	13	-	2,950
	01-291	Specific Fees: Gunsmith	1,650	-	1,650	-	37,491
	01-291	Specific Fees: Phlebotomy	-	-	-	-	400
	01-291	Specific Fees: Taxiderm	115	-	115	-	11,330
	01-291	Specific Fees - LP	350	-	350	-	8,769
	01-291	Specific Fees: Dental	85	12	85	12	5,222
	01-291	Specific Fees: NET/TEAS	-	-	-	-	5,213
	01-294	Live Projects: Taxiderm	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	3,009	764	3,009	764	68,061
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	252	-	252	-	2,131
	01-363	Small Business Center	296	-	296	-	7,687
	01-391	Specific Fees: Occ. Ext	1,303	348	1,303	348	72,332
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	59	1,570	59	1,570	67,115
	01-622	Sales Tax Utilization	47,407	23,407	47,407	23,407	22,000
	01-715	Vending	366	366	366	366	-
	01-716	Bookstore Vending	-	-	-	-	-
	02-131	College Work Study	-	-	-	-	-
	02-228	Self Supp. Curriculum	-	-	-	-	20,920
	02-229	Distance Learning	14	-	14	-	-
	02-237	Perkins Prof Dev	-	-	-	-	-
	02-238	Perkins Prof Develop	-	-	-	-	-
	02-241	Perkins Automation Soft	-	-	-	-	-
	02-292	Tech Fee-Curr	1,483	122	1,483	122	90,907
	02-340	Mont. Fund: ESL	3,000	-	3,000	-	3,000
2	02-383	Fire Training Center Gr	-	4,284	-	4,284	(2,662)
	02-392	Tech Fee: Con Ed	-	-	-	-	1,958
3	02-425	NCWorks Grant Adult Services	8,890	5,082	8,890	5,082	(5,082)
3	02-427	NCWorks Grant Dislocated Worker	2,653	1,718	2,653	1,718	(1,718)
	02-429	Vo-Ed PT Curr Support	-	-	-	-	-
	02-511	Voc-Ed Counseling	-	-	-	-	-
	02-512	Voc-Ed Tutor Funds	-	-	-	-	-
	02-823	FSEOG	-	-	-	-	-
	02-824	Pell Grant	7,205	7,205	7,205	7,205	395
	02-831	Educ. Lottery Schol.	-	-	-	-	-
	02-833	Golden LEAF	2,936	2,457	2,936	2,457	2,295

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

Institutional Funds - July 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-835	NC Comm Coll Grt	-	-	-	-	-
02-836	High Demand/Low Enrol	-	-	-	-	-
02-837	MCC Foundation Scholar	-	-	-	-	-
02-838	Wells Fargo Scholarship	-	-	-	-	-
02-839	Less Than Half-time	-	-	-	-	-
02-842	SGA President Scholar	-	-	-	-	-
02-845	SECU Scholarships	-	-	-	-	-
05-715	Vending	616	366	616	366	13,125
05-716	Bookstore Vending	-	2,320	-	2,320	78,441
05-720	Bookstore	83	-	83	-	-
05-721	General Store	2,663	2,663	2,663	2,663	-
05-740	Parking Fee	318	-	318	-	39,372
05-770	Stud Govt Assoc	1,923	127	1,923	127	23,063
05-771	Graduation Fund	60	-	60	-	1,355
05-774	Stud. Amabassador	223	-	223	-	26,240
07-925	Bond-Workplace Dev Renovation	-	-	-	-	-
07-925	Bond-Bldg 200 HVAC Replacement	212,892	212,892	212,892	212,892	-
07-925	Bond-Bldg 200 Interior	-	-	-	-	-
07-926	Golden Leaf FY2015-085	-	3,116	-	3,116	62,846
09-772	Club Accounts	-	-	-	-	59,960
4 09-773	Agency Fund	-	-	-	-	(12,172)
09-775	Funds for Others	-	-	-	-	7,561
09-776	Restricted Schol Held	-	-	-	-	3,843
09-777	Loan Funds Held & Dist	-	-	-	-	18,300
Total	Institutional Funds: First Bank	300,161	270,113	300,161	270,113	792,582

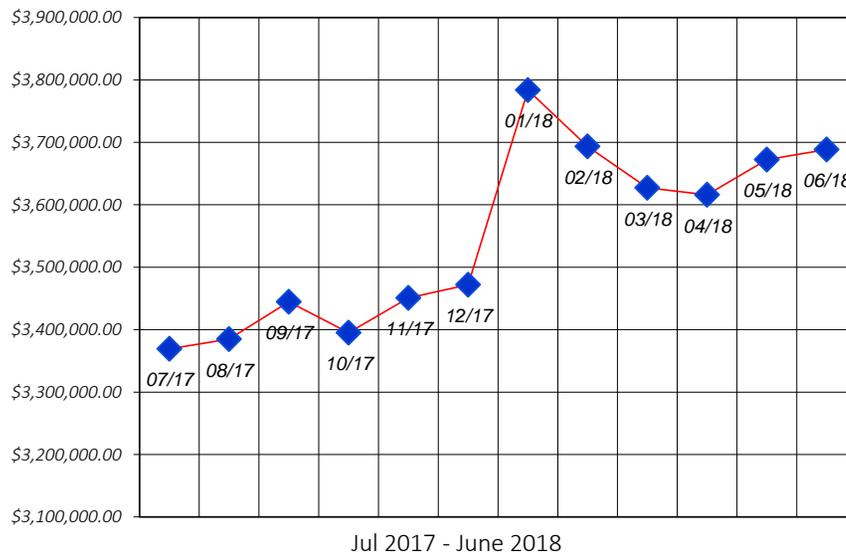
STIF Account as of 07/31/18		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	59	59	43,222	43,282
02-229	Distance Learning	14	14	10,448	10,463
02-292	Technology Fees	106	106	76,742	76,847
05-720	Bookstore	83	83	60,580	60,663
Total	Institutional Funds: State Treasury	263	263	190,992	191,255

- 1 PELL Overpayment
- 2 Due from NCDA(Fire Training Grant)
- 3 Due from NC Works(WIOA Grant)
- 4 Financial Aid Bookstore Charges

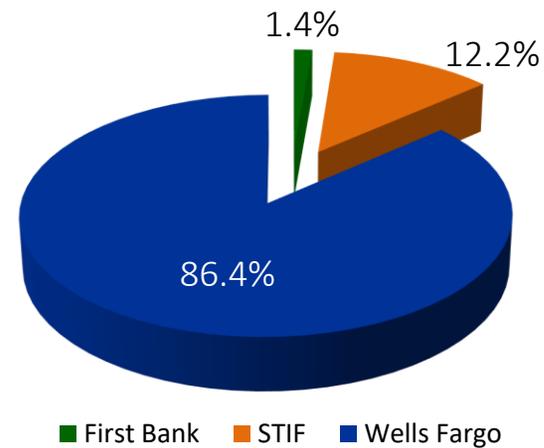
Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of June 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,186,646.81	\$437,013.33	\$48,669.80	\$3,672,329.94
Receipts								
Interest/Dividends	\$73,964.13	\$4,410.15	\$8.68	\$78,382.96	\$9,417.33	\$586.90	\$0.71	\$10,004.94
Deposits	\$32,334.80	\$285,680.69	\$377,869.02	\$695,884.51	\$2,885.00	\$14,110.17	\$20,835.00	\$37,830.17
Total Receipts	\$106,298.93	\$290,090.84	\$377,877.70	\$774,267.47	\$12,302.33	\$14,697.07	\$20,835.71	\$47,835.11
Disbursements								
Fees/Withdrawals	\$139,681.29	\$84,493.40	\$354,779.95	\$578,954.64	\$2,002.10	\$1,800.03	\$18,544.97	\$22,347.10
Total Disbursements	\$139,681.29	\$84,493.40	\$354,779.95	\$578,954.64	\$2,002.10	\$1,800.03	\$18,544.97	\$22,347.10
Market Value Net Change	\$193,520.10	\$0.00	\$0.00	\$193,520.10	(\$9,329.48)	\$0.00	\$0.00	(\$9,329.48)
Ending Value	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47
Net Change	\$160,137.74	\$205,597.44	\$23,097.75	\$388,832.93	\$970.75	\$12,897.04	\$2,290.74	\$16,158.53

Foundation Funds Value



Foundation Funds Distribution



Grants Applied or in Process 2018

Appendix EE

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
NC Dept. of Public Instruction NCCCS	Catalyzing Career and Technical Education Through Enhanced Career Pathways	To fund a Coordinator of Apprenticeship and CTE Activities.	1 year	\$25,000 for MCC \$50,000 for MCS	In Process Submitted July 20, 2018 Award Selection August 17, 2018
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.		\$25,000	In Process Due October 1, 2018 Notification of Award Mid December 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

Grants Awarded 2018

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
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, August 8, 2018
5:45 p.m.

Committee Members

Gordon Knowles, Chairman

Claudia Bulthuis, Vice Chairman

Gelynda Capel

Robert Harris

Johnny McKinnon

Agenda Items:

- **Call to Order – Gordon Knowles, Chairman**
- **Approval of June Committee Minutes – Appendix F**
- **Facilities Report - Appendix G**
- **Construction Update and Building Projects Timeline – Appendix H – Dr. Chad Bledsoe**
 - **Blair Hall Update – Appendix I – Dr. Chad Bledsoe**
 - **CTE Building Update – Dr. Chad Bledsoe**
- **Blair Hall Roof Replacement Bid Award – Appendix J – Dr. Chad Bledsoe – Action**
- **Building 500 Roof Replacement – 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, June 13, 2018 at 5:32 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Paula Covington
George Gilbreath
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Facilities Report – Appendix E – Jeanette McBride

Mrs. McBride presented Appendix E, the facilities report. She reported that in May the maintenance staff put out mulch in place of pine straw to extend the longevity of the landscape and to reduce the need of replacing pine straw annually. She reported that maintenance has begun installing security cameras on campus with a completion date of the end of June, 2018, there will be 11 cameras to view the parking lots and public areas and 21 indoor cameras to view corridors and public areas.

There were no incidents to report.

Construction Update and Building Projects Timeline – Appendix F

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

The HVAC replacement in Capel Hall is in progress. The firing range expansion preliminary sketches have been submitted to local grading contractors for estimates.

Blair Hall Schematics – Dr. Chad Bledsoe

Dr. Bledsoe presented the schematic of the proposed renovations of Blair Hall. The first phase of the roof replacement was approved for bidding by the state, advertisements went out on June 10,

2018 with the bid opening on June 28, 2018. The second phase of schematics for HVAC upgrades are being finalized.

President's Suite Renovations – Appendix G

Office renovations were approved by the NC Community College System Office. The bid opening is scheduled for June 18, 2018.

There being no further business, the meeting adjourned at 6:12 p.m.

Board Report

Facilities

August 2018

Prepared By: Wanda Frick

A safety inspection was completed by a representative of EHSI (Environmental Health & Safety Institute). A report with found issues has been completed and all issues have been corrected. Issues found and corrected are as listed below:

- Delta drill press in Bluing room was not equipped with necessary guard. A new guard has been purchased & installed
- Several fire extinguishers and eye wash stations were blocked in shop areas. These areas have been corrected.
 - A couple of receptacle boxes had knock-outs missing. These have been replaced.
 - A damaged cord has been repaired.

Along with the renovations of the President's area, all lighting fixtures have had LED tubes installed. As a result, a rebate from Duke Energy's Smart Saver® Incentive Program in the amount of \$174 has been issued. In continual efforts for energy savings, we will work to implement LED lighting and apply for rebates.

The picture on the left is our new condensing boiler. On the right, the delivery of 2 new chillers for Capel Hall.



Montgomery Community College
Construction Update
August 2018

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

1st phase for roof replacement – Public bid opening on June 28th with Davco Roofing & Sheet Metal having the lowest bid of \$973,860. Since this was over the budget amount of \$800K for the roof replacement, the project has been value engineered to bring the amount for the roof project to \$830,385. The designer has sent a letter of recommendation to the Board of Trustees for approval.

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

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: \$158,380

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

The new propane-fueled condensing boiler has been installed awaiting a new concrete pad to hold (2) 1000 gallon propane tanks. One of the new chillers has been put in place with piping and installation currently taking place. All VAV (Variable Air Volume) boxes have been installed with connecting ductwork and insulation to follow.

- Budgeted: \$1,075,000
- Disbursed to Date: \$281,892

- **Capel Hall Office Renovations**

The construction contract was awarded to DWA Incorporated. Demolition began on July 9, 2018 with wall areas, carpet, parquet flooring, and moldings removed for the building of new office areas. Walls have been erected, with ceilings and moldings being put in place for later flooring installs and painting.

