



# MONTGOMERY COMMUNITY COLLEGE

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## MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, September 12, 2018 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

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

**Welcome - .....Claudia Bulthuis**

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

**Board of Ethics Reminder - .....Claudia Bulthuis**

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

**Board Presentation ..... Andy Speer, Department Chair, Taxidermy**

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

### Standing Committees

#### Budget & Finance Committee

- August Local, State, and Institutional Financial Reports – Appendix C (**Action**) ....  
..... Jeanette McBride
- Approval of 2-1 – 2018-2019 State and Local Budgets – Appendix D (**Action**).....  
..... Jeanette McBride
- July Foundation Fund Statements – Appendix E..... Korrie Ervin
- Grants Update – Appendix F ..... Korrie Ervin
- Foundation Update ..... Korrie Ervin

#### Building & Grounds Committee

- Facilities Report – Appendix H ..... Jeanette McBride
- Construction Update and Building Projects Timeline – Appendix I .....  
..... Dr. Chad Bledsoe

- 2018 Campus Security Report – Appendix J (**Action**)..... Jeanette McBride

**Personnel Committee**

- Controller – Appendix J-1 (**Action**) .....Gelynda Capel
  - Personnel Appointments
    - Nursing Instructor – Appendix L.....Gelynda Capel
    - Forestry Instructor – Appendix M .....Gelynda Capel
  - Contract Non-Renewals
    - Assessment/Retention Specialist – Appendix M-1.....Gelynda Capel
    - Coordinator of Basic Skills – Appendix M-2 .....Gelynda Capel

**Curriculum/Student Services Committee**

- Update from Vice President of Instruction – Appendix O .....Lee Proctor
  - Facilities Maintenance Technology Program – Appendix P (**Action**)
  - Mechatronics Engineering Technology Program – Appendix Q (**Action**)
  - Continuing Education – Appendix R.....Lee Proctor
- Update from Vice President of Student Services – Appendix S..... Beth Smith

**Legislative/Public Relations Committee**

- Legislative Update ..... Dr. Chad Bledsoe
  - Proposed Amendment of 1D SBCCC 400.9 – Appendix U ..... Dr. Chad Bledsoe
- Public Relations/Marketing Update – Appendix V .....Michele Haywood

**Institutional Status Committee**

- Compliance Review Fiscal Year 2017-2018 – Appendix X..... Dr. Chad Bledsoe
- 2018 Performance Measures – Appendix Y .....Carol Holton
- Board Self-Evaluation Survey .....Carol Holton
- MCC Employee Survey .....Carol Holton
- Behavioral Intervention Committee..... Dr. Chad Bledsoe
- Section 100 of Board Policy Manual – Appendix Z – First Reading ..... Dr. Chad Bledsoe

**SGA Report** – Appendix AA..... Jennifer Haywood

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

**Chairman’s Report** – Appendix CC .....Claudia Bulthuis

- NCACCT Conference Update
- Calendar of Events – Appendix CC

**Adjourn – Action**.....Claudia Bulthuis

## Minutes

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

**Wednesday, August 8, 2018**

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:06 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Susan Eggleston	Johnny McKinnon
George Gilbreath	Bill Price
Robert Harris	Jennifer Haywood, SGA President

#### Absent

Paula Covington

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; Cindy Ellison, Dean of Information Technology/Library Services/Distance Education; Kevin Hathcock, Math Instructor; Amber Scott, Nursing Instructor; Jennifer Garner, Medical Assisting Instructor; Taylor Sarks, Systems Technician; Jennifer Haywood, SGA President; and SGA Ambassadors, Zion Clausell, Jasmin Flores and Shalyn Hogan.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Robert Harris, new Trustee; Cindy Ellison, Dean of Information Technology/Library Services/Distance Education; Kevin Hathcock, Math Instructor; Amber Scott, Nursing Instructor; Jennifer Garner, Medical Assisting Instructor; Robin Gibson, Nursing Instructor, Taylor Sarks, Systems Technician; Jennifer Haywood, SGA President; and SGA Ambassadors, Zion Clausell, Erika Prince, Jasmin Flores and Shalyn Hogan.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the August 8, 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.

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

Dr. McKinnon, Mr. Knowles, and Mr. Harris took their oath of office for serving their next four year term.

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

Mrs. Capel made a motion, seconded by Mr. Price to elect the 2018-2019 officers as Claudia Bulthuis, Chairman; Susan Eggleston, Vice-Chairman; and Gordon Knowles, Secretary. The motion carried.

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

The Board received a presentation from Cindy Ellison, Dean of Information Technology/Library Services/ Distance Education. She gave a presentation on the Quality Enhancement Plan known as QEP. Mrs. Ellison noted that Montgomery Community College is NCSARA approved which allows Montgomery Community College to offer distance learning to students outside of North Carolina.

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

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the June Committee and Board Meeting Minutes and the July Called Board Meeting Minutes. The motion carried.

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee – Susan Eggleston, Chariman**

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

- The committee reviewed the June and July Local, State, and Institutional Financial reports presented by Mrs. McBride. The committee approved and Mrs. Eggleston made a motion to approve the financial reports as a matter of information. Coming from committee, this required no second. The motion carried.

- The committee received a Grants Update from Mrs. Ervin.
- The committee received the Foundation Fund Statement and upcoming events for August and September 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 Appendix G, the facilities report.
- The committee received an update on the Construction and Building Projects Timeline.
- The committee received Appendix I, the Blair Hall Update.
- The committee received an update on the CTE Building.
- The committee reviewed the Blair Hall Roof Replacement. The committee approved and Mr. Knowles made a motion to approve the Blair Hall Roof Replacement as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the Building 500 Roof Replacement.

### **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 five personnel appointments; Mrs. Capel introduced Kevin Hathcock, Math Instructor; Amber Scott, Nursing Instructor; Jennifer Garner, Medical Assisting Instructor; and Taylor Sarks, Systems Technician. Robin Gibson will be introduced at the next Board meeting.

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

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

- The committee received updates regarding Instruction and Continuing Education from Mr. Lee Proctor
- The committee received updates regarding Student Services from Mrs. Beth Smith.
- The committee received the 2017-2018 Class Visitation Reports.
- The committee received an update on ApprenticeshipNC.
- The committee received an update on Title II Funding from Dr. Bledsoe.

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

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

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

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

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

- The committee received an update on the Board Self-Evaluation Survey and results will be shared at the September Board meeting.
- The committee received an update on the Board Policy Manual.

### **SGA Update – Appendix HH**

Jennifer Haywood, SGA President gave an update on her goals for the year.

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

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

- Dr. Bledsoe attended the Quarterly President’s Meeting in July, 2018.
- Dr. Bledsoe met with Cameron Engle to tour MCC and explore the different programs offered.
- Dr. Bledsoe reported that Montgomery Community College has been ranked #7 in the nation for its size category.
- Montgomery County School’s Back to School Bash will be held tomorrow, August 9, 2018 in the MCC parking lot and multi-purpose room.
- Quality trails will be held on Monday, August 13, 2018 for Faculty and Staff.
- A Lowe Warner Medal of Honor Veterans golf tournament will be on September 26, 2018 to support Post Legion Veterans in Montgomery County.
- Dr. Bledsoe reported that staff and faculty are still making efforts to reduce the textbook cost to meet the budget.
- He reported that Natalie Winfree has completed her Doctorate degree and her research on Community College’s has been published.
- EducationNC will be on campus on August 31, 2018 for a tour of campus and to meet Board members and officials in Montgomery County.

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

#### **Calendar of Events – Appendix KK**

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

- The next Board meeting will be September 12, 2018.
- The Raffle will be held on September 21, 2018 at the James Garner Center.
- The first annual Shooting Clay event will be held on October 26, 2018.
- The Board Christmas Dinner will be held on December 7, 2018.
- Graduation will be held on May 8, 2019.

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

Mr. Price made a motion, seconded by Mr. Knowles, to approve the letter in response to the County Commissioners be approved. The motion carried.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:52 p.m. The motion carried.

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Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 5:31 p.m. in the Temporary Boardroom

**Present**

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

**Absent****Others Present**

Gelynda Capel  
George Gilbreath  
Robert Harris  
Andrea Marshall  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, SGA President

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

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

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the June committee minutes. The motion carried

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

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

- As of June 30, 2018, County funds of \$768,000 were fully expended in the fiscal year of 2018.
- As of June 30, 2018, there were \$255,628 in funds for capital expenditures.
- As of June 30, 2018, the State fund balance was \$112,043 in current expenses with \$105,125 carrying forward to the 2019 fiscal year; \$6,884 in specific funds will be reverted. The Capital budget that will be carrying forward to 2019 is \$151,198. The college will be able to carry forward all but 1% of the State budget for the fiscal year of 2018.
- As of June 30, 2018, the Institutional funds balance was \$740,243.
- As of June 30, 2018, the balance in the STIF account was \$190,992.
- As of July 31, 2018, County fund expenditures were not yet final.
- As of July 31, 2018, there were \$240,528 in funds for capital expenditures.
- As of July 31, 2018, State fund expenditures were \$510,909.
- As of July 31, 2018, the Institutional funds balance was \$792,582.
- As of July 31, 2018, the balance in the STIF account was \$191,255.

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

**June Foundation Fund Statement – Appendix D – Korrie Ervin**

Mrs. Ervin presented Appendix D, the June Foundation Fund Statement. The fund balance for the end of June 2018 was \$3,688,488.47. Wells Fargo gave an update to the Foundation Board earlier today on the performance of the investments.

**Grants Update – Appendix E**

Mrs. Ervin presented Appendix E, the Grants Update. She noted that the Montgomery Fund Grant has been approved to provide childcare and a homework center for children of ESL students. An application for a Department of Public Instruction and NCCCS Grant was submitted and a notification of approval is expected soon, this grant would fund a position to coordinate an Apprenticeship Program. Also, the application process has been started for an American Welding Society Grant to fund equipment for the welding lab in the CTE Building. Last, an application for a Canon Foundation Grant that would fund the replacement of flooring in the Blair Hall Building has been completed.

**Foundation Update – Korrie Ervin**

Mrs. Ervin invited the Board to the scholarship awards ceremony September 4, 2018. She then presented a brochure and tickets that provided details about the raffle on September 21, 2018. She noted the first annual Shooting Clay tournament that will be held in October.

Mrs. Ervin noted that the Foundation Board met earlier today and the Annual Fund drive has raised \$85,000 since the beginning of the 2018 year.

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

## **Building & Grounds Committee Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 5:42 p.m. in the Temporary Boardroom.

### **Present**

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

### **Absent**

### **Others Present**

Phil Absher  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Jennifer Haywood, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of 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.

Mrs. Bulthis made a motion, seconded by Mrs. Capel, to approve the June committee minutes. The motion carried

### **Facilities Report – Appendix G – Jeanette McBride**

Mrs. McBride presented Appendix G, the facilities report. The results of the safety inspection have been presented and there were no major repairs. The college has applied for rebates from Duke Energy to implement LED lighting on campus and the President's Office has been the first to receive LED lighting.

Mrs. McBride noted the two new chillers and a boiler for the Capel Hall HVAC project that were delivered to the college recently. The installation will be complete within six to eight weeks.

There were no incidents to report.

### **Construction Update and Building Projects Timeline – Appendix H**

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

Bids have been received on the HVAC and roof replacement in Blair Hall. The budget for this project was presented to be \$800,000 with the lowest bid in the process totaling \$973,860. Staff have been

working with the company on value engineering and the cost was reduced to \$833,385. Phase two of the schematics are in progress for the HVAC upgrades in Blair Hall.

HVAC upgrades are near completion in Capel Hall and the renovations to the President's Suite are almost complete.

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

Dr. Bledsoe presented appendix I, the Blair Hall Update. He reported that staff have been working with engineers to lower costs to more closely meet the budget on renovations.

### **CTE Building Update**

Dr. Bledsoe reported that following a meeting with Jay Niederhofner concerning FF&E, the \$480,000 requested for equipment for the CTE Building will be purchased by the County with a USDA loan and the County will then transfer equipment to the MCC.

Dr. Bledsoe noted that Dr. Ellis and he are still reviewing the MOU for the CTE Building.

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

Dr. Bledsoe presented Appendix J, the Blair Hall Roof Replacement. As reported earlier, due to value engineering the lowest bid was reduced to \$833,385, or \$33,385 over the \$800,000 budget.

Mrs. Capel made a motion, seconded by Dr. McKinnon to approve the Blair Hall Roof Replacement Bid Award. The motion carried.

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

Dr. Bledsoe reported on the Building 500 Roof Replacement. A major leak occurred in part of the roof in the 500 Building and \$23,887 have been spent from quarter sales tax for partial replacement.

There being no further business, the meeting adjourned at 5:58: p.m.

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 5:58 p.m. in the Temporary Boardroom.

**Present**

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

**Absent**

Paula Covington

**Others Present**

Robert Harris  
Gordon Knowles  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, SGA President

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

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

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

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

**Personnel Appointments – Appendix L, Appendix M, Appendix N, Appendix O, and Appendix P**

The committee received notice of five Personnel Appointments. All new personnel except Robin Gibson will be introduced at the Board meeting later this evening.

- Kevin Hathcock, Math Instructor
- Amber Scott, Nursing Instructor
- Robin Gibson, Nursing Instructor
- Jennifer Garner, Medical Assisting Instructor
- Taylor Sarks, Systems Technician

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

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 6:00 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
George Gilbreath  
Robert Harris  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, SGA President

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

Mr. Price, Chairman called the meeting to order.

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

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

**Update from Vice President of Instruction – Appendix R and Appendix S**

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

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

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

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

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

Mr. Proctor reported on the 2017-2018 Class Visitation Reports as presented in Appendix U.

**ApprenticeshipNC Application Letter – Appendix V**

Three new apprenticeship positions have been approved. One registered position will be Assistant to the President and two positions are registered as an Information Technology Specialist.

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

The Basic Skills Funding for the Title II Grant was split this year between a state portion and a federal portion. An application process was needed to obtain the federal portion of the grant. Montgomery Community College did not receive a grant award for the fiscal year 2018-2019. As a result of reduction in funding, Administration will have to reorganize the Foundational Studies department. The budget will be adjusted accordingly. Montgomery Community College is eligible to apply again for the 2021-2023 fiscal year. An appeal was filed for not receiving the grant and the appeal was denied. Administration has requested a formal hearing regarding the decision. A one year stipend will be provided due to the loss of funding from the grant.

There being no further business, the meeting adjourned at 6:15 p.m.

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 6:15 p.m. in the Temporary Boardroom.

