



MONTGOMERY COMMUNITY COLLEGE

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

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 9, 2019 at 7:00 p.m. in the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order Claudia Bulthuis, Chairman

Welcome.....Claudia Bulthuis

Approval of the Agenda – (Action)Claudia Bulthuis

Board of Ethics Reminder.....Claudia Bulthuis

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

SECU Scholarship Awards George Vann, State Employees Credit Union

Board PresentationLynn Epps, Career and College Promise

Approval of November Board & Committee Minutes – Appendix A (Action)Claudia Bulthuis

Standing Committees

Budget & Finance Committee

- November and December Financial Reports – Appendix B-1 (**Action**)Jeanette McBride
- October and November Foundation Fund Statements – Appendix B-2 Korrie Ervin
- In Kind Donation Transfer – Appendix B-3 (**Action**)..... Korrie Ervin
- Grants Update – Appendix B-4 Korrie Ervin
- Foundation Update..... Korrie Ervin

Building & Grounds Committee

- Facilities Report – Appendix C-1Jeanette McBride
- Final Project Closeout – Project 2412, Capel Hall Office Additions – Appendix C-2 (**Action**)Jeanette McBride
- Construction Update – Appendix C-3 Dr. Chad Bledsoe

Personnel Committee

- Personnel Appointments
 - Director of Foundational Studies – Appendix D-1Gelynda Capel
 - Dean of Arts and Sciences – Appendix D-2Gelynda Capel
 - Apprenticeship Coordinator – Appendix D-3Gelynda Capel
 - Dean of Health and Human Services – Appendix D-4Gelynda Capel
- Revised Organizational Chart – Appendix D-5..... Lee Proctor

Curriculum/Student Services Committee

- Update from Vice President of Instruction – Appendix E-1 Lee Proctor
 - Continuing Education – Appendix E-2..... Lee Proctor
- Update from Vice President of Student Services – Appendix E-3.....Beth Smith

Legislative/Public Relations Committee

- Legislative Update..... Dr. Chad Bledsoe
 - Amendment of 1D SBCCC 400.8 – Courses for Curriculum Programs – Appendix F-1
 - Budget Priorities – Appendix F-2
- Public Relations/Marketing Update – Appendix F-3 Michele Haywood

Institutional Status Committee

- Board Policy Manual..... Dr. Chad Bledsoe
 - Section 6 – Appendix G-1 – Second Reading (**Action**)
- Board Check List – Appendix G-2 – Second Reading (**Action**)

SGA Report – Appendix H Jennifer Haywood, SGA President

President’s Report – Dr. Chad Bledsoe

- Activities Since Previous Board Meeting –Appendix I
- CTE MOU – Appendix I-1 (**Action**)

Chairman’s Report –.....Claudia Bulthuis

- Calendar of Events – Appendix J
- **Presidential Evaluation Schedule**
 - Direct Reports turn in forms by January 31.
 - BOT reviews Direct Report Forms at February BOT Meeting.
 - BOT receives evaluation form at February BOT Meeting.
 - BOT returns completed forms by March BOT Meeting.
 - Results are compiled and reviewed by BOT at the Retreat in March.
 - Results are discussed with Dr. Bledsoe at April BOT Meeting.

Adjourn – ActionClaudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, November 14, 2018

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:05 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Johnny McKinnon
Paula Covington	Bill Price
Susan Eggleston	Jennifer Haywood, SGA President
George Gilbreath	

Absent

Robert Harris
Andrea Marshall

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

Welcome

Mrs. Bulthuis welcomed all in attendance including, Jennifer Gonzales, Controller and Wendy Vaughn, Director of Nursing.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the November 14, 2018 meeting. The motion carried.

Board of Ethics

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

Approval of October Committee and Board Meeting Minutes– Appendix A

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

Board Presentation – Wendy Vaughn, Director of Nursing

The Board received a presentation from Wendy Vaughn, Director of Nursing on the Nursing program.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the October 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 an update on the September Foundation Funds Statement presented by Mrs. Ervin.
- The committee reviewed the In-Kind Donation Transfer presented by Mrs. Ervin. The committee approved, and Mrs. Eggleston made a motion to approve, the In-Kind Donation Transfer. Coming from committee, this required no second. The motion carried.
- The Committee received a Grants Update and a Foundation Update provided by Mrs. Ervin.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed Appendix G, the Facilities Report.
- The committee reviewed Appendix G-1, the Incident Report.
- The committee received Appendix H, an update on the Construction and Building Projects Timeline.
- The committee received Appendix I, notification of the Blair Hall Renovations Contract.

Personnel Committee – Gelynda Capel, Chairman

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

- Mrs. Capel introduced employee Jennifer Gonzales, Controller.

Curriculum/Student Services Committee – Bill Price, Chairman

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

- The committee received an update regarding Instruction from Mr. Proctor.
- The committee received an update regarding Continuing Education from Mr. Proctor.
- The committee received updates regarding Student Services from Mrs. Smith.

Legislative/Public Relations Committee – Paula Covington, Vice Chairman

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

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

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

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

- The committee received Section 6 of the Board Policy Manual as a first reading.
- The committee received an update on the Veterans Affairs Program Approval from Mrs. Smith.
- The committee reviewed a checklist on annual progress of the Board of Trustees.
- The committee received the 2018-2019 Institutional Effectiveness Plan from Mrs. Holton.

SGA Update – Appendix Z

Mrs. Haywood presented the SGA report.

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

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

- Dr. Bledsoe attended a NC Rural Roundtable Discussion held on October 24.
- Dr. Bledsoe gave System President Peter Hans a campus-wide tour on October 30.
- Dr. Bledsoe attended a Veterans Day Ceremony held on November 8.
- Dr. Bledsoe attended the Shooting Clays Tournament held on November 9.

Dr. Bledsoe presented a memo to the Board of Trustees notifying them of closure of the college on December 26 and 27. Faculty and Staff will be required to use annual leave on those dates.

Chairman's Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix BB

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

- The Board Christmas Dinner will be held on December 7, 2018 at the Uwharrie Mercantile.
- The annual Board Retreat will be held on March 23, 2019 from 8:00 a.m. until 12:30 p.m.
- The Scholarship Awards Ceremony will be held on August 27, 2019 at 5:30 p.m.
- Graduation will be held on May 8, 2019 at 7:00 p.m.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:28 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:30 p.m. in the College Boardroom

Present

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

Absent**Others Present**

Gelynda Capel
Paula Covington
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

October Financial Reports – Appendix C

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

- As of October 31, 2018, County fund expenditures were \$247,797 or, 32% of the budget.
- As of October 31, 2018, there were \$249,448 in funds for capital expenditures.
- As of October 31, 2018, State fund expenditures were \$2,297,181 or 29% of the budget. Additional funds from last fiscal year that will be carrying over totaled \$175,354.
- As of October 31, 2018, the Institutional funds balance was \$735,825. All negative balances were footnoted and due to timing.
- As of October 31, 2018, the balance in the STIF account was \$192,086.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the October Financial funds report. The motion carried.

September Foundation Fund Statement – Appendix D – Korrie Ervin

Mrs. Ervin presented Appendix D, the September Foundation Fund Statement. As of September 30, 2018, the balance of Foundation Funds totaled \$3,963,357.

In-Kind Transfers – Appendix E – Action

Mrs. Ervin presented Appendix E, the In-Kind Transfers report. The Taxidermy program and the Gunsmithing program received a donation of various supplies totaling \$5,295.65.

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

Grants Update – Appendix E-1

Mrs. Ervin presented Appendix E-1, the Grants Update. The American Welding Society grant was approved for \$23,556.50 to purchase welding supplies for the CTE Building.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. She reported that the Foundation Board met earlier today and the Board has approved the 2018 Humanitarian of the Year award as First Health Montgomery Foundation and First Health of the Carolinas. The Board has approved the 2018 Fundraiser of the Year as Mary Aileen Smitherman Willis and Family. There were several nominations for both awards and those nominations will be carried over for reconsideration in the 2019 year.

There was no baby named for the 2018 Baby Scholarship.

The First Annual Shooting tournament was held on November 9, 2018 and was successful. There was a total of six teams, twenty sponsors and a total of \$5,000 net profit. The Board has approved the funds to be split with the Gunsmithing Club to offset expenses for them to attend the SHOT Show and other various expenses.

The Annual Fund Drive for 2018 had a goal of \$125,000. During the first three quarters of the year a total of \$247,855 have been raised. The Foundation Board approved the 2019 goal to be set at \$125,000.

There being no further business, the meeting adjourned at 5:39 p.m.

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:39 p.m. in the College Boardroom.

Present

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

Absent

Robert Harris

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
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, Director 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 except for Mr. Harris.

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

Facilities Report – Appendix G – Jeanette McBride

Mrs. McBride presented Appendix G, the facilities report. During the recent hurricanes, the front wall of Building 500 experienced some water issues and the foundation seal is failing. Maintenance was able to repair most of it, but an outside contractor will be needed to perform the stucco repairs.

She also reported that administration has received three quotes for the Blair Hall floor renovation project. The low bid came in at \$192,590 from Elevated Environmental Corporation out of Reidsville, NC. The Cannon Foundation grant will cover \$150,000 of the expenses and \$43,000 will be used from the Quarter Cent Sales Tax to cover the remaining balance.

Incident Report – Appendix G-1 – Jeanette McBride

Mrs. McBride presented Appendix G-1, the Incident Report. An incident involved a verbal argument between two students. The Student Resource Officer was on campus and was able to resolve the issue.

Dr. Bledsoe notified the Board of an incident where a student had to be disciplined on campus on November 14, 2018.

Construction Update – Appendix H – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix H, the Construction Update. Construction on the HVAC unit in Blair Hall will begin shortly after Thanksgiving. The construction on the HVAC unit in Capel Hall is near completion.

Dr. Bledsoe presented a portfolio to the Board containing images of the construction of the CTE Building and the Central High School, a list of programs that have been approved or applied for, and descriptions of those programs.

Blair Hall Renovations Contract – Appendix I – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix I, the Blair Hall Renovations Contract. He noted some updates that Mrs. McBride reported on in the Facilities Update. The removal of flooring will begin over Thanksgiving break with intentions of polishing the concrete underneath. This project should be complete by January, 2019.

There being no further business, the meeting adjourned at 5:54 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:54 p.m. in the College Boardroom.

Present

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

Absent

Others Present

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

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

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

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

Personnel Appointments – Appendix K and Appendix L

Mrs. Capel introduced Jennifer Gonzales, Controller. She noted that Deanne Brown, Director of Foundational Studies, will be introduced at the next Board meeting.

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:55 p.m. in the College Boardroom.

Present

Bill Price, Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Andrea Marshall, Vice Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

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

Update from Vice President of Instruction – Appendix M

Mr. Proctor gave an update on Instructional Activities as presented in Appendix M. He also gave a visual presentation of the construction of the CTE Building and the Central High School.

Update from Dean of Continuing Education – Appendix N

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

Update from Vice President of Student Services – Appendix Q

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

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

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 6:12 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

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

Legislative Update – Appendix R – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix R, which is a waiver of SBCC Code provisions to assist with recovery from Hurricane Florence. Appendix S is an amendment of 1G SBCCC 400.9 - Curriculum Standards. This amendment will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. Appendix T is a temporary amendment to provide additional mechanisms to make up lost instruction time due to weather.

Public Relations/Marketing Update – Michele Haywood – Appendix U

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

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

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 6:20 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Claudia Bulthuis

Absent

Robert Harris

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Chairman McKinnon, and all members were present except for Mr. Harris.

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

Section 6 of Board Policy Manual – Appendix W – First Reading

Section 6 of the Board Policy Manual, Financial Management, was presented to the Board as a first reading.

Veterans Affairs Program Approval – Appendix X – Beth Smith

Mrs. Smith reported on the approval from an auditor on the Veterans Affairs Program Catalog.

Board Check List – Appendix Y – Carol Holton

Mrs. Holton presented a Board Check list that correlates with the Board Self-Evaluation survey. Mrs. Bulthuis recommended a more detailed orientation for new Trustees.

2018-2019 Institutional Effectiveness Plan – Carol Holton

Mrs. Holton noted that the 2018-2019 Institutional Effectiveness Plan is posted online at the link provided. <https://www.montgomery.edu/pdf/mcc/ieplan18-19.pdf>

2018 Business Continuity Plan – Dr. Chad Bledsoe

Dr. Bledsoe presented the Business Continuity Plan. The document has been updated and a copy was available at the meeting.

There being no further business, the meeting adjourned at 6:43 p.m.

Budget and Finance Committee
Wednesday, January 9, 2019
5:30 p.m.

Committee Members

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

Agenda Items

- **Call to OrderSusan Eggleston, Chairman**
- **Approval of November Committee Minutes – Appendix BAll**
- **November and December Financial Reports – Appendix B-1 (Action)
..... Jeanette McBride**
- **October and November Foundation Fund Statements – Appendix B-2
..... Korrie Ervin**
- **In-Kind Donation Report – Appendix B-3 (Action) Korrie Ervin**
- **Grants Update – Appendix B-4 Korrie Ervin**
- **Foundation Update..... Korrie Ervin**
- **New Business**
- **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:30 p.m. in the College Boardroom

Present

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

Absent**Others Present**

Gelynda Capel
Paula Covington
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

October Financial Reports – Appendix C

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

- As of October 31, 2018, County fund expenditures were \$247,797 or, 32% of the budget.
- As of October 31, 2018, there were \$249,448 in funds for capital expenditures.
- As of October 31, 2018, State fund expenditures were \$2,297,181 or 29% of the budget. Additional funds from last fiscal year that will be carrying over totaled \$175,354.
- As of October 31, 2018, the Institutional funds balance was \$735,825. All negative balances were footnoted and due to timing.
- As of October 31, 2018, the balance in the STIF account was \$192,086.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the October Financial funds report. The motion carried.