- Budgeted: \$65,000
- Disbursed to Date: \$0

Montgomery Community College
Building Project Timeline

Project Name	Projected/Actual Cost		2018								2019						
	NC Connect Bond	Other	June	July	August	September	October	November	December	January	February	March	April	May	June	July	
Capel Hall Roof Replacement (Complete)	\$ 174,430																
Capel Hall HVAC Replacement	\$ 1,000,000		Construction					Complete									
Center for Workforce Development (Complete)	\$ 111,449																
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877															
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565																
Capel Hall Office Renovations	\$ 65,000		Constr. Bids & Construction		Complete												
Industrial Maintenance Building	\$ 1,000,000						(3-1)	State Board	Design Phase		Construction					Complete	
Building 500 Roof (Original Building - 1987)	\$ 40,000				Construction	Complete											
Building 500 Renovation	\$ 25,000								(3-1)	State Board	Construction Bid	Construction	Complete				
Building 500 HVAC	\$ 75,000								(3-1)	State Board	Construction Bid	Construction	Complete				
Building 300 HVAC	\$ 75,000								(3-1)	State Board	Construction Bid	Construction	Complete				
Firing Range Expansion		TBD															
Blair Hall Renovation	\$ 3,245,000	\$ 400,000															
Roof Replacement			Construction Bid	Value Engineering	Value Engineering	Construction				Complete							
HVAC Replacement			SCO Review	SCO Approval	2nd Design Phase	Construction Bid	Contr Approved SCO	Construction								Complete	
Interior Renovation																	
Blair Hall Entrance	\$ 399,093																
Total Cost	\$ 6,334,537	\$ 406,877															

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

July 26, 2018

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

RE: Building 100 Roof Replacement: Bid Award Recommendation
 COMM. NO.: 1723 FILE NO.: B 8.1
 SCO ID: 17-16802-01A NCCCS NO: 2278

Dear Dr. Bledsoe,

As you are aware, Bids were received and publicly read for the Montgomery Community College Building 100 Roof Replacement on June 28, 2018. The lowest responsible bidder, based upon their base-bid and Owner-desired alternates, is Davco Roofing & Sheet Metal. We hereby recommend the College enter into Contract with Davco, for the **"Total Recommended Construction Contract Award"** amount stated below. The bid received and project budget are summarized as follows:

BIDDING AND VALUE-ENGINEERING SUMMARY:

Base-Bid Received	\$ 973,860	
Total Base-Bid + Alternates:	\$ 973,860	(64,000 SF replacement)

Accepted Value Engineering Options:

Item 1:	\$ -59,154	Omit Overlayment Insulation
Item 2:	\$ -10,058	Omit roof replacement & metal wall panel replacement on Roof Area C (penthouse)
Item 3:	\$ -74,263	Provide 1/8" Slope-Tapered Insulation Systems w/ 1/4" Slope Crickets & saddles meeting ASTM C1289 Type II, Class 1, Grade 3 Insulation. Edge scuppers are eliminated due to slope revision.
	\$-143,475	Total Deduction with Accepted Value Engineering Options
	\$830,385	Total Recommended Construction Contract Award

BUDGET SUMMARY:

Overall project budget:	\$800,000
Expended funds to date:	\$ 0
Remaining Funds:	\$800,000
Total Construction Contract:	\$830,385
Remaining Budget:	\$ -30,385

As we have discussed, the overage identified above for the Roof Replacement at Building 100 may be subtracted from the interior renovation and HVAC project.

boomerang DESIGN



Robert J Buckanavage, AIA
 Associate

BID TABULATION

Appendix J J



PROJECT: **MCC Building 100 Roof Replacement
Montgomery Community College**
SCO #: **17-16802-01A**
PROJ. No: **1723**
FILE No: **B-8.1**

BID DATE: **28-Jun-18**
BID TIME: **2:00 PM**
LOCATION: **MCC Building 200
Circulation Room Library
1011 Page Street, Troy, NC 27371**

Company Name	License #	Addenda Rec'd	MBE	Unit Prices	Bid Bond	Base Bid	Notes
Davco Roofing & Sheet Metal	67146	X	X	X	X	\$973,860	Valid S (Roofing) License
Montgomery Contractors Inc	50370	X	?	X	X	\$996,317	Valid Building License; Only 20 points earned in Affidavit A
Johnson Roofing Inc.	19663	X		X	X	\$1,096,585	Valid Building License; No MBE
Allied Roofing Co., Inc.	46486	X	X	X	X	\$1,185,985	Valid S (Roofing) License
Triad Roofing Company, Inc.	25895	X	X	X	X	\$1,196,600	Valid Building License
Tecta America Carolinas	60043	X	X	X	X	\$1,331,363	Valid S (Roofing) License
Interstate Roofing Company, Inc.	5841	X	X	X	X	\$1,490,000	Valid S (Roofing) License

CONFIRMED BID TABULATION SHEET
boomerang DESIGN

BY: 
Robert J Buckanavage, AIA

**Personnel Committee
Wednesday, August 8, 2018
6:00 p.m.**

Committee Members

Gelynda Capel, Chairman

Phil Absher, Vice Chairman

Paula Covington

George Gilbreath

Claudia Bulthuis

Agenda Items:

- **Call to Order - Gelynda Capel, Chairman**

- **Approval of June Committee Minutes – Appendix K**

- **Personnel Appointments**
 - Math Instructor – Appendix L**
 - Nursing Instructor – Appendix M**
 - Nursing Instructor – Appendix N**
 - Medical Assisting Instructor – Appendix O**
 - Systems Technician – Appendix P**

- **New Business**

- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:18 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Gordon Knowles
Johnny McKinnon
Samuel Martin
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Notice of Resignation – Gunsmithing Instructor – Appendix H

The committee received the resignation of Wayne Coley, Gunsmithing Instructor.

Personnel Appointments – Appendix I, Appendix J, Appendix K and Appendix L

The committee received four Personnel Appointments

- Shaquille Little, Learning Resources Technical Assistant
- Billy Athay, Gunsmithing Instructor
- Mar'keisha Martin, Custodian
- Jessica Blake, Director of Student Life and Recruitment

2018 Notice of Contract Non-Renewals – Appendix M

Two Contract Non-Renewals were presented for Appendix M. Cindy Caviness, Medical Assisting Instructor and Wendy Gossage, Accounting Instructor.

2018-2019 Contract Renewals – Appendix N

Mrs. Capel shared the recommendations for Contract Renewals for the 2018-2019 year.

Blanket Travel Authorization – Appendix O – Action

Mrs. Capel presented the 2018-2019 Blanket Travel Authorization form for Dr. Chad Bledsoe.

Mr. Gilbreath made a motion, seconded by Mr. Absher to approve the 2018-2019 Blanket Travel Authorization form for Dr. Chad Bledsoe. The motion carried

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

Personnel Appointment

Name of Person	Kevin Hathcock
Present Address	128 S. Milford Dr. Salisbury, NC 28144
Position	Math Instructor
Position Category	Faculty
Salary	\$4,717 per month/\$42,453 annual
Effective Date of Employment	August 8, 2018
Budget Information	

Position Description:

Math Instructor: Creating an effective learning environment. 2. Keeping current with information and skills in the respective teaching field. 3. Serving on college committees and attending meetings as assigned and/or requested. 4. Assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students.

Education and Certifications

School/Certification	Years Attended	Degree
Lenoir-Ryne University	1-2007 to 5-2010	BS-Mathematics
		BS-Physics
University of South Carolina	8-2010 to 8-2012	MS-Mathematics

Work Experience

Employer	Dates of Employment	Position/Title
Rowan-Cabarrus Community College	8-2016 to Present	Adjunct Instructor
NC Public Schools	8-2014 to 7-2016	High School Math Teacher
Surry Community College	8-2013 to 8-2014	Math Instructor

Professional Participation/Honors:

Hiring Committee

Person	Position
Robert Nelson	Dean-Arts & Sciences
David Klass	Math Instructor
David Hendrix	Foundational Studies-Math Instructor
Carol Holton	Coordinator of Institutional Effectiveness
Natalie Winfree	Director of Counseling

Appointment Recommendation and Approval

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

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Amber Scott
Present Address	3505 Bally Brook Drive Apt. A Greensboro
Position	Nursing Faculty
Position Category	Full time 9 months
Salary	\$52,000
Effective Date of Employment	8-1-18
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
Winston Salem State	8/98 - 5/2004	BSN
Capella University	10/13 - 9/2016	MSN

Work Experience

Employer	Dates of Employment	Position/Title
ECPI University	8/2016 - Present	PN Faculty
Winston Salem State	7/2008 - 9/2014	Staff Nurse

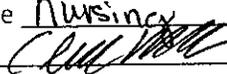
Professional Participation/Honors

Hiring Committee

Person	Position
Tracey Wyrick	Dean Health + Public Services
Beth Smith	VP Student Services
Mindy Joyner	Biology Instructor
Pam Raffaldt	Nursing faculty
Wendy Vaughn	Director of Nursing
Melisa Bond	Human Resources

Appointment Recommendation and Approval

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


 Chad A. Bledsoe
 President

Personnel Appointment

Name of Person	Robin Gibson
Present Address	622 Greenfield Drive, Monroe, NC 28112
Position	Full-time Nursing faculty
Position Category	9 month position
Salary	\$ 52,000
Effective Date of Employment	8-1-18
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
Fayetteville State	8/2013 - 12/15	BSN
UNC-Wilmington	1/2017 - 5/2018	MSN

Work Experience

Employer	Dates of Employment	Position/Title
South Piedmont	3/12 - present	NAI instructor adjunct ADN Instructor
Carolinas Health Care	1/2009 - 8/2011	staff nurse NICU

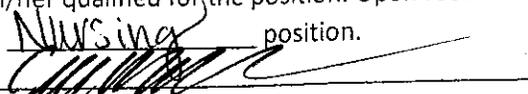
Professional Participation/Honors

Hiring Committee

Person	Position
Tracey Wyrick	Dean Health + Public Services
Beth Smith	VP Student Services
Mindy Joyner	Biology Instructor
Pam Raffaldt	Nursing Faculty
Wendy Vaughn	Director of Nursing

Appointment Recommendation and Approval

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


Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Jennifer Garner
Present Address	300 Dover Church Road, Seagrove, NC 27341
Position	Medical Assisting Department Chair
Position Category	Faculty
Salary	\$48,000.00 (10 month)
Effective Date of Employment	August 1, 2018
Budget Information	

Position Description:

This individual will be responsible for the overall administration of the Medical Assisting Program.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery CC	1996-1998	AAS Medical Assisting

Work Experience

Employer	Dates of Employment	Position/Title
Randolph Medical Health Group	2013-2018	Practice Manager
Randolph Women's Health Care	2004-2012	Practice Manager
Central Carolina Women's Center	1998-2004	Reimbursement and Coding Manager

Professional Participation/Honors:

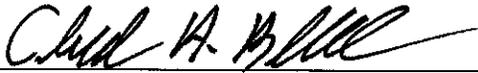
Certified Medical Assistant, AAMA (1996-present)

Hiring Committee

Person	Position
Tracey Wyrick	Dean of Public Services
Lee Procter	V.P. of Instruction
Beth Smith	V.P. Student Services
Amy Friery	Department Chair Human Services and EC Education
Wendy Vaughn	Director of Nursing
Natalie Winfree	Director of Counseling

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Taylor Sarkis
Present Address	9178 New Hope Rd. Denton, NC 27239
Position	Systems Technician
Position Category	Level 7
Salary	\$32,076
Effective Date of Employment	7/1/18
Budget Information	11-430-97-51500-80201

Position Description:

Provide support for installation, configuration, maintenance, and repair of all IT equipment such as but not limited to computers, printers, scanners, etc. and for related software. Manage website and social media content. Assist instructors with multimedia projects.

Education and Certifications

School/Certification	Years Attended	Degree
Southwestern Randolph High School	2008-2011	HS Diploma
MCC	2015-2017	Information Technology, AAS
Microsoft Office Specialist in Word, Excel, Access, PowerPoint and Outlook	2016-2017	
Microsoft Technology Associate Security	2016-2017	
Microsoft Technology Associate Networking	2016-2017	
Microsoft Technology Associate Database	2016-2017	
Microsoft Technology Associate Windows Server Administration	2016-2017	
IC3 Digital Literacy Certification	2016-2017	

Work Experience

Employer	Dates of Employment	Position/Title
MCC	February 2016-present	Webmaster
Lowe's Home Improvement	December 2014-July 2016	Unload Associate

Professional Participation/Honors:

- North Carolina Community College Academic Excellence Award (2017)
- All-American Scholars
- Who's Who Among Students in American Junior Colleges
- President's and Dean's List

Hiring Committee

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Andrew Gardner	Dean, Continuing Education
Tracey Wyrick	Dean of Public Services/Division Chair, Criminal Justice
Michele Haywood	Public Information Officer
Jonathan Carrick	Systems Technician

Appointment Recommendation and Approval

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

Chad A. Bledsoe

Chad A. Bledsoe
President

Curriculum and Student Services Committee
Wednesday, August 8, 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 June Committee Minutes – Appendix Q**
- **Update from Vice President of Instruction**
Instruction – Appendix Q
Continuing Education – Appendix S
- **Update from Vice President of Student Services – Appendix T**
- **2017-2018 Class Visitation Reports – Appendix U**
- **ApprenticeshipNC Application Letter– Appendix V**
- **Title II Update – Dr. Chad Bledsoe**
- **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, June 13, 2018 at 6:20 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Vice Chairman
Susan Eggleston

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles
Johnny McKinnon
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mr. Martin, Chairman called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present, except Andrea Marshall, Vice Chairman, and Susan Eggleston.

Update from Vice President of Instruction – Appendix P and Appendix Q

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

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

Update from Vice President of Student Services – Appendix R

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

There being no further business, the meeting adjourned at 6:28 p.m.

**Board Report
Vice President of Instruction
August 2018**

100%! Currently all 26 of Montgomery Community College LPN students who have taken the NCLEX exam have passed the test. The two remaining students have not scheduled to take the test at this time. The Board of Nursing staff has initially approved the Associate Degree in Nursing Program at Montgomery Community College, with final Board review and approval schedule for their September meeting. The initial approval will be for 30 student maximum enrollment (15 in the first year). Advertising for the new program will begin after the Board of Nursing meeting in September.

We were awarded \$111,507 from NC Department of Public Safety for the 2018-19 fiscal year. As of July 18th, all female offenders have been moved from Southern Correctional and are temporarily being housed at Neuse Correctional Institution in Goldsboro NC Correctional Institution for Women in Raleigh, or North Piedmont Correctional Institution in Lexington. After meeting with Programs Case Manager at the minimum unit, it was decided to offer some short term HRD course to offenders who are not assigned to ICP or on work-release. We will be offering a basic computer skills course the 1st 8-weeks, a HRD course on Re-Entry skills 2nd 8-weeks. There was an overwhelming response for the Surface Pro class, so we will be offering two 8-week courses. We are hoping to be able to expand our course offerings at the minimum unit beginning in 2019 and offer more vocational courses. We do not currently have a start date for classes in the Close-Custody Unit.

The article written by Michelle Haywood in the Montgomery Herald about the new state-wide articulation agreement in Early Childhood has caused an influx of interest in the program. A number of students are completing the application process to enroll in classes this fall. The travel abroad trip to Greece for May 2019 currently has 9 slots filled at this time. Our goal for the first year of this program is 12 maximum. For more information: <https://www.efcollegestudy tours.com/2127554EX>.

Montgomery Early College offered a Freshman Leadership Camp in July with the support of a grant from the Montgomery Fund. Forty freshmen attended and 20 upperclassmen served as “camp counselors”. Sixty freshman will join the 120 upperclassmen this fall on August 13. Work continues to enroll Early College and CCP students in classes for the fall. Currently we have over 300 EC and CCP students enrolled in over 640 classes for the fall. Lynn Epps continues to work on advising CCP students to increase the number of Pathway Completers this spring. If all goes as planned, we will have several CCP students completing their Associate Degrees by graduation. The CCP Fall Orientation will be held on August 14. Students will hear new updates, check out their books, receive assistance signing into their Blackboard and the campus email accounts, and update their student ids.

Congratulations to Crystal Thomas (Coordinator of Prison Programs) and Robin Gibson (Nursing) on completing the EPIC 30 Certificate for teaching online sponsored by Wake Technical Community College. The 30-hours of online instruction are designed to teach best practices in online course design, instruction, communication, and accessibility. Thomas and Gibson join Debby Douglas, Amy Friery, and Tracey Wyrick who completed the certificate last year.