**Present**

Andrea Marshall, Chairman  
Bill Price  
Claudia Bulthuis

**Absent**

Paula Covington, Vice-Chairman

**Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, SGA  
President

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

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

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

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe gave a Legislative update on Appendix X – Appendix EE, amendments to State Board Code.

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 – Michele Haywood – Appendix FF**

Mrs. Haywood presented Appendix FF, the Public Relations/Marketing Update. She reported an increase to enrollment in Early Childhood education due to an article posted in the Montgomery Herald about the program.

Paid advertising for Instagram ads in June and July netted in a large number of impressions from a video posted on the social media site.

Montgomery Community College currently ranks 28 out of the 58 colleges in North Carolina with the largest number of followers on the school's Instagram account.

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

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, August 8, 2018 at 6:28 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
Robert Harris  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Jennifer Haywood, SGA President

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

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

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

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

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

Mrs. Holton gave an update on the Board Self-Evaluation Survey and results will be shared during the September Board meeting.

**Board Policy Manual Update – Jeanette McBride**

Mrs. McBride gave an update on the Board Policy Manual. The College is working with Campbell Shatley, a law firm that specifically works with Community Colleges and legalities in Board Policy Manuals. Campbell Shatley is working to update the entire Board Policy Manual for \$17,500.

There being no further business, the meeting adjourned at 6:38 p.m.

**Budget & Finance Committee  
Wednesday, September 12, 2018  
5:30 p.m.**

**Committee Members**

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

**Agenda Items**

- **Call to Order – Susan Eggleston, Chairman**
- **Approval of August Committee Minutes – Appendix B**
- **August Local, State, and Institutional Financial Reports – Appendix C**  
**(Action) ..... Jeanette McBride**
- **Approval of 2-1 – 2018-2019 State and Local Budgets – Appendix D**  
**(Action) ..... Jeanette McBride**
- **July Foundation Fund Statements – Appendix E ..... Korrie Ervin**
- **Grants Update – Appendix F ..... Korrie Ervin**
- **Foundation Update ..... Korrie Ervin**
- **New Business**
- **Adjourn**

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

County Funds - August 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	1,000	5,000	17%
514000	FT Svc/Maint/Skilled Craft	160,392	13,692	26,732	133,660	17%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,184	14,035	66,974	17%
518100	Social Security	18,989	1,628	3,243	15,746	17%
518200	Retirement	45,910	4,061	8,090	37,820	18%
518300	Medical Insurance	49,221	3,953	7,911	41,310	16%
518700	Longevity Payments	2,130	655	2,130	0	100%
519090	Waste Removal/Recycling	11,249	850	1,688	9,561	15%
519110	Pest Control Svcs Agreement	1,000	-	-	1,000	0%
519120	Lawn and Ground Service	500	-	-	500	0%
521000	Custodial Supplies	19,000	1,077	1,077	17,923	6%
522000	Maintenance Supplies	26,500	890	3,371	23,129	13%
524000	Repair Supplies	15,500	1,200	1,338	14,162	9%
525000	Gas/Travel/Reimbursement	3,000	121	226	2,774	8%
531110	In-State Ground	200	-	-	200	0%
531140	In-State Lodging	200	-	-	200	0%
531150	In-State Meals	78	-	-	78	0%
531240	Out-of-State Lodging	622	-	-	622	0%
531500	Regisistration Fees	900	-	25	875	3%
532200	Telephone	14,169	1,358	2,328	11,841	16%
533100	Heat	28,606	-	299	28,307	1%
533200	Water	11,831	2,057	2,091	9,740	18%
533300	Electricity	195,000	20,951	41,774	153,226	21%
533400	Garbage/Sewage Disposal	10,930	924	1,809	9,121	17%
535100	Equipment Repair	2,000	-	-	2,000	0%
535200	Repairs to Facilities	15,500	1,676	1,926	13,574	12%
535201	Repairs to Grounds-Supp	4,000	200	200	3,800	5%
535400	Service Contracts	12,017	1,124	1,408	10,609	12%
539200	PR-President's Office	600	-	-	600	0%
539500	Other Current Expense	993	205	205	788	21%
543000	Lease/Rental Other Equipment	4,650	383	767	3,883	16%
545000	Property Insurance	18,150	-	-	18,150	0%
545200	Liability Insurance	3,567	-	-	3,567	0%
545201	Workers Comp	5,147	-	-	5,147	0%
545301	Life Insurance	2,200	173	344	1,856	16%
545302	EAP Program Expense	1,800	140	281	1,520	16%
546100	Membership & Dues	1,440	820	820	620	57%
555100	Minor Equipment High	1,000	964	964	36	96%
<b>Total Current Expense</b>		<b>776,000</b>	<b>66,787</b>	<b>126,081</b>	<b>649,919</b>	<b>16%</b>

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

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

Life-to-date Revenues as of State's June 2018 Report	<b>\$ 487,985</b>
Add: FY16 Property Tax Allocation from County Report	<b>58,668</b>
Add: FY17 Property Tax Allocation from County Report	<b>60,675</b>
Add: FY18 Property Tax Allocation from County Report	<b>61,437</b>
Add: FY19 Property Tax Allocation from County Report	<b>512</b>
<b>Total Revenue</b>	<b>669,277</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$4K), Security Cameras (\$21K)	(25,408)
Sub-total Life-to-date Revenues less Submitted Projects	<u>73,516</u>
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 8/31/18</b>	<b><u>\$ 248,516</u></b>

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

<b>State Funds - August 2018</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511100 President	142,039	12,069	23,673	118,366	17%
511200 FT Senior Administrator	247,968	21,414	41,328	206,640	17%
511300 FT Professional Staff	1,077,125	85,196	165,761	911,364	15%
511310 PT Professional Staff	18,000	1,785	3,345	14,655	19%
511340 30 Hour Professional St	174,541	-	-	174,541	0%
512000 FT Support	62,304	5,261	10,326	51,978	17%
512010 PT Support	26,400	2,562	5,307	21,093	20%
513000 FT Faculty	1,999,436	165,635	294,997	1,704,439	15%
513010 PT Faculty	662,329	25,259	71,211	591,118	11%
513030 PT Teaching Assistant	8,604	1,000	2,313	6,292	27%
515000 FT Technical/Paraprofes	499,827	44,938	88,927	410,900	18%
515010 PT Technical/Paraprofes	72,797	3,512	10,577	62,220	15%
516020 Student Salaries - Inst	1,000	76	198	803	20%
518100 Social Security	363,420	27,159	52,443	310,977	14%
518200 Retirement	759,976	66,357	123,920	636,056	16%
518300 Medical Insurance	460,585	36,829	71,629	388,956	16%
518500 Unemployment Comp	1,000	-	-	1,000	0%
518700 Longevity Payments	-	11,482	15,225	(15,225)	0%
519000 Legal Services	750	-	-	750	0%
519010 Financial/Audit Service	50,000	-	-	50,000	0%
519020 Sys Implementation/Inte	6,000	-	-	6,000	0%
519040 Administrative Services	3,000	-	-	3,000	0%
519130 Misc Service Contract	500	-	-	500	0%
519140 WAN Support Services	30,000	30,000	30,000	-	100%
519142 LAN Support Services	5,000	-	-	5,000	0%
519144 Managed Server Support	10,000	-	-	10,000	0%
519200 Other Contractual	22,500	-	-	22,500	0%
519400 Contracted Instr	57,560	1,760	1,760	55,800	3%
519401 Online Tutoring Contrac	18,992	-	-	18,992	0%
519700 Personal Serv - 3rd Par	4,728	-	4,728	-	100%
523XXX Copies & Instr Suppl	138,385	9,556	12,950	125,435	9%
527000 Other Supplies	75,409	2,455	3,614	71,795	5%
527005 Tires, Oil Changes, Oth	1,600	-	-	1,600	0%
531110 In-State Ground Transpo	18,558	1,371	2,353	16,205	13%
531140 In-State Lodging	18,667	915	1,300	17,367	7%
531150 In-State Meals	5,852	313	650	5,202	11%
531210 Out-of-State Ground Tra	2,050	295	295	1,755	14%
531220 Out-of-State Air Transp	5,270	822	822	4,449	16%
531240 Out-of-State Lodging	11,458	299	299	11,159	3%
531250 Out-of-State Meals	2,970	169	169	2,801	6%
531410 Board/Non-emp Transport	200	-	-	200	0%
531420 Board Expense - Subsist	2,500	-	-	2,500	0%
531500 Registration Fees	32,425	7,182	9,157	23,268	28%
532100 Postage	8,500	(25)	(25)	8,525	0%
532337 Managed Server Support	9,089	-	-	9,089	0%
532700 Software Subscriptions	10,330	4,200	4,200	6,130	41%

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

<b>State Funds - August 2018</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
535100 Equipment Repair	15,640	84	831	14,809	5%
535120 Repairs-Voice Communicatio	2,000	-	-	2,000	0%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipme	4,450	-	1,862	2,588	42%
535450 Maint Agreement-NonWAN	46,125	-	20,130	25,995	44%
535495 Maint. Agree.-Server	3,285	-	-	3,285	0%
537000 Advertising	54,140	2,559	3,940	50,200	7%
535491 Maint. Ag LAN Equip	8,000	-	-	8,000	0%
537100 Advertise Vac Positions	12,000	122	834	11,167	7%
539400 Magazine/Newspaper Subs	5,249	-	1,499	3,750	29%
539500 Other Current Expense	1,825	-	-	1,825	0%
539520 Electronic Processing	12,000	949	949	11,051	8%
539591 Hazardous Waste Removal	482	-	-	482	0%
539700 Childcare - 530 Purpose	22,900	-	-	22,900	0%
542403 Rental/Lease Servers	3,840	320	640	3,200	17%
544000 NonWAN Data Process Sof	4,440	-	40	4,400	1%
544010 Software License Renewa	30,040	2,774	2,774	27,266	9%
545100 Motor Vehicle Insurance	2,100	-	-	2,100	0%
545200 Liability Insurance	3,800	-	685	3,115	18%
546100 Membership & Dues	22,415	67	157	22,258	1%
546200 Accreditation Ex	9,170	-	-	9,170	0%
555100 Minor Equipment Low	7,119	-	-	7,119	0%
555200 Minor Equip High	10,107	9,164	9,164	943	91%
<b>Total Current Expense</b>	<b>7,411,096</b>	<b>585,884</b>	<b>1,096,955</b>	<b>6,314,141</b>	<b>15%</b>
551000 Office Equipment	18,269	-	-	18,269	0%
553000 Educational Equipment	284,971	-	-	284,971	0%
553700 Edu.Equip.Perkins G	20,697	-	-	20,697	0%
1 555100 Minor Equipment Low Risk	15,332	(14,564)	(14,726)	30,058	-96%
556100 Books	15,000	(11)	(11)	15,011	0%
<b>Total Capital Expense</b>	<b>354,269</b>	<b>(14,575)</b>	<b>(14,737)</b>	<b>369,006</b>	<b>-4%</b>
<b>Total Expenses</b>	<b>7,765,365</b>	<b>571,308</b>	<b>1,082,218</b>	<b>6,683,147</b>	<b>14%</b>

1 Surplus sale of Caterpillar skidder and dental chairs.

**Budget notes:**

Annual State budget includes \$100,728 in recurring compensation increase reserve funds for FT Employees. Longevity to be funded in October or November.

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

Appendix C

<b>Institutional Funds - August 2018</b>			<b>Revenues</b>	<b>Expended</b>	<b>Revenues</b>	<b>Expended</b>	<b>Balance</b>
			<b>This Month</b>	<b>This Month</b>	<b>This Year</b>	<b>This Year</b>	<b>In Account</b>
<b>1</b>	01-121	Pell Overpayments	-	-	-	-	(436)
	01-128	Veterans Reporting Fee	-	-	-	-	26
	01-132	Overhead Receipts 75%	90	1,110	116	1,193	10,667
	01-133	Current General & Misc	916	916	982	982	8,642
	01-134	Admin Support	194	994	211	1,163	-
	01-135	Overhead Receipts 25%	30	-	39	-	8,428
<b>2</b>	01-142	Textbook Rental	425	13,180	584	14,168	(12,347)
	01-222	Forestry Program	-	127	-	127	8,606
	01-291	Specific Fees: HVAC	15	-	15	-	2,592
	01-291	Specific Fees: Medical	13	-	25	-	2,963
	01-291	Specific Fees: Electron	1,050	-	2,700	-	38,541
	01-291	Specific Fees: Gunsmith	-	-	-	-	400
	01-291	Specific Fees: Phlebotomy	250	-	365	-	11,580
	01-291	Specific Fees: Taxiderm	250	-	600	-	9,019
	01-291	Specific Fees - LP	510	25	595	37	5,707
	01-291	Specific Fees: Dental	-	-	-	-	5,213
	01-291	Specific Fees: NET/TEAS	-	-	25	-	200
	01-294	Live Projects: Taxiderm	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	1,289	3,615	4,298	4,380	65,735
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	63	63	315	63	2,131
	01-363	Small Business Center	-	-	296	-	7,687
	01-391	Specific Fees: Occ. Ext	863	1,468	2,166	1,815	71,727
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	161	1,117	220	2,688	66,097
	01-622	Sales Tax Utilization	-	2,000	47,407	25,407	20,000
	01-715	Vending	1,423	1,423	1,789	1,789	-
	01-716	Bookstore Vending	3,329	3,329	3,329	3,329	-
	02-131	College Work Study	846	846	846	846	-
	02-228	Self Supp. Curriculum	-	500	-	500	20,420
	02-229	Distance Learning	15	-	29	-	-
	02-292	Tech Fee-Curr	2,147	306	3,630	428	92,639
	02-340	Mont. Fund: ESL	-	-	3,000	-	3,000
	02-383	Fire Training Center Gr	10,128	388	10,128	4,672	7,078
	02-392	Tech Fee: Con Ed	-	-	-	-	1,958
<b>3</b>	02-425	NCWorks Grant Adult Services	-	6,723	8,890	11,804	(11,804)
<b>3</b>	02-427	NCWorks Grant Dislocated Worker	-	2,294	2,653	4,012	(4,012)
	02-821	Dept. of Ed. Drawdowns	-	-	-	-	-
	02-823	FSEOG	-	-	-	-	-
	02-824	Pell Grant	(7,205)	(7,205)	-	-	-
	02-831	Educ. Lottery Schol.	1,076	-	1,076	-	1,076
	02-833	Golden LEAF	(484)	-	-	-	-
	02-835	NC Comm Coll Grt	2,117	275	2,117	275	2,117
	02-836	High Demand/Low Enrol	-	-	-	-	-
	02-837	MCC Foundation Scholar	-	965	-	965	-
	02-838	Wells Fargo Scholarship	-	-	-	-	-
	02-839	Less Than Half-time	-	-	-	-	-