September Foundation Fund Statement – Appendix D – Korrie Ervin

Mrs. Ervin presented Appendix D, the September Foundation Fund Statement. As of September 30, 2018, the balance of Foundation Funds totaled \$3,963,357.

In-Kind Transfers – Appendix E – Action

Mrs. Ervin presented Appendix E, the In-Kind Transfers report. The Taxidermy program and the Gunsmithing program received a donation of various supplies totaling \$5,295.65.

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

Grants Update – Appendix E-1

Mrs. Ervin presented Appendix E-1, the Grants Update. The American Welding Society grant was approved for \$23,556.50 to purchase welding supplies for the CTE Building.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. She reported that the Foundation Board met earlier today and the Board has approved the 2018 Humanitarian of the Year award as First Health Montgomery Foundation and First Health of the Carolinas. The Board has approved the 2018 Fundraiser of the Year as Mary Aileen Smitherman Willis and Family. There were several nominations for both awards and those nominations will be carried over for reconsideration in the 2019 year.

There was no baby named for the 2018 Baby Scholarship.

The First Annual Shooting tournament was held on November 9, 2018 and was successful. There was a total of six teams, twenty sponsors and a total of \$5,000 net profit. The Board has approved the funds to be split with the Gunsmithing Club to offset expenses for them to attend the SHOT Show and other various expenses.

The Annual Fund Drive for 2018 had a goal of \$125,000. During the first three quarters of the year a total of \$247,855 have been raised. The Foundation Board approved the 2019 goal to be set at \$125,000.

There being no further business, the meeting adjourned at 5:39 p.m.

Montgomery Community College
County Funds - Board Report for November 2018

County Funds - November 2018		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	2,500	3,500	42%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	66,830	93,562	42%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	35,074	45,935	43%
518100	Social Security	18,989	1,539	7,860	11,129	41%
518200	Retirement	45,910	3,843	19,621	26,289	43%
518300	Medical Insurance	49,221	3,957	19,783	29,438	40%
518700	Longevity Payments	2,130	0	2,130	0	100%
519090	Waste Removal/Recycling	11,249	890	4,317	6,932	38%
519110	Pest Control Svcs Agreement	1,000	0	0	1,000	0%
519120	Lawn and Ground Service	500	0	0	500	0%
521000	Custodial Supplies	19,000	1,464	6,431	12,569	34%
522000	Maintenance Supplies	26,500	3,184	7,631	18,869	29%
524000	Repair Supplies	15,500	628	3,385	12,115	22%
525000	Gas/Travel/Reimbursement	3,000	141	477	2,523	16%
531110	In-State Ground	200	0	0	200	0%
531140	In-State Lodging	200	0	0	200	0%
531150	In-State Meals	78	0	0	78	0%
531240	Out-of-State Lodging	622	0	0	622	0%
531500	Registration Fees	900	130	271	629	30%
532200	Telephone	13,369	1,042	6,492	6,877	49%
532330	ISP Charges	800	65	301	499	38%
533100	Heat	29,386	4,592	6,214	23,172	21%
533200	Water	11,831	855	4,744	7,087	40%
533300	Electricity	194,000	15,061	94,156	99,844	49%
533400	Garbage/Sewage Disposal	10,930	844	4,617	6,313	42%
535100	Equipment Repair	2,187	0	2,187	0	100%
535200	Repairs to Facilities	15,313	0	5,049	10,264	33%
535201	Repairs to Grounds-Supplies	4,000	0	200	3,800	5%
535400	Service Contracts	12,017	284	2,260	9,757	19%
539200	PR-President's Office	600	45	110	490	18%
539500	Other Current Expense	993	107	376	617	38%
543000	Lease/Rental Other Equipment	4,650	383	1,917	2,733	41%
545000	Property Insurance	18,150	0	0	18,150	0%
545200	Liability Insurance	3,567	250	250	3,317	7%
545201	Workers Comp	5,147	0	-246	5,393	-5%
545301	Life Insurance	2,200	177	878	1,322	40%
545302	EAP Program Expense	1,800	140	701	1,099	39%
546100	Membership & Dues	1,660	840	1,660	0	100%
555100	Minor Equipment Low Risk	1,000	0	964	36	96%
Total Current Expense		776,000	61,342	309,139	466,862	40%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's September 2018 Report	\$ 515,141
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	61,881
Add: FY19 Property Tax Allocation from County Report	19,426
Total Revenue	715,791
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 (\$10K), Sec Cameras (\$21K), Bldg 500 Roof (\$23K) Lawn Equip (\$2K), Floor Care Equip (\$3K)	(58,422)
Sub-total Life-to-date Revenues less Submitted Projects	87,016
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11/30/18	\$ 262,016

Montgomery Community College
State Funds - Board Report for November 2018

Appendix B-1

State Funds - November 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	59,183	82,856	42%
511200 FT Senior Administrator	247,968	20,664	103,320	144,648	42%
511300 FT Professional Staff	1,157,760	88,864	420,109	737,651	36%
511310 PT Professional Staff	18,000	900	7,590	10,410	42%
511340 30 Hour Professional Staff	140,194	-	-	140,194	0%
512000 FT Support	62,304	5,192	25,902	36,402	42%
512010 PT Support	38,894	2,913	14,343	24,551	37%
513000 FT Faculty	1,999,436	167,681	798,740	1,200,696	40%
513010 PT Faculty	719,566	70,017	247,119	472,447	34%
513030 PT Teaching Assistant	22,564	2,080	7,488	15,077	33%
515000 FT Technical/Paraprofessional	465,653	39,740	212,901	252,752	46%
515010 PT Technical/Paraprofessional	86,882	13,749	31,949	54,933	37%
516020 Student Salaries - Instruction	1,000	340	925	75	93%
518100 Social Security	372,109	31,000	140,350	231,759	38%
518200 Retirement	771,271	65,588	317,203	454,068	41%
518300 Medical Insurance	472,217	36,827	181,077	291,140	38%
518500 Unemployment Compensation	1,000	-	-	1,000	0%
1 518700 Longevity Payments	-	6,937	29,347	(29,347)	0%
519000 Legal Services	750	-	161	589	22%
519010 Financial/Audit Service	50,000	-	-	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	-	-	6,000	0%
519040 Administrative Services	3,000	-	156	2,844	5%
519130 Misc Service Contract	500	-	-	500	0%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	15,000	-	12,500	2,500	83%
519200 Other Contractual Services	22,500	-	17,500	5,000	78%
519400 Contracted Instruction	58,010	2,700	19,748	38,262	34%
519401 Online Tutoring Contract	18,992	-	6,000	12,992	32%
519700 Custom Training 3rd Party Contract	4,728	-	4,728	-	100%
523XXX Copies & Instr Supplies	146,563	6,341	45,842	100,721	31%
527000 Other Supplies	84,848	7,186	25,806	59,042	30%
527005 Tires, Oil Changes, Other Maint	1,600	933	933	667	58%
531110 In-State Ground Transportation	21,946	1,089	6,077	15,869	28%
531140 In-State Lodging	21,461	3,693	6,517	14,944	30%
531150 In-State Meals	7,085	546	1,711	5,374	24%
531210 Out-of-State Ground Transportation	2,090	186	481	1,609	23%
531220 Out-of-State Air Transportation	5,150	1,001	2,145	3,005	42%
531240 Out-of-State Lodging	11,024	606	905	10,119	8%
531250 Out-of-State Meals	3,044	106	275	2,769	9%
531410 Board/Non-emp Transportation	200	-	55	145	28%
531420 Board Expense - Subsistence	2,500	-	2,362	138	94%
531500 Registration Fees	34,335	815	16,604	17,731	48%
532100 Postage	5,940	-	445	5,495	7%
532337 Managed Server Support	9,693	-	-	9,693	0%
532700 Software Subscriptions	10,705	-	5,839	4,866	55%
535100 Equipment Repair	15,640	261	5,867	9,773	38%

Montgomery Community College
State Funds - Board Report for November 2018

State Funds - November 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535120 Repairs-Voice Communication	2,000	-	-	2,000	0%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipment	4,450	-	1,862	2,588	42%
535450 Maint Agreement-NonWAN	46,266	-	23,396	22,870	51%
535495 Maint. Agree.-Server	3,285	-	-	3,285	0%
537000 Advertising	54,140	2,574	10,461	43,679	19%
535491 Maint. Agree LAN Equipment	8,000	-	-	8,000	0%
537100 Advertise Vacant Positions	12,000	377	2,541	9,459	21%
539400 Magazine/Newspaper Subs	5,249	1,352	3,167	2,082	60%
539500 Other Current Expense	1,825	-	-	1,825	0%
539520 Electronic Processing	12,000	-	4,192	7,808	35%
539591 Hazardous Waste Removal	815	27	542	273	67%
539700 Childcare - 530 Purpose	22,900	3,720	5,985	16,915	26%
539720 Project Skill-Up-Student Assistance	10,968	-	4,617	6,351	42%
542403 Rental/Lease Servers	3,840	320	1,600	2,240	42%
544000 NonWAN Data Process Software	6,440	2,000	2,040	4,400	32%
544010 Software License Renewal	30,512	1,107	4,062	26,450	13%
545100 Motor Vehicle Insurance	2,100	-	-	2,100	0%
545200 Liability Insurance	3,800	-	685	3,115	18%
546100 Membership & Dues	22,415	-	1,923	20,492	9%
546200 Accreditation Expense	9,195	-	2,225	6,970	24%
555100 Minor Equipment Low	10,217	-	3,096	7,121	30%
555200 Minor Equip High	45,520	-	30,558	14,962	67%
Total Current Expense	7,630,423	601,268	2,913,155	4,717,268	38%
551000 Office Equipment	18,269	-	-	18,269	0%
553000 Educational Equipment	377,325	-	-	377,325	0%
553700 Edu.Equip.Perkins Grant	20,697	-	-	20,697	0%
2 555100 Minor Equipment Low Risk	15,332	-	(15,045)	30,377	-98%
555200 Minor Equipment H Risk	1,803	1,803	1,803	0	100%
556100 Books	16,040	111	451	15,589	3%
Total Capital Expense	449,466	1,914	(12,792)	462,258	-3%
Total Expenses	8,079,889	603,182	2,900,363	5,179,526	36%

1 Longevity to be funded in December.

2 Surplus sale of Caterpillar skidder and dental chairs.

Montgomery Community College
Institutional Funds - Board Report for November 2018

Institutional Funds - November 2018		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
01-121	Pell Overpayments	436	-	436	-	-
01-128	Veterans Reporting Fee	-	-	-	-	26
01-132	Overhead Receipts 75%	110	147	291	1,113	12,418
01-133	Current General & Misc	144	119	733	708	10,190
01-134	Admin Support	28	281	405	(140)	-
01-135	Overhead Receipts 25%	37	-	97	-	8,486
01-139	Excess Fee Receipts	-	-	850	850	-
01-142	Textbook Rental	13,455	-	19,082	16,880	3,439
01-222	Forestry Program	-	-	-	127	8,606
01-291	Specific Fees: HVAC	25	-	150	-	325
01-291	Specific Fees: Medical Assist	140	-	275	-	2,852
01-291	Specific Fees: Electronics	38	-	138	-	3,075
01-291	Specific Fees: Gunsmith	340	-	5,630	-	41,471
01-291	Specific Fees: Phlebotomy	-	-	100	-	500
01-291	Specific Fees: Taxidermy	250	-	838	-	12,052
01-291	Specific Fees - LPN	100	-	1,650	-	10,069
01-291	Specific Fees: Dental	50	-	1,410	1,065	5,493
01-291	Specific Fees: NET/TEAS	-	-	48	47	5,214
01-294	Live Projects: Taxidermy	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	-	-	717
01-315	Self Supporting	972	2,850	7,441	13,755	59,502
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	252	210	567	273	2,173
01-363	Small Business Center	-	75	610	189	7,812
01-391	Specific Fees: Occ. Ext	1,909	6,326	5,628	10,801	66,204
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	70	(4,614)	417	225	68,560
01-622	Sales Tax Utilization	-	2,000	70,594	59,902	8,692
01-715	Vending	468	468	4,284	4,284	-
01-716	Bookstore Vending	17,986	17,986	26,498	26,498	-
02-131	College Work Study	3,070	3,070	6,461	6,461	-
02-228	Self Supp. Curriculum	-	215	-	850	20,070
02-229	Distance Learning	17	-	77	-	-
02-292	Tech Fee-Curr	898	505	9,278	1,757	96,610
02-340	Mont. Fund: ESL	-	346	3,000	840	2,160
02-383	Fire Training Center Grant	6,181	-	5,085	5,619	12,312
02-392	Tech Fee: Con Ed	-	-	-	-	1,958
1	02-425 NCWorks Grant Adult Services	-	11,895	20,694	51,688	(39,883)
1	02-427 NCWorks Grant Dislocated Worker	-	2,009	6,665	11,463	(7,451)
	02-823 FSEOG	-	-	-	-	-
2	02-824 Pell Grant	24,228	24,228	468,829	468,829	(1,419)
	02-831 Educ. Lottery Schol.	1,126	538	17,724	17,724	-
	02-833 Golden LEAF	-	-	5,873	4,313	1,561
	02-835 NC Comm Coll Grant	2,461	1,793	35,995	33,683	2,398
	02-836 High Demand/Low Enrollment	-	-	-	-	-
3	02-837 MCC Foundation Scholarship	81,750	889	81,750	82,638	(889)
	02-839 Less Than Half-time	-	-	2,430	570	1,860
	02-842 SGA President Scholarship	-	-	750	750	-

Montgomery Community College
Institutional Funds - Board Report for November 2018