Board Report Continuing Education Department August 2018

Health & Public Safety

- Drone classes have been going full speed this summer with various classes and workshops offered around the state. The NC Public Safety Drone Academy will be listed and featured as one of the sponsors for the very first NC Drone Summit in Greensboro, August 4-7. Riley Beaman and his team have been asked by the state to oversee all flight operations, demonstrations, and scenarios throughout the Summit. Our new Command Center will make its major debut at the Summit and be setup for all to see. Riley has also been asked to attend the Commercial UAV Expo Americas conference in Las Vegas in October with the NC Division of Aviation as a leader in the Public Safety Sector. Expo leaders are impressed with Riley's vision and implementation of the NC Public Safety Drone Academy and how it serves emergency service members and agencies across the state tuition free and will be interviewing him. Expo leaders are also discussing the possibility of Riley being a presenter at Expo Americas on Drones in Public Safety and how other states could follow his model.
- Fire and Rescue classes are also staying steady with classes being offered at Biscoe, Mount Gilead, and Troy.
- Numbers are looking good for Fall Nurse Aid and Phlebotomy classes.
- DOC Conversion classes will be finishing up late July and planning has already started for fall.

Heritage Crafts

- 12 attendees for Nikki Mizak Hands-on pottery workshop, June 24th/25th.
- Also hosted a public slide talk and reception with Nikki Mizak at Uwharrie Mercantile on June 23rd.
- Successful black smithing workshop with Ian Thomsen June 23/24th.
- NC Custom Knife Makers guild presented MCC Foundation with a scholarship donation of \$750, to be directed towards beginner knife makers.
- 23 students registered for clay camps and 8 volunteers from our clay classes helping with camps.

Business & Leadership Services

- 06/15/08 NC Works 101 Training for Jessica Hamilton.
- 06/28/2018 HR Managers Meeting topics for meeting: Cheryl C. Cox, MSBE - Work-Based Learning Consultant NC Department of Public Instruction-Career & Technical Education Internships and Insurability.
- Crystal Taylor -Business Services Representative for Regional Partnership Workforce Development Board-Incumbent Worker Grant program.
- Meet and greet with Jessica Hamilton Director of Business and Industry Services at Montgomery Community College.
- 07/10/2018 Welding QA with Chuck Davis, Wade Auman, Andrew Gardner, Jay Niederhofer & Lee Proctor.
- 07/11/2018 Planning meeting with Andrew Gardner, Lynn Epps, Wade Auman, Matthew McSwain & Jessica Hamilton for Manufacturing Day Event to occur 10/5/18.
- 07/17/18 Joint Business visit with Regional Partnership Workforce Development at K-M Machine.
- 07/23/2018 Secured up of two customized training classes: CPR class for Auria to be held in October and CPR class to be held in August for Capel Rugs.
- Approval to apply for American Welding Society Equipment Grant requesting \$25,000

Small Business Center

- Officially REAL (Rural Entrepreneurship Action Learning) Certified.
- Savannah Heath is now REAL Agricultural, Craft, and Healthcare Certified.
- 2017 - 2018 Annual Report has been submitted.
- The SBC has been offering online small business webinars and they are going well.

MCC Board of Trustees – August 8, 2018 Update from the Student Services Division

Highlights & Previews

- Jessica Blake Latham has gotten off to a busy start as our new Director of Student Life & Recruitment.
- Natalie Winfree attended a RISE Advising workshop July 10.
- Several programs have held program-specific orientation, advising, and registration sessions.
- The 2018-2019 Student Handbook is ready for publication.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Andrew Gardner, Dean of Continuing Education

Date: July 30, 2018

Subject: Spring 2018 Class Visitation Log Report

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

During the Spring Semester 2018 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 92 courses/seminars On-Campus and 83 courses/seminars in an Off-Campus/Distance Learning venue for a total of 175 courses. Of the 92 classes/seminars offered On-Campus, 59 required verification. Of the 83 courses/seminars offered Off-Campus, 36 required verification. Please see attached chart for further information.

Montgomery Community College

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

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	49	21	21	100%
Floyd, William	13	12	12	100%
Gardner, Andrew	13	8	6	75%
Garner-Smith, Kathy	6	8	6	75%
Thomas, Crystal	0	0	0	0
Williams, Alex	11	10	10	100%
TOTALS	92	59	55	

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	50	5	5	100%
Floyd, William	2	2	2	100%
Gardner, Andrew	14	12	9	75%
Garner-Smith, Kathy	7	7	6	86%
Thomas, Crystal	10	10	10	100%
Williams, Alex	0	0	0	0
TOTALS	83	36	32	

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SPRING SEMESTER 2018

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	83	36	13	36%



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

Andrew Gardner
Dean of Continuing Education
Montgomery Community College
1011 Page Street
Troy, NC 27371

July 19, 2018

Dear Mr. Gardner:

This letter confirms the provisional registration of your Apprentice Training program with the North Carolina Community College System and ApprenticeshipNC. The effective date of the provisional registration is June 1, 2018.

At the end of your first year of provisional registration, your program will be reviewed for quality and conformity with the requirements of Chapter 94 of the North Carolina General Statutes and 04 NCAC 22 of the North Carolina Administrative Code. Upon completion of the quality assessment review by the apprenticeship consultant, the provisional registration status will change to permanent if your program meets the required standards for program registration. If the program fails to meet the required standards, the program may continue in a provisional status or may be deregistered. 04 NCAC 22 .0205(g) states that a program not in operation or not conforming to the requirements during the provisional registration period shall be deregistered.

Having successfully completed the provisional registration process places high responsibilities for an Information Technology Specialist and Assistant to the President. Part of that responsibility includes operating the program in accordance with the program's Standards of Apprenticeship and submitting all changes to the Standards to ApprenticeshipNC for approval prior to implementation of the changes. I am confident that you will meet this responsibility.

On behalf of ApprenticeshipNC, I welcome you to the North Carolina training community, composed of over 6,000 individuals involved in training the workforce of tomorrow. I will deliver, as recognition of the program being provisionally registered, the official provisional registration certificate.

Please accept my personal appreciation for having acted to train our state's workers through apprenticeship to the high skill level associated with the term of Journeyworker.

Sincerely yours,

A handwritten signature in cursive script that reads 'Kathryn P. Castellones'.

Kathryn P. Castellones
ApprenticeshipNC Director

Legislative/Public Relations Committee
Wednesday, August 8, 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 June Committee Minutes – Appendix W**
- **Legislative Update – Dr. Chad Bledsoe**
- **Adoption of 1A SBCCC 200.5 – “Sound Fiscal and Management Practices” – Appendix X**
- **Adoption of 1A SBCCC 200.4 – “System Advisory Council” – Appendix Y**
- **CC 18-035 - Proposed Amendment of 1G SBCCC 100.1 – “Definitions” – Appendix Z**
- **CC18-030 - Proposed Adoption of 1C SBCCC 300.1 – “Presidential Selection Process” – Appendix AA**
- **CC 18-033 - Proposed Amendment of 1C SBCCC 300.98 – “Evaluation of Presidents” – Appendix BB**
- **CC 18-032 - Proposed Amendment of 1B SBCCC 400 – “Program Accountability” – Appendix CC**
- **CC 18-034 - Proposed Amendment of 1C SBCCC 400 – “Salaries and Benefits” – Appendix DD**
- **1G SBCCC 100.1 – “Definitions” pursuant to 3B SBCCC 400.1(a) – Appendix EE**
- **Public Relations/Marketing Update – Appendix FF – Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:29 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chair
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Gelynda Capel
George Gilbreath
Gordon Knowles
Samuel Martin
Johnny McKinnon
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Vice-Chairman Covington, and all committee members were present, except for Chairman Andrea Marshall.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update, he noted that the legislature has approved the new budget for the upcoming fiscal year. He is still awaiting the budget which is expected by July 20, 2018. There will be increases in funding as a result of growth to the college.

Public Relations/Marketing Update – Michele Haywood – Appendix S

Mrs. Haywood presented Appendix S, the Public Relations/Marketing Update. She gave a presentation on MCC's new Instagram account. She also noted the progress of the new MCC parking stickers. During the week of June 25, 2018, the fall schedule will be mailed. The LPN program had a 59% of engagement on the College's Facebook page during graduation.

Mrs. Haywood presented the Carolina All-Out sponsorship commercial. She also presented the animated video for the IT program.

There being no further business, the meeting adjourned at 6:37 p.m.

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

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

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

RE: **Adoption of 1A SBCCC 200.4 - "Sound Fiscal and Management Practices"**

On 20 July 2018, the State Board of Community Colleges voted to adopt 1A SBCCC 200.4 "Sound Fiscal and Management Practices." It is important to have sound fiscal and management policies in the operation of college business offices. Also, G.S. 115D-6.5 references "sound fiscal and management practices," so it is important to have a policy detailing what constitutes sound fiscal and management practices.

The rule will be **effective 1 August 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.

**CC18-031
E-mail Copy**

Attachment



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

3
4 **CHAPTER A. STATE BOARD GOVERNANCE**

5
6 **SUBCHAPTER 200. STATE BOARD AUTHORITY**

7
8 **1A SBCCC 200.4 Sound Fiscal and Management Practices**

9 (a) Local boards of trustees shall adopt policies that assure a community college has
10 sound fiscal and management practices. Policies to assure sound fiscal and
11 management practices shall include at least the following:

12 (1) Expending funds prudently and consistently with the approved budget.

13 (2) Demonstrating stewardship of the institution's State financial resources by
14 effectively executing the institution's budget to ensure that the percentage of State
15 current operating funds remaining unexpended does not exceed five percent or
16 five times the systemwide percentage, whichever is higher.

17 (3) Ensuring that institutional fund accounts do not have a negative balance at the end
18 of the fiscal year unless such an instance exists for a planned reason, such as an
19 anticipated reimbursement. If any institutional fund account has a negative
20 balance at year-end, the negative fund balance after the posting of all accrual
21 entries shall be reviewed. In the event the negative balance is not due to a planned
22 reason, the college shall develop a plan to rectify the negative balance, and the
23 information shall be reported to the Board of Trustees at its first scheduled meeting
24 following year-end.

25 (4) Tracking expenditures consistent with the North Carolina Community College
26 System's Chart of Accounts, as outlined in the NC Community College System
27 Accounting Procedures Manual.

28 (5) Providing financial reports to the local boards of trustees at intervals determined
29 by the local board of trustees.

30 (6) Maintaining a system of internal controls as prescribed by G.S. 143D-7.

- 1 (7) Ensuring the college **does not overdraw accounts** by ensuring bank accounts are
2 reconciled and any discrepancies and a plan for resolution are identified within 30
3 business days from the end of the prior month. In the event a college fails to comply
4 with this requirement more than once during a fiscal year, such information shall
5 be reported to the Board of Trustees at its first scheduled meeting following the
6 month of non-compliance.
- 7 (8) **Submitting complete and accurate financial statements** to the North Carolina Office
8 of the State Controller by the prescribed deadline.
- 9 (9) Ensuring that **audits are conducted** consistent with G.S. 115D-20(9) and G.S.
10 115D-58.16.
- 11 (10) **Addressing any findings identified in audits**, compliance reviews, SACSCOC
12 reviews, or other monitoring reviews.
- 13 (11) Ensuring that the **college is actively seeking to fill leadership and other**
14 **supervisory positions in a timely manner** with individuals of high competence.
- 15 (12) Monitoring staff turnover by providing an **employee vacancy report** for information
16 to the local board of trustees at least biannually.

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

19 *Eff. [August 1, 2018](#).*

20

21

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

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

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

RE: **Adoption of 1A SBCCC 200.5 - "System Advisory Council"**

On 20 July 2018, the State Board of Community Colleges voted to adopt 1A SBCCC 200.5 "System Advisory Council" to provide a standing body to discuss and make recommendations to the SBCC on issues of system-wide or intercollegiate importance. This body will help to promote communication, collaboration, and cohesiveness within the System.

The rule will be effective 1 August 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.

CC18-028
E-mail Copy

Attachment



State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER A. STATE BOARD GOVERNANCE

SUBCHAPTER 200. STATE BOARD AUTHORITY

1A SBCCC 200.5 System Advisory Council

To promote communication, transparency, and the consideration of diverse perspectives, the System Advisory Council is established as a standing body whose charge is to discuss and make recommendations to the State Board of Community Colleges on issues of system-wide or inter-college importance.

(a) Membership: The System Advisory Council shall consist of the following members.

- (1) The Chair of the State Board of Community Colleges shall appoint four State Board members, including at least one member appointed to the State Board by the current Governor, one member appointed to the State Board by the House, and one member appointed to the State Board by the Senate.
- (2) The Chair of the North Carolina Association of Community College Trustees shall appoint four community college board of trustee members, including one member representing a college from the western (Trustee Association Regions 1 and 2 as defined in G.S. 115D-62); central (Trustee Association Regions 3 and 4), and eastern (Trustee Association Regions 5 and 6) regions, and one at-large member. Appointees shall represent at least one small (defined as Presidents' Salary Grade 1), medium (Salary Grade 2), and large college (Salary Grade 3).
- (3) The President of the North Carolina Association of Community College Presidents shall appoint four community college presidents including one member representing a college from the western (defined as Trustee Association Regions 1 and 2 as defined in G.S. 115D-62), central (Trustee Association Regions 3 and 4), and eastern (Trustee Association Regions 5 and 6) regions, as well as one at-large member. Appointees shall represent at least one small (defined as Presidents' Salary Grade 1), medium (Salary Grade 2), and large college (Salary

Grade 3).

(4) The President of the North Carolina Comprehensive Community College Student Government Association or his or her designee shall be an ex-officio voting member.

(5) The System President shall be an ex-officio, non-voting member, except in the case of a tie. The System President shall serve as the presiding officer.

(b) Terms. To establish regularly overlapping terms, two of the initial appointments by the Chair of the State Board, two of the initial appointments by the Chair of the North Carolina Association of Community College Trustees, and two of the initial appointments by the President of the North Carolina Association of Community College Presidents shall expire one year after the initial appointment. Each subsequent regular appointment by all appointing bodies shall be for a term of two years.

(1) No member of the System Advisory Council shall serve more than two consecutive terms of two years. This limitation does not prohibit an individual from serving future terms after a period of non-service of at least one year.

(2) All vacancies occurring on the System Advisory Council shall be filled for the remaining of the unexpired term by the appointing body making the original appointment.

(c) Meetings and Agendas. The System President shall be responsible for convening the System Advisory Council at least quarterly. The System President shall also convene the System Advisory Council at the request of four or more members of the System Advisory Council.