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

Appendix C

<b>Institutional Funds - August 2018</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
02-842	SGA President Scholar	-	-	-	-	-
02-845	SECU Scholarships	-	-	-	-	-
05-715	Vending	339	1,423	955	1,789	12,042
05-716	Bookstore Vending	-	3,632	-	5,952	74,809
05-720	Bookstore	85	-	169	-	-
05-721	General Store	3,447	3,447	6,110	6,110	-
05-740	Parking Fee	487	-	805	-	39,859
05-770	Stud Govt Assoc	3,372	3,491	5,295	3,618	22,944
05-771	Graduation Fund	20	-	80	-	1,375
05-774	Stud. Amabassador	376	-	600	-	26,616
07-925	Bond-Bldg 200 HVAC Replacement	6,500	6,500	219,392	(10,645)	-
07-925	Bond-Bldg 200 Interior	-	-	-	-	-
07-926	Golden Leaf FY2015-085	-	-	-	-	62,846
09-772	Club Accounts	-	-	-	-	56,941
4 09-773	Agency Fund	-	-	-	-	(10,729)
09-775	Funds for Others	-	-	-	-	6,487
09-776	Restricted Schol Held	-	-	-	-	2,402
09-777	Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>34,139</b>	<b>52,951</b>	<b>331,853</b>	<b>87,466</b>	<b>747,456</b>

<b>STIF Account as of 08/31/18</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
01-621	Operational Funds	61	120	43,222	43,343
02-229	Distance Learning	15	29	10,448	10,478
02-292	Technology Fees	108	214	76,742	76,956
05-720	Bookstore	85	169	60,580	60,748
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>269</b>	<b>532</b>	<b>190,992</b>	<b>191,524</b>

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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE BUDGET: FY 2018-19**

**REQUIRED BUDGET REQUEST SIGN-OFF**

**The attached College Budget has been reviewed and approved on**

**September 12, 2018 by the Board of Trustees of**

**Montgomery Community College**

\_\_\_\_\_, Chairman.  
**Claudia Bulthuis**

**The attached College Budget has been reviewed and approved in**

**the amount of \$776,000 on \_\_\_\_\_, 2018**

**by the County Commissioners of Montgomery County.**

\_\_\_\_\_, Chairman.  
**Jackie Morris**

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2018-19 BUDGET  
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Montgomery CC  
Institution Number: 854

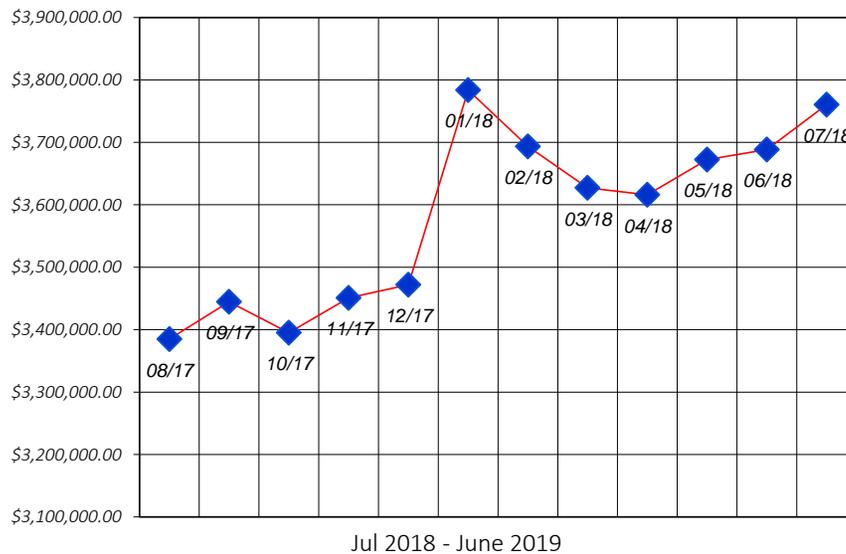
	1		2		3		4
	State Budget		County Budget		Institutional Budget		Total Budget
<b>Summary of Revenues (excluding capital improvement projects)</b>							
State*	\$ 7,742,930						\$ 7,742,930
County Funds		\$	776,000			\$	776,000
Institutional Funds				\$	1,791,444	\$	1,791,444
Operating Revenue Subtotal	\$ 7,742,930	\$	776,000	\$	1,791,444	\$	10,310,374
Fund Balance Appropriated		\$	-	\$	-	\$	-
<b>Total Funds Available</b>	<b>\$ 7,742,930</b>	<b>\$</b>	<b>776,000</b>	<b>\$</b>	<b>1,791,444</b>	<b>\$</b>	<b>10,310,374</b>
<b>Summary of Expenditures (excluding capital improvement projects)</b>							
1XX Institutional Support	\$ 2,056,613	\$	39,500	\$	39,070	\$	2,135,183
2XX Curriculum Instruction	\$ 3,284,887	\$	-	\$	36,431	\$	3,321,318
3XX Continuing Education	\$ 948,850	\$	-	\$	68,866	\$	1,017,716
4XX Academic Support	\$ 469,274	\$	-	\$	-	\$	469,274
5XX Student Support	\$ 629,037	\$	-	\$	128,279	\$	757,316
6XX Plant Operations & Maint.	\$ -	\$	736,500	\$	-	\$	736,500
7XX Proprietary/Other	\$ -	\$	-	\$	82,456	\$	82,456
8XX Student Aid	\$ -	\$	-	\$	1,436,342	\$	1,436,342
9XX Capital Outlay (excluding capital improvements)	\$ 354,269	\$	-	\$	-	\$	354,269
<b>Total Budgeted Expenditures</b>	<b>\$ 7,742,930</b>	<b>\$</b>	<b>776,000</b>	<b>\$</b>	<b>1,791,444</b>	<b>\$</b>	<b>10,310,374</b>
<b>Net (Est. Revenues - Expenditures)</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

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

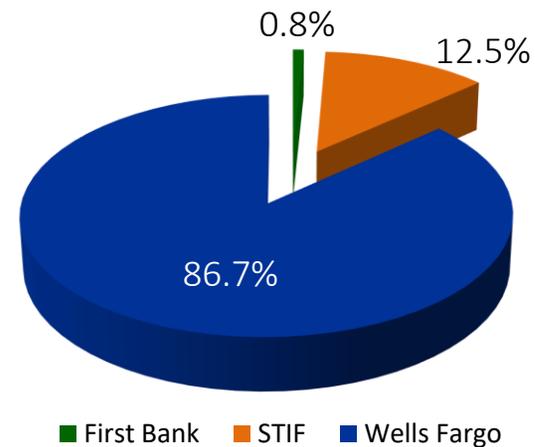
## Montgomery Community College Foundation Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of July 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$3,187,617.56</b>	<b>\$449,910.37</b>	<b>\$50,960.54</b>	<b>\$3,688,488.47</b>	<b>\$3,187,617.56</b>	<b>\$449,910.37</b>	<b>\$50,960.54</b>	<b>\$3,688,488.47</b>
<b>Receipts</b>								
Interest/Dividends	\$73,964.13	\$4,410.15	\$8.68	\$78,382.96	\$5,323.13	\$646.63	\$0.57	\$5,970.33
Deposits	\$32,334.80	\$285,680.69	\$377,869.02	\$695,884.51	\$985.00	\$21,515.00	\$3,390.00	\$25,890.00
<b>Total Receipts</b>	<b>\$106,298.93</b>	<b>\$290,090.84</b>	<b>\$377,877.70</b>	<b>\$774,267.47</b>	<b>\$6,308.13</b>	<b>\$22,161.63</b>	<b>\$3,390.57</b>	<b>\$31,860.33</b>
<b>Disbursements</b>								
Fees/Withdrawals	\$139,681.29	\$84,493.40	\$354,779.95	\$578,954.64	\$3,166.94	\$2,698.71	\$23,747.60	\$29,613.25
<b>Total Disbursements</b>	<b>\$139,681.29</b>	<b>\$84,493.40</b>	<b>\$354,779.95</b>	<b>\$578,954.64</b>	<b>\$3,166.94</b>	<b>\$2,698.71</b>	<b>\$23,747.60</b>	<b>\$29,613.25</b>
<b>Market Value Net Change</b>	\$263,131.84	\$0.00	\$0.00	\$263,131.84	\$69,611.74	\$0.00	\$0.00	\$69,611.74
<b>Ending Value</b>	<b>\$3,417,367.04</b>	<b>\$655,507.81</b>	<b>\$74,058.29</b>	<b>\$4,146,933.14</b>	<b>\$3,260,370.49</b>	<b>\$469,373.29</b>	<b>\$30,603.51</b>	<b>\$3,760,347.29</b>
<b>Net Change</b>	<b>\$229,749.48</b>	<b>\$205,597.44</b>	<b>\$23,097.75</b>	<b>\$458,444.67</b>	<b>\$72,752.93</b>	<b>\$19,462.92</b>	<b>(\$20,357.03)</b>	<b>\$71,858.82</b>

### Foundation Funds Value



### Foundation Funds Distribution



**Grants Applied or in Process 2018**

**Appendix F**

<b>Grantor</b>	<b>Title</b>	<b>Proposed Purpose</b>	<b>Length</b>	<b>Max Amount</b>	<b>Critical Dates</b>
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
NC Dept. of Health and Human Services	2018-2019 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$5,000	Submitted June 19, 2018 Awarded August 29, 2018
Cannon Foundation	Renovations to Blair Hall - Flooring	To replace the flooring throughout Blair Hall. Remove the current VAT Tile and stain concrete.	1 Year	\$150,000	Submitted July 5, 2018 Awarded Email received 9/5/2018

**Grants Awarded 2018**

<b>Grantor</b>	<b>Title</b>	<b>Purpose</b>	<b>Length</b>	<b>Awarded</b>	<b>Grant Due</b>	<b>Response</b>
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, September 12, 2018  
5:45 p.m.**

**Committee Members**

**Gordon Knowles, Chairman**

**Claudia Bulthuis, Vice Chairman**

**Gelynda Capel**

**Robert Harris**

**Johnny McKinnon**

- **Call to Order – Gordon Knowles, Chairman**
- **Approval of August Committee Minutes – Appendix G**
- **Facilities Report – Appendix H.....Jeanette McBride**
- **Construction Update and Building Projects Timeline – Appendix I .....  
..... Dr. Chad Bledsoe**
- **2018 Campus Security Report – Appendix J (Action). Jeanette McBride**
- **New Business**
- **Adjourn**

Board Report

Facilities

September 2018

Prepared By: Wanda Frick

A new janitor's sink was installed in Capel Hall due to deterioration of plumbing drain seals which caused water to escape around drain and under the concrete floor. After the old sink was removed no further damage was found and a new sink was put in place.

Both new chillers for Capel Hall have been set in place. One is fully operational and the second chiller is currently having piping connected.



The roofing of an area of Building 500 has been completed. Due to leaks, the portion of roof was replaced with a new TPO (Thermoplastic Polyolefin) roof with a 25-year warranty. This TPO is a single-ply reflective roofing membrane made from polypropylene and ethylene-propylene rubber polymerized together. It is typically installed in a fully adhered or mechanically attached system, allowing the white membrane to remain exposed throughout the life of the roof.



**Montgomery Community College  
Construction Update  
September 2018**

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

1<sup>st</sup> phase for roof replacement – All required documents from MCC and the architect have been submitted to the State Construction Office for approval and issuance of contracts. Currently contracts are being endorsed and distributed to all required parties.

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

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

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

Both new chillers are in place with one being fully operational. The second chiller is currently having piping installed for connection to system. All four (4) AHUs (Air-Handling Units) are ordered and are expected to be delivered in the coming weeks. Project is currently 75% complete.

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

- **Capel Hall Office Renovations**

The interior renovations have been completed. A change order to replace six (6) window panels due to seal failure is in process waiting for window panel shipment.

- Budgeted: \$65,000
- Disbursed to Date: \$14,525

**Montgomery Community College  
Building Project Timeline**

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

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

# Montgomery Community College

## Campus Security Report 2018



**Annual Report  
October 1, 2018**

## CAMPUS SECURITY REPORT (CSR) 201

### STATEMENT OF INTENT

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

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

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

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

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

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

## Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2015-2017
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

## COLLEGE POLICY ON CAMPUS CRIME

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

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

## SECURITIES AND ACCESS TO CAMPUS FACILITIES

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

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

enforcement authority is required, the Montgomery County Sheriff's Department will be contacted.

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

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

### **EMERGENCY PLAN**

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

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

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

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

### **EMERGENCY CALL TELEPHONES**

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

### **CAMPUS CRIME REPORTING**

During the hours of operation (Monday – Thursday 7:30 am – 9:00 pm, Friday 7:30 am – 3:00 pm), individuals may voluntarily report a crime/emergency by notifying the switchboard operator at the Information Desk in Building 100, who shall immediately contact MCC Security, or a Campus Security Authority and begin following the appropriate procedures outlined in the *MCC Emergency Procedures* flipchart. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents.

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

## **INVESTIGATIONS**

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

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

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

## **DAILY CRIME LOG**

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

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

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

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

## **MAINTENANCE OF CAMPUS FACILITIES**

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

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

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

## PREVENTION AND AWARENESS

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

## CRIME STATISTICS

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

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Administrative Services Division at 910-898-9637. Information can also be found on the college's website at:

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

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
<b>Arrests For</b>	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
<b>Disciplinary Action For</b>	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0

Hate Crimes 2015	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P	O	N	P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Hate Crimes 2016</b>	<b>Race</b>			<b>Gender</b>			<b>Gender Identity</b>			<b>Religion</b>			<b>Sexual Orientation</b>			<b>Ethnicity</b>			<b>National Origin</b>			<b>Disability</b>		
<b>Type of Offense</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes 2017</b>	<b>Race</b>			<b>Gender</b>			<b>Gender Identity</b>			<b>Religion</b>			<b>Sexual Orientation</b>			<b>Ethnicity</b>			<b>National Origin</b>			<b>Disability</b>		
<b>Type of Offense</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>	<b>O C</b>	<b>N C</b>	<b>P P</b>
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### TIMELY WARNING POLICY

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

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

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

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

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

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

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

**Procedure**

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

**DRUG-FREE WORKPLACE POLICY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Cannabis (Marijuana, Hashish)**

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

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

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

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

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

**SEXUAL OFFENSE/HARASSMENT POLICY**

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

1. State websites: <https://www.fbi.gov/scams-and-safety/sex-offender-registry>
2. National Sex Offender Public Registry: <http://www.nsopw.gov>
3. NC Sex Offender and Public Protection Registry: <https://www.nc.gov/sex-offender-registry>

### **Reporting a Sexual Offense**

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

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

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

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

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

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days.