Appendix B-1

Institutional Funds - November 2018	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-845 SECU Scholarships	-	-	3,750	3,750	-
05-715 Vending	1,129	905	3,763	4,720	11,919
05-716 Bookstore Vending	-	18,907	6,267	30,041	56,013
05-720 Bookstore	98	-	445	-	-
05-721 General Store	1,567	2,519	12,447	12,447	-
05-740 Parking Fee	220	-	2,050	-	41,104
05-770 Stud Govt Assoc	1,279	59	14,229	4,814	30,682
05-771 Graduation Fund	80	-	260	-	1,555
05-774 Stud. Ambassador	144	-	1,591	1,500	26,107
07-925 Bond-Bldg 200 HVAC Replacement	-	-	649,181	419,144	-
07-925 Bond-Bldg 200 Interior	-	-	-	-	-
07-925 Bond-Bldg 100 Int/HVAC/Roof	4,228	4,228	59,334	33,913	-
4 07-925 Bond-Capel Hall Office Reno	-	-	43,100	44,026	(926)
07-926 Golden Leaf FY2015-085	-	523	-	4,180	58,666
09-772 Club Accounts	-	-	-	-	101,889
5 09-773 Agency Fund	-	-	-	-	(15,305)
09-775 Funds for Others	-	-	-	-	3,992
09-776 Restricted Schol Held	-	-	-	-	500
09-777 Loan Funds Held & Dist	-	-	-	-	516
Total Institutional Funds: First Bank	165,285	98,476	1,609,200.20	1,382,297	749,373

STIF Account as of 11/30/18	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	70	317	43,222	43,540
02-229 Distance Learning	17	77	10,448	10,525
02-292 Technology Fees	124	563	76,742	77,305
05-720 Bookstore	98	445	60,580	61,024
Total Institutional Funds: State Treasury	309	1,402	190,992	192,394

- 1 Due from NC Works(WIOA Grant)**
- 2 PELL Adjustment**
- 3 Due from MCCF**
- 4 Due from State**
- 5 Financial Aid Bookstore Charges**

Montgomery Community College
County Funds - Board Report for December 2018

County Funds - December 2018		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	3,000	3,000	50%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	80,196	80,196	50%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	42,087	38,922	52%
518100	Social Security	18,989	1,521	9,380	9,609	49%
518200	Retirement	45,910	3,843	23,464	22,446	51%
518300	Medical Insurance	49,221	4,090	23,872	25,349	49%
518700	Longevity Payments	2,130	-	2,130	0	100%
519090	Waste Removal/Recycling	11,249	890	5,207	6,042	46%
519110	Pest Control Svcs Agreement	1,000	250	250	750	25%
519120	Lawn and Ground Service	500	-	-	500	0%
521000	Custodial Supplies	19,000	-	6,431	12,569	34%
522000	Maintenance Supplies	26,500	430	8,061	18,439	30%
524000	Repair Supplies	15,500	593	3,978	11,522	26%
525000	Gas/Travel/Reimbursement	3,000	113	590	2,410	20%
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	Registration Fees	900	-	271	629	30%
532200	Telephone	13,369	1,475	7,967	5,402	60%
532330	ISP Charges	800	65	366	434	46%
533100	Heat	29,386	22,179	28,393	993	97%
533200	Water	11,831	38	4,782	7,049	40%
533300	Electricity	194,000	12,889	107,045	86,955	55%
533400	Garbage/Sewage Disposal	10,930	685	5,302	5,628	49%
535100	Equipment Repair	2,187	-	2,187	(0)	100%
535200	Repairs to Facilities	15,313	1,041	6,090	9,223	40%
535201	Repairs to Grounds-Supplies	4,000	-	200	3,800	5%
535400	Service Contracts	12,017	284	2,544	9,473	21%
539200	PR-President's Office	600	-	110	490	18%
539500	Other Current Expense	993	72	448	545	45%
543000	Lease/Rental Other Equipment	4,650	383	2,300	2,350	49%
545000	Property Insurance	18,150	-	-	18,150	0%
545200	Liability Insurance	3,567	-	250	3,317	7%
545201	Workers Comp	5,147	-	(246)	5,393	0%
545301	Life Insurance	2,200	177	1,056	1,144	48%
545302	EAP Program Expense	1,800	140	842	959	47%
546100	Membership & Dues	1,660	-	1,660	-	100%
555100	Minor Equipment High Risk	1,000	-	964	36	96%
Total Current Expense		776,000	72,038	381,177	394,823	49%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's October 2018 Report	\$ 523,520
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	60,675
Add: FY18 Property Tax Allocation from County Report	61,881
Add: FY19 Property Tax Allocation from County Report	19,426
Total Revenue	724,170
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 (\$12K), Sec Cameras (\$21K), Bldg 500 Roof (\$23K) Lawn Equip (\$2K), Floor Care Equip (\$3K), BAS Controls (\$7.2K)	(69,072)
Sub-total Life-to-date Revenues less Submitted Projects	84,745
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12/31/18	\$ 259,745

Montgomery Community College
State Funds - Board Report for December 2018

State Funds - December 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	71,019	71,020	50%
511200 FT Senior Administrator	247,968	20,664	123,984	123,984	50%
511300 FT Professional Staff	1,081,143	88,406	508,515	572,628	47%
511310 PT Professional Staff	18,000	1,200	8,790	9,210	49%
511340 30 Hour Professional Staff	182,611	0	0	182,611	0%
512000 FT Support	62,304	5,192	31,094	31,210	50%
512010 PT Support	22,388	1,067	15,410	6,978	69%
513000 FT Faculty	1,999,580	167,681	966,420	1,033,160	48%
513010 PT Faculty	713,656	61,988	309,106	404,550	43%
513030 PT Teaching Assistant	22,354	1,700	9,188	13,167	41%
515000 FT Technical/Paraprofessional	521,696	41,653	254,554	267,142	49%
515010 PT Technical/Paraprofessional	86,882	4,415	36,364	50,518	42%
516020 Student Salaries - Instruction	1,210	285	1,210	0	100%
518100 Social Security	380,096	29,076	169,427	210,669	45%
518200 Retirement	770,851	65,855	383,059	387,793	50%
518300 Medical Insurance	470,385	38,799	219,875	250,510	47%
518500 Unemployment Compensation	3,905	3,905	3,905	0	100%
1 518700 Longevity Payments	0	6,429	35,775	-35,775	0%
519000 Legal Services	750	0	161	589	22%
519010 Financial/Audit Service	50,000	0	0	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	0	0	6,000	0%
519040 Administrative Services	2,627	0	156	2,471	6%
519130 Misc Service Contract	500	0	0	500	0%
519140 WAN Support Services	30,000	0	30,000	0	100%
519142 LAN Support Services	15,000	0	12,500	2,500	83%
519200 Other Contractual Services	22,500	0	17,500	5,000	78%
519400 Contracted Instruction	58,010	2,895	22,643	35,367	39%
519401 Online Tutoring Contract	18,992	0	6,000	12,992	32%
519700 Custom Training 3rd Party Contract	4,728	0	4,728	0	100%
523XXX Copies & Instr Supplies	139,938	13,721	59,563	80,375	43%
527000 Other Supplies	85,368	2,057	27,863	57,505	33%
527005 Tires, Oil Changes, Other Maint	1,600	0	933	667	58%
531110 In-State Ground Transportation	21,946	1,011	7,088	14,858	32%
531140 In-State Lodging	21,461	823	7,340	14,121	34%
531150 In-State Meals	7,113	141	1,852	5,261	26%
531210 Out-of-State Ground Transportation	2,145	140	621	1,524	29%
531220 Out-of-State Air Transportation	5,200	323	2,468	2,732	47%
531240 Out-of-State Lodging	11,624	1,771	2,676	8,948	23%
531250 Out-of-State Meals	3,199	376	651	2,548	20%
531410 Board/Non-emp Transportation	200	0	55	145	28%
531420 Board Expense - Subsistence	2,500	0	2,362	138	94%
531500 Registration Fees	34,335	475	17,079	17,256	50%
532100 Postage	5,940	648	1,093	4,847	18%
532337 Managed Server Support	9,693	1,668	1,668	8,025	17%
532700 Software Subscriptions	10,705	0	5,839	4,866	55%
535100 Equipment Repair	15,640	65	5,931	9,709	38%

Montgomery Community College
State Funds - Board Report for December 2018

State Funds - December 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535120 Repairs-Voice Communication	2,000	0	0	2,000	0%
535400 Service Contracts	325	0	0	325	0%
535430 Maint Agreement-Equipment	4,450	0	1,862	2,588	42%
535450 Maint Agreement-NonWAN	46,266	0	23,396	22,870	51%
535495 Maint. Agree.-Server	3,285	0	0	3,285	0%
537000 Advertising	53,280	3,579	14,040	39,240	26%
535491 Maint.Agree LAN Equipment	8,000	0	0	8,000	0%
537100 Advertise Vacant Positions	10,029	362	2,903	7,126	29%
539400 Magazine/Newspaper Subs	5,249	0	3,167	2,082	60%
539500 Other Current Expense	1,825	0	0	1,825	0%
539520 Electronic Processing	12,000	253	4,445	7,555	37%
539591 Hazardous Waste Removal	815	0	542	273	67%
539700 Childcare - 530 Purpose	22,900	2,145	8,131	14,769	36%
539720 Project Skill-Up-Student Assistance	10,968	0	4,617	6,351	42%
542403 Rental/Lease Servers	3,840	320	1,920	1,920	50%
544000 NonWAN Data Process Software	6,440	0	2,040	4,400	32%
544010 Software License Renewal	30,722	545	4,607	26,115	15%
545100 Motor Vehicle Insurance	2,100	0	0	2,100	0%
545200 Liability Insurance	3,800	0	685	3,115	18%
546100 Membership & Dues	22,415	125	2,048	20,367	9%
546200 Accreditation Expense	9,195	500	2,725	6,470	30%
555100 Minor Equipment Low	10,217	0	3,096	7,121	30%
555200 Minor Equip High	45,520	0	30,558	14,962	67%
Total Current Expense	7,630,423	584,093	3,497,249	4,133,174	46%
551000 Office Equipment	18,269	0	0	18,269	0%
553000 Educational Equipment	377,325	0	0	377,325	0%
553700 Edu.Equip.Perkins Grant	20,697	0	0	20,697	0%
2 555100 Minor Equipment Low Risk	15,332	0	-15,045	30,377	0%
555200 Minor Equipment H Risk	1,803	0	1,803	0	100%
556100 Books	16,040	0	451	15,589	3%
Total Capital Expense	449,466	-	(12,792)	462,258	-3%
Total Expenses	8,079,889	584,093	3,484,457	4,595,432	43%

1 Longevity to be funded in January.

2 Surplus sale of Caterpillar skidder and dental chairs.

Montgomery Community College
Institutional Funds - Board Report for December 2018

Appendix B-1

Institutional Funds - December 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	436	-	-
01-128	Veterans Reporting Fee	-	(20)	-	(20)	46
01-132	Overhead Receipts 75%	206	198	497	1,311	11,646
01-133	Current General & Misc	83	83	816	791	23,052
01-134	Admin Support	115	894	520	755	-
01-135	Overhead Receipts 25%	69	-	166	-	8,555
01-139	Excess Fee Receipts	-	-	899	850	50
01-142	Textbook Rental	-	-	19,082	16,880	3,439
01-222	Forestry Program	-	-	-	127	8,606
01-291	Specific Fees: HVAC	-	-	150	-	325
01-291	Specific Fees: Medical Assist	-	-	275	-	2,852
01-291	Specific Fees: Electronics	63	-	200	-	3,138
01-291	Specific Fees: Gunsmith	480	(20)	6,110	(20)	41,970
01-291	Specific Fees: Phlebotomy	-	-	100	-	500
01-291	Specific Fees: Taxidermy	220	-	1,058	-	12,272
01-291	Specific Fees - LPN	50	-	1,700	-	10,119
01-291	Specific Fees: Dental	150	-	1,560	1,065	5,643
01-291	Specific Fees: NET/TEAS	-	-	48	47	5,214
01-294	Live Projects: Taxidermy	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	-	-	717
01-315	Self Supporting	23,015	196	30,456	13,951	82,322
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	567	273	2,173
01-363	Small Business Center	-	500	610	689	7,312
01-391	Specific Fees: Occ. Ext	7,390	609	13,019	11,410	72,985
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	172	1,615	589	1,840	67,045
1 01-622	Sales Tax Utilization	-	9,170	70,594	69,072	(478)
01-715	Vending	2,290	2,277	6,574	6,561	13
01-716	Bookstore Vending	557	557	27,055	27,055	-
02-131	College Work Study	5,766	5,766	12,227	12,227	-
02-228	Self Supp. Curriculum	-	-	-	850	20,070
02-229	Distance Learning	17	-	94	-	-
02-292	Tech Fee-Curr	1,216	41,707	10,494	43,464	55,990
02-340	Mont. Fund: ESL	-	87	3,000	928	2,072
02-383	Fire Training Center Grant	-	-	5,085	5,619	12,312
02-392	Tech Fee: Con Ed	-	-	-	-	1,958
2 02-425	NCWorks Grant Adult Services	27,988	7,165	48,682	58,853	(19,060)
2 02-427	NCWorks Grant Dislocated Worker	5,442	12,899	12,107	24,361	(14,908)
02-823	FSEOG	-	-	-	-	-
3 02-824	Pell Grant	3,810	5,333	472,639	474,162	(4,942)
02-831	Educ. Lottery Schol.	238	238	17,962	17,962	-
02-833	Golden LEAF	-	1,468	5,873	5,781	93
02-835	NC Comm Coll Grant	171	439	36,166	34,122	2,044
02-836	High Demand/Low Enrollment	-	-	-	-	-
02-837	MCC Foundation Scholarship	889	-	82,638	82,638	-
02-838	Wells Fargo Scholarship	250	250	250	250	-
02-839	Less Than Half-time	-	-	2,430	570	1,860