(1) The System President shall be responsible for meeting coordination, including scheduling the meeting, developing the agenda based on recommendations from Council members, and ensuring appropriate staff are available to support the Council.

(2) Any member of the System Advisory Council may submit agenda items for consideration at meetings. If the time allotted for the meeting does not allow for addressing all submitted agenda items, the System Advisory Council shall review the list of pending agenda items and prioritize items for future meetings.

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

Eff. [August 1, 2018](#)



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

24 July 2018

IMPORTANT INFORMATION

MEMORANDUM

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

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

RE: **Proposed Amendment of 1G SBCCC 100.1**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend **1G SBCCC 100.1 – “Definitions.”** The proposed change is necessary to effectuate the General Assembly’s appropriation of funds for **“Short-Term Workforce Training Parity”** in S.L. 2018-5, sec. 39.2.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 23 August 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 August 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

**CC18-035
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1G SBCCC 100.1 – “Definitions”
---	--------------------------------------

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

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

Rationale for proposed adoption, amendment or repeal:	The proposed change is necessary to effectuate the General Assembly’s appropriation of funds for “Short-Term Workforce Training Parity” in S.L. 2018-5, sec. 39.2. The 28 May 2018 Committee Report includes the Short-Term Workforce Training Parity funds on page B 22, item 78.
--	--

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

1G SBCCC 100.1 is proposed for amendment as follows:



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

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

5
 6 **SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS**

7
 8 **1G SBCCC 100.1 Definitions**

9 The following definitions apply to this Chapter:

10 (1) "Credit Hours": Shall have the same meaning as in 1D SBCCC 400.1(c).

11 (2) "Academic Term Reporting Period": The calendar year is divided into three academic
 12 term reporting periods and are defined as follows:

13 (a) Spring Term (Period 1): January 1 - May 15;

14 (b) Summer Term (Period 2): May 16 - August 14;

15 (c) Fall Term (Period 3): August 15 - December 31.

16 (3) "Annual Reporting Period".

17 ~~(a) Continuing Education. The annual reporting period for continuing education~~
 18 ~~programs is defined as the Spring Term (Period 1), Summer Term (Period 2), and~~
 19 ~~Fall Term (Period 3) reporting periods in a specified calendar year.~~

20 ~~(b) Curriculum. The annual reporting period for curriculum instructional programs is~~
 21 ~~defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term~~
 22 ~~(Period 1) reporting periods completed immediately preceding the end (June 30th)~~
 23 ~~of a specified fiscal year.~~

24 (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE)
 25 students for which colleges are funded through State funding formulas.

26 (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to an
 27 annual full-time equivalent student as provided by the following definitions:

28 ~~(a) "Continuing Education FTE" – One continuing education FTE equals 688 student~~
 29 ~~hours in membership as defined in 1G SBCCC 200.94.~~

30 ~~(b) "Curriculum FTE" – One curriculum FTE equals 512 student hours in membership~~
 31 ~~as defined in 1G SBCCC 200.93 and 1G SBCCC 200.94.~~

1G SBCCC 100.1 is proposed for amendment as follows:

- 1 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;*
- 2 *Eff. September 1, 1993;*
- 3 *Temporary Amendment Eff. _____; June 1, 1997;*
- 4 *Amended Eff. _____; November 1, 2017; May 1, 2017;*
- 5 *December 1, 2012; July 1, 1998.*
- 6

DRAFT



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans
President

24 July 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: **Proposed Adoption of 1C SBCCC 300.1 – “Presidential Selection Process”**

On 20 July 2018, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to adopt 1C SBCCC 300.1 – “Presidential Selection Process.” As recommended by the System Governance Task Force, the SBCC is initiating the rulemaking process to adopt this proposed rule to provide clarity and consistency by codifying the SBCC’s process to approve the election of community college presidents.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule.

Written comments on the rule must be received by no later than 5:00 p.m. on August 23, 2018. Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on August 8, 2018.**

Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC18-030
E-mail Copy



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Adopt 1C SBCCC 300.1
---	----------------------

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

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

Rationale for proposed adoption, amendment or repeal:	As recommended by the System Governance Task Force , the SBCC is initiating the rulemaking process to adopt this proposed rule to provide clarity and consistency by codifying the SBCC's process to approve the election of community college presidents.
--	---

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

1C SBCCC 300.1 is proposed for adoption as follows:



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

3
 4 **CHAPTER C. PERSONNEL**

5
 6 **SUBCHAPTER 300. EMPLOYMENT/HIRING PRACTICES**

7
 8 **1C SBCCC 300.1 PRESIDENTIAL SELECTION PROCESS**

- 9 (a) Once a college presidential vacancy occurs or is anticipated, the board of trustees
 10 shall notify the System President and invite the System President or the System
 11 President’s designee to meet with the board of trustees to discuss legal requirements
 12 and other procedural matters while also providing technical assistance to the board of
 13 trustees as needed.
- 14 (b) In the selection of the college president, the board of trustees shall, at minimum,
 15 consider general input from college and community stakeholders on the desired
 16 attributes of a college president and evaluate more than one candidate for the position.
 17 The State Board may waive this requirement at the request of the board of trustees if
 18 the State Board determines it is in the college’s interest to do so.
- 19 (c) The board of trustees shall submit at least one candidate to the System President for
 20 review at least ten business days prior to the next regularly scheduled SBCC
 21 Personnel Committee meeting or at least ten business days prior to a special called
 22 SBCC Personnel Committee meeting.
- 23 (d) While completing the review process, the System President or the System President’s
 24 designee shall confirm that the board of trustees completed a background check to
 25 include the following:
- 26 (1) Social security number verification,
 - 27 (2) Criminal history check,
 - 28 (3) Civil litigation history check,
 - 29 (4) Education verification,
 - 30 (5) Employment verification, and
 - 31 (6) Personal credit history check.

- 1 (e) Upon completion of the review process, the System President shall present the
2 name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration
3 and assessment.
- 4 (f) Following consideration and assessment of the candidate(s), the Personnel
5 Committee of the SBCC or the SBCC shall authorize the System President to
6 communicate the Personnel Committee's or the SBCC's assessment to the board of
7 trustees.
- 8 (g) The board of trustees shall proceed with the final election process and submit the board
9 of trustees' final election to the SBCC for approval. The board of trustees shall submit
10 the board's recommendation in writing to the System President at least five business
11 days prior to the next meeting of the SBCC.
- 12 (h) The SBCC shall act upon the board of trustees' election at the SBCC's regularly
13 scheduled meeting following receipt of the local board's election unless delayed for
14 cause as determined by the SBCC.
- 15 (i) The System Office shall convey in writing to the chairman of the board of trustees the
16 SBCC's action on the board of trustees' election. The action of the SBCC is final.
- 17 (j) No college shall execute a contract prior to SBCC action to approve the local board's
18 presidential election without a provision specifying that the effective date of the
19 contract is subject to the SBCC's approval of the presidential election.

20
21 History Note: Authority G.S. 115D-5 and 115D-20

22 *Eff.* _____

23

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

24 July 2018

IMPORTANT INFORMATION**MEMORANDUM**

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

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

RE: **Proposed Amendment of 1C SBCCC 300.98**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to amend **1C SBCCC 300.98 – "Evaluation of Presidents."** On the recommendation of the System Governance Task Force, the SBCC deemed it important for all local community college trustees to have a copy of their president's evaluation. Additionally, it is important for the full board to have the opportunity to review the president's contract on an annual basis, if the president has a contract.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on 23 August 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 August 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

**CC18-033
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1C SBCCC 300.98 – “Evaluation of Presidents”
---	--

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

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

Rationale for proposed adoption, amendment or repeal:	On the recommendation of the System Governance Task Force, the SBCC deemed it important for all local community college trustees to have a copy of their president’s evaluation. Additionally, it is important for the full board to have the opportunity to review the president’s contract on an annual basis, if the president has a contract.
--	---

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



1C SBCCC 300.98 is proposed for amendment as follows:

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

3
 4 **CHAPTER C. PERSONNEL**

5
 6 **1C SBCCC 300.98 EVALUATION OF PRESIDENTS**

7 (a) Methodology and Instrumentality. **Each local board of trustees shall evaluate the**
 8 **performance of its president annually.** The evaluation instrument and methodology
 9 shall be selected by the local board, but the evaluation shall, at a **minimum, include**
 10 **the following categories:**

11 (1) General administration;

12 (2) Relationships including:

13 (A) Internal relationships with faculty, staff, students, and trustees; and,

14 (B) External relationships with business and industry, the media, governmental
 15 bodies, and the general public;

16 (3) Personal attributes;

17 (4) Personnel administration;

18 (5) Fiscal and facilities administration; and,

19 (6) Academic administration.

20 (b) Reporting Requirements. Prior to June 30 of each year, each college board of trustees
 21 shall, in writing, notify the State Board of the following:

22 (1) The time period for which its president was evaluated and the date the evaluation
 23 was completed;

24 (2) Description of the methodology used for the evaluation;

25 (3) Certification that the evaluation included a written assessment of the president's
 26 performance in each of the categories identified in Paragraph (a) of this Rule;

27 (4) Certification that the full board received a copy and discussed the evaluation
 28 results and the results were discussed with the president; and

29 (5) **Certification that the full board received a copy of and reviewed the president's**
 30 **contract if the president has a contract;**

1C SBCCC 300.98 is proposed for amendment as follows:

1 (6) A listing of board members in attendance at the meeting when the president's
2 evaluation was conducted; and

3 (5)(7) Certification that appropriate action, as defined by the local board, has been taken
4 if the president's performance is less than satisfactory in any of the categories
5 identified in Paragraph (a) of this Rule.

6 (c) If the president has a contract, local boards of trustees shall note in the meeting
7 minutes that they have reviewed the president's contract.

8

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

10 *Eff. September 1, 1993;*

11 *Amended Eff. _____, October 1, 2006.*

12

13



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

24 July 2018

IMPORTANT INFORMATION

MEMORANDUM

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

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

RE: **Proposed Amendment of 1B SBCCC 400**

The State Board of Community Colleges has initiated the rulemaking process to amend **1B SBCCC 400 – “Program Accountability.”** The proposed language modifies 1B SBCCC 400 to:

- 1) Incorporate the System Governance Task Force’s recommendation that the **SBCC receive a biannual report on any accreditation actions taken by SACSCOC;**
- 2) **Remove outdated language that is not consistent with current practice; and**
- 3) **Establish a policy governing the consistent collection and reporting of data, including codification of the Data Governance Committee.**

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on 23 August 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 August 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

CC18-032
E-mail Copy

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1B SBCCC 400 – “Program Accountability”
---	---

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

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

Rationale for proposed adoption, amendment or repeal:	<ol style="list-style-type: none"> 1) Incorporate the System Governance Task Force’s recommendation that the SBCC receive a biannual report on any accreditation actions taken by SACSCOC; 2) Remove outdated language that is not consistent with current practice; and 3) Establish a policy governing the consistent collection and reporting of data, including codification of the Data Governance Committee.
--	---

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

1B SBCCC 400 is proposed for amendment as follows:



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

3
 4 **CHAPTER B. COLLEGE OPERATIONS**

5
 6 **SUBCHAPTER 400. PROGRAM ACCOUNTABILITY**
 7

8 **1B SBCCC 400.1 ACCREDITATION BY THE SOUTHERN ASSOCIATION**

9 All colleges shall obtain and maintain regional accreditation by the Southern Association
 10 of Colleges and Schools Commission on Colleges (SACSCOC). The System Office shall
 11 provide biannually a report to the State Board listing any accreditation actions taken by
 12 SACSCOC with regards to a North Carolina community college. The System President,
 13 when requested, will provide assistance to colleges seeking regional accreditation.

14
 15 *History Note: Authority G.S. 115D-5;*

16 *Eff. _____*
 17

18 **1B SBCCC 400.2 COLLEGE PLANNING**

19 Each community college shall maintain an ongoing planning process. At a minimum,
 20 college plans shall address program and facility needs; shall include the college's mission,
 21 goals and objectives, consistent with the mission of the System and with the State Board's
 22 priorities; and shall provide for evaluation of student outcomes.

23
 24 *History Note: Authority G.S. 115D-5;*

25 *Eff. _____*
 26

27 **1B SBCCC 400.3 PROGRAM REVIEW**

28 Colleges shall monitor the quality and viability of all its programs and services. Colleges
 29 shall review each curriculum program, each program area within continuing education,
 30 and their Basic Skills programs at least every five years to determine program strengths

1B SBCCC 400 is proposed for amendment as follows:

- 1 and weaknesses and to identify areas for program improvement. The program review
 2 process shall be consistent with the requirements of the regional accrediting agency.

3

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

5 *Eff. _____*

6

7 **1B SBCCC 400.4 PROVISION OF INFORMATION TO THE SYSTEM OFFICE**

- 8 (a) Purpose. To ensure the quality of educational programs, to promote the systematic
 9 meeting of educational needs of the State, and to provide for the equitable distribution
 10 of State and federal funds to the several institutions, the State Board must have timely
 11 access to accurate data that is comparable across institutions. The purpose of this
 12 policy is to establish rules governing the consistent collection and reporting of data to
 13 fulfill reporting requirements, assess compliance, and to evaluate education
 14 programs.
- 15 (b) Annual Reporting Plan. No later than May 1st of each year, the System Office shall
 16 publish the Annual Reporting Plan for the upcoming fiscal year. This plan shall include
 17 a list of information requirements, associated deadlines, and a description of how the
 18 System Office will use the information. If a requirement involves transmission of raw
 19 data, the plan shall also include an appendix listing the data elements collected. The
 20 System Office may amend the plan, as needed, provided colleges are provided notice
 21 of at least 20 business days for any newly added requirement.
- 22 (c) Data Governance Committee.
- 23 (1) The Data Governance Committee shall approve definitions for data elements used
 24 throughout the North Carolina Community College System (NCCCS) and identify
 25 issues the System Office should consider when determining an effective date for
 26 implementation. Once the System Office determines an implementation effective
 27 date, the definition and effective date shall be published in the NCCCS Data
 28 Dictionary published on the NCCCS website. The Data Governance Committee
 29 may also provide recommendations on data entry processes and other best
 30 practices that promote data quality. The System Office shall provide guidance to
 31 colleges on definition implementation.