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

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

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

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

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

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

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

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

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if: the person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and the person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack with the \*limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k).

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

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

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

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

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

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

## **GLOSSARY**

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary

that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Larceny-Theft:** The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

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

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

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

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

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

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

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

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

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

**Sexual Assault With An Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

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

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

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

## RESOURCES

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

### Montgomery County:

Center for Substance Abuse Treatment  
National Drug and Alcohol Treatment Referral  
(800) 662-HELP (4357)  
<https://www.samhsa.gov/find-help>

Daymark Recovery Services Montgomery Center  
(Sandhills Ctr for Mental Health, & Substance Abuse)  
227 North Main Street  
Troy, NC 27371  
(910) 572-3681  
24-Hour Crisis Hotline  
866.275.9552  
[www.daymarkrecovery.org](http://www.daymarkrecovery.org)

Disaster Distress Helpline  
1-800-985-5990  
TTY 1-800-846-8517

Family Crisis Center – Montgomery Co.  
225 N. Main St.  
Troy, NC 27371  
910-571-9745  
<http://www.randolphfcc.org/>

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

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

Journey Counseling & Consulting  
613-699 N Main Street  
Troy, NC 27371  
(910) 572-2225  
<http://www.journeycounselingnc.com/>

Mobile Crisis Management  
Crisis Line 1-877-626-1772  
Crisis response 24 hours a day, 7 days a week, 365 days a year.  
(Therapeutic Alternatives, Inc.)  
<https://www.mytahome.com/mobile-crisis>

Montgomery Co. Emergency Services  
201 South Main Street  
Troy, NC 27371  
911  
Or  
(910) 576-0608 (911 Addressing)  
(910) 572-1313 (911 Communications Center)

Montgomery Co. Dept. of Social Services  
102 East Spring Street  
Troy, NC 27371  
(910) 576-6531

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

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

Montgomery Co. Sheriff's Office  
111 W Main St, Troy,  
Troy, NC 27371  
(910) 572-1313

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

N.C. Division of Community Corrections: Intensive Probation  
 225 North Main Street  
 Troy, NC 27371  
 (910) 576-2802  
 Phone: (910) 947-3333

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

AA meetings – Montgomery Co. Group  
 8:00 PM Mondays  
 Scout Hut (Behind First Pres. Church)  
 108 North Main Street  
 Biscoe, NC 27209  
 Open Discussion  
[http://www.45.aa-carolina.org/local-aa-meetings\\_monday.html](http://www.45.aa-carolina.org/local-aa-meetings_monday.html)

NA meetings – Southern Piedmont Area  
 Locations vary by meeting day  
<https://ncregion-na.org/southern-piedmont-area/>  
<http://www.adsyes.org/>

Al-Anon  
<http://www.greensboroalanon.org/find-meetings.html#Monday>  
<https://al-anon.org/al-anon-meetings/find-an-al-anon-meeting/>

### **Moore County**

Daymark Recovery Services  
 205 Memorial Drive  
 Pinehurst, NC 28374  
 (910) 295-6853 Moore Center  
 (910) 572-3681 Montgomery Center

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

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

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

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

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

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

### **Stanly County**

Alcoholics Anonymous  
 (704)983-1600

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

**Personnel Committee  
Wednesday, September 12, 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 August Committee Minutes – Appendix K**
- **Controller Job – Appendix J-1 (Action) ..... Gelynda Capel**
- **Personnel Appointments**
  - **Nursing Instructor – Appendix L..... Gelynda Capel**
  - **Forestry Instructor – Appendix M..... Gelynda Capel**
- **Contract Non-Renewals**
  - **Assesment/Retention Specalist ..... Gelynda Capel**
  - **Coordinator of Basic Skills ..... Gelynda Capel**
- **New Business**
- **Adjourn**

	Title: Controller	
	Department: Administrative Services	
	Date: August 1, 2018	FLSA: Exempt
	Revision Date:	Job Rank: Level 2
Job Description		Page 1

1.0 Reports To: Vice President of Administrative Services

2.0 Supervises: Accounts Receivable/Cashier, Accounts Payable and the Accountant

3.0 Position Description:

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

4.0 Minimum Qualifications and Degree Requirements:

Bachelor's Degree in Accounting or in Business with Accounting as a concentration and three years' experience in governmental, public, or non-profit accounting. Experience in Community College System preferred. Proficient in Excel, Word, and networked accounting software systems.

5.0 Essential Responsibilities:

Confidentiality and accuracy is vital for this position and requires some complex problem solving. Policy and procedures are applied on a regular basis in all aspects of the job. Specific responsibilities are:

- Prepare and supervise execution of all budgets for the College.
- Monitor budget execution and recommend appropriate adjustments and make budget revisions.
- Assist Vice Presidents and others with budget planning and analysis.
- Ensure that budget expenditure limitations are strictly observed.
- Monitor all receipts and disbursements for the College.
- Project and monitor payroll expenses.
- Maintain chart of accounts and enter all new G/L codes.
- Monitor submission to the NCCCS monthly certification request.
- Approve bank reconciliations for all funds: State, County, Institutional and STIF monthly.
- Assist with preparation of financial reports required by the Vice President of Administrative Services, President, Board of Trustees, and state and federal authorities.
- Supervise in assessment of internal controls (EAGLE) as required by the Office of the State Controller on or before August 31 annually.
- Assist as liaison to Office of the State Controller and Office of the State Auditor's office includes coordinating the State annual audit.
- Oversee preparation of financial statements for the MCC Foundation annually and coordinate audit.
- Other duties as assigned.

	Title: Controller	
	Department: Administrative Services	
	Date: August 1, 2018	FLSA: Exempt
	Revision Date:	Job Rank: Level 2
Job Description		Page 2

## 6.0 Difficulty of Work:

A high degree of technical complexity and expertise is required. Must be capable of problem solving and decision-making involving accounting, auditing, internal controls, and cash management. Since MCC's accounting functions interact with all aspects of the college, knowledge and understanding of each college function is required, especially financial aid. Extensive MCC policy knowledge required and NCCCS procedures.

## 7.0 Equal Opportunity Employer Statement:

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

*Montgomery Community College reserves the right to amend this job description by adding to, deleting, or modifying the job requirements as set forth above at any time.*

# Personnel Appointment

Appendix L

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

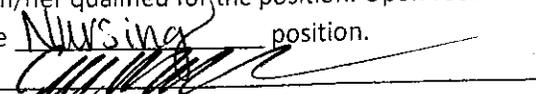
### Professional Participation/Honors

### 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

<b>Name of Person</b>	Joshua M. Hussey
<b>Present Address</b>	1600 NC Highway 705 S.
<b>Position</b>	Faculty
<b>Position Category</b>	Forestry
<b>Salary</b>	\$53,976.00
<b>Effective Date of Employment</b>	8-13-2018
<b>Budget Information</b>	

### Position Description:

### Education and Certifications

School/Certification	Years Attended	Degree
North Moore High School	08-2004-----06-2008	HS Diploma
Montgomery Community College	08-2008-----05-2012	AAS Forest Management Technology
North Carolina State University	06-2012-----05-2013	BS Forest Management

### Work Experience

Employer	Dates of Employment	Position/Title
Plank Road Forestry	08-2013-----07-2018	Forest Technician
NCSU Forestry Work Crew	08-2012-----06-2013	Forest Technician
NCDA&CS Research Stations Division	05-2012-----06-2012	Forest Technician

### Professional Participation/Honors:

**Hiring Committee**

Person	Position
Lee Proctor	VP Instructional Services
Russell Strong	Dean Commercial Technologies
Dylan Hurley	Forestry Instructor
Tammy Owens	Financial Aide and Veterans Officer
Jessica Blake	Coordinator Student and Campus Life

**Appointment Recommendation and Approval**

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



---

Chad A. Bledsoe  
President



# MONTGOMERY COMMUNITY COLLEGE

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

August 30, 2018

Ms. Maria Inman  
543 Allen Street  
Troy, NC 27371

Dear Ms. Inman:

I am in receipt of your resignation letter dated August 30, 2018 announcing your resignation on August 30, 2018. I accept your letter notifying me of your resignation as Assessment/Retention Specialist and I would like to congratulate you on your new position following your employment at Montgomery Community College. You have been a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

**MONTGOMERY COMMUNITY COLLEGE**

1011 Page Street · Troy, NC 27371 · 910-898-9600 · Fax 910-576-2176

**ACTION MEMO**

TO: Dr. Bledsoe, President *CB*

THRU: Lee Proctor, Vice President of Instruction *LP*

FROM: Andrew Gardner, Dean of Continuing Education *AG*

DATE: August 9, 2018

SUBJECT: Kathy Garner Smith

Per our earlier discussion, I met with Kathy Garner Smith on August 9, 2018 to discuss the status of her employment. At the end of the discussion, I informed her that September 7, 2018 would be her last day of employment.

**Curriculum and Student Services Committee**  
**Wednesday, September 12, 2018**  
**6:05 p.m.**

**Committee Members**

**Bill Price, Chairman**

**Andrea Marshall, Vice Chairman**

**Susan Eggleston**

**Susan Hershberger**

**Claudia Bulhuis**

**Agenda Items:**

- **Call to Order – Bill Price, Chairman**
- **Approval of August Committee Minutes – Appendix N**
- **Update from Vice President of Instruction – Appendix O ..... Lee Proctor**
  - **Facilities Maintenance Technology Program – Appendix P (Action) ..... Lee Proctor**
  - **Mechatronics Engineering Technology Program – Appendix Q (Action) Lee Proctor**
  - **Continuing Education – Appendix R..... Lee Proctor**
- **Update from Vice President of Student Services – Appendix S ..... Beth Smith**
- **New Business**
- **Adjourn**

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

Faculty participated in a number of workshops and activities for Fall Quality Trails. Workshops were provided to help faculty to meet their professional development goals. Staff will have a similar opportunity during Fall Break in October.

The third class of the Montgomery County Early College begin class on August 13, 2018. The addition of 60 new freshmen brings the total enrollment to 181 students. Juniors are transitioning to a majority of MCC courses (4-5 classes each) in the four Associate degree tracks; Associate in Arts, Associate in Science, Associate in Engineering, and Associate in Applied Science in Industrial Systems Technology. Currently the Early College students are taking a total of 560 classes.

The 165 Career and College Promise students at East Montgomery, West Montgomery, and home schools are taking a total of 339 classes – East – 101 students, 186 classes; West – 56 students, 135 classes; and home schools – 8 students, 18 classes.

The Forestry faculty hosted the North Carolina Forestry Association 2018 Sustainable Forestry Teachers Experience, Piedmont Session. 40 Teachers from the Piedmont of NC K-12 but most teachers are from the 3-10 grades. Amy Juliana, NCFE Education Manager stated that the teachers were impressed by the passion and dedication to the sustainability of all professionals involved. Teachers were told about what MCC has to offer to students seeking careers in Forest Management. After a field tour in the Forestry outdoor lab, the faculty designed an interactive exercise in which Forestry students were paired with teachers and the students taught the teachers some basic tree measurement skills. This was big hit with the teachers as noted in the Evaluation provided to MCC. This is the 3rd year the College has hosted a portion of the SFTE.

The MCC Forestry Club received a plaque from the NC Department of Transportation "Adopt a Highway Program" for 25 years of adopting and keeping a 2 miles stretch of Highway 109 North clean. The Plaque has been placed in the lobby of the Forestry Building "600" and the club members will place a 25 year sticker on their sign at the first clean-up of the year.

## Facilities Maintenance Technology A50190

**A. GENERAL EDUCATION:** *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

### 1. Communication: 6 hours

The following course(s) are required:

ENG 111 Expository Writing (3)

#### **Communication Pick List:**

Select a course from the following:

ENG 115 Oral Communication (3)

COM 231 Public Speaking

### 2. Humanities/Fine Arts: 3 hours

#### **Humanities/Fine Arts Pick List:**

HUM 110 Technology and Society (3)

HUM 115 Critical Thinking (3)

ART 110 Introduction to Art (3)

MUS 110 Music Appreciation (3)

### 3. Social/Behavioral Sciences: 3 hours

#### **Social/Behavioral Pick List:**

Select a course(s) from the following:

SOC 210 Introduction to Sociology

PSY 150 General Psychology (3)

### 4. Natural Sciences/Mathematics: 3 hours

The following course(s) are required:

MAT 110 Math Measurement and Literacy (3)

**Total General Education Semester Hour Credits Required 15**

**Program of Study (Continued)****B. MAJOR HOURS****1. Core**

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

AHR 112	Heating Technology	4
AHR 120	HVAC Maintenance	2
BPR 130	Print Reading Construction	3
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
MAS 140	Intro to Masonry	2
MNT 110	Intro to Maint. Procedures	2
CAR 111	Carpentry I	8
PLU 115	Basic Plumbing	<u>4</u>

**Total Core Semester Hour Credits 33**

**Program of Study (Continued)****3. Other Major Hours**

*Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.*

**Pick a set of courses from the following:**

<b>Option I</b>	<b>Masonry</b>	
MAS 110	Masonry I	10
MAS 120	Masonry II	<u>10</u>
		20
<b>Option II</b>	<b>Carpentry – Residential</b>	
CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 114	Residential Code	3
CAR 115	Res. Planning/Estimating	<u>3</u>
		20
<b>Option III</b>	<b>Carpentry – Commercial</b>	
CAR 120	Commercial Carpentry I	6
CAR 125	Commercial Carpentry II	6
CAR 112	Carpentry II	<u>8</u>
		20

<b>Option IV</b>	<b>Plumbing</b>	
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 145	Plumbing Measure/Calc	2
PLU 160	Plumbing Estimates	<u>2</u>
		19
<b>Option V</b>	<b>Maintenance</b>	
MNT 111	Maintenance Practices	3
MNT 130	Control Systems	4
MNT 131	Metalworking Processes	3
MNT 222	Industrial Sys Schematics	2
MNT 250	PLC Interfacing	4
MNT 263	Electro-Pneu Components	<u>4</u>
		20
<b>Option VI</b>	<b>Horticulture</b>	
HOR 112	Landscaping Design I	3
HOR 114	Landscaping Const.	3
HOR 116	Landscaping Management I	3
PME 101	Small Engine Repair	6
WLD 115	SMAW (stick) Plate	<u>5</u>
		20
<b>Option VII</b>	<b>General Track</b>	
HOR 112	Landscaping Design I	3
PME 101	Small Engine Repair	6
ISC 112	Industrial Safety	2
MEC 111	Machine Processes	3
WLD 121	GMAW (MIG)	4
WLD 112	Basic Welding	<u>2</u>
		20