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

Institutional Funds - December 2018	Revenues	Expended	Revenues	Expended	Balance
	This Month	This Month	This Year	This Year	In Account
02-842 SGA President Scholarship	-	-	750	750	-
02-845 SECU Scholarships	-	-	3,750	3,750	-
05-715 Vending	-	2,290	3,763	7,010	9,629
05-716 Bookstore Vending	-	2,659	6,267	32,700	53,354
05-720 Bookstore	101	-	546	-	-
05-721 General Store	2,283	2,201	14,730	14,647	83
05-740 Parking Fee	340	-	2,390	-	41,444
05-770 Stud Govt Assoc	1,836	7,768	16,065	12,582	24,750
05-771 Graduation Fund	85	-	345	-	1,640
05-774 Stud. Ambassador	204	(5)	1,795	1,495	26,317
07-925 Bond-Bldg 200 HVAC Replacement	165,383	165,383	814,564	584,527	-
07-925 Bond-Bldg 100 Int/HVAC/Roof	4,228	-	63,562	33,913	4,228
07-925 Bond-Capel Hall Office Reno	3,906	2,980	47,006	47,006	-
07-926 Golden Leaf FY2015-085	-	-	-	4,180	58,666
09-772 Club Accounts	-	-	-	-	109,377
4 09-773 Agency Fund	-	-	-	-	(15,015)
09-775 Funds for Others	-	-	-	-	4,377
09-776 Restricted Schol Held	-	-	-	-	-
09-777 Loan Funds Held & Dist	-	-	-	-	8,655
Total Institutional Funds: First Bank	259,013	274,688	1,868,261.84	1,656,985	760,008

STIF Account as of 12/31/18	Interest	Interest	Prior Y.E.	Current
	This Period	This Year	Balance	Balance
01-621 Operational Funds	72	389	43,222	43,612
02-229 Distance Learning	17	94	10,448	10,543
02-292 Technology Fees	128	691	76,742	77,433
05-720 Bookstore	101	546	60,580	61,125
Total Institutional Funds: State Treasury	318	1,720	190,992	192,712

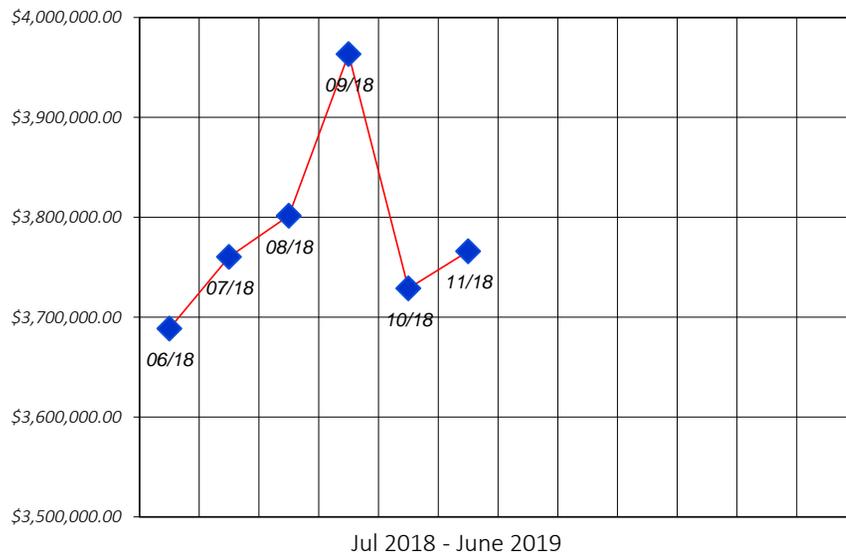
- 1 Due from County
- 2 Due from NC Works(WIOA Grant)
- 3 PELL Adjustment
- 4 Financial Aid Bookstore Charges

Montgomery Community College Foundation

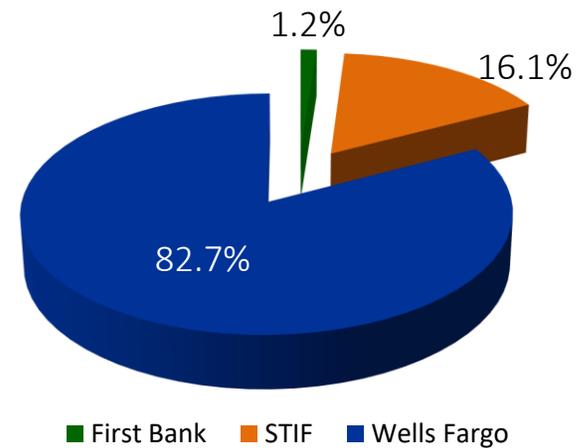
Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of November 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,054,788.72	\$623,084.41	\$50,865.13	\$3,728,738.26
Receipts								
Interest/Dividends	\$27,479.21	\$3,873.49	\$4.46	\$31,357.16	\$5,469.97	\$981.02	\$0.77	\$6,451.76
Deposits	\$4,690.00	\$180,212.50	\$210,258.62	\$395,161.12	\$485.00	\$955.00	\$6,849.94	\$8,289.94
Total Receipts	\$32,169.21	\$184,085.99	\$210,263.08	\$426,518.28	\$5,954.97	\$1,936.02	\$6,850.71	\$14,741.70
Disbursements								
Fees/Withdrawals	\$76,069.79	\$27,654.54	\$215,699.41	\$319,423.74	\$1,860.27	\$18,678.61	\$12,191.63	\$32,730.51
Total Disbursements	\$76,069.79	\$27,654.54	\$215,699.41	\$319,423.74	\$1,860.27	\$18,678.61	\$12,191.63	\$32,730.51
Market Value Net Change	(\$29,688.83)	\$0.00	\$0.00	(\$29,688.83)	\$55,144.73	\$0.00	\$0.00	\$55,144.73
Ending Value	\$3,114,028.15	\$606,341.82	\$45,524.21	\$3,765,894.18	\$3,114,028.15	\$606,341.82	\$45,524.21	\$3,765,894.18
Net Change	(\$73,589.41)	\$156,431.45	(\$5,436.33)	\$77,405.71	\$59,239.43	(\$16,742.59)	(\$5,340.92)	\$37,155.92

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
December 2018
Foundation Office

Approximate Value	Item	Transfer To
\$3,000.00	Bolt Action Rifles, Parts Donated by FN America, LLC	Gunsmithing Program
<u>\$3,000.00</u>	<u>Total</u>	

Grants Applied or in Process 2018

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
NCCCS	Minority Male Mentoring Early Alert Project	Purchase an early alert software platform for a 3-year research project consisting of success coaching and retention initiatives.	3 years	\$40,000-\$50,000 for 3 years	Grant Due January 7, 2019 Recipients Notified February 1, 2019
National Rifle Association (4)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E) Gunsmithing Shooting Club and Program Support (NRA -E)	Equipment and supplies for Summer Camp Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Notification of Award January, 2019

Grants Awarded 2018

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
American Welding Society Grant	AWS Foundation Welder Workforce Grant	Funds will be used for the purchase of welding equipment, lab materials and/or supplies, capital items or metalworking equipment to outfit the CTE welding lab.	1 year	\$25,000	Submitted October 1, 2018 Awarded November 5, 2018	
NC Dept. of Health and Human Services	2018-2019 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$5,000	Submitted June 19, 2018 Awarded August 29, 2018	
Cannon Foundation	Renovations to Blair Hall - Flooring	To replace the flooring throughout Blair Hall. Remove the current VAT Tile and stain concrete.	1 Year	\$150,000	Submitted July 5, 2018 Awarded Email received 9/5/2018 Check received	
Montgomery Fund	English Language Learners Child Care and Homework Help Center	To provide child care/homework assistance for the children of the adult students attending the English Language Learners (ELL) classes. The goal is to increase attendance of adult learners and assist children with homework.	1 Year	\$3,000	Application deadline is 4/2/18 Submitted 3/30/18 Approved/Received Check 6/12/2018	
North Carolina Community College System	Project Skill-UP	Project Skill-UP is a NCCCS initiative whose goal is to help individuals in NC adversely impacted by changes in the tobacco-related sector of the economy. This support will provide scholarship assistance to individuals to "update" their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities.	Feb. '18- June '19	\$15,000	Application deadline is January 30, 2018. Funds awarded February 16, 2018.	

Building and Grounds Committee
Wednesday, January 9, 2019
5:45 p.m.

Committee Members

- Gordon Knowles, Chairman**
- Claudia Bulthuis, Vice Chairman**
- Gelynda Capel**
- Robert Harris**
- Johnny McKinnon**

- **Call to OrderGordon Knowles, Chairman**
- **Approval of November Committee Minutes – Appendix CAll**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Final Project Closeout – Project 2412, Capel Hall Office Additions – Appendix C-2 (Action) Jeanette McBride**
- **Construction Update – Appendix C-3 Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:39 p.m. in the College Boardroom.

Present

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

Absent

Robert Harris

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Susan Hershberger
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, Director 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 except for Mr. Harris.

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

Facilities Report – Appendix G – Jeanette McBride

Mrs. McBride presented Appendix G, the facilities report. During the recent hurricanes, the front wall of Building 500 experienced some water issues and the foundation seal is failing. Maintenance was able to repair most of it, but an outside contractor will be needed to perform the stucco repairs.

She also reported that administration has received three quotes for the Blair Hall floor renovation project. The low bid came in at \$192,590 from Elevated Environmental Corporation out of Reidsville, NC. The Cannon Foundation grant will cover \$150,000 of the expenses and \$43,000 will be used from the Quarter Cent Sales Tax to cover the remaining balance.

Incident Report – Appendix G-1 – Jeanette McBride

Mrs. McBride presented Appendix G-1, the Incident Report. An incident involved a verbal argument between two students. The Student Resource Officer was on campus and was able to resolve the issue.

Dr. Bledsoe notified the Board of an incident where a student had to be disciplined on campus on November 14, 2018.

Construction Update – Appendix H – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix H, the Construction Update. Construction on the HVAC unit in Blair Hall will begin shortly after Thanksgiving. The construction on the HVAC unit in Capel Hall is near completion.

Dr. Bledsoe presented a portfolio to the Board containing images of the construction of the CTE Building and the Central High School, a list of programs that have been approved or applied for, and descriptions of those programs.

Blair Hall Renovations Contract – Appendix I – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix I, the Blair Hall Renovations Contract. He noted some updates that Mrs. McBride reported on in the Facilities Update. The removal of flooring will begin over Thanksgiving break with intentions of polishing the concrete underneath. This project should be complete by January, 2019.

There being no further business, the meeting adjourned at 5:54 p.m.

Board Report

Facilities

January, 2019

Prepared By: Wanda Frick



The maintenance crew has been exceptionally busy over the past several weeks as areas are cleared for floors to be abated, ground, stained, and polished. Above the Student Services area after the final polishing.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project
 Amended Project
 Final – Project Close Out
 Select appropriate submission

College Montgomery Community College

Project Name Capel Hall Office Additions **NCCCS Project No.** 2412

Campus Main **County** Montgomery

I. TYPE OF PROJECT:

- | | | |
|---|---|--|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input checked="" type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **If you checked “Amended Project” please clearly state in description below reason for project amendment.**

Office Additions, Capel Hall Building 200, Total Building Square Footage 47,282 square feet - (Houses Learning Resource Center, Tiered Classrooms used for General Education, Early College and Continuing Education, Computer Labs, a large Multi-purpose Room and the President's Suite and boardroom).

Due to our renovations in Blair Hall Building 100 (NC Connect Bond Project 2278 includes renovations due to program expansion), we need to move the Coordinator of Institutional Effectiveness/SACS Liaison and our Public Information Officer to Capel Hall. Therefore, we will be reducing the size of the Presidents suite to add additional office space. This move will provide space for chemistry and foreign languages faculty in Blair Hall. Total area of renovation in Capel Hall is approximately 1,400 square feet.

Work included:

- Demolition of storage closet and president's private restroom.
- Construction of metal frame/sheetrock walls to make 3 separate offices from 1 current office.
- Removal of storefront wall section and construction of metal frame/sheetrock wall to separate 2 offices.
- Modify ceiling grid from demolition of current walls.
- Relocation of 2 current doors and installation of 2 new doors to included door hardware and locks.
- Removal of current floor coverings and interior finishes.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) _____
Subtotal "A" _____

B. CONSTRUCTION

1. General Contract \$46,080.00
 2. Other Contracts \$925.55
 Subtotal Contracts..... _____
 3. Designer's Fees..... _____
 4. Contingency..... _____
 5. Other Fees _____
 Subtotal Fees _____
 Subtotal "B" \$47,005.55

C. OTHER COST

1. Initial Equipment (not in III B) _____
 2. Miscellaneous(specify) _____
 Worked Performed by Owner
 3. (material only, not staff salary) _____
Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$47,005.55

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____
 2. Duly Authorized Bonds - County... _____
 3. Donations..... _____
 4. Federal Funds (USDA, EDA, ETC.) _____
 5. Other (parking fees, vending, rental,
 bookstore,) _____
Subtotal "A" _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS (112 Report -Memo) _____

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

1. Budget Code 46620 \$47,005.55
 2. Budget Code _____
 3. Budget Code _____
 Subtotal "E" \$47,005.55

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$47,005.55

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$\$47,005.55 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 1/9/19

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Montgomery Community College
Construction Update
January 2019

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

1st phase for roof replacement – The roofing project began on Thursday, December 6 with tear-off beginning at the Workforce Development Center. The work is progressing per the construction schedule.

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

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$175,139 (Golden Leaf) \$21,334

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

Three of the four Air Handling Units have been installed with the final unit being readied for setting in place. Testing and balancing of building HVAC systems is currently in progress. Project is currently 90% complete.

- Budgeted: \$1,075,000
- Disbursed to Date: \$877,063

- **Capel Hall Office Renovations**

The interior renovations have been completed.