1B SBCCC 400 is proposed for amendment as follows:

- 1 (2) The Data Governance Committee shall be composed of the following members,
2 each of whom shall serve for a three-year term:
- 3 (A) One College President, who will serve as Chair, appointed by the President of
4 the North Carolina Association of Community College Presidents (NCACCP).
- 5 (B) One Instructional Administrator appointed by the President of the North
6 Carolina Association of Community College Instructional Administrators
7 (NCACCIA).
- 8 (C) One Continuing Education Administrator and one Basic Skills Director
9 appointed by the President of the North Carolina Community College Adult
10 Educators Association (NCAEA).
- 11 (D) One Student Development Administrator appointed by the President of the
12 Student Development Administrators Association (NCSDA).
- 13 (E) One Chief Financial Officer appointed by the North Carolina Association of
14 Community College Business Officers (ACCBO).
- 15 (F) Three Institutional Research/Institutional Effectiveness Officers appointed by
16 the Community College Planning and Research Organization (CCPRO).
- 17 (G) One Chief Information Officer appointed by the Chief Information Officer
18 Association (CIOA).
- 19 (H) One representative appointed by the Institutional Information Processing
20 System Users Group (IIPS).
- 21 (I) The designee of the North Carolina Community College System President.
- 22 (J) A designee from each System Office division appointed by the division Vice
23 President.
- 24 Current members serving on the Data Governance Committee as of the effective
25 date of this rule shall serve the remainder of their terms. Thereafter, as terms
26 expire, or when a vacancy occurs prior to the expiration of a term, members of the
27 Data Governance Committee shall be appointed in accordance with this rule.
- 28 (3) Excluding System Office designees, no member of the Data Governance
29 Committee, shall serve more than two consecutive terms of three years on the
30 Committee. This limitation does not prohibit an individual from serving future terms
31 after a period of non-service of at least one year.

1B SBCCC 400 is proposed for amendment as follows:

- 1 (4) The Data Governance Committee shall notify colleges of proposed data element
 2 definitions and shall provide for a period of no less than 10 business days from the
 3 date of notification during which colleges may provide comments on the proposed
 4 data element definitions.
- 5 (d) Reports. The trustees and the president of each college are responsible for ensuring
 6 information outlined in the Annual Reporting Plan and any ad hoc information
 7 requirements requested by the System Office are provided in a timely manner and in
 8 the format prescribed by the System President. Required data elements shall conform
 9 with the NCCCS Data Dictionary, where applicable.
- 10 (e) Reporting Accountability. The System Office shall provide annually to each college
 11 president a summary of the college's compliance with this rule for information
 12 requirements on the Annual Reporting Plan. The summary shall include whether
 13 information was complete, conformed to the definitions in the NCCCS Data Dictionary
 14 (if applicable), and provided by the deadline. The System Office shall provide
 15 implementation assistance to colleges struggling with compliance. Refusal to provide
 16 information in accordance with the Annual Reporting Plan or failure to remedy a multi-
 17 year pattern of submitting late, incomplete, or non-conforming information shall
 18 constitute non-compliance under 1H SBCCC 200.2(a)(4).

19
 20 *History Note: Authority G.S. 115D-5;*

21 *Eff. _____*

22
 23 **1B SBCCC 400.5 PERFORMANCE ACCOUNTABILITY**

- 24 (a) The System Office shall collect data on the outcomes of the performance
 25 measures required by G.S. 115D-31.3 and report annually to the State Board of
 26 Community Colleges on each college's outcomes on these performance
 27 measures.
- 28 (b) Each college shall publish its data on all performance measures annually in its
 29 electronic catalog or on the college's public website.

30
 31 *History Note: Authority G.S. 115D-5;*

1B SBCCC 400 is proposed for amendment as follows:

1 Eff. _____

2

3

4 ~~**1B SBCCC 400.96 ACCREDITATION BY THE SOUTHERN ASSOCIATION**~~

5 All colleges shall obtain and maintain regional accreditation by the Southern Association
6 of Colleges and Schools. The System President, when requested, will provide assistance
7 to colleges seeking regional accreditation.

8 REPEALED by the State Board of Community Colleges, eff. _____

9

10 *History Note: Authority G.S. 115D-1; 115D-5;*

11 *Eff. February 1, 1976;*

12 *Readopted Eff. January 5, 1978;*

13 *Amended Eff. September 1, 1993; December 1, 1984; July 1, 1980.*

14 *Repeal Eff. _____*

15

16 ~~**1B SBCCC 400.97 COLLEGE PLANNING**~~

17 Each member college of the Community College System shall maintain an ongoing
18 planning process which provides for development of a college plan. As a minimum,
19 college plans shall address program and facility needs; shall include the college's mission,
20 goals and objectives, consistent with the mission of the System and with the State Board's
21 priorities; and shall provide for evaluation of results. Plans shall be submitted to the
22 Department in accordance with its procedures.

23 REPEALED by the State Board of Community Colleges, eff. _____

24

25 *History Note: Authority G.S. 115D-1; 115D-5;*

26 *Eff. May 1, 1982;*

27 *Amended Eff. September 1, 1993.*

28 *Repeal Eff. _____*

29

30 ~~**1B SBCCC 400.98 PROGRAM REVIEW**~~

1B SBCCC 400 is proposed for amendment as follows:

- 1 ~~(a) Each college shall monitor the quality and viability of all its programs and services.~~
 2 ~~Each curriculum program, each program area within continuing education, including~~
 3 ~~Basic Skills, occupational extension, and community service, and each service area~~
 4 ~~shall be reviewed at least every five years to determine program strengths and~~
 5 ~~weaknesses and to identify areas for program improvement. The program review~~
 6 ~~process shall be consistent with the requirements of the regional accrediting agency.~~
- 7 ~~(b) The System Office shall collect data on the outcomes of the following performance~~
 8 ~~measures:~~
- 9 ~~(1) Progress of basic skills students;~~
 - 10 ~~(2) Passing rate for licensure and certification examinations;~~
 - 11 ~~(3) Goal completion of program completers and noncompleters;~~
 - 12 ~~(4) Employment status of graduates;~~
 - 13 ~~(5) Performance of students who transfer to the university system;~~
 - 14 ~~(6) Passing rates in developmental courses;~~
 - 15 ~~(7) Success rates of developmental students in subsequent college-level courses;~~
 - 16 ~~(8) The level of satisfaction of students who complete programs and those who do not~~
 17 ~~complete programs;~~
 - 18 ~~(9) Curriculum student retention and graduation;~~
 - 19 ~~(10) Employer satisfaction with graduates;~~
 - 20 ~~(11) Client satisfaction with Customized Training Programs; and~~
 - 21 ~~(12) Program enrollment.~~

22 ~~Each college shall publish its data on all performance measures annually in its electronic~~
 23 ~~catalog or on the internet and in its printed catalog each time the catalog is reprinted.~~

24 ~~(c) The System Office shall report annually to the State Board of Community Colleges on~~
 25 ~~each college's outcomes on these performance measures.~~

26 ~~(d) The System Office shall monitor the colleges' performance on all measures to ensure~~
 27 ~~that all measures are being used for the purpose of program improvement.~~

28 ~~Note: Substance of former 23 SBCCC 02C .0604 was incorporated into this Rule.~~

29 ~~REPEALED by the State Board of Community Colleges, eff. _____~~
 30

1B SBCCC 400 is proposed for amendment as follows:

1 *History Note:* Authority G.S. 115D-5; 115D-31.3; 1999 S.L., c. 237, s. 9.2; 1993 S.L.,
 2 c. 321, s. 109; S.L. 1995, c. 625;
 3 Eff. February 1, 1990;
 4 Amended Eff. August 1, 1995; September 1, 1993;
 5 Temporary Amendment Eff. June 1, 1997;
 6 Amended Eff. July 1, 1998;
 7 Temporary Amendment Eff. December 6, 1999;
 8 Temporary Amendment Expired September 30, 2000;
 9 Amended Eff. May 1, 2009; August 1, 2001.
 10 Repeal Eff. _____
 11

12 ~~1B SBCCC 400.99 PROVISION OF INFORMATION TO THE DEPARTMENT OF~~
 13 ~~COMMUNITY COLLEGES~~

14 ~~The trustees and the president of each college are responsible for seeing that scheduled~~
 15 ~~periodic official reports about the college and any special reports are submitted in a timely~~
 16 ~~manner and in the format prescribed by the System President.~~

17 REPEALED by the State Board of Community Colleges, eff. _____
 18

19 *History Note:* Authority G.S. 115D-5;
 20 Eff. February 1, 1976;
 21 Readopted Eff. January 5, 1978;
 22 Amended Eff. September 1, 1993; December 1, 1984.
 23 Repeal Eff. _____
 24
 25
 26



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

24 July 2018

IMPORTANT INFORMATION

MEMORANDUM

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

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

RE: **Proposed Amendment of 1C SBCCC 400**

The State Board of Community Colleges (“SBCC”) has initiated the rulemaking process to amend 1C SBCCC 400 – **“Salaries and Benefits.”** The proposed amendments are necessary to align the rules with existing practices, add the service award policy, and add the System Governance Task Force proposal regarding leave payouts.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rules must be received by no later than 5:00 p.m. on 23 August 2018.** Any member of the public has the right to request a hearing on the proposed rules. **Requests for a hearing must be received by no later than 5:00 p.m. on 8 August 2018.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to publiccomments@nccommunitycolleges.edu. Thank you for your attention to this matter.

**CC18-034
E-mail Copy**

Attachments



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: 24 July 2018

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1C SBCCC 400 – “Salaries and Benefits”
---	--

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

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

Rationale for proposed adoption, amendment or repeal:	The proposed amendments are necessary to align the rules with existing practices, add the service award policy, and add the System Governance Task Force proposal regarding leave payouts.
--	--

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

1C SBCCC 400 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

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

7
8 **1C SBCCC 400.1 DEFINITIONS**

9 The following definitions apply to this subchapter:

- 10 (a) “Base Salary” – A fixed amount or a rate of compensation paid to an employee for
11 work performed, excluding benefits and any other payments or allowances, such as
12 longevity and bonuses.
- 13 (b) “Bonus Pay” – A lump sum payment provided to employees, excluding longevity pay.
14 Compensation provided to an employee for work in addition to the employee’s normal
15 duties is not considered “bonus” pay.
- 16 (c) “Longevity Pay” – A lump sum payment provided to recognize long-term State
17 service, as provided by 1C SBCCC 400.8.

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

20 *Eff. _____*

21
22 **1C SBCCC 400.2 COLLEGE PRESIDENT SALARIES**

- 23 (a) Upon hire and each fiscal year thereafter, the college board of trustees shall set the
24 college president’s salary, consistent with the parameters set forth in this rule.
- 25 (b) The college board of trustees shall pay the college president a base salary from State
26 funds consistent with the following provisions:
- 27 (1) The State Board shall adopt State salary grades for college presidents that are
28 based on institutional size. The System President shall determine annually the
29 proper salary grade for the president of each college based on its institutional size.
30 Institutional size is defined as the sum of:

1C SBCCC 400 is proposed for amendment as follows:

- 1 (A) The higher of the number of curriculum budget FTE as defined 1G SBCCC
 2 100.1(4) for the prior reporting year or the average of the number of curriculum
 3 budget FTE for the prior two reporting years;
- 4 (B) The higher of the number of continuing education budget FTE as defined by
 5 1G SBCCC 100.1(4) for the prior reporting year or the average of the number
 6 of continuing education budget FTE for the prior two reporting years; and
- 7 (C) The higher of the number of curriculum and continuing education non-budget
 8 annual FTE for the prior reporting year or the average of the number of
 9 curriculum and continuing education non-budget annual FTE for the prior two
 10 reporting years.
- 11 (2) For each salary grade, the State Board shall adopt a salary that all presidents
 12 assigned to that grade shall be paid from State funds, except as provided by
 13 provision (b)(3). The State Board shall adjust the prescribed salary for each grade
 14 annually consistent with legislative action.
- 15 (3) If the salary paid from State funds to a college president in FY 2012-13 exceeds
 16 the salary adopted by the State Board for that college's salary grade, the State
 17 Board shall allocate from State funds an amount that equals his or her FY 2012-
 18 13 salary supported from State funds adjusted for any subsequent legislative
 19 salary adjustment enacted into law by the General Assembly until such time that
 20 the president separates from that college.
- 21 (c) Boards of trustees shall pay an acting or interim president from State funds an amount
 22 equal to the salary prescribed by the State Board for that college's salary grade.
- 23 (d) Boards of trustees shall not provide bonus pay to the college president using State
 24 funds unless authorized by the General Assembly.
- 25 (e) Boards of trustees may supplement the base salary paid from State funds for
 26 permanent, acting, or interim college presidents, using non-State funds, if not
 27 prohibited by the non-State fund source. The supplement may be in the form of
 28 supplemental base salary or bonus pay.

29

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

31 *Eff. _____*

1C SBCCC 400 is proposed for amendment as follows:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

1C SBCCC 400.3 COLLEGE EMPLOYEE RATES OF PAY

- (a) The State Board shall adopt a minimum and maximum amount of State funds which may be paid to any individual working in a college. The State Board shall also adopt minimum salaries for curriculum faculty based on educational level.
- (b) The college president shall establish the rate of pay for college employees consistent with the college's local human resources policy required by 1C SBCCC 200.94, the parameters established by the State Board in subsection (a) of this rule, and any applicable legislation enacted by the General Assembly.
- (c) Salary increases shall be granted consistent with local policy and the requirements set forth by the General Assembly.
- (d) Colleges shall not provide bonus pay to college employees using State funds unless authorized by the General Assembly.
- (e) Colleges may supplement the base salary paid from State funds for college employees using non-State funds, if not prohibited by the non-State fund source. The supplement may be in the form of supplemental base salary or bonus pay.

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

Eff. _____

1C SBCCC 400.4 REPORTING OF COLLEGE EMPLOYEE SALARIES

Colleges shall certify and report annually to the System Office information about college employee pay and contract term, as of the prescribed reporting date and in the format prescribed by the System Office.

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

Eff. _____

1C SBCCC 400.5 CONTRACT BUY OUTS

1C SBCCC 400 is proposed for amendment as follows:

- 1 (a) Boards of trustees shall not use state funds to buy out contracts, unless required by a
 2 court of competent jurisdiction. The parties entering into a contract are responsible for
 3 implementing the contract. Therefore, should it become necessary to terminate
 4 employment prior to the expiration of a contract and if it is necessary to buy out the
 5 contract, such payment shall not be paid from state funds.
- 6 (b) For an employee who is separated from the college for unsatisfactory job
 7 performance, a college may provide up to two weeks' pay from the same funding
 8 source as the employee's base salary in lieu of notice. Such pay in lieu of notice is
 9 applicable only to dismissals or non-renewals for unsatisfactory job performance.
- 10 (c) An individual in a state-funded position whose employment is terminated prior to the
 11 expiration of a contract may not be re-employed by the college to offset the lost wages
 12 which the employee would have received under the contract. Colleges shall make all
 13 efforts to prevent terminations which require buying out contracts.
- 14 (d) If an individual whose employment contract has been terminated enters into another
 15 employment agreement with the college, such employment shall be for a salary
 16 commensurate with the services being performed. Such employment shall not be to
 17 provide the employee the same level of compensation he or she would have received
 18 under the former contract.