**Total Other Major Semester Hour Credits: 19 - 20**

**Total Major Semester Hour Credits: 52-53**

**Program of Study (Continued)****C. OTHER REQUIRED COURSES** *(If applicable)*

*A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.*

The following course(s) are required:

ACA 115                  College Success    1

**Total Other Required Semester Hour Credits 1**

**Total Semester Hours Credit in Program 68-69**

## **Mechatronics Engineering Technology A40350**

**A. GENERAL EDUCATION:** *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

**1. Communication: 6 hours**

The following course(s) are required:

ENG 111 Expository Writing (3)

**Communication Pick List:**

Select a course from the following:

ENG 114 Professional Research and Reporting (3)

ENG 116 Technical Report Writing (3)

**2. Humanities/Fine Arts: 3 hours**

HUM 110 Technology and Society (3)

HUM 115 Critical Thinking (3)

**3. Social/Behavioral Sciences: 3 hours**

PSY 150 General Psychology (4)

**4. Natural Sciences/Mathematics: 3 hours**

The following course(s) are required:

MAT 171 Precalculus Algebra (4)

**Total General Education Semester Hour Credits Required 16**

**Program of Study (Continued)****B. MAJOR HOURS****1. Core**

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

ATR 112	Intro to Automation	3
ATR 115	Intro to Mechatronics	4
ELC 117	Motors and Controls	4
ELC 128	Intro to PLC's	3
ELC 213	Instrumentation	4
ELC 113	Circuit Analysis I	4
ELC 113A	Circuit Analysis I Lab	1
ELC 215	Electrical Maintenance	3
DFT 119	Basic CAD	2
ISC 112	Industrial Safety	2
PHY 151	College Physics I	4
HYD 110	Hydraulics/Pneumatic I	3
MEC 130	Mechanisms	3

**Total Core Semester Hour Credits 40**

**Program of Study (Continued)****3. Other Major Hours**

*Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.*

BPR 111	Print Reading	2
CIS 110	Introduction to Computers	3
ELN 260	Program Logic Controls	4

**Total Other Major Semester Hour Credits: 9**

**Total Major Semester Hour Credits: 49**

**Program of Study (Continued)****C. OTHER REQUIRED COURSES** *(If applicable)*

*A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.*

The following course(s) are required:

ACA 115                  College Success    1

***Total Other Required Semester Hour Credits 1***

***Total Semester Hours Credit in Program 66***

**Continuing Education  
Board Report  
September 2018**

**College and Career Readiness**

- Began offering classes at two (2) new off campus locations:
  - Montgomery Learning Academy Troy, NC (High School Equivalency)
  - First Baptist Church of Biscoe (English Language Learners). Free childcare services are being provided at this location courtesy of the Montgomery Fund grant.
- We will be offering the same options beginning in October at the Highland Community Center in Mt. Gilead, NC.

**Small Business Center:**

- Seminar attendance is continuing to grow
- Leadership Montgomery will officially begin September 13 – currently 19 enrolled
- Attended the planning summit and continue to work with “10 days of the Uwharrie Outdoor Festival”

**Business and Industry Training:**

- September Start for Intro to Machining Classes and Solidworks - Strongly marketed to Gunsmith Students
- Will be adding a night time HVAC Design 8 week class
- Customized Training - Hosted Capel Rug for CPR Training and actively working with Mohawk Industries on welding safety program
- Apprenticeship Montgomery - MCC IT Apprentice program off to a great start and we are exploring additional work-based learning opportunities for CE students.

**Heritage Crafts**

- Co-hosted with StarWorks “The Art of Brushmaking” workshop with nationally known artist Troy Bungart on August 24th. Workshop took place at the Starworks Ceramics Studio, and had 15 people in attendance.
- Currently have 35 students registered for pottery classes
- Attended 10 Days of Uwharrie Summit August 16th and met with organizers for the event on the 15th
- Attended August 28th planning meeting for NC Potters Conference coming up in March 2019

**Dean:**

- Attended the August 16th Manufacturer Resource Event sponsored by the Economic Development Partnership of North Carolina.
- Attended August 18th Mt. Gilead’s Back to School Bash hosted by Friends in Focus.

## **MCC Board of Trustees – September 12, 2018 Update from the Student Services Division**

### Highlights & Previews

- Director of Student Life & Recruitment, Jessica Latham, begins her first CACRAO tours later this month.
- Student Services staff attended open house events at East and West Montgomery high schools and East Middle in August.
- Counseling Services staff will attend a FERPA/Title IX workshop at CPEC this month.
- A Financial Aid/CFNC workshop will be held at MCC in early October.
- As of September 4, MCC's Financial Aid office has processed 1884 FAFSAs (Free Application for Federal Student Aid) and awarded aid to over 330 students. Total awards of all financial aid (Pell, Work Study, Scholarships, etc.) amounts to approximately \$1.65 million.

**Legislative/Public Relations Committee**  
**Wednesday, September 12, 2018**  
**6:15 p.m.**

**Committee Members**

**Andrea Marshall, Chairman**

**Paula Covington, Vice Chairman**

**Bill Price**

**Claudia Bulthuis**

**Agenda Items:**

- **Call to Order – Andrea Marshall, Chairman**
  
- **Approval of August Committee Minutes – Appendix T**
  
- **Call to Order - Andrea Marshall, Chairman**
  
- **Legislative Update ..... Dr. Chad Bledsoe**
  - **Proposed Amendment of 1D SBCCC 400.9 – Appendix U... ..... Dr. Chad Bledsoe**
  
- **Public Relations/Marketing Update – Appendix V.....Michele Haywood**
  
- **New Business**
  
- **Adjourn**

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

21 August 2018

**IMPORTANT INFORMATION****MEMORANDUM**

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

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

**RE:** **Proposed Amendment of 1D SBCCC 400.9**

The State Board of Community Colleges ("SBCC") has initiated the rulemaking process to amend **1D SBCCC 400.9 – "Curriculum Standards."** The proposed change will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. This efficiency will expedite changes that colleges need to make to best meet industry needs. The proposed amendment also incorporates a provision to accommodate dissenting opinion among two colleges if they are the only two colleges approved to offer the curriculum.

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

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on 20 September 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 5 September 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](mailto:publiccomments@nccommunitycolleges.edu)**. Thank you for your attention to this matter.

**CC18-040**  
**E-mail Copy**

Attachments



# State Board of Community Colleges Code

## Notice of Proposed Rulemaking Form

Date: 21 August 2018

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Amend 1D SBCCC 400.9 – “Curriculum Standards”
---	---

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

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

<b>Rationale for proposed adoption, amendment or repeal:</b>	The proposed change will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. This efficiency will expedite changes that colleges need to make to best meet industry needs. The proposed amendment also incorporates a provision to accommodate dissenting opinion among two colleges if they are the only two colleges approved to offer the curriculum.
--	---

<b>Proposed Effective Date of Rule</b>	December 1, 2018
--	------------------



1D SBCCC 400.9 is proposed for amendment as follows:

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

3  
4                                   **CHAPTER D. EDUCATION**

5  
6                                   **SUBCHAPTER 400. CURRICULUM**

7  
8   **1D SBCCC 400.9 Curriculum Standards**

9 (a) Curriculum Standard. A curriculum standard is a document provided for each  
10 curriculum program which lists the required program description, code, courses, range  
11 of hours and allowable curriculum course prefixes. Curriculum standards shall not be  
12 duplicative of each other, must be in alignment with criteria outlined in 1D SBCCC  
13 400.10 (e) and must be approved by the State Board of Community Colleges.  
14 Curriculum standards are maintained by the North Carolina Community College  
15 System Office and are located on their website.

16 (b) Revised Curriculum Standard. A revision of an existing curriculum standard shall:

17 (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum  
18 program; and

19 (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).~~1D SBCCC~~  
20 ~~400.10(e); and~~

21 ~~Be approved by the State Board of Community Colleges.~~The President of the  
22 North Carolina Community College System shall have the authority to approve or  
23 deny the revision of an existing curriculum standard. If only two colleges are  
24 approved to offer the curriculum, and written concurrence is not obtained from both  
25 colleges, the State Board of Community Colleges shall have the authority to  
26 approve or deny the revision to the existing curriculum standard.

27 (c) On approval by the State Board of Community Colleges, a curriculum standard may  
28 exceed hours as outlined in 1D SBCCC 400.10(e)(1). Such an exception shall apply  
29 to all colleges approved to offer the curriculum program title. A two-thirds majority of  
30 colleges approved to offer the program shall agree with the conditions of the request

1D SBCCC 400.9 is proposed for amendment as follows:

1 for the exception. A request for an exception shall be justified based on one or more  
2 of the following criteria:

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

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

13 *Eff. \_\_\_\_\_; [November 1, 2017](#).*

14  
15

## Public Relations / Marketing Highlights August 2018

### In the News

MCC was ranked one of the top 10 community colleges in the country by SmartAsset – a financial technology company. MCC ranked 10<sup>th</sup> in the US in career outcomes and 4<sup>th</sup> in the state overall in a similar study by WalletHub. Story appeared on both of these websites in addition to WRAL online and Triangle News online, and a press release was submitted to the Montgomery Herald.

### Curriculum Feature

Human Services Technology

### Paid Advertising

August: WMAG East Montgomery updates at West Montgomery football games

Montgomery Herald – Basic Law Enforcement Training registration ad

Event boost on Facebook: “The Art of Brushmaking” Heritage Crafts class.

Results: 14 responses, 2,168 Reach, 4,360 Impressions, spent \$50

**Yourspace has gone digital** – In an effort to be more cost and time effective, as well as to increase our ability to provide interactive content, Yourspace is now completely web-based. Share your feedback by emailing haywoodm@montgomery.edu.

### Facebook Top Posts for August

Total Likes 2250 (Up 32 from 2218 in July)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	8/20	Job Fair with Dept. of Public Safety	1600	57	3.5%
MCC	8/9	Registration Going On Now	1200	23	2%
MCC	8/7	Riley Beaman at Drone Conference	950	235	25%

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

### Instagram

August					
Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Clicks
557	24,175	68	502	1	3

Montgomery Community College has moved up to 25<sup>th</sup> (up 3 from July) of 56 community colleges in Instagram followers.

**Institutional Status Committee  
Wednesday, September 12, 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 August Committee Minutes – Appendix W**
- **Compliance Review Fiscal Year 2017-2018 – Appendix X. Dr. Chad Bledsoe**
- **2018 Performance Measures – Appendix Y ..... Carol Holton**
- **Board Self-Evaluation Survey ..... Carol Holton**
- **MCC Employee Survey ..... Carol Holton**
- **Behavioral Intervention Committee..... Dr. Chad Bledsoe**
- **Section 100 of Board Policy Manual – Appendix Z – First Reading Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Jennifer Haygood*  
**Acting President**

July 30, 2018

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

Dear Dr. Bledsoe:

Enclosed is the final report of findings from the Compliance Review conducted FY 2017-2018 at Montgomery Community College pursuant to North Carolina General Statute 115D-5(m). The college response dated July 23, 2018, concurred with these findings. Therefore, a minimal material finding is noted in the area of Continuing Education for the processes, procedures, classes, and programs reviewed.

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the Compliance Review. Please send an email to [frankj@nccommunitycolleges.edu](mailto:frankj@nccommunitycolleges.edu) to acknowledge receipt of this report.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Jenkins", is written over the typed name.

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

**Attachment**

- c: Claudia B. Bulthuis, Chair, Montgomery CC Board of Trustees
- Beth Wood, NC State Auditor
- Jennifer Haygood, Executive Vice President and Chief of Staff
- Elizabeth C. Self, Director of Accountability & Compliance Training
- Margaret Robertson, Associate Vice President of Continuing Education
- Nate Humphrey, Director of Continuing Education - Training and Standards

## **North Carolina Community College System**

### **Compliance Review Final Report for Montgomery Community College**

**Review Conducted: Fiscal Year 2017-2018**

**Records Reviewed: Reporting Period Summer Semester 2016 – Spring Semester 2017**

#### **METHODOLOGY**

A compliance review was conducted at Montgomery Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure data used to allocate State funds across community colleges were reported accurately for the 2016-2017 period. The review was conducted on a selected sample of data relevant to this period.

If disagreement exists, the college may appeal the Compliance Review findings to the State Board of Community Colleges (SBCC). The request to appeal and grounds for appealing the report findings must be submitted in writing within thirty days of receipt of the Compliance Review Final Report. The Board's Accountability and Audit Committee will hear the appeal and make its recommendation to the State Board.

The major components of the Compliance Review to be conducted fiscal year 2017-2018 are outlined in SBCCC Numbered Memo CC17-038 [FY 2017-2018 Compliance Services College Assignments and Compliance Review Procedures](#). The scope of the Compliance Review includes, but is not limited to, the major components noted in CC17-038. Based on the various reviews conducted as outlined in CC17-038, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

#### **FINDINGS SUMMARY**

Based on the site review, a minimal material finding is noted in Continuing Education and is discussed on the pages that follow.

## FINAL COMPLIANCE REVIEW FINDINGS

### CONTINUING EDUCATION

The review of continuing education records yielded documentation showing a minimal material finding with non-compliant hours reported for budget FTE exceeding 1% of the total number of hours pulled in the occupational extension sample of classes reviewed. The finding exceeded 1% but was under the threshold of 5% for a material finding warranting a reversion of funds. Material findings are written based on information provided in SBCC Code Numbered Memo CC15-036 Compliance Services Update and Review Procedures.

For references, the URL for the State Board of Community Colleges Code is:  
<http://www.nccommunitycolleges.edu/sbcccode>.

Risk factors with related classes concerning the finding are listed below.

#### **Records Review – Required Instructor Signatures**

For the classes listed below, official college attendance records signed by the instructor verifying the accuracy of students' attendance were not provided by the college for review. Online statistical reports generated by Blackboard rather than official college attendance records were provided to document student attendance. Since the Blackboard statistical reports do not function as or resemble a typical official college attendance record, there is no specific area for an instructor signature. The instructors of record assigned to the classes listed below did not sign any of the Blackboard documentation. 408 class hours were involved.