- Budgeted: \$65,000
- Disbursed to Date: \$47,005.55

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2018					2019						
	NC Connect Bond	Other	August	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	\$ 47,006		r. Bids & Constr	Complete										
Industrial Maintenance Building	\$ 1,000,000										(3-1)	State Board	Design Phase	
Building 500 Roof (Original Building - 1987)		\$ 23,887	Construction	Complete										
Building 500 Renovation (timeline TBD)	\$ 25,000													
Building 500 HVAC (timeline TBD)	\$ 75,000													
Building 300 HVAC (timeline TBD)	\$ 75,000													
Firing Range Expansion		TBD												
Blair Hall Renovation	\$ 3,245,000	\$ 400,000												
Roof Replacement			Value Engineering	SCO contracts	Construction				Complete					
HVAC Replacement			2nd Design Phase					Construction Bid	Contr Approved SCO	Construction				
Interior Renovation														
Blair Hall Entrance	\$ 382,087													
Total Cost	\$ 6,334,537	\$ 430,764												

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

**Personnel Committee
Wednesday, January 9, 2019
6:00 p.m.**

Committee Members

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

Agenda Items:

- **Call to Order..... Gelynda Capel, Chairman**
- **Approval of November Committee Minutes – Appendix DAll**
- **Personnel Appointments**
 - **Director of Foundational Studies – Appendix D-1 Gelynda Capel**
 - **Dean of Arts and Sciences – Appendix D-2 Gelynda Capel**
 - **Apprenticeship Coordinator – Appendix D-3..... Gelynda Capel**
 - **Dean of Health and Human Services – Appendix D-4.. Gelynda Capel**
- **Revised Organizational Chart – Appendix D-5 Lee Proctor**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:54 p.m. in the College Boardroom.

Present

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

Absent

Others Present

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

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

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

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

Personnel Appointments – Appendix K and Appendix L

Mrs. Capel introduced Jennifer Gonzales, Controller. She noted that Deanne Brown, Director of Foundational Studies, will be introduced at the next Board meeting.

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

Personnel Appointment

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

Position Description:

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

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

Education and Certifications

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

Work Experience

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

Professional Participation/Honors:

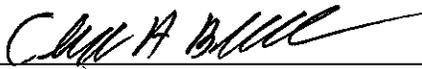
Fuel Education Instructor, NCCCS College and Career Readiness Core Certified, and Leading at all Levels Supervisory Training.

Hiring Committee

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

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Dr. Natalie Winfree
Present Address	3171 NC Highway 24 27W Mount Gilead, NV 27306
Position	Dean of Arts and Science
Position Category	Dean
Salary	
Effective Date of Employment	January 2, 2019
Budget Information	11-220-97-513000-22232

Position Description:

The Dean of Arts and Science provides area leadership in promoting excellence in teaching and learning. The successful candidate will demonstrate a strong commitment to student success, faculty development, comfort with change, innovation, technology integration, and data based decision making. The Dean will manage, coordinate, and supervise daily operations and functions in the Arts & Sciences area which currently consists of 8 full-time faculty and 10 – 15 adjunct faculty. Responsibilities include budgeting, scheduling, personnel supervision, and long range planning. In addition, the Dean will teach 6 - 9 hours per semester in the Arts and Sciences area.

Education and Certifications

School/Certification	Years Attended	Degree
Wingate University	08/15 – 08/18	Ed D. in Educational Leadership
Auburn University	01/00 – 12/02	MS Psychology
U. of South Alabama		BA Psychology

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	11/19/12 – 01/01/19	Director of Counseling Services
Montgomery Community College	08/13 – 12/13	Adjunct Instructor
Carolina Neurosurgery and Spine Associates	09/08 – 11/12	Sports Concussion Program Coordinator
Piedmont Technical Community	1/2003 – 3/2005	Student Support Service

College, Greenville, SC		Coordinator
Piedmont Technical Community College, Greenville, SC	05/2004 – 12/2004	Adjunct Instructor

Professional Participation/Honors:

Hiring Committee

Person	Position
Tracey Wyrick	Dean of Public Service
Amy Friery	Interim Dean of Arts and Science
Sam Britt	English Instructor, ACA Coordinator
Amber Scott	Nursing Instructor
Heather Bean	English Instructor, MCEC
Lee Proctor, Chair	Vice President of Instruction

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Natalie Winfree, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Natalie Winfree for the Dean of Arts and Science position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Domenick J. Muoio
Present Address	370 Mt Carmel Rd. Carthage, NC 28327
Position	Apprenticeship Coordinator
Position Category	
Salary	\$50,000
Effective Date of Employment	1/2/19
Budget Information	

Position Description:

This position is responsible for the development, planning, implementation, and administration of occupational extension classes and customized training that meets the needs of local business and industry.

Education and Certifications

School/Certification	Years Attended	Degree
East Carolina University	2014-2018	B.A. Philosophy
		B.S. Biology

Work Experience

Employer	Dates of Employment	Position/Title
DOWN SOUTH LANDSCAPING	2018- Present	Business Developer
PENDER ANTIQUES & REFINISHING	2014-2018	Business Developer

Professional Participation/Honors:

- **Volunteer Wakefield Internal Medicine; Wake Forest, NC; 2016 to Present**

Hiring Committee

Person	Position
Robby Taylor	Vice President, Richmond Community College
Dr. Silas Acosta	Director, Bladen Community College
Andrew Gardner	Dean of Continuing Education

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Domenick J. Muoio, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Domenick J. Muoio for the Apprenticeship Coordinator position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Amy Friery
Present Address	231 J-Bob Lane Biscoe, NC 27209
Position	Dean of Health and Human Services
Position Category	Dean
Salary	
Effective Date of Employment	January 2, 2019
Budget Information	

Position Description:

The Dean of Health and Human Services provides area leadership in promoting excellence in teaching and learning. The successful candidate will demonstrate a strong commitment to student success, faculty development, comfort with change, innovation, technology integration, and data based decision making. The Dean will manage, coordinate, and supervise daily operations of the Health and Human Services area. Responsibilities include budgeting, scheduling, personnel supervision, and long range planning. In addition, the Dean will teach 6 - 9 hours per semester in the area.

Education and Certifications

School/Certification	Years Attended	Degree
East Carolina University	2018 – 2019	Graduate certificate Education in the Healthcare Profession (Spring 2019)
Concordia University	2013-2015	M. Ed. Career and Technical Education
Gardner-Webb University	2005 – 2006	B.S. Human Services
Montgomery Community College	1992 – 1995	A.A.S. Microcomputer Systems Technology

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	June 1, 2018 – December 31, 2018	Interim Dean of Arts and Science
Montgomery Community College	August 1, 2013 – December 31, 2018	Program Coordinator, Human Services and Early Childhood

Montgomery County Schools	July 2007 – June 2013	Instructional Facilitator
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Professional Participation/Honors:

Hiring Committee

Person	Position

Appointment Recommendation and Approval

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

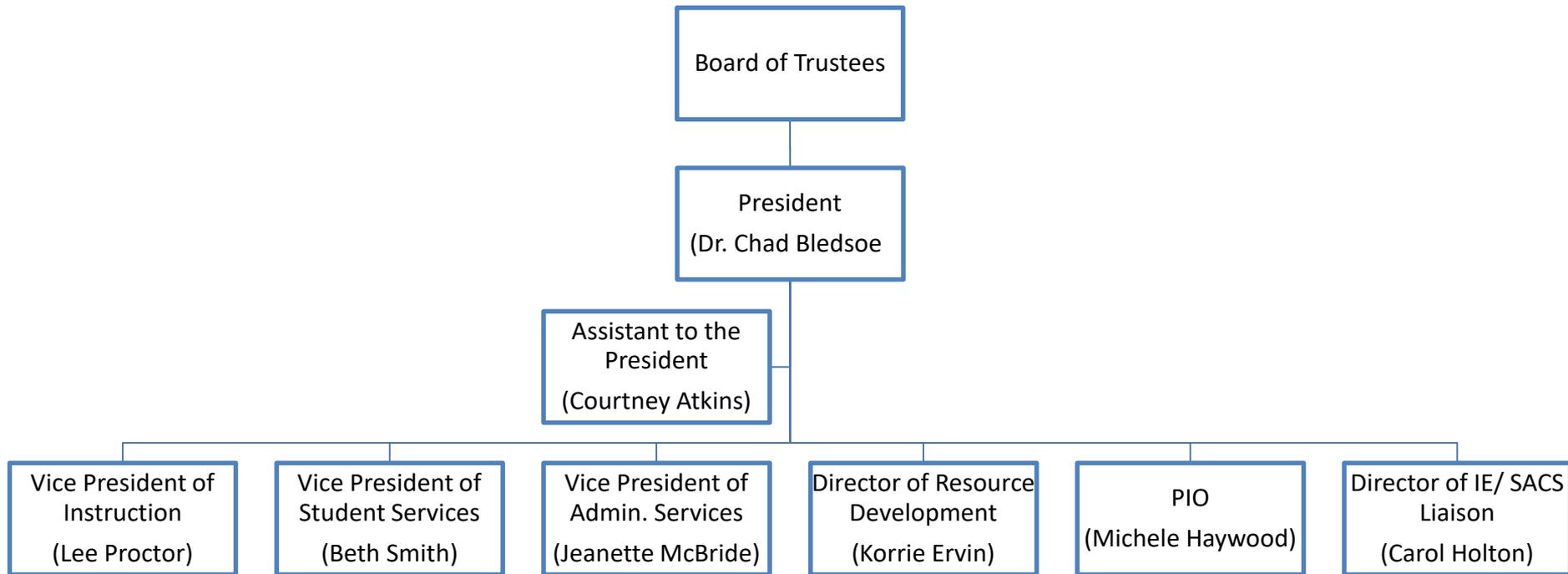
Chad A. Bledsoe

Chad A. Bledsoe
President

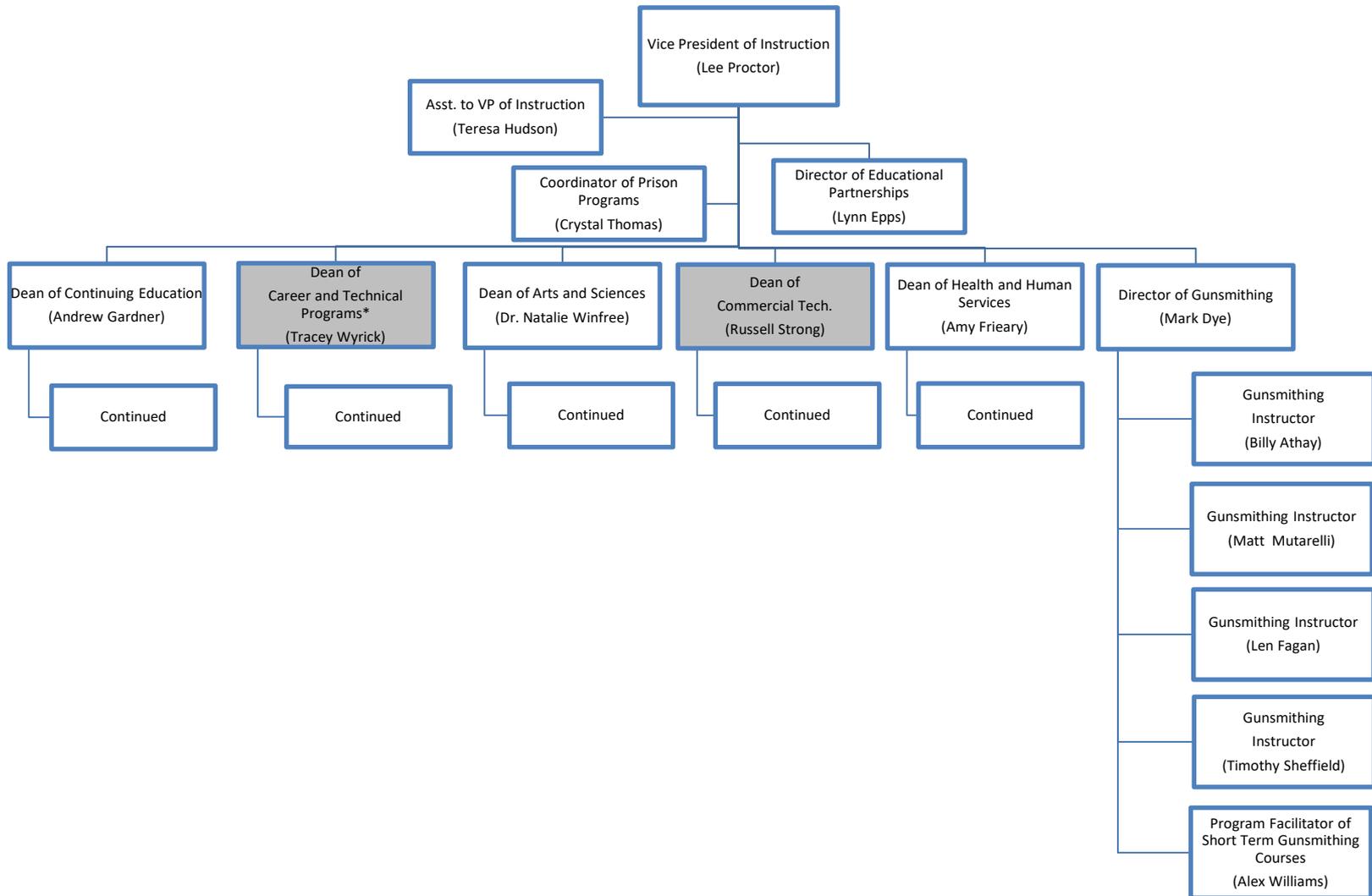
Montgomery Community College Organizational Chart