19
 20 *History Note: Authority G.S. 115D-5;*

21 *Eff. _____*

22
 23 **1C SBCCC 400.6 EDUCATIONAL LEAVE WITH PAY**

- 24 (a) The term "educational leave" means the release from duties or time normally required
 25 of a full-time employee in carrying out the full load of responsibilities assigned to
 26 further his education.
- 27 (b) Each local board of trustees shall adopt an educational leave policy for employees.
 28 State funds may be used to pay employee salaries while they are on educational leave
 29 if the following criteria are incorporated in the local board of trustees' policy:
 30 (1) The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.
 31 (2) The employee shall be under contract to the college for the next fiscal year.

1C SBCCC 400 is proposed for amendment as follows:

1 (3) Educational leave shall not exceed one semester per fiscal year.

2 (4) An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of
 3 this Rule shall be required to repay the amount expended for the educational leave.
 4 If the employee fulfills a portion of the contract before failing to honor the contract,
 5 repayment shall be based on a pro-rata portion (e.g., if an employee works 4
 6 months of a 12-month contract, a repayment of 66.7 percent of the educational
 7 leave would be required).

8
 9 *History Note: Authority G.S. 115D-5;*

10 *Eff. _____*

11
 12 **1C SBCCC 400.7 MILITARY LEAVE**

13 (a) The rules concerning military leave, codified in Title 25 of the North Carolina
 14 Administrative Code, Subchapter 1E, Section .0800 are hereby incorporated by
 15 reference including any subsequent amendments and editions of these rules to apply
 16 to community college system employees.

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

19 *Eff. _____*

20
 21 **1C SBCCC 400.8 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL**

22 (a) Employees of institutions in the community college system assigned to permanent
 23 fulltime or permanent -part-time- positions shall receive longevity pay if the employees
 24 meet the requirements of total qualifying service set forth in this Rule.

25 (b) Total service for the longevity pay plan is based on a month-for-month- computation
 26 of permanent fulltime and permanent -part-time- (20 hours or more, but less than
 27 full-time) employment with:

28 (1) An institution in the community college system or a school administrative unit
 29 regardless of the source of salary and including state, local or other paid
 30 employment.

1C SBCCC 400 is proposed for amendment as follows:

- 1 (A) Employment for a school year is equivalent to one full calendar year (credit for
2 a partial year is given on a month-for-month- basis).
- 3 (B) In no event will an employee earn more than a year of total service credit in a
4 12-month period.
- 5 (C) If an employee is in pay status (working, exhausting vacation or sick leave, or
6 when on workers' compensation leave or is on authorized military leave) for
7 one-half or more of the regularly scheduled workdays in a month, credit shall
8 be given for the entire month.
- 9 (2) Departments, agencies, and institutions of the State of North Carolina, (e.g.,
10 Department of Administration, Department of Revenue, University of North
11 Carolina, Department of Community Colleges, Department of Public Instruction).
- 12 (3) Other governmental units which are now agencies of the State of North Carolina
13 (e.g., county highway maintenance forces, War Manpower Commission, judicial
14 system).
- 15 (4) County agricultural extension service.
- 16 (5) Local mental health, public health, social services or civil preparedness agencies
17 in North Carolina, if such employment is subject to the Office of State Human
18 Resources Act.
- 19 (6) Authorized military leave.
- 20 (A) Credit for military leave is granted only for persons who were employees of the
21 State of North Carolina or other agencies listed in Paragraph (b) of this Rule
22 who were granted leave without pay:
- 23 (i) for a period of involuntary service plus 90 days or for a period of voluntary
24 enlistment for up to four years, plus 90 days, so long as they returned to
25 employment in a covered agency within the 90 days; or
- 26 (ii) for a period of active duty for service, alerts, or required annual training
27 while in the National Guard or in a military reserve program.
- 28 (B) Employees who enlist for more than four years or who re-enlist shall not be
29 eligible for military leave.
- 30 (C) Employees hospitalized for a service connected- disability or injury shall be
31 granted additional leave without pay for the period of hospitalization plus 90

1C SBCCC 400 is proposed for amendment as follows:

1 days or for 12 months, whichever is shorter. The hospitalization must
 2 commence before reinstatement into qualifying service for the provisions of this
 3 part to apply.

4 (c) Total service for the longevity pay plan does not include:

5 (1) Temporary service, that is, service by an employee who works in a temporary
 6 position, or who is working temporarily in the absence of a permanent employee
 7 on leave of absence, except that temporary service of employees of the General
 8 Assembly will be counted and the full legislative terms of the members. Service of
 9 legislative interns and pages will not be counted.

10 (2) Periods of out-of-state employment with other states, schools, colleges or
 11 universities.

12 (3) Periods of employment with agencies of the federal government.

13 (4) Periods of military service other than those categories described in Subparagraph
 14 (b)(6) of this Rule.

15 (5) Periods of employment for employers other than the State of North Carolina even
 16 though credit in the North Carolina retirement system has been purchased for such
 17 employment.

18 (d) An employee assigned to a permanent fulltime or permanent part-time- position is
 19 eligible for longevity pay only after the date the employee has completed ten years of
 20 total service with a community college, a school administrative unit or an agency.

21 (e) Annual longevity pay amounts are based on the length of total service to agencies,
 22 community colleges, and school administrative units as designated in Paragraph (b)
 23 of this Rule and a percentage of the employee's annual rate of pay on the date of
 24 eligibility.

25 (1) Longevity pay amounts are computed by multiplying the employee's annual base
 26 or contract salary rate as of the eligibility date by the appropriate percentage,
 27 rounded to the nearest dollar, in accordance with the following table:

<u>Years of Total State Service</u>	<u>Longevity Pay Rate</u>
<u>10 but less than 15 years</u>	<u>1.50%</u>
<u>15 but less than 20 years</u>	<u>2.25%</u>

1C SBCCC 400 is proposed for amendment as follows:

1	<u>20 but less than 25 years</u>	<u>3.25%</u>
2	<u>25 or more years</u>	<u>4.50%</u>

-
- 3
- 4 (2) Longevity pay is not considered a part of annual base or contract salary or is it to
5 be represented in personnel and payroll records as a part of annual base or
6 contract salary. (Salary increases effective on the same date as the longevity
7 eligibility date shall be incorporated in the base salary before computing longevity).
- 8 (f) The payment of longevity pay to eligible employees is automatic. Payment shall be
9 made in a lump sum, subject to all statutory deductions, during the monthly pay period
10 in which the employee has satisfied all eligibility requirements.
- 11 (1) Eligible employees on worker's compensation leave shall receive longevity
12 payment in the same manner as if they were working.
- 13 (2) If an employee retires, resigns, dies, or is otherwise separated on or after the date
14 of becoming eligible for a longevity payment, the full payment shall be made to the
15 employee or to the estate of the employee in case of death.
- 16 (3) If, on the effective date of this policy, an employee has completed the qualifying
17 length of service but is between eligibility dates, longevity payment will be made
18 on the next longevity anniversary date.
- 19 (4) If the employee has worked part but not all of one year since qualifying for longevity
20 payment, the employee shall receive a pro-rata- payment in the event of:
- 21 (A) Separation from the institution;
22 (B) Change in employment status to temporary part-time, or to a position not
23 covered in this policy.
- 24 (5) If an employee separates from a community college and receives a partial
25 longevity payment and is employed by another community college, school
26 administrative unit, or state agency, the balance of the longevity payment shall be
27 made upon completion of additional service totaling 12 months for an employee
28 having a 12-month period of employment, or upon completion of a lesser term for
29 an eligible employee on less than a 12-month period of employment. The balance
30 due is computed on the annual or contract salary being paid at the completion of
31 the requirement.

1C SBCCC 400 is proposed for amendment as follows:

1 (6) If an eligible employee at the time of separation has a fraction of a year toward the
 2 next higher percentage rate, payment shall be based on the higher rate; however,
 3 the basic eligibility for longevity requirement must have been satisfied before this
 4 provision can apply.

5 (7) Leave without pay in excess of one-half the work days in a month (with the
 6 exception of authorized military leave and worker's compensation leave) will delay
 7 the longevity anniversary date on a month-for-month basis.

8 (g) Boards of trustees shall pay longevity pay from the same source of funds and in the
 9 same pro-rata- amounts from which the employee's regular annual salary is paid (e.g.
 10 state, federal, local funds). If boards of trustees want to provide longevity payments in
 11 excess of the amounts provided for by subsection (e)(1), such payments may not be
 12 supported with state funds as defined by 1H SBCCC100.1.

13 (h) The president of each community college shall:

14 (1) Determine the quantity of qualifying service and the longevity anniversary date for
 15 each eligible employee.

16 (2) Furnish to the State Board, in format prescribed by the System Office, data
 17 necessary for a determination of the cost of the longevity pay plan from state funds.

18 (i) The President of the Community College System shall determine the total cost of the
 19 longevity pay plan from data submitted by each community college. If funds are not
 20 adequate to pay longevity rates established under this Rule, the President of the
 21 Community College System shall submit a budget revision to the State Budget Officer
 22 requesting additional funds from other available sources within State Aid.

23
 24 *History Note: Authority G.S. 115D-5;*

25 *Eff. _____*

26
 27
 28
 29 **1C SBCCC 400.9 EMPLOYEE MERITORIOUS SERVICE AWARDS**

30 Colleges are authorized to establish employee meritorious service award programs. To
 31 express appreciation to their valued employees, colleges may adopt a policy of

1C SBCCC 400 is proposed for amendment as follows:

1 recognizing continued dedicated service through a program of service awards. The
 2 program shall provide:

- 3 (a) Management a tool to recognize ongoing employee dedication and a means to
 4 reinforce, acknowledge and retain employee commitment at critical milestones.
 5 (b) Recognition of employees' service in increments of five years through retirement. A
 6 college may define "service" as total service, as defined in 1C SBCCC 400.8(b), or
 7 college service.
 8 (c) Service awards to employees reaching each five-year milestone. Employee service
 9 awards may be purchased through the State of North Carolina Service Awards:
 10 Excellence in Service Program or the college may purchase awards of comparable
 11 value.
 12 (d) The purchasing of awards is dependent upon availability of funds to finance the
 13 program. Boards of trustees may use State (see 1H SBCCC 200.8) or non-State
 14 funds, if authorized by the non-State fund source, to purchase the awards.

15
 16 *History Note: Authority G.S. 115D-5;*

17 *Eff. _____*
 18

19 **1C SBCCC 400.10 PAYROLL DEDUCTIONS**

20 Colleges are authorized to establish voluntary payroll deduction plans for the following:

- 21 (a) Premiums for any type of group insurance established and authorized by the laws of
 22 the state;
 23 (b) Amounts authorized by members of the State Employee's Credit Union and local
 24 teacher's credit union to be deposited with such organizations;
 25 (c) Loans made to employees by credit unions;
 26 (d) Charitable organizations as defined in Section 501(c) (3) of the Internal Revenue Code
 27 approved by the local board of trustees, subject to rules and regulations adopted by
 28 the director of budget;
 29 (e) Dues for domiciled employees' associations, as provided in G.S. 143B-426.40A(g);
 30 (f) Contributions to deferred compensation plans authorized by G.S. 143B-426.24;
 31 (g) Contributions to the Parental Savings Trust Fund established by G.S. 116-209.25; and

1C SBCCC 400 is proposed for amendment as follows:

1 (h) Amounts due to the college, such as parking fees, and fees for childcare services.
 2 The college's finance officer is also authorized to enter into annual contracts, with
 3 employees of the college, which authorize the reduction of salaries to provide for the
 4 purchase of annuity or retirement income contracts provided that such action has been
 5 approved by the board of trustees and otherwise conforms to the provisions of G.S.
 6 115D-25.

7
 8 *History Note: Authority G.S. 115D-5;*

9 *Eff. _____*

10
 11 **1C SBCCC 400.11 LEAVE PAYOUTS**

12 Colleges shall only pay employees for a maximum of 240 hours of unused annual leave
 13 plus any unused special leave authorized by the General Assembly that has a cash value
 14 and does not expire.

15
 16 *History Note: Authority G.S. 115D-5;*

17 *Eff. _____*

18
 19 **~~1C SBCCC 400.94 ESTABLISHING PAY RATES~~**

20 ~~(a) The monthly and annual salaries or hourly rates of pay from state funds for fulltime~~
 21 ~~and part-time personnel in community colleges shall be established by the college~~
 22 ~~president and approved by the board of trustees within the budget approved for the~~
 23 ~~college by the State Board except that the state-funded portion of the president's~~
 24 ~~salary shall be approved by the system president in accordance with the state salary~~
 25 ~~schedule for presidents. Salary increases shall be granted annually or upon~~
 26 ~~promotion to a higher position. Legislative increases shall be granted according to~~
 27 ~~requirements set forth by the General Assembly. The State Board shall adopt a~~
 28 ~~minimum and maximum amount of state funds which may be paid to any individual~~
 29 ~~working in a college. Individuals shall be paid no less than the minimum and not more~~
 30 ~~than the maximum amounts at a level determined by the salary approving authority at~~
 31 ~~the college.~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(b) All hourly, monthly, and annual salaries for full-time or part-time personnel shall be~~
 2 ~~certified by the president of the college and reported to the System Office.~~
- 3 ~~(c) The State Board shall adopt a state salary schedule for presidents in the system. The~~
 4 ~~System President shall determine the proper placement of a newly hired president on~~
 5 ~~the state salary schedule based on the size of the college and the individual's years~~
 6 ~~of eligible experience in accordance with the following provisions:~~
- 7 ~~(1) For the purpose of this Paragraph, an increment is defined as an additional year~~
 8 ~~of experience on the state salary schedule adopted by the State Board.~~
- 9 ~~(2) College size shall be determined by the total FTE served and reported in the~~
 10 ~~enrollment reports furnished the system office.~~
- 11 ~~(3) A president of a post-secondary education institution shall be allowed increments~~
 12 ~~for prior experience on a year-for-year basis for a maximum of 20 years.~~
- 13 ~~(4) An executive vice president, vice president, other senior administrator of a post-~~
 14 ~~secondary institution, a state-level administrative department, or a superintendent~~
 15 ~~of a public school system may be given increment experience on the president~~
 16 ~~salary schedule upon recommendation of the board of trustees and approval of the~~
 17 ~~System President as follows:~~
- 18 ~~— one increment for three years of actual experience;~~
 19 ~~— two increments for five years of actual experience;~~
 20 ~~— three increments for seven years of actual experience;~~
 21 ~~— four increments for 10 or more years of actual experience.~~
- 22 ~~A president, chief operating officer or chief financial officer of a business or industry~~
 23 ~~may be granted increment experience as provided in this Part.~~
- 24 ~~(A) Progression from the minimum or "0" step to the midpoint or step "20" shall be~~
 25 ~~based on additional years of experience;~~
- 26 ~~(B) Advancement toward grade maximum after attaining the midpoint of the grade~~
 27 ~~shall be based on merit increases as recommended by the local boards and~~
 28 ~~within state allocations available;~~
- 29 ~~(C) Newly hired presidents shall not receive salary increments for any years in~~
 30 ~~which a salary freeze was in effect for community college presidents.~~
- 31 ~~(5) Changes in grade levels:~~