- EDU 3200 02 16842 Effective Teacher Training was offered Summer Semester 2016 with 30 hours scheduled. Four students were enrolled with 30 hours reported for each student for budget FTE for a total of 120 hours. (-120 hours)
- EDU 3200 04 16844 Effective Teacher Training was offered Fall Semester 2016 with 36 hours scheduled. Six students were enrolled with 36 hours reported for each student for budget FTE for a total of 216 hours. (-216 hours)
- EDU 3200 05 17546 Effective Teacher Training was offered Spring Semester 2017 with 36 hours scheduled. Two students were enrolled with 36 hours reported for each student for budget FTE for a total of 72 hours. (-72 hours)

#### **Reference**

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

### **Recommendation**

Staff should make certain internal controls are in place to ensure student attendance is maintained on official college attendance records, verified for accuracy, and signed by the instructor of record at the end of the course and prior to turning the record into staff.

### **Records Review – Calculating and Reporting Non-Regularly Scheduled Class Hours**

Errors were identified in the calculation of the number of contact hours reported for budget FTE in several non-regularly scheduled continuing education classes reviewed. This included classes offered in captive or co-opted (correctional facility) settings and other class settings. The related courses are listed below and involved 193.25 hours.

- HRD P3005 01 16439 Technology Awareness was offered Summer Semester 2016 in a captive or co-opted (correctional facility) setting. One student entered after the census date, and the 5 hours of documented attendance should not have been reported. Although class hours were appropriately reported as contact, all students must be in attendance prior to or on the census date for class hours to be reported since “No community college shall operate a multi-entry/multi exit class or program in a prison facility, except for a literacy class or program.” (-5 hours)
- MLS P3871 01 16434 REAL for Catering was offered Summer Semester 2016 in a captive or co-opted (correctional facility) setting.
  - One student entered after the census date, and the 37.5 hours of documented attendance should not have been reported. Although class hours were appropriately reported as contact, all students must be in attendance prior to or on the census date for class hours to be reported since “No community college shall operate a multi-entry/multi exit class or program in a prison facility, except for a literacy class or program.” (-37.5)
  - Class contact hours for another enrolled student were miscalculated and under-reported. The student was in attendance for 45 hours, not the 40.5 hours reported. (+4.5 hours)
- HOS P4040 01 16902 Hospitality and Tourism was offered Fall Semester 2016 in a captive or co-opted (correctional facility) setting. The total contact hours listed on the attendance record was 1,475.75, but 1,640 hours were reported for budget FTE. The quarter hour (.25) break time allowed each enrolled student daily was not removed when calculating the total hours. (-164.25 hours)
- CJC 5035 103 17759 Mandated Remediation DOC In-Service was offered Spring Semester 2017 to correctional officers. Class contact hours for one student were miscalculated and under-reported. The student was in attendance for 19 hours, not the 10 hours reported. (+9 hours)

Montgomery Community College  
 FY 2017-2018 Compliance Review Findings  
 Page 3

### **References**

§115D-5 (c1) Administration of institutions by State Board of Community Colleges  
 1D SBCCC 700.98 Instruction to Captive or Co-Opted Groups  
 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes  
 1G SBCCC 200.95 Limitations in Reporting Student Membership Hours

### **Recommendation**

Staff should ensure internal controls are in place to verify class hours reported for budget FTE for courses offered in a captive or co-opted setting and other contact hour classes are calculated and reported correctly per the references listed above. For non-regularly scheduled courses offered in a captive or co-opted setting, it would mitigate the risk of a material finding for staff to use a spreadsheet or some other form of computerized attendance record when calculating contact hours. The college's assigned compliance examiner can assist with accessing a spreadsheet.

### **Records Review – Paid Instructor Reported as a Student**

Paid instructors also had class hours reported for budget FTE as enrolled students. The related courses are listed below and involved 14 hours.

- CJC 3925 05 17365 Firearms In-Service was offered Fall Semester 2016, and 11 enrolled students were reported for seven hours each for budget FTE. One of the reported students was also the paid instructor for the course. (-7 hours)
- CJC 3952 07 17367 Firearms In-Service was offered Fall Semester 2016, and 13 enrolled students were reported for seven hours each for budget FTE. One of the reported students was also the paid instructor for the course. (-7 hours)

### **References**

1G SBCCC 100.99 Budget FTE Funding  
 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

### **Recommendation**

Staff should put procedures in place to ensure class hours are reported based on the codes noted above and to ensure paid instructors are not reported as a student.

### **Records Review – Registration Fee Refunds and Reporting Class Hours for Budget FTE**

NUR 3240 005 16967 Nurse Aide Level I was offered Fall Semester 2016 with 183.5 hours reported for budget FTE for each of the five students enrolled. Documentation provided for review showed college staff used state funds to refund one student the registration fee (\$180.00) after the 10 percent point of the scheduled hours of the course section. Class hours should not have been counted for the student due to the refund of the registration fee. Additionally, staff should become familiar with 1E SBCCC 900.2 noted under References below to ensure refunds are made in

Montgomery Community College  
 FY 2017-2018 Compliance Review Findings  
 Page 4

compliance with State Board of Community College Code. (-183.5 hours)

**References**

1E SBCCC 900.2 Continuing Education Registration Fee Refunds  
 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

**Recommendation**

Staff should make certain internal controls are in place to ensure course attendance records are verified for accuracy, and the correct number of students in attendance at the 10 percent point (census date) is reported for budget FTE based on the SBCCC section noted above.

**Records Review – Instructor Pay and Class Hours Reported for Budget FTE**

CJC 3952 66 17954 Juvenile Minority Sensitivity Training was offered Spring Semester 2017 as a two-hour class with four students enrolled with class hours reported for regular budget FTE. The instructor of the class was not paid by the community college, and it was considered a “gratis” class. The eight hours should have been reported as self-supporting. (-8 hours)

**References**

1G SBCCC 100.99 Budget FTE Funding  
 1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

**Recommendation**

Staff should put procedures in place to ensure class hours are reported based on the SBCCC sections noted above, and classes are also appropriately categorized for reporting.

**Overall Recommendations**

Staff should review all records for which class hours were reported for regular budget FTE since Spring Semester 2017 and make any necessary adjustments which can be made based on the three-semester grace period. Staff should contact the Director of Accountability and Compliance Training to schedule professional development for applicable Continuing Education staff.

**Minimal Material Finding:** 806.75-hours which equals 1.26% of the total number of continuing education occupational extension course hours pulled in the sample.

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

Submitted: Anne O. Miller, Compliance Examiner  
 Dates of Compliance Review: March 7 – 26, 2018

## 2018 Performance Measures

	BASIC SKILLS PROGRESS	CREDIT ENGLISH SUCCESS	CREDIT MATH SUCCESS	FIRST YEAR PROGRESSION	CURR COMPLETION RATE	LICENSURE PASSING RATE	TRANSFER PERFORMANCE	Met or Exceeded Excellence Level	Below Excellence Level, Above College Average	Below College Average, Above Baseline Level	Below Baseline Level
System Excellence Level	68.3%	55.9%	32.5%	75.0%	51.9%	90.9%	87.6%	Met or Exceeded Excellence Level	Below Excellence Level, Above College Average	Below College Average, Above Baseline Level	Below Baseline Level
System Baseline	34.5%	23.8%	10.1%	54.1%	35.9%	69.9%	65.1%				
Average College Percentage	60.1%	53.0%	32.5%	70.9%	43.4%	79.8%	83.7%				
System Totals (All Students)	58.4%	55.0%	33.8%	69.6%	43.9%	81.6%	83.4%				
Montgomery CC	51.4%	53.8%	18.8%	68.2%	47.5%	86.8%	70.0%	0	3	4	0

## MCC's Plan Seeking Improvement on the Performance Measures in 2018-2019

**BASIC SKILLS** 2016-2017 data

- The Basic Skills Coordinator prepared an action plan memo.
- Goals are documented on the 18-19 Outcome Assessment Reports (OARs).

**CREDIT ENGLISH** (Fall15 cohort)**CREDIT MATH** (Fall 15 cohort)**FIRST YEAR PROGRESSION** (Fall 16 cohort)**CURR COMPLETION RATE** (Fall 11 cohort)

- New Data analytics for MCC, "Grade Distribution Instructor Analysis," prepared at request of Vice President of Instruction.
- Dean will meet with Instructor to analyze courses where student success is below 70% **AND** significant 'n'
- Looking at implementing a peer review of consistently poor performing courses, similar to our online course peer review.
- Curriculum graduate data is reviewed during the College's Program Review cycle.

**LICENSURE PASS RATE** 2017-2018 data

- This measure consists of LPN & BLET completers. Next year EMT will be added for MCC.
- The BLET Director prepared an action plan memo. (*LPN has been meeting the excellence rate.*)
- Goals are documented on the 18-19 OARs for BLET, LPN, and EMT.

**TRANSFER PERFORMANCE** 2015-2016 data

- IE Coordinator prepared a memo analyzing MCC's data.
- Interim A&S Dean and faculty will meet to identify action plan; goals to be added to A&S OAR.

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

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

Adopted:

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

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

Adopted:

Legal Reference: N.C.G.S. § 115D-14

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

Adopted:

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

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

**A. Contracts with the College**

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

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

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

**B. Receipt of Gifts**

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

**C. Reporting Requirements**

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

1. College employees shall report to their immediate supervisor.
2. President / Board Members shall report to the Board Chair.
3. Board Chair shall report to the College's legal counsel.

**D. N.C. State Ethics Act**

Pursuant to N.C.G.S. § 138A-3(30)(k), all voting Board members, the President and the Vice President for Administrative Services<sup>1</sup> (“Covered Persons”) are subject to the N.C. State Ethics Act. Covered Persons shall complete and file a public disclosure of economic interests as required under the Act, adhere to the ethics standard required under the Act and shall complete all required mandatory ethics education and training.

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

Adopted:

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

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

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The Board of Trustees' policies shall constitute the basic governance for the College. All of the Board's policies shall be contained in the College' Policy Manual.

### **I. Adopting and Amending Policies**

The following procedures shall be followed when adopting or revising policies:

- A. Either when directed by the Board or when necessitated by changes to federal and/or state laws and regulations or when otherwise determined in the best interest of the College or necessary due to operational and/or management issues, the President or President's designee shall draft and propose new policies and/or provide amendments to current policies.
- B. The President shall present the proposed policy to the Board at a regularly scheduled Board meeting for first reading. If approved at first reading, the proposed policy will stand open until the next regularly scheduled Board meeting where the Board will take formal action on the proposed policy. In the event of an emergency or special condition (e.g., legal changes mandated by a specific date), the Board may waive second reading and approve the proposed policy at first reading.
- C. During the policy development process, the President shall consider, and when necessary solicit, the views and considerations of faculty and staff members, students and the public.
- D. Board members may propose amendments to proposed policies at any time during the process. An amendment will not require that the proposed policy go through an additional reading unless the Board determines that the amendment needs further consideration and an additional reading is warranted and necessary.
- E. In order for the proposed policy to be official, the proposed policy must be formally adopted by a majority of the Board members present at an official Board meeting with the Board's action being recorded in the Board's minutes.

### **II. Adopting Administrative Procedures**

Unless otherwise stated in a specific policy, the President is hereby authorized to develop and implement administrative procedures and rules that are in furtherance of and consistent with the Board's policies.

Adopted:

Legal Reference: N.C.G.S. § 115D-20

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

## I. Board Meetings

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

### A. Types of Meetings

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

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

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

**Policy 1.6**

exterior door to the building where the Board's meeting room is located. The notice shall also be posted on the College's website prior to the scheduled time of the meeting.

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

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

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

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

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

#### **B. Closed Session Meetings**

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

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

**C. Electronic Meetings**

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

**II. Committee Meetings**

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

**III. Meeting Procedures**

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

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

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

**D. Ethics Statement.**

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

***Policy 1.6***

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

Adopted:

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

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

Adopted:

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

**I. Standards of Conduct**

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

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

**II. Removal of a Board of Trustee Member**

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

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

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

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

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

Adopted:

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

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

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

Adopted:

Legal Reference: N.C.G.S. § 115D-17

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

- A. The College expends all funds prudently and consistently within the adopted budget.
- B. The College shall manage the budget to ensure the percentage of State current operating funds remaining unexpended in the budget does not exceed five percent or five times the system-wide percentage, whichever is higher.
- C. The College's fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as an anticipated reimbursement. If any of the College's fund accounts have a negative balance at year-end, the negative cash balance shall be reviewed by the President and Finance Director. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance and shall report the matter to the Board at its first scheduled meeting in the new fiscal year.
- D. The College shall track expenditures consistent with the North Carolina Community College System's Chart of Accounts, as outlined in the North Carolina Community College System Accounting Procedures Manual (see Policy 6.3.5 – Chart of Accounts).
- E. The President or designee shall provide financial reports to the Board no less than once per quarter<sup>1</sup>.
- F. The College shall participate in the EAGLE Program (Enhancing Accountability in Government through Leadership and Education) and shall maintain a system of internal controls as required by N.C.G.S. 143D – The State Governmental Accountability and Internal Control Act.
- G. The College shall not overdraw accounts by ensuring bank accounts are reconciled and any discrepancies resolved within thirty (30) business days from the end of the prior month. In the event the College fails to comply with this requirement more than once during a fiscal year, such information shall be reported to the Board at its first scheduled meeting following the month of non-compliance.
- H. The College shall submit complete and accurate financial statements to the North Carolina Office of the State Controller by deadline as prescribed by the State Controller.

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<sup>1</sup> The Board can adopt another schedule.

***Policy 1.10***

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- I. The College shall conduct audits consistent with N.C.G.S. §115D-20(9) and N.C.G.S. § 115D-58.16 (see Policy 6.2.6).
- J. Once established, the President shall address to the Board any findings identified in audits, compliance reviews, SACSCOC reviews, or other monitoring reviews. The President shall address the matter with the Board at the first scheduled meeting following notice of the findings.
- K. The College shall actively seek to fill leadership and other supervisory positions in a timely manner with individuals of high competence.
- L. The College shall monitor employee turnover by providing an employee vacancy report for information to the Board at least biannually.