Montgomery Community College Administration

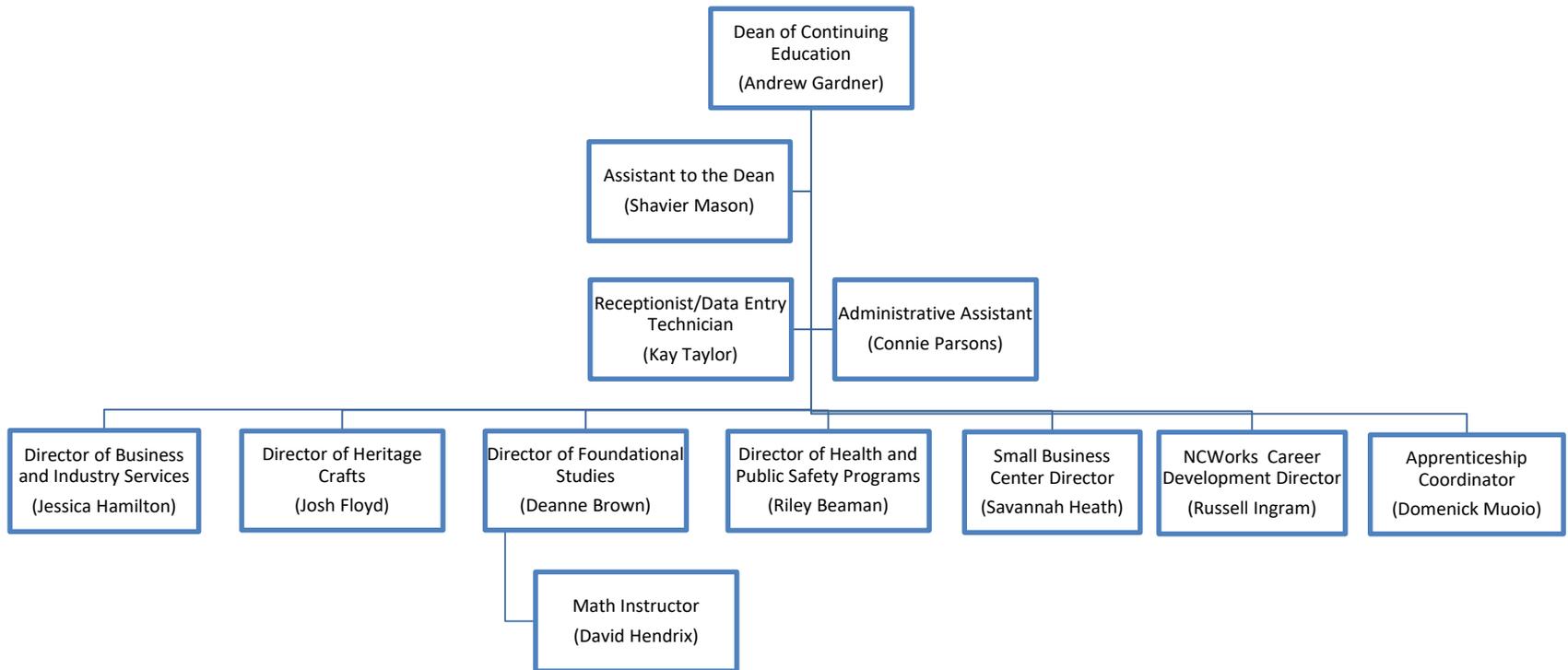


Instruction

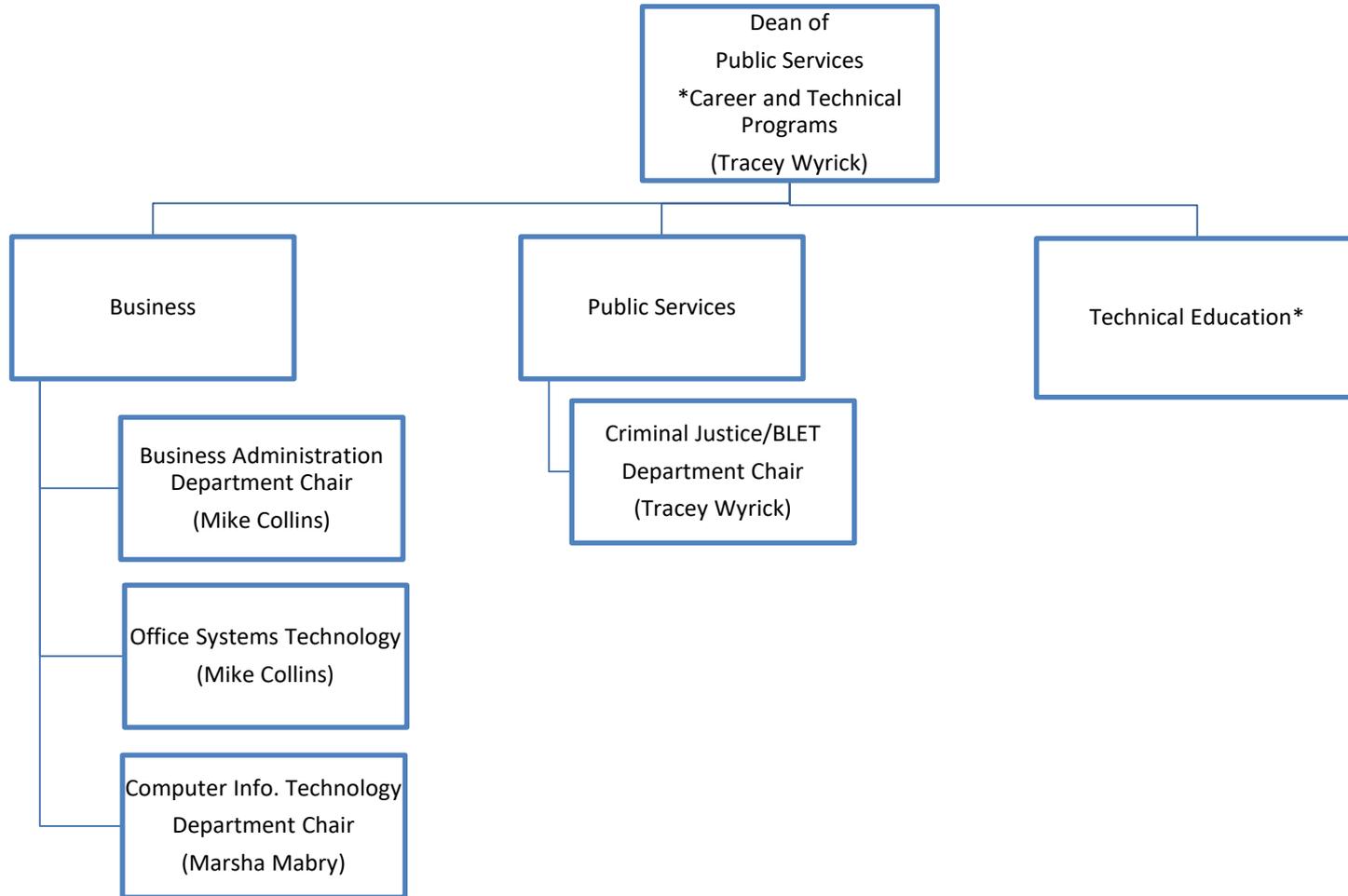


* Effective 7/1/2019
 Updated January 2, 2019

Instruction (Continuing Education)

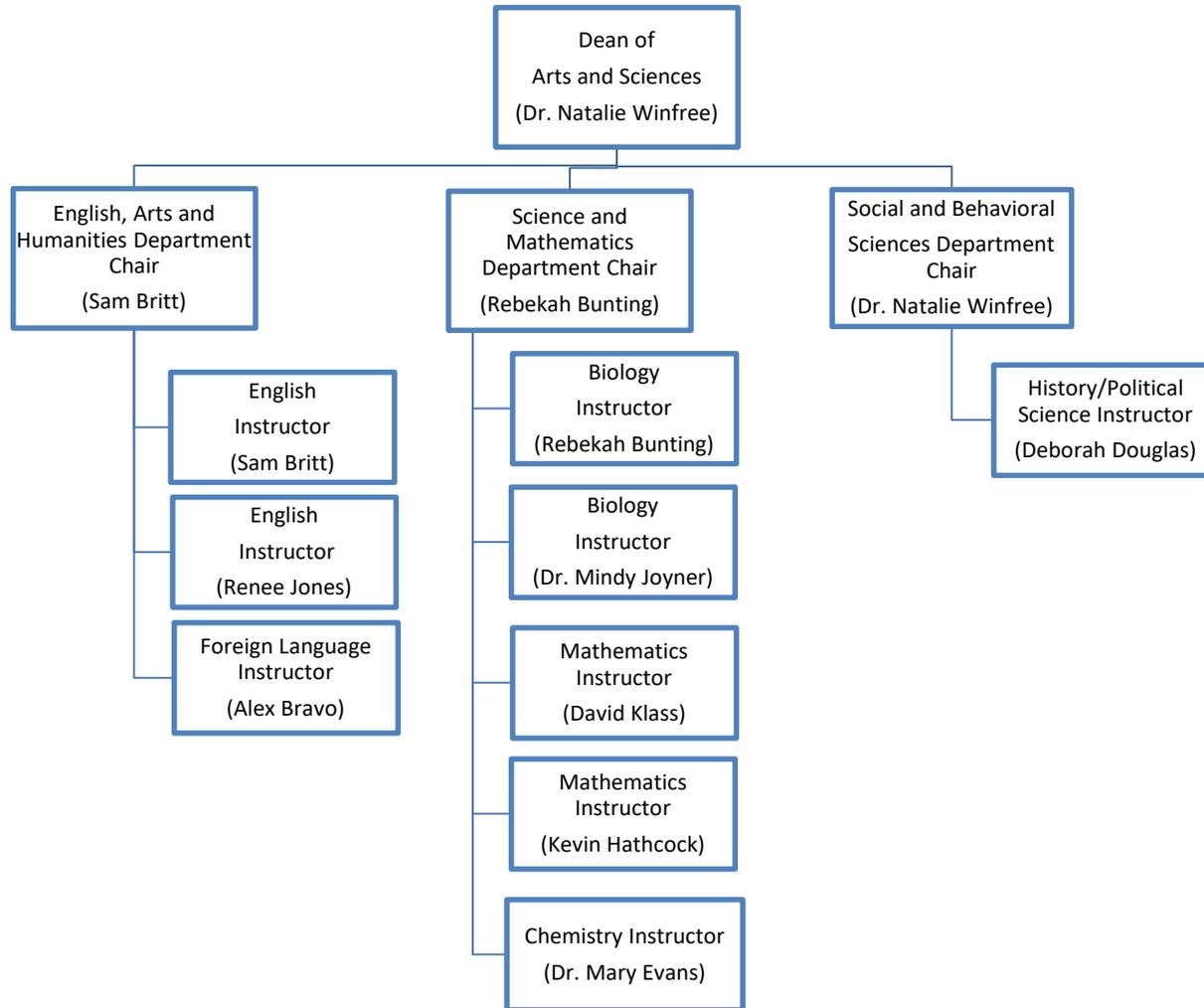


Instruction (Public Services *Career & Technical Programs)

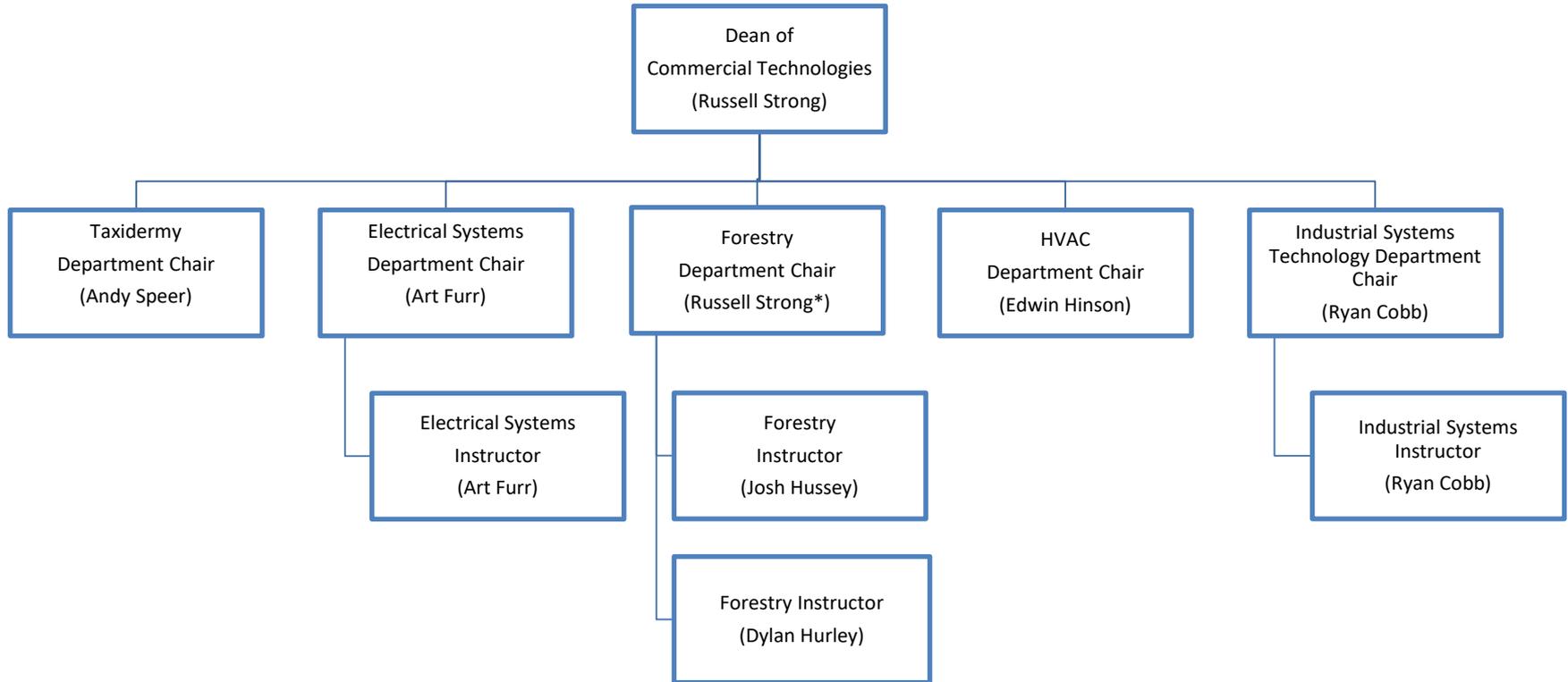


*Effective 7/1/19
Updated January 2, 2019

Instruction (Arts and Sciences)