1C SBCCC 400 is proposed for amendment as follows:

1 ~~(A) Presidents with 0 to 20 years of eligible experience moving to another grade~~
 2 ~~shall be placed in the new grade's range at the current experience level; and~~

3 ~~(B) Presidents with greater than 20 years of experience moving to a lower grade~~
 4 ~~will receive a salary adjustment only if the current salary exceeds the new~~
 5 ~~salary grade's maximum salary limit, in which case, the salary will be adjusted~~
 6 ~~to the maximum of the new grade.~~

7 ~~(6) Total salary compensation from all sources shall not exceed the maximum for the~~
 8 ~~salary grade as determined by the college's size. Salary compensation is defined~~
 9 ~~as those monies paid from whatever source for which no documentation or~~
 10 ~~expense is required, or which is treated as salary for retirement benefit purposes.~~

11 ~~(7) An interim or acting president's salary will be set at the step of the salary grade for~~
 12 ~~the respective college. Years of eligible experience will be awarded up to 20 years~~
 13 ~~for placement on the appropriate step. However, a board of trustees may grant a~~
 14 ~~college employee appointed interim or acting president a 10 percent salary~~
 15 ~~increase instead of placing the employee on the president's salary schedule.~~

16 ~~(8) Presidential salary grades shall reflect the following:~~

17 ~~FTE Minimum Midpoint Maximum~~

18 ~~These data shall be increased annually based on legislative action and reviewed no less~~
 19 ~~than every three years to assure their continued national competitiveness.~~

20 ~~(d) Post-secondary institution as used in this Rule means a junior college, community~~
 21 ~~college or four-year institution of higher education.~~

22 ~~REPEALED by the State Board of Community Colleges, eff. _____~~

24 *History Note: Authority G.S. 115D-5; 115D-54; S.L. 2005-276;*

25 *Eff. February 1, 1976;*

26 *Amended Eff. March 1, 2007; December 1, 2004; September 1, 1993;*
 27 *December 1, 1989; July 1, 1984; August 1, 1981.*

28 *Repeal Eff. _____*

30 ~~**1C SBCCC 400.95 CONTRACT BUY OUTS**~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(a) Contracts entered into by boards of trustees may not be bought out with state funds,~~
 2 ~~unless required by a court of competent jurisdiction. The parties entering into a~~
 3 ~~contract are responsible for implementing the contract. Therefore, should it become~~
 4 ~~necessary to terminate employment prior to the expiration of a contract and if it is~~
 5 ~~necessary to buy out the contract, such payment shall not be paid from state funds.~~
- 6 ~~(b) An individual in a state-funded position whose employment is terminated prior to the~~
 7 ~~expiration of a contract may not be re-employed by the college to offset the lost wages~~
 8 ~~which the employee would have received under the contract. All efforts shall be made~~
 9 ~~to prevent terminations which require the buying out of contracts.~~
- 10 ~~(c) If an individual whose employment contract has been terminated enters into another~~
 11 ~~employment agreement with the college, such employment shall be for a salary~~
 12 ~~commensurate with the services being performed. Such employment shall not be to~~
 13 ~~provide the employee the same level of compensation he or she would have received~~
 14 ~~under the former contract.~~

15 REPEALED by the State Board of Community Colleges, eff. _____

16

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

18 *Eff. December 1, 1995.*

19 *Repeal Eff. _____*

20

21 **~~1C SBCCC 400.96 EDUCATIONAL LEAVE WITH PAY~~**

- 22 ~~(a) The term "educational leave" refers to the release from duties or time normally~~
 23 ~~required of a full-time employee in carrying out the full load of responsibilities assigned~~
 24 ~~to further his education.~~
- 25 ~~(b) Each local board of trustees shall adopt an educational leave policy for employees.~~
 26 ~~State funds may be used to pay employee salaries while they are on educational leave~~
 27 ~~if the following criteria are incorporated in the local board of trustees' policy:~~
- 28 ~~(1) The employee is employed full-time on a 9-, 10-, 11-, or 12-month basis.~~
 29 ~~(2) The employee shall be under contract to the college for the next fiscal year.~~
 30 ~~(3) Educational leave shall not exceed one semester per fiscal year.~~

1C SBCCC 400 is proposed for amendment as follows:

1 ~~(4) An employee who fails to honor the contract stipulated in Subparagraph (b)(2) of~~
 2 ~~this Rule shall be required to repay the amount expended for the educational leave.~~
 3 ~~If the employee fulfills a portion of the contract before failing to honor the contract,~~
 4 ~~repayment shall be based on a pro-rata portion (e.g., if an employee works 4~~
 5 ~~months of a 12-month contract, a repayment of 66.7 percent of the educational~~
 6 ~~leave would be required).~~

7 REPEALED by the State Board of Community Colleges, eff. _____

8
 9 *History Note: Authority G.S. 115D-5; 115D-20; 115D-31; S.L. 1995, c. 625;*

10 *Eff. February 1, 1976;*

11 *Amended Eff. September 1, 1993; August 17, 1981; January 6, 1978;*

12 *Temporary Amendment Eff. June 1, 1997;*

13 *Amended Eff. July 1, 1998.*

14 *Repeal Eff. _____*

15
 16 ~~**1C SBCCC 400.97 MILITARY LEAVE**~~

17 ~~(a) The rules concerning military leave, codified as Title 25, Subchapter 1E, Section~~
 18 ~~.0800, are hereby incorporated by reference including any subsequent amendments~~
 19 ~~and editions of these rules to apply to community college system employees.~~

20 ~~(b) Copies of 25 NCAC, Subchapter 1E, Section .0800 may be inspected in or obtained,~~
 21 ~~at no cost, from the Office of the System President, Department of Community~~
 22 ~~Colleges, 200 West Jones Street, Raleigh, North Carolina, 27603-1379.~~

23 REPEALED by the State Board of Community Colleges, eff. _____

24
 25 *History Note: Authority G.S. 115D-5; 127A-116; 150B-21.6;*

26 *Eff. February 1, 1976;*

27 *Amended Eff. March 1, 1997; September 1, 1993; August 17, 1981.*

28 *Repeal Eff. _____*

29
 30 ~~**1C SBCCC 400.98 LONGEVITY PAY PLAN FOR COLLEGE PERSONNEL**~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(a) Employees of institutions in the community college system assigned to permanent~~
2 ~~full-time or permanent part-time positions shall receive longevity pay if the employees~~
3 ~~meet the requirements of total qualifying service set forth in this Rule.~~
- 4 ~~(b) Total service for the longevity pay plan is based on a month-for-month computation of~~
5 ~~permanent full-time and permanent part-time (20 hours or more, but less than~~
6 ~~full-time) employment with:~~
- 7 ~~(1) an institution in the community college system or a school administrative unit~~
8 ~~regardless of the source of salary and including state, local or other paid~~
9 ~~employment.~~
- 10 ~~(A) Employment for a school year is equivalent to one full calendar year (credit for~~
11 ~~a partial year is given on a month-for-month basis).~~
- 12 ~~(B) In no event will an employee earn more than a year of total service credit in a~~
13 ~~12-month period.~~
- 14 ~~(C) If an employee is in pay status (working, exhausting vacation or sick leave, or~~
15 ~~when on workers' compensation leave or is on authorized military leave) for~~
16 ~~one-half or more of the regularly scheduled workdays in a month, credit shall~~
17 ~~be given for the entire month.~~
- 18 ~~(2) departments, agencies, and institutions of the State of North Carolina, (e.g., State~~
19 ~~Department of Administration, State Revenue Department, University of North~~
20 ~~Carolina, State Department of Community Colleges, State Department of Public~~
21 ~~Instruction).~~
- 22 ~~(3) other governmental units which are now agencies of the State of North Carolina~~
23 ~~(e.g., county highway maintenance forces, War Manpower Commission, judicial~~
24 ~~system).~~
- 25 ~~(4) county agricultural extension service.~~
- 26 ~~(5) local mental health, public health, social services or civil preparedness agencies~~
27 ~~in North Carolina, if such employment is subject to the State Personnel Act.~~
- 28 ~~(6) authorized military leave.~~
- 29 ~~(A) Credit for military leave is granted only for persons who were employees of the~~
30 ~~State of North Carolina or other agencies listed in Paragraph (b) of this Rule~~
31 ~~who were granted leave without pay:~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(i) for a period of involuntary service plus 90 days or for a period of voluntary~~
2 ~~enlistment for up to four years, plus 90 days, so long as they returned to~~
3 ~~employment in a covered agency within the 90 days; or~~
4 ~~(ii) for a period of active duty for service, alerts, or required annual training~~
5 ~~while in the National Guard or in a military reserve program.~~
6 ~~(B) Employees who enlist for more than four years or who re-enlist shall not be~~
7 ~~eligible for military leave.~~
8 ~~(C) Employees hospitalized for a service-connected disability or injury shall be~~
9 ~~granted additional leave without pay for the period of hospitalization plus 90~~
10 ~~days or for 12 months, whichever is shorter. The hospitalization must~~
11 ~~commence before reinstatement into qualifying service for the provisions of this~~
12 ~~part to apply.~~
13 ~~(c) Total service for the longevity pay plan does not include:~~
14 ~~(1) Temporary service, that is, service by an employee who works in a temporary~~
15 ~~position, or who is working temporarily in the absence of a permanent employee~~
16 ~~on leave of absence, except that temporary service of employees of the General~~
17 ~~Assembly will be counted and the full legislative terms of the members. Service of~~
18 ~~legislative interns and pages will not be counted.~~
19 ~~(2) Periods of out of state employment with other states, schools, colleges or~~
20 ~~universities.~~
21 ~~(3) Periods of employment with agencies of the federal government.~~
22 ~~(4) Periods of military service other than those categories described in Subparagraph~~
23 ~~(b) (6) of this Rule.~~
24 ~~(5) Periods of employment for employers other than the State of North Carolina even~~
25 ~~though credit in the North Carolina retirement system has been purchased for such~~
26 ~~employment.~~
27 ~~(d) An employee assigned to a permanent full-time or permanent part-time position is~~
28 ~~eligible for longevity pay only after the date the employee has completed ten years of~~
29 ~~total service with a community college, a school administrative unit or an agency.~~
30 ~~(e) Annual longevity pay amounts are based on the length of total service to agencies,~~
31 ~~community colleges, and school administrative units as designated in Paragraph (b)~~

1C SBCCC 400 is proposed for amendment as follows:

1 of this Rule and a percentage of the employee's annual rate of pay on the date of
2 eligibility.

3 (1) Longevity pay amounts are computed by multiplying the employee's annual base
4 or contract salary rate as of the eligibility date by the appropriate percentage,
5 rounded to the nearest dollar, in accordance with the following table:

6

7	Years of Total State Service	Longevity Pay Rate
---	------------------------------	--------------------

8

9	10 but less than 15 years	1.50%
---	---------------------------	-------

10

11	15 but less than 20 years	2.25%
----	---------------------------	-------

11

12	20 but less than 25 years	3.25%
----	---------------------------	-------

12

13	25 or more years	4.50%
----	------------------	-------

14 (2) Longevity pay is not considered a part of annual base or contract pay nor is it to
15 be represented in personnel and payroll records as a part of annual base or
16 contract salary. (Salary increases effective on the same date as the longevity
17 eligibility date shall be incorporated in the base pay before computing longevity).

18 (f) The payment of longevity pay to eligible employees is automatic. Payment shall be
19 made in a lump sum, subject to all statutory deductions, during the monthly pay period
20 in which the employee has satisfied all eligibility requirements.

21 (1) Eligible employees on worker's compensation leave shall receive longevity
22 payment in the same manner as if they were working.

23 (2) If an employee retires, resigns, dies, or is otherwise separated on or after the date
24 of becoming eligible for a longevity payment, the full payment shall be made to the
25 employee or to the estate of the employee in case of death.

26 (3) If, on the effective date of this policy, an employee has completed the qualifying
27 length of service but is between eligibility dates, longevity payment will be made
28 on the next longevity anniversary date.