Adopted:

Legal Citation: 1A SBCCC 200.4

**MONTGOMERY  
COMMUNITY COLLEGE****BOARD OF TRUSTEES AND  
GOVERNANCE  
PRESIDENT****POLICY  
1.11**

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The Board shall hire the President and will specify in his/her contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

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

Adopted:

Legal Reference: N.C.G.S. § 115D-20

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

Adopted:

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

**MONTGOMERY  
COMMUNITY COLLEGE**

**BOARD OF TRUSTEES AND  
GOVERNANCE  
ORGANIZATIONAL CHARTS**

**PROCEDURE  
1.11.1**

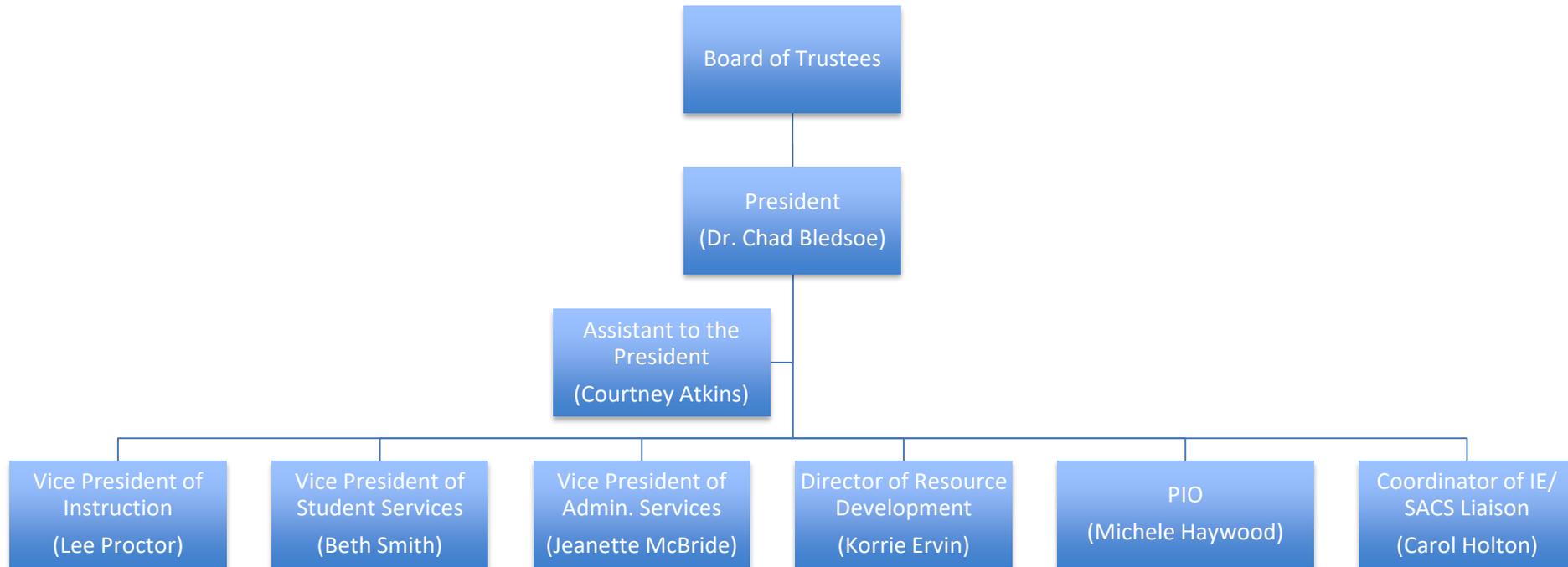
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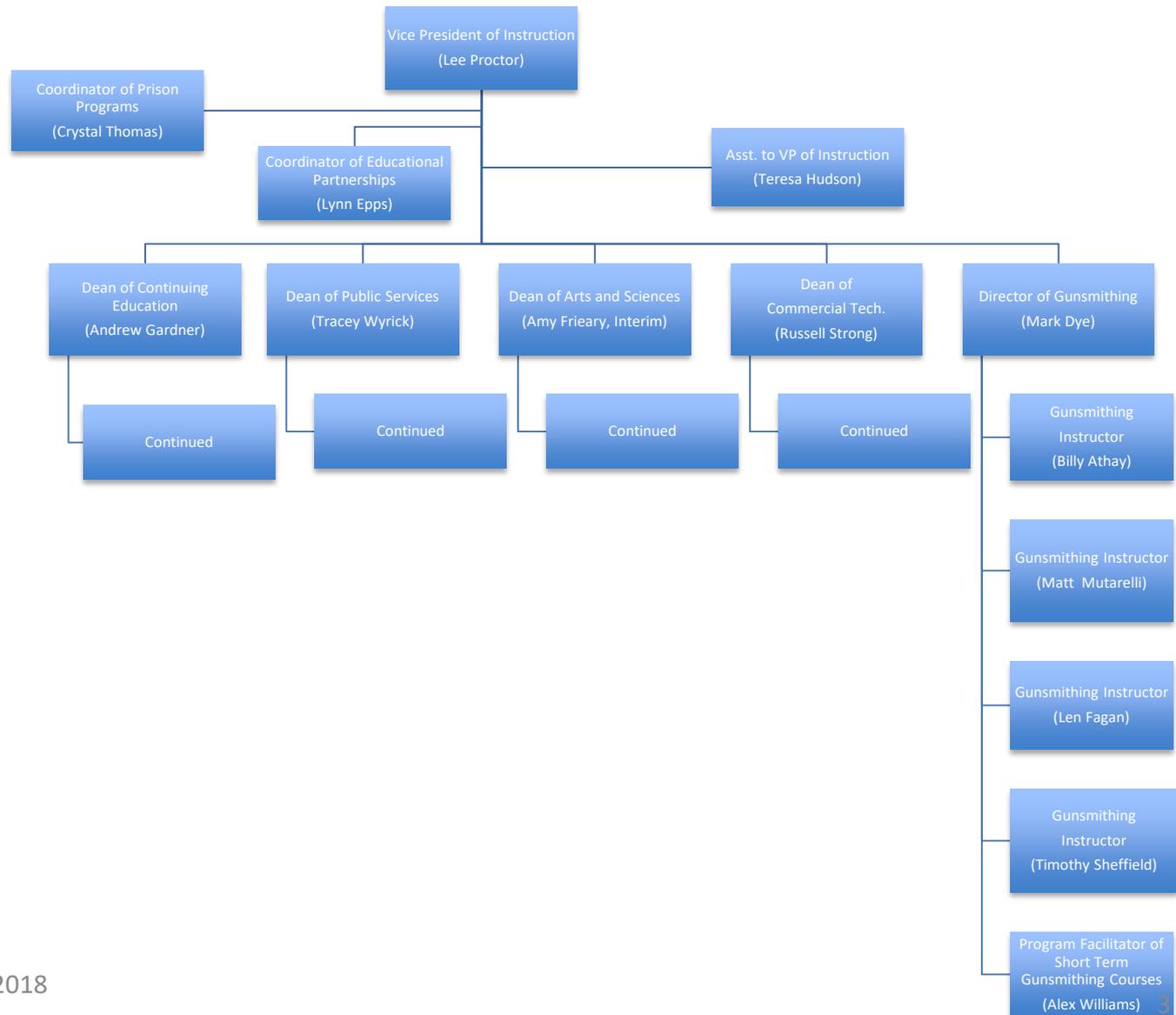
# Montgomery Community College Organizational Chart



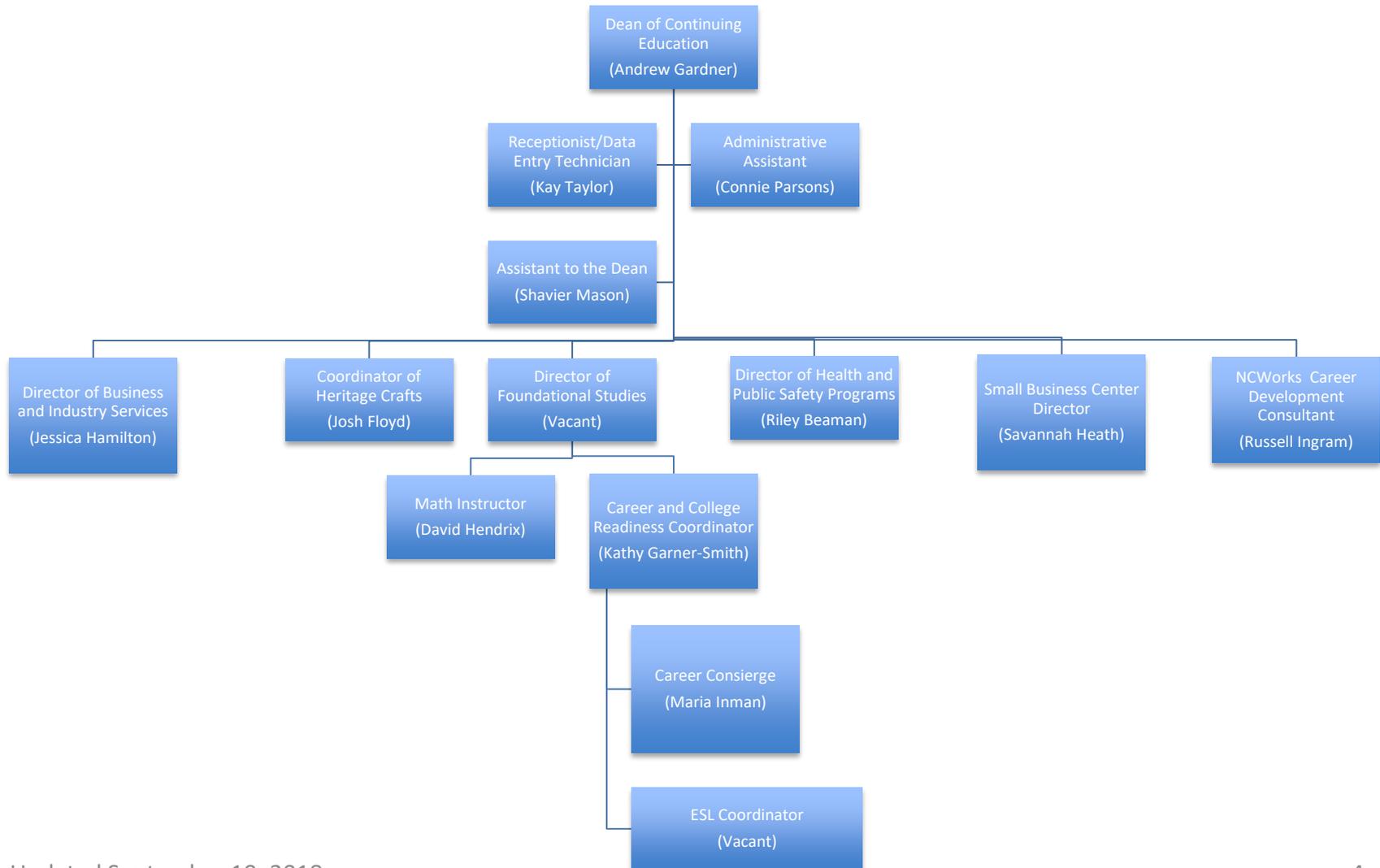
# Montgomery Community College Administration



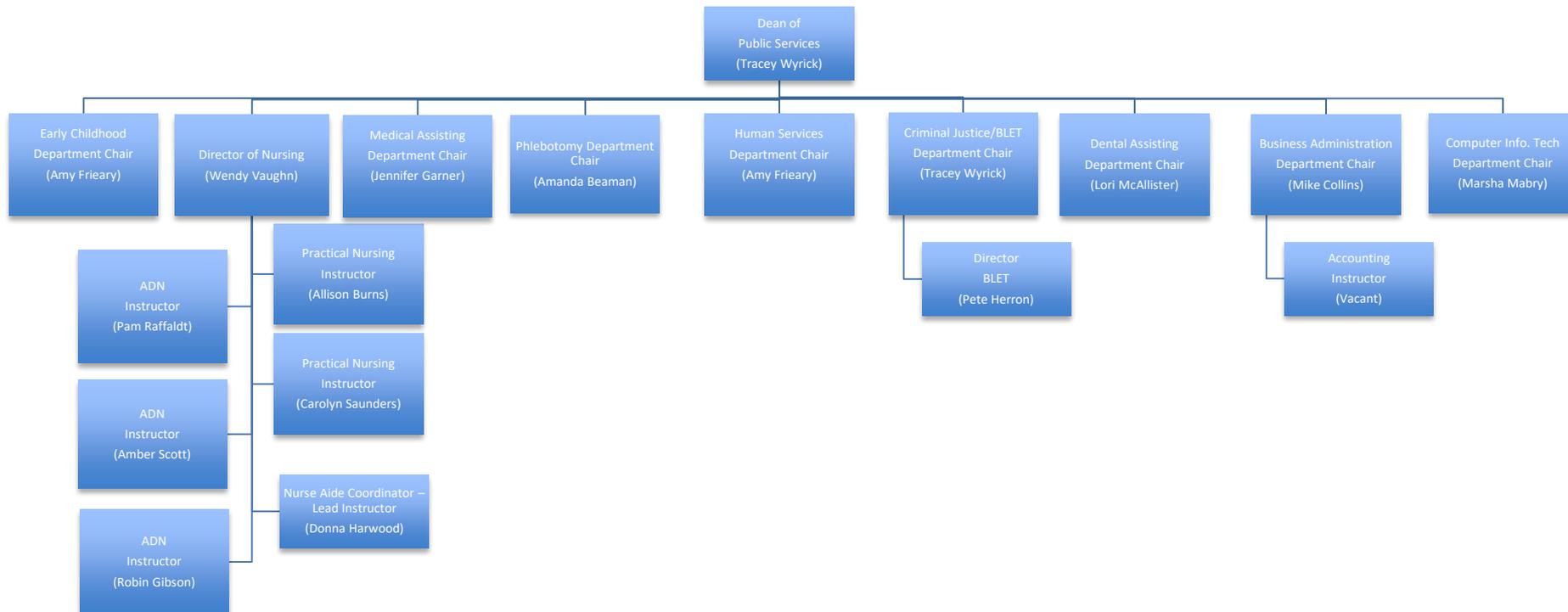
# Instruction



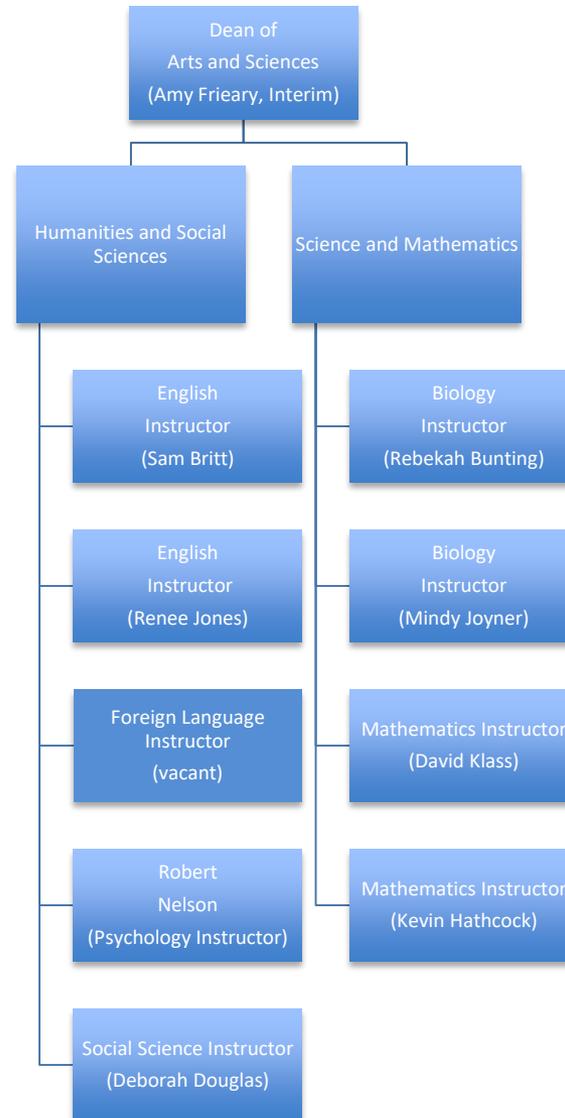
# Instruction (Continuing Education)