Instruction (Commercial Tech.)*

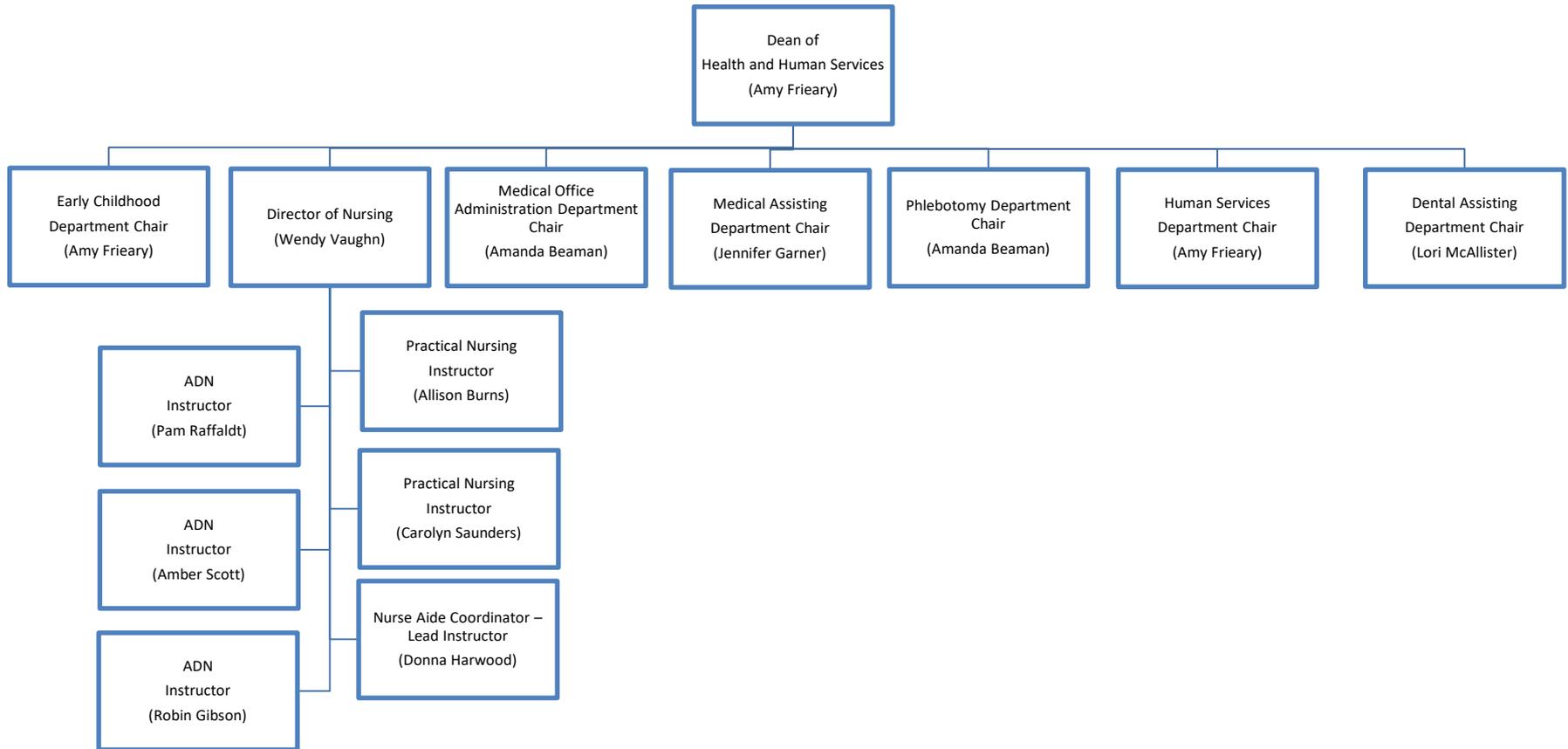


*Effective until 7/1/19

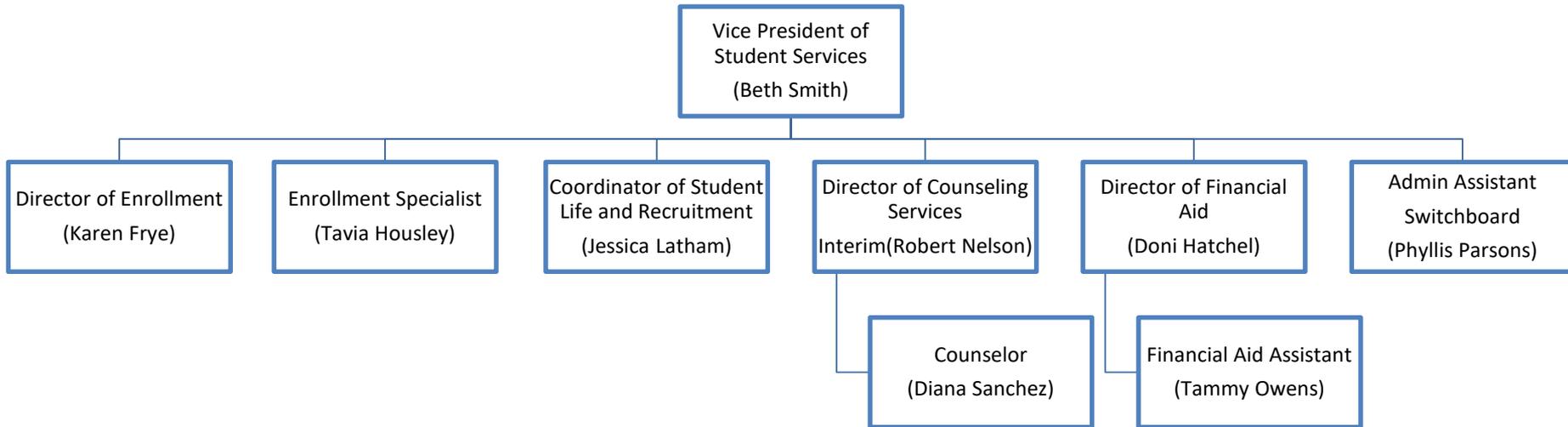
Updated January 2, 2019

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

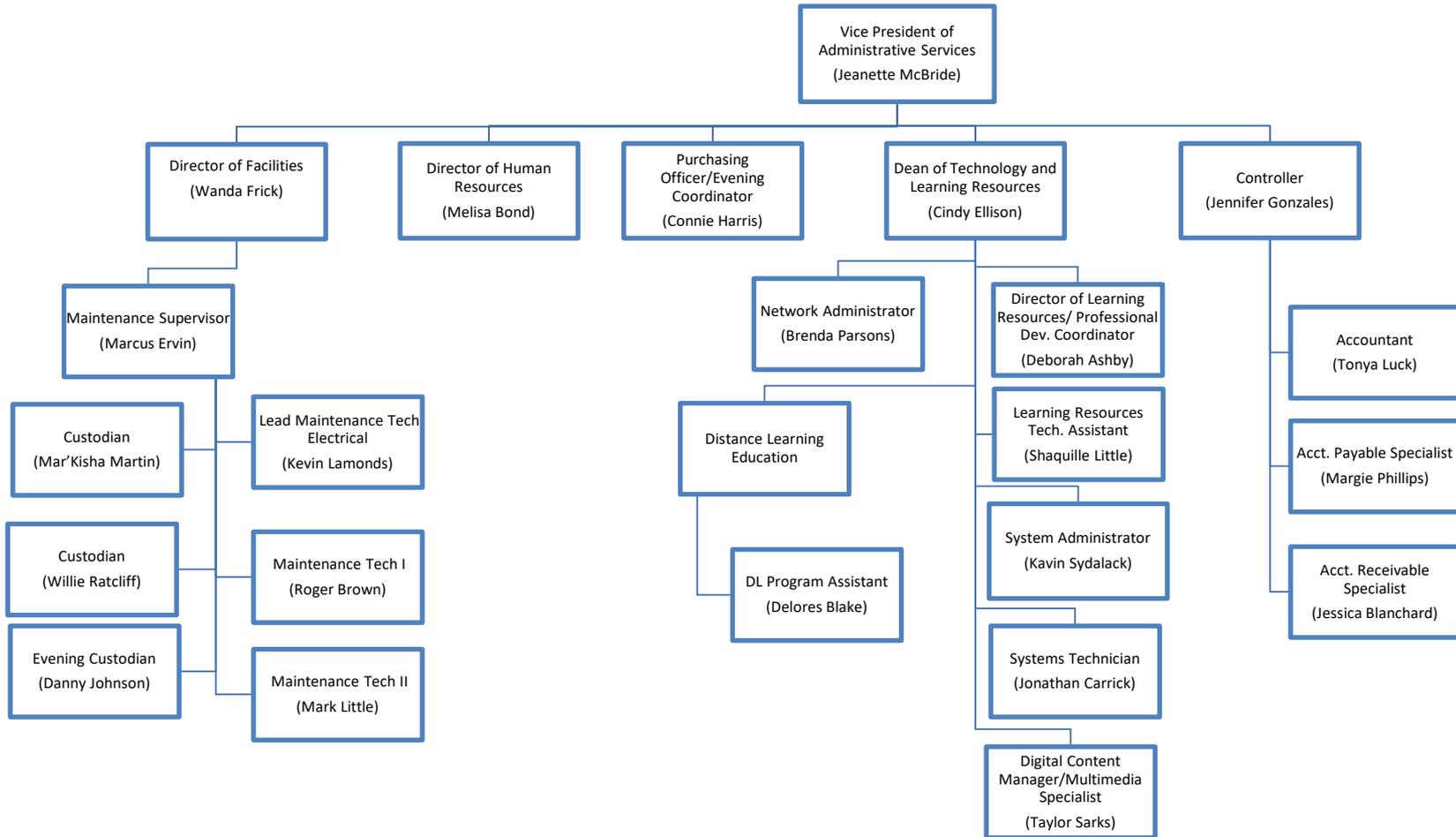
Instruction (Health and Human Services)



Vice President of Student Services



Vice President of Administrative Services



**Curriculum and Student Services Committee
Wednesday, January 9, 2019
6:05 p.m.**

Committee Members

Bill Price, Chairman

Andrea Marshall, Vice Chairman

Susan Eggleston

Susan Hershberger

Claudia Bulthuis

Agenda Items:

- **Call to Order.....Bill Price, Chairman**
- **Approval of November Committee Minutes – Appendix E..... All**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2 Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-3 Beth Smith**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 5:55 p.m. in the College Boardroom.

Present

Bill Price, Chairman
Susan Eggleston
Susan Hershberger
Claudia Bulthuis

Absent

Andrea Marshall, Vice Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

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

Update from Vice President of Instruction – Appendix M

Mr. Proctor gave an update on Instructional Activities as presented in Appendix M. He also gave a visual presentation of the construction of the CTE Building and the Central High School.

Update from Dean of Continuing Education – Appendix N

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

Update from Vice President of Student Services – Appendix Q

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

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

Board Report
Vice President of Instruction
January, 2019

Professional Development – Faculty and Staff participated in the Spring 2018 Quality Trails Professional Development on January 2, 2018. The sessions included sessions on advising using the new self-service portal, blackboard tips and tricks as well as training on the new ClearTouch interactive display boards, and others.

Nursing–Allison Burns, Instructor Nursing, finished her MSN along with Tammy Hussey who is a part-time clinical instructor. This brings the College to 84% of full time staff and 50% of part-time of clinical instructors have MSN or higher. The deadline for application to our first ADN class is January 31, 2019.

Martin Luther King Day Service Event: The College is collaborating with the Montgomery County 4-H Leadership Program, Community in Schools, and Eckerd Youth again this year to package 12,000 meals to be distributed in the community. The event will be on Saturday, January 19 starting with volunteers gathering at 9:00 am in the Multi-purpose room. Everyone is invited to participate and if you would like more information, please contact Amy Friery at 910-898-9709. Thank you again this year to the MCC Foundation for a \$2,000 donation with remaining \$1,240 coming from community member to cover the cost of the meals. This is always a fun event and a great opportunity for the College to give back to the community.

Inmate Education: The staff at Southern Correctional Unit has asked us to prepare for the possibility of classes at the Medium Security Unit as early as February 2019. The programs currently being prepared are Career and College Ready (GED) classes, HRD classes, Foodservice, Small Appliance Repair, and Floor Care Maintenance. We do not have a definite start date and do not know how many students to expect in the first classes.

The College staff is meeting with the staff at Southern Minimum Security Unit to develop additional educational opportunities at the unit. Additional HRD classes have been added for Spring 2019 and plans are to offer a Certificate in Heating and Air Conditioning starting in Fall 2019. In addition, the apprenticeship program will be expanding to include inmates that are eligible for the program through work release.

**Board Report
Continuing Education Department
January, 2019**

Business and Industry:

- **Customized Training**
 - McRae Project ongoing
 - Jordan Lumber
 - Montgomery County Department of Social Services

Health and Public Safety:

- December 3, 2018 Public Safety Drone Academy presented in Greensboro, NC for multiple state agencies and representatives.
- December 11, 2018 Public Safety Drone Academy presented at the Greensboro Fire and Police Academy.

NCWorks/WIOA

- Received approval from the Workforce Development Board for additional funding to support more students.

Dean:

- December 4, 2018 attended NC Title II Adult Education and Family Literacy Act Grants (2018-2021) appeal hearing in Raleigh, NC.
- December 5, 2018 attended Montgomery County Schools Business Advisory Meeting

MCC Board of Trustees – January 9, 2019 Update from the Student Services Division

Highlights & Previews

- J.W. Kelley, Associate Vice President of Student Services for the NC Community College System, met with Karen Frye, Doni Hatchel, and Beth Smith in December.
- We raised \$175 during the Christmas door decorating challenge; the funds were used to purchase items for the Communities in Schools Backpack Program.
- We have received approximately 80 applications for the new Associate Degree Nursing program.