29 (4) If the employee has worked part but not all of one year since qualifying for longevity
30 payment, the employee shall receive a pro-rata payment in the event of:

31 (A) separation from the institution;

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(B) change in employment status to temporary part-time, or to a position not~~
2 ~~covered in this policy.~~
- 3 ~~(5) If an employee separates from a community college and receives a partial~~
4 ~~longevity payment and is employed by another community college, school~~
5 ~~administrative unit, or state agency, the balance of the longevity payment shall be~~
6 ~~made upon completion of additional service totaling 12 months for an employee~~
7 ~~having a 12-month period of employment, or upon completion of a lesser term for~~
8 ~~an eligible employee on less than a 12-month period of employment. The balance~~
9 ~~due is computed on the annual or contract salary being paid at the completion of~~
10 ~~the requirement.~~
- 11 ~~(6) If an eligible employee at the time of separation has a fraction of a year toward the~~
12 ~~next higher percentage rate, payment shall be based on the higher rate; however,~~
13 ~~the basic eligibility for longevity requirement must have been satisfied before this~~
14 ~~provision can apply.~~
- 15 ~~(7) Leave without pay in excess of one-half the work days in a month (with the~~
16 ~~exception of authorized military leave and worker's compensation leave) will delay~~
17 ~~the longevity anniversary date on a month-for-month basis.~~
- 18 ~~(g) Longevity pay shall be made from the same source of funds and in the same pro-rata~~
19 ~~amounts from which the employee's regular annual salary is paid (e.g. state, federal,~~
20 ~~local funds).~~
- 21 ~~(1) Local trustees may provide longevity payments to employees from other than state~~
22 ~~allotted funds.~~
- 23 ~~(2) Only personnel employed in positions allotted by the formula in Rule 1H SBCCC~~
24 ~~200.87(d) of this Subchapter shall receive longevity pay from the longevity reserve.~~
25 ~~An additional allocation will be made for this purpose.~~
- 26 ~~(3) Employees in state-allotted positions paid with state-allotted funds other than~~
27 ~~regular formula allotments shall receive longevity pay from the same source of~~
28 ~~funds as their salary payment.~~
- 29 ~~(4) Employees paid with the following specified funds shall receive longevity pay from~~
30 ~~these respective sources:~~
- 31 ~~(A) Adult basic education funds,~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(B) Human resource development funds,~~
 2 ~~(C) New industry funds,~~
 3 ~~(D) JTPA funds,~~
 4 ~~(E) Special allotment funds,~~
 5 ~~(F) Federal vocational educational funds, and~~
 6 ~~(G) Local funds.~~

7 ~~(h) The president of each community college shall:~~

8 ~~(1) Determine the quantity of qualifying service and the longevity anniversary date for~~
 9 ~~each eligible employee.~~

10 ~~(2) Furnish to the state board, on forms prescribed by the Department, data necessary~~
 11 ~~for a determination of the cost of the longevity pay plan from state funds.~~

12 ~~(i) The President of the Community College System shall determine the total cost of the~~
 13 ~~longevity pay plan from data submitted by each community college. If funds are not~~
 14 ~~adequate to pay longevity rates established under this Rule, the President of the~~
 15 ~~Community College System shall submit a budget revision to the State Budget Officer~~
 16 ~~requesting additional funds from other available sources within State Aid.~~

17 REPEALED by the State Board of Community Colleges, eff. _____

18

19 *History Note: Legislative Objection Lodged Eff. October 10, 1980;*

20 *Legislative Objection Removed Eff. November 20, 1980;*

21 *Filed as an Emergency Amendment Eff. July 7, 1980 for a period of 120*
 22 *days to expire on*

23 *November 5, 1980;*

24 *Authority G.S. 115D-5; S.L. 1979, ch. 1137, s. 21;*

25 *Eff. September 15, 1977;*

26 *Emergency Amendment Expired Eff. November 5, 1980;*

27 *Amended Eff. June 1, 1991; August 1, 1983; July 1, 1981; November 6,*
 28 *1980.*

29 *Repeal Eff. _____*

30

31 **~~1C SBCCC 400.99 PAYROLL DEDUCTIONS~~**

32 ~~Colleges are authorized to establish voluntary payroll deduction plans for the following:~~

1C SBCCC 400 is proposed for amendment as follows:

- 1 ~~(1) premiums for any type of group insurance established and authorized by the laws of~~
2 ~~the state;~~
- 3 ~~(2) amounts authorized by members of the State Employee's Credit Union and local~~
4 ~~teacher's credit union to be deposited with such organizations;~~
- 5 ~~(3) loans made to employees by credit unions;~~
- 6 ~~(4) charitable organizations as defined in Section 501(c) (3) of the Internal Revenue Code~~
7 ~~approved by the local board of trustees subject to rules and regulations adopted by~~
8 ~~the director of budget; and~~
- 9 ~~(5) Payroll Savings Plan for United States Savings Bonds as authorized in G.S. 143-304.~~
- 10 The college's finance officer is also authorized to enter into annual contracts, with
11 employees of the college, which authorize the reduction of salaries to provide for the
12 purchase of annuity or retirement income contracts provided that such action has been
13 approved by the board of trustees and otherwise conforms to the provisions of G.S.
14 115D-25.

15 REPEALED by the State Board of Community Colleges, eff. _____

16
17 *History Note: Authority G.S. 115D-5; 115D-22; 115D-25; 143-3.3; 143-304;*

18 *Eff. February 1, 1976;*

19 *Amended Eff. August 1, 1983; August 17, 1981; January 6, 1978.*

20 *Repeal Eff. _____*

21



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President.

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

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

RE: **Temporary Amendment of 1G SBCCC 100.1**

On 20 July 2018, the State Board of Community Colleges (SBCC) temporarily adopted **1G SBCCC 100.1 – “Definitions”** pursuant to 3B SBCCC 400.1(a). Section 39.2(a) of S.L. 2018-5 provides that the “Joint Conference Committee Report on the Base and Expansion Budget (Committee Report) for Senate Bill 99, dated May 28, 2018 . . . shall indicate action by the General Assembly on this act and shall, therefore, be used to construe this act, . . . and for these purposes shall be considered a part of this act . . .” The Committee Report includes “Short-term Workforce Training Parity” funds on p. B 22, item 78. This act was made effective on July 1, 2018. **To be able to implement the use of short-term workforce training funds, it is necessary for the SBCC to amend the definition of “Full-Time Equivalent Student.”**

The temporary rule is effective retroactively to 1 July 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.

**CC17-037
 E-mail Copy**

Attachment



State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 100. DEFINITIONS AND GENERAL PROVISIONS

1G SBCCC 100.1 Definitions

The following definitions apply to this Chapter:

- (1) "Credit Hours": Shall have the same meaning as in 1D SBCCC 400.1(c).
- (2) "Academic Term Reporting Period": The calendar year is divided into three academic term reporting periods and are defined as follows:
 - (a) Spring Term (Period 1): January 1 - May 15;
 - (b) Summer Term (Period 2): May 16 - August 14;
 - (c) Fall Term (Period 3): August 15 - December 31.
- (3) "Annual Reporting Period".
 - (a) Continuing Education. The annual reporting period for continuing education programs is defined as the Spring Term (Period 1), Summer Term (Period 2), and Fall Term (Period 3) reporting periods in a specified calendar year.
 - (b) Curriculum. The annual reporting period for curriculum programs is defined as the Summer Term (Period 2), Fall Term (Period 3), and Spring Term (Period 1) reporting periods completed immediately preceding the end (June 30th) of a specified fiscal year.
- (4) "Budget Full-Time Equivalent (BFTE)" – The number of full-time equivalent (FTE) students for which colleges are funded through State funding formulas.
- (5) "Full-Time Equivalent (FTE) Student" – An amount of instruction that equates to 512 student hours in membership as defined in 1G SBCCC 200.93 and 1G SBCCC 200.94.

History Note: Authority G.S. 115D-5; 115D-54; S.L. 1995, c. 625;

Eff. September 1, 1993;

Temporary Amendment Eff. [July 1, 2018](#); June 1, 1997;

Amended Eff. [November 1, 2017; May 1, 2017; December 1, 2012;](#)
July 1, 1998.

Public Relations/Marketing Highlights

June/July 2018

Curriculum Features

These are front-page, multi-page features of curriculum programs in the Montgomery Herald highlighting graduate success stories, student testimonials, information about the program, employment outlook, and contact information for individuals interested in finding out more.

June: Criminal Justice and Basic Law Enforcement Training

July: Early Childhood Education

*AMY FRIEARY, EARLY CHILDHOOD DEPARTMENT CHAIR, REPORTED THAT SHE HAD A SPIKE IN FALL ENROLLMENT THIS MONTH AND SEVERAL APPLICANTS MENTIONED SEEING THE FEATURE IN THE MONTGOMERY HERALD

New Parking Stickers



Paid Advertising

June: Carthage Buggy Festival Tab – Forestry ad

Montgomery Herald – Congratulations ad for MCS graduates

July: Uwharrie Bound Magazine – General MCC ad

Montgomery Herald – Basic Law Enforcement Training registration ad

Instagram – Fall registration ad

Facebook Top Posts for June/July

Total Likes 2218 (Up 32 from 2186 in May)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	7/17/18	Bigfoot tries to register for BLET	3000	475	16%
MCC	6/28/18	Your Trail Awaits video	2500	402	16%
MCC	7/6/18	Bigfoot says fall registration going on now	2400	126	5%
MCC	6/20/18	Apprenticeship Montgomery looking for applicants	1700	144	8%

*Highlighted post indicates most engaging post of the month

Public Relations/Marketing Highlights

June/July 2018

Instagram

MCC ranks **55th out of 58** community colleges in terms of **total FTE**, but ranks **28th out of 55** community colleges in terms of **followers on Instagram**. We're doing a great job at keeping people engaged with what's happening at MCC.

June					
Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Clicks
543	8148	114	341	1	1

July					
Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Clicks
738	74182*	93	434	2	5

*Increase in impressions due to paid registration ad on Instagram.

Paid impressions – 65,227

Organic impressions – 8955

Institutional Status Committee
Wednesday, August 8, 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 June Committee Minutes – Appendix GG**
- **Board Self-Evaluation Survey – Carol Holton**
- **Board Policy Manual Update – Jeanette McBride**
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 13, 2018 at 6:28 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice
Chairman
Claudia Bulthuis

Absent

Susan Hershberger

Others Present

Phil Absher
Gelynda Capel

Paula Covington
Gordon Knowles
Samuel Martin
Bill Price
Matthew Monroe, 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 Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Revised Board Self-Evaluation Survey – Second Reading – Appendix T

The committee received a Revised Board Self-Evaluation Survey as second reading.

Mr. Gilbreath made a motion, seconded by Mrs. Bulthuis, to approve the Revised Board Self-Evaluation Survey. The motion carried.

There being no further business, the meeting adjourned at 6:29 p.m.

Intro to the Board of Trustees

Jennifer Haywood- SGA President

Jennifer Haywood is working to obtain her Associate in Arts degree. She has made the Dean's list and has also been awarded multiple scholarships since becoming a student here at MCC. Her academic goal is to complete her Associate in Arts, transfer to a four year university to earn a BA Education and then Major in Special Education. Jennifer hopes to become a Special Ed teacher after completing her degrees. She is passionate about working with children, is very active in her church and enjoys spending time with her family. Jennifer currently resides in Mt. Gilead, North Carolina.

Montgomery Community College
SGA Report
August 8, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- Student Ambassadors, Director of Student Life and SGA Advisor Jessica Blake Latham, and other college staff attended TroyFest and the Candor Peach Festival to distribute MCC information.
- The SGA sponsored an Ice Cream Social and a Brain Boost exam break on July.
- The 2018-2019 Student Ambassadors will be introduced.

**President's Report
August 8, 2018**

Activities since the June Board Meeting

6/1/18	Meeting with Cameron Engle
6/13/18	NCACCP Meeting
6/13/18	Board of Trustees Meeting
6/14/18	State Board Meeting
6/20/18	CTE Equipment Meeting
6/22/18	Thrive Task Force
6/27/18	Meeting with Dr. Dale Ellis concerning Building MOU
6/28/18	Blair Hall Roof Bid Opening
6/28/18	Sheriff's Reception
6/30/18	TroyFest
7/11/18	Called Board of Trustees Meeting
7/19/18	Central High School Grounds Tour
7/19-20/18	State Board Meeting
7/25-27/18	NCACCP Quarterly Meeting

Upcoming Activities

8/7/18	Central High School Meeting
8/8/18	Foundation Board Meeting
8/8/18	Board of Trustees Meeting



MONTGOMERY COMMUNITY COLLEGE

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

August 8, 2018

Dear Chairman Morris and the Board of County Commissioners:

In order to respond to the letter from Chairman Morris, dated June 19, 2018, a special called meeting of the Montgomery Community College Board of Trustees (BOT) was held on July 11, 2018. The Trustees were pleased to have Dr. Dale Ellis in attendance as a guest. The minutes are attached.

At the meeting, Trustees were informed of the ongoing plans for equipping the shared Career and Technical Education (CTE) building. Careful consideration has been given to what items can be moved from existing programs and what equipment must be newly purchased. Equipment needs for the new building have been assessed by College staff. The Project Manager, Jay Niederhofer, has received a list of items that need to be purchased to start the proposed programs. None of this equipment has been ordered by MCC. Therefore, it is difficult to project that there is an overage of funds in the Furniture, Fixtures, and Equipment (FF&E) budget this early in the process.

County Commissioners requested the BOT “evaluate the partnership in the CTE facility”. MCC’s partnership with Montgomery County Schools (MCS) is strong, cooperative, and informative. Currently, a memorandum of understanding is in the draft stage and will be presented to the Board of Trustees and Board of Education when ready for discussion and approval. Management of the building and a design for curriculum pathways will be detailed in that document. This is a totally new concept of educational programming and it takes time to negotiate the requirements and regulations necessary to implement this new initiative. We are confident that this initiative will provide a pathway for grades 9-14, preparing students to enter the workforce as well-prepared employees.

Trustees expressed appreciation for the athletic programs that will be offered at the new high school. Participation in sports whether as an athlete, sponsor, or spectator is essential to the success of the school. It is hoped that any excess in the total budget will be allocated to the construction of the field house. At this early stage, those funds do not appear to be available from the FF&E budget.

Action taken by the BOT on July 11, 2018 required that a response letter be drafted and presented for review at the August 8, 2018 meeting of the MCC Board of Trustees. Having met that request, this letter is sent with the approval of the BOT.

Trustees and College employees look forward with excitement to the opening of the CTE building. This will be a noteworthy occasion for Montgomery County—something that is accomplished only through the partnership of the County, the School System and the College.

Sincerely,

Claudia B. Bulthuis, Chairman
On behalf of the MCC Board of Trustees



Board of Trustees Calendar of Events 2018-2019

August 8, 2018	11:30 a.m.	Foundation Board Meeting
August 8, 2018	5:30 p.m.	Committee/Board Meeting
September 4, 2018	5:30 p.m.	Scholarship award ceremony
September 5-7, 2018		NCACCT Seminar - Asheville, NC
September 12, 2018	5:30 p.m.	Committee/Board Meeting
September 21, 2018	6:00 p.m.	Fall Fundraiser/Raffle
October 10, 2018	5:30 p.m.	Committee/Board Meeting
October 26, 2018	11:00 a.m.	Shooting Clay's Tournament
November 14, 2018	11:30 a.m.	Foundation Board Meeting
November 14, 2018	5:30 p.m.	Committee/Board Meeting
December 7, 2018	6:00 p.m.	Board Christmas Dinner
December, 2018		No Board Meeting
January 9, 2019	5:30 p.m.	Committee/Board Meeting
February 13, 2019	11:30 a.m.	Foundation Board Meeting
February 13, 2019	5:30 p.m.	Committee/Board Meeting
March 13, 2019	5:30 p.m.	Committee/Board Meeting
April 3-5, 2019		NCACCT Seminar - Raleigh, NC
April 10, 2019	5:30 p.m.	Committee/Board Meeting
May 8, 2019	11:30 a.m.	Foundation Board Meeting
May 8, 2018	5:00 p.m.	Committee/Board Meeting
May 8, 2019	7:00 p.m.	Graduation