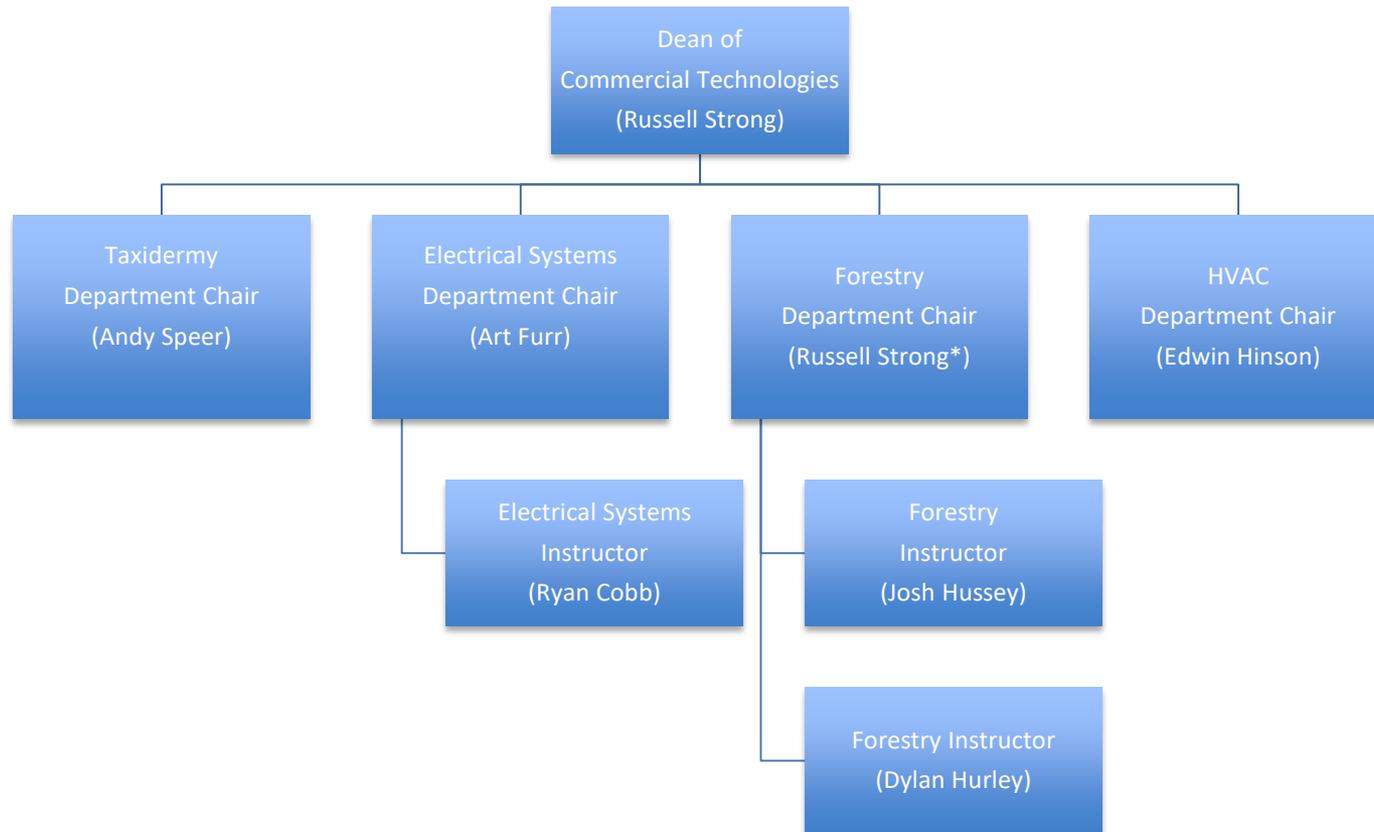
# Instruction (Public Services)



# Instruction (Arts and Sciences)

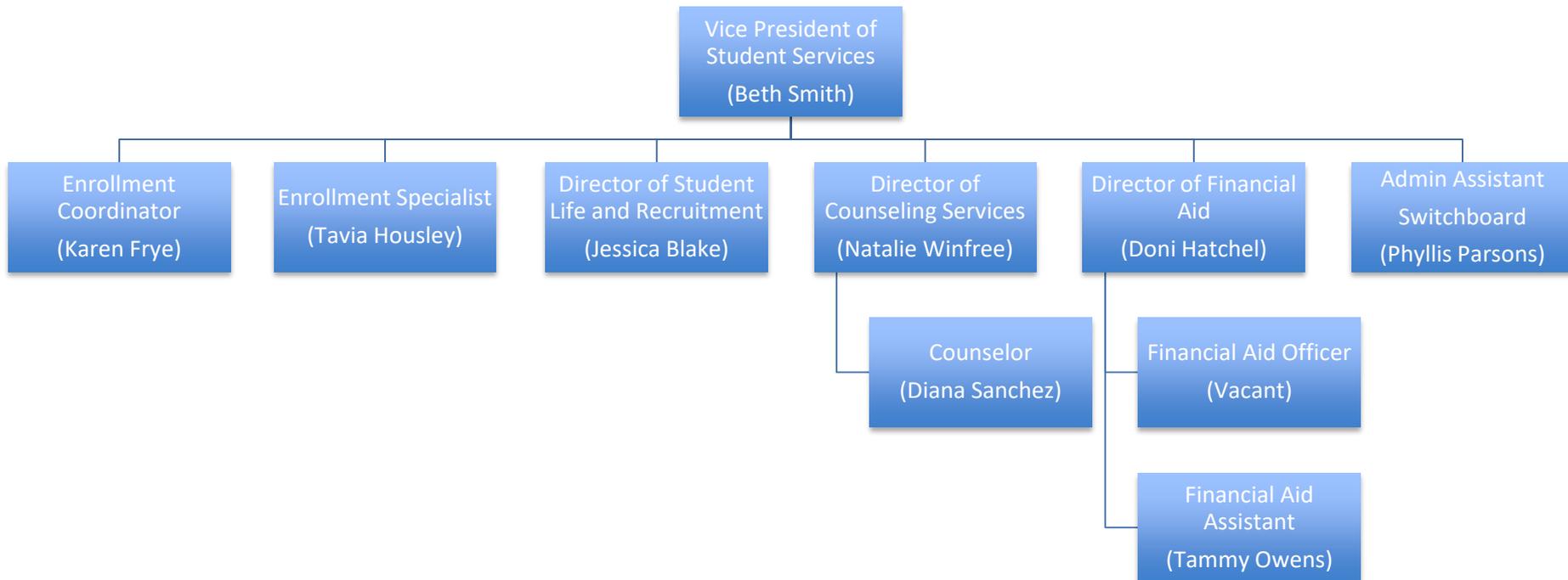


# Instruction (Commercial Tech.)

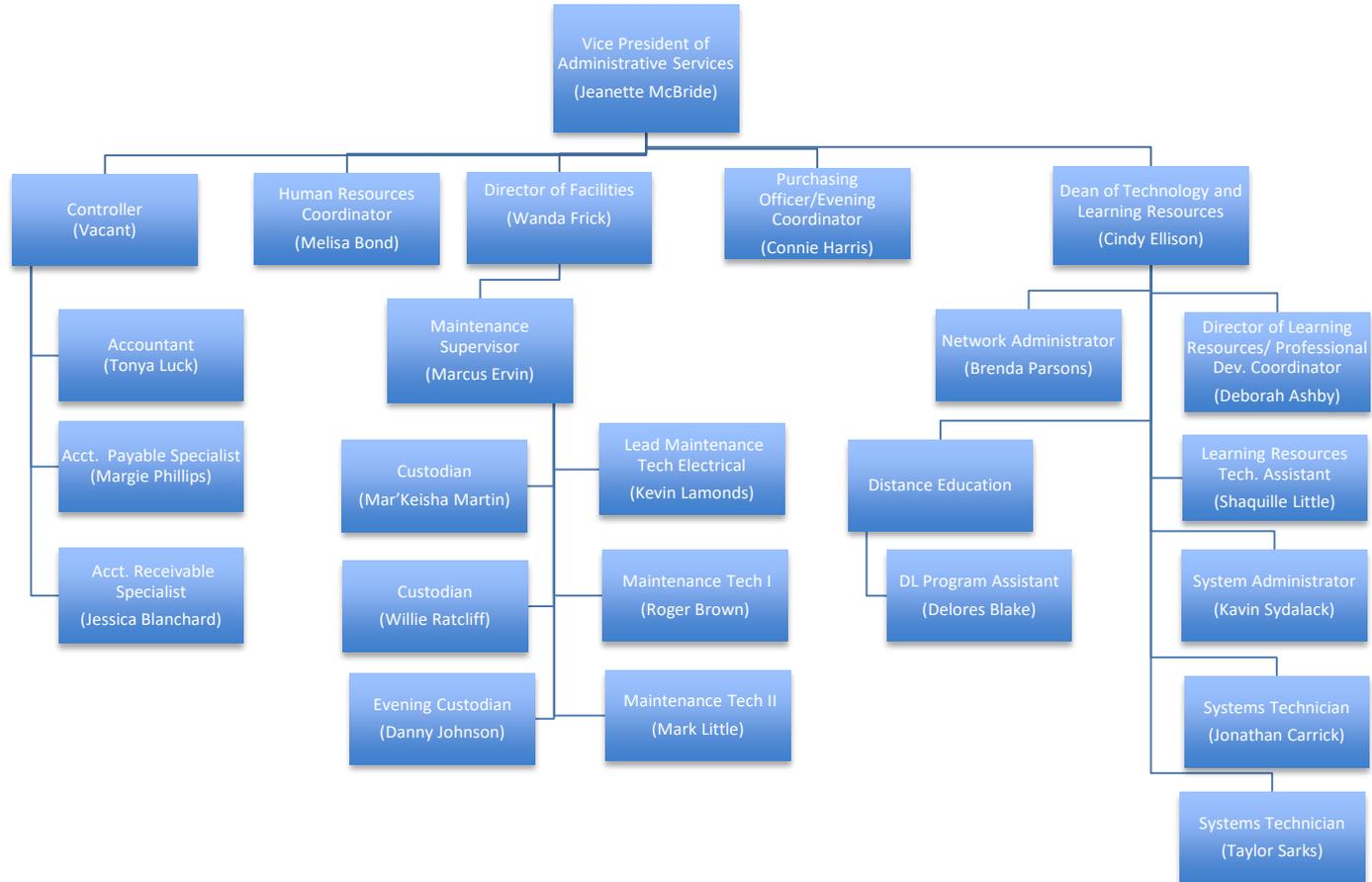


\*Russell Strong acts as both Dean of Commercial Technologies and Forestry Department Chair

# Vice President of Student Services



# Vice President of Administrative Services



**Montgomery Community College  
SGA Report  
September 12, 2018 Board of Trustees Meeting**

SGA Updates and Highlights

- The SGA sponsored a Welcome Back Snack Attack August 29.
- The first SGA meetings of the new academic year will be held September 25. Topics for discussion at the first meeting will include:
  - Election of officers
  - Spooktacular
  - Ideas for activities and events for students
- Our fourth Student Ambassador, Erika Prince, will be introduced.

**President's Report  
September 12, 2018**

**Activities since the August Board Meeting**

8/9/18	Montgomery County School's Back to School Bash
8/16/18	State Board Meeting
8/16/18	Civitan Club Presentation
8/13/18	Staff and Faculty Quality Trails
8/17/18	State Budget Meeting
8/20/18	Visit from Ron Conley
8/21/18	Visit from Ken Goodman
8/29/18	Visit from Jim Matheny
8/31/18	EducationNC on Campus
9/4/18	Scholarship Awards Ceremony
9/5-7/18	NCACCT Seminar
9/10/18	President's Office Open House
9/11/18	Meeting with Dr. Ellis to discuss MOU
9/12/18	Board of Trustees Meeting

**Upcoming Activities**

9/17-18/18	NC GPS Plan Meeting
9/20/18	State Board Meeting
9/21/18	Fall Raffle
9/26/18	Veteran's Golf Tournament



## **Board of Trustees Calendar of Events**

### **2018-2019**

<b>September 12, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 21, 2018</b>	<b>6:00 p.m.</b>	<b>Fall Fundraiser/Raffle</b>
<b>October 10, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>October 26, 2018</b>	<b>11:00 a.m.</b>	<b>Shooting Clays Tournament</b>
<b>November 14, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December 7, 2018</b>	<b>6:00 p.m.</b>	<b>Board Christmas Dinner</b>
<b>December, 2018</b>		<b>No Board Meeting</b>
<b>January 9, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 13, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 13, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 13, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 3-5, 2019</b>		<b>NCACCT Seminar - Raleigh, NC</b>
<b>April 10, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>May 8, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 8, 2018</b>	<b>5:00 p.m.</b>	<b>Committee/Board Meeting</b>
<b>May 8, 2019</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 12, 2019</b>	<b>5:00 p.m.</b>	<b>Committee/Board Meeting</b>
<b>July, 2019</b>		<b>No Board Meeting</b>
<b>August 14, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 14, 2019</b>	<b>5:00 p.m.</b>	<b>Committee/Board Meeting</b>