**Legislative/Public Relations Committee
Wednesday, January 9, 2019
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 November Committee Minutes – Appendix FAll**
- **Legislative Update Dr. Chad Bledsoe**
 - **Amendment of 1D SBCCC 400.8 - Courses for Curriculum Programs – Appendix F-1**
 - **Budget Priorities – Appendix F-2**
- **Public Relations/Marketing Update – Appendix F-3..Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 6:12 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Bill Price
Claudia Bulthuis

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

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

Legislative Update – Appendix R – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative update on Appendix R, which is a waiver of SBCC Code provisions to assist with recovery from Hurricane Florence. Appendix S is an amendment of 1G SBCCC 400.9 - Curriculum Standards. This amendment will allow the NC Community College System Office to more efficiently respond to requests to revise curriculum standards. Appendix T is a temporary amendment to provide additional mechanisms to make up lost instruction time due to weather.

Public Relations/Marketing Update – Michele Haywood – Appendix U

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

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



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans, President

20 November 2018

IMPORTANT INFORMATION

MEMORANDUM

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

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

RE: **Amendment of 1D SBCCC 400.8 - "Courses for Curriculum Programs"**

On 16 November 2018, the State Board of Community Colleges voted to amend **1D SBCCC 400.8 - "Courses for Curriculum Programs."** The newly created co-requisite courses, MAT-010, MAT-021, MAT-043, MAT-052, MAT-071, and ENG-011, will support the efforts of the RISE (Reinforced Instruction for Student Excellence) initiative. The above-mentioned courses are supplemental by design.

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

**CC18-058
E-mail Copy**

Attachment



State Board of Community Colleges Code
TITLE 1. COMMUNITY COLLEGES

CHAPTER D. EDUCATION PROGRAMS

SUBCHAPTER 400. CURRICULUM

1D SBCCC 400.8 Courses for Curriculum Programs

- (a) The Combined Course Library shall contain the following elements for all curriculum program credit courses approved for the North Carolina Community College System:
- (1) Course prefix;
 - (2) Course number;
 - (3) Course title;
 - (4) Classroom hours and laboratory, clinical, and work-based learning contact hours, if applicable;
 - (5) Credit hours;
 - (6) Prerequisites and corequisites, if applicable;
 - (7) Course description consisting of three sentences; and
 - (8) Tier Funding classification.
- (b) The numbering system for curriculum courses within the Combined Course Library is as follows:
- (1) The numbers 001-099 shall be assigned to developmental courses or supplemental courses. Supplemental courses provide supplemental skills to a specific co-requisite course or customized developmental course delivery. Developmental courses are designed to address academic preparedness, workforce retraining, development of general and discipline-specific strategies, and barriers to learning. Developmental and supplemental courses do not earn credit toward a certificate, diploma or degree.
 - (2) The numbers 100-109 and 200-209 shall be assigned to certificate and diploma level curriculum courses. These courses shall not be included in associate degree programs.

- (3) The numbers 110-189 and 210-289 shall be assigned to associate degree level courses. These courses may also be included in certificate and diploma programs.
- (4) The numbers 190-199 and 290-299 shall be assigned to seminar or selected topic courses that may be offered for a single term and which courses offer content not found in existing courses. To offer the course content after the initial term, the Curriculum Review Committee shall approve the course for inclusion in the Combined Course Library.
- (c) A college shall use the course information (prefix; number; title; classroom, laboratory, clinical, and work-based learning contact hours; credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library.
- (d) A college may add a fourth sentence to the course description to clarify instructional content or instructional methodology.
- (e) A college is responsible for ensuring that students have satisfied requisite course requirements by documenting that they have either completed the appropriate courses or have demonstrated that they have the appropriate knowledge and skills required for admission to the courses as determined by the college.
- (f) A college may establish a local policy for waiving requisite requirements for individual students.
- (g) A college may divide courses into incremental units for greater flexibility in providing instruction to part-time students or to provide shorter units of study for abbreviated calendars. Each of the following criteria applies to courses divided into incremental units:
- (1) A course may be divided into two or three units that are designated with an additional suffix following the course prefix and number;
 - (2) The units shall equal the entire course of instruction, without omitting any competencies;
 - (3) The combined contact and credit hours for the units shall equal the contact and credit hours for the course;
 - (4) If the course is a prerequisite to another course, the student shall complete all component parts before enrolling in the next course; and

- (5) If the course is a corequisite to another course, the student shall take the corequisite course before or in conjunction with the prospective course.
- (h) The North Carolina Community College System Office shall appoint a Curriculum Review Committee of representatives from Chief Academic Officers and community college presidents. The Curriculum Review Committee shall have the authority to do the following:
- (1) To approve and maintain curriculum courses in the Combined Course Library;
 - (2) To determine whether a curriculum course may meet a general education designation for certificates, diplomas and associate in applied science programs using the then current criteria established by the Southern Association of Colleges and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement.
 - (3) To archive curriculum courses that have not been offered by any community college for three consecutive years.
- (i) The North Carolina Community College System and The University of North Carolina shall appoint a Transfer Advisory Committee of representatives from North Carolina community colleges and The University of North Carolina. The Transfer Advisory Committee shall have the authority to do the following in regards to curriculum courses:
- (1) To determine whether a curriculum course may meet a general education designation for Associate in Arts and Associate in Science degrees using the then current criteria established by the Southern Association of Colleges and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement.
 - (2) To determine whether a curriculum course may meet a universal general education transfer component designation using the following standards:
 - (A) Then current criteria established by the Southern Association of College and Schools Commission on Colleges and listed in The Principles of Accreditation: Foundations for Quality Enhancement; and
 - (B) General education equivalency at all sixteen constituent institutions of The University of North Carolina.

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

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

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

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

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

Temporary Adoption Eff. June 1, 1997;

Eff. July 1, 1998;

Amended Eff. [December 1, 2018](#); [November 1, 2017](#); June 1, 2009;

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



2019 WORKFORCE DEVELOPMENT LEGISLATIVE AGENDA

North Carolina's Community Colleges

- Help **700,000 students annually** achieve a better life through high-school equivalency, career & technical education (CTE), short-term workforce training, and high-quality, affordable college-transfer programs.
- Are **essential in closing the skills gap** for NC employers.
- Are a **driving force in the State's economy**. Former students contributed over \$19.6 billion in State income, and for every \$1 in State investment, \$4.10 was gained in benefits to the State -- a 14.7% ROI (2015 EMSI report).
- **BUT** continue to **suffer from approximately \$53 million in budget ("management flex") cuts** made during the 2008 recession that have not been restored, thus undercutting our efforts to prepare the State's workforce.
- Have difficulty recruiting and retaining faculty and staff. At an average of \$47,362 annually, NC Community College **faculty salaries are 41st in the nation & 28% below the national average** (based on Southern Regional Education Board (SREB) data.)

Legislative Priority	2019-2021
Fully Fund Short-Term Workforce Training. Complete funding for short-term workforce training programs to achieve full funding parity with traditional academic programs.	\$11,520,449 R*
Fund Workforce Development Focused IT <ul style="list-style-type: none"> • Upgrade IT system serving all 58 community colleges, including online registration for workforce development courses. • Ensure colleges have direct access to IT staff by exempting System Office IT staff from transfer to the Dept. of Information Technology. 	\$15,000,000 R*
	Statutory Change
Increase Faculty & Staff Compensation. Attracting & retaining faculty & staff to prepare North Carolina's future workforce is challenging, especially in high-demand, high-skilled areas such as nursing and the trades.	Work towards Nat'l avg.
Eliminate Barriers to Enrollment. Simplify the Residency Determination System (RDS). Community colleges are losing over 5,000 potential students annually because of an overly complex RDS system further eroding efforts to close the skills gap.	Statutory Change
Fund Workforce Focused Multi-Campuses <ul style="list-style-type: none"> • Forsyth Tech Transportation Campus • Wake Tech RTP Campus • Richmond CC Scotland Co. Campus • Guilford Tech Aviation Campus 	\$2,266,348 R*
Stabilize Budgets for Hurricane Florence Impacted Colleges. Due to the devastating impacts of Hurricane Florence, several colleges will likely see enrollment declines in Fall 2018 & Spring 2019.	Funding request will be made after Spring 2019 enrollment census
Expand Career Coach Program <ul style="list-style-type: none"> • Career coaches are embedded in high schools to assist students with determining career goals & identifying community college programs that align with the student's goals. Currently, there are only 64 career coaches in the entire State. These funds would provide for an additional 20-30 career coaches. • Eliminate or reduce the local match requirement for colleges in economically distressed counties. 	\$2,800,000 R*
	Statutory Change

2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

FULLY FUND SHORT-TERM WORKFORCE TRAINING

Complete funding for short-term workforce training programs to achieve full funding parity with traditional academic programs by appropriating \$11,520,449 in recurring funds.

Background. Prior to 2018, the FTE value for curriculum (for credit) programs was 34% higher than the FTE value for continuing education programs. Therefore, colleges often choose to offer vocational and trade programs in a credit format which required students to select sequential courses over two to six semesters rather than a short-term training course(s).

As part of the 2018 Budget Priorities, the NC Community College System requested \$16,525,254 in recurring funds to fund short-term workforce training programs at the same rate as curriculum programs for Tiers 1A, 1B, and 2 courses that lead to State or industry-recognized credentials. In the final budget, the General Assembly appropriated \$6,389,425 in recurring funds and \$8,283,552 in non-recurring (one-time) funds toward this priority.

Talking Points. Full funding for short-term workforce training programs will allow colleges to be more responsive and flexible to local business and industry needs since programs can be started quickly.

- Scheduling can be done around the needs of business and industry and students instead of being bound by the traditional academic calendar.
- Colleges to not have to seek approval from the State Board of Community Colleges or SACS (Southern Assn. of Colleges & Schools) to start courses.

Examples: *Electrical Lineman, Truck Driver Training, HVAC, Electrical Wiring, Plumber, Carpentry, Building Construction, Welding, Auto Body Repair, Automotive Mechanics, Cybersecurity, BLET, EMT, Paramedic, Firefighter, Nurse Aide, Pharmacy Technician.*

2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

FUND WORKFORCE DEVELOPMENT FOCUSED IT

1. *Appropriate funds to upgrade the IT System serving all 58 community colleges, including online registration for workforce development courses.*

Background. All 58 community colleges are on the same IT System (sometimes called an ERP or Enterprise Resource Planning system). The current IT system was funded in 1999 and rolled out in phases in the early 2000s. The current software requires significant customization by System Office IT staff before it is “pushed out” to the colleges. Also, because the current IT system is not student-friendly and does not meet colleges’ business needs, many colleges have purchased additional software creating inefficiencies, data integrity issues, and numerous manual processes.

Talking Points. Additional funds are needed regardless of whether the current IT System is upgraded or whether a new IT System is purchased.

- The current System-wide IT system does not meet the needs of the colleges, students or business and industry.
- The need to customize software results in numerous inefficiencies forcing some colleges to purchase their own software while others, primarily rural colleges, are unable to do so.
- An upgraded IT system will integrate modern technologies that students and business and industry want, enhance data quality and accessibility, and eliminate manual processes and customizations.

Example: *The current IT system does not have the capability for online registration for the short-term workforce continuing education programs. Therefore, if a business wants to register students for a short-term course, the business must either go to the campus to register the students individually, or college staff must go to the business to complete the registration paperwork for each student.*

2. *Ensure colleges have direct access to IT staff by exempting System Office staff from transfer to the Department of Information Technology.*

Background. The vast majority of System Office IT staff provide **direct** assistance to the 58 community colleges. This assistance includes troubleshooting, sending out software updates, incorporating IT needs required by policy or legislative changes, etc. Since the IT staff are employed by the System Office, they report to the President of the NC Community College System. In 2013, at the request of Governor McCrory, the General Assembly established the Department of Information Technology (DIT). DIT is a cabinet-level agency which reports directly to the Governor. The legislature also directed that most State IT staff be consolidated



2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

under DIT and report to the DIT Secretary, including System Office IT staff. In 2015, the Community College System was able to get a one-year delay in providing a report on the plan to consolidate IT staff with DIT. The report is due in October 2019.

Talking Points. There are several reasons why System Office IT staff should not be transferred to DIT:

- **CC System Office IT Staff Are Critical to Statewide Community College Mission**
 - Community College System Office IT staff work *directly* with the 58 colleges.
 - IT staff work closely with other System Office staff to ensure to ensure IT changes necessary to implement policy changes are produced promptly.
- **Community Colleges' IT Needs Are Unique from Other State Agencies**
 - Higher education IT needs and expertise are significantly different than IT needs in other State agencies.
 - Community College IT staff must understand IT as it relates to student registration, financial aid, and transcripts.
- **CC System President & State Board of Community Colleges Should Govern Community College IT Policy**
 - Transferring System Office IT staff to DIT will put them in a Cabinet Agency and no longer under the supervision of the System President & the State Board of Community Colleges which would be detrimental to local colleges.
 - IT staff at our higher education partner – the UNC System – are exempt from transfer to DIT.

Examples: *Some of the impacts of a transfer are that the System President and State Board of Community colleges would no longer be able to set IT priorities, and local community college presidents & staff will no longer be able to contact the System Office when they need IT assistance.*

2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

INCREASE FACULTY AND STAFF COMPENSATION

Attracting and retaining faculty and staff to prepare North Carolina's future workforce is challenging, especially in high-demand, highly-skilled areas such as nursing and the trades.

Background. Community College faculty salaries have historically been ranked among the lowest in the SREB (Southern Regional Educational Board) region and nationally¹. In addition, colleges also experience challenges in retaining staff in certain high-demand areas. In 2015, community colleges provided information on the most difficult types faculty and staff to recruit and retain, and that information was provided to legislators. As a part of the 2015 budget priorities, the NC Community College System requested additional salary funds for faculty and staff. That year, the General Assembly appropriated an additional \$10 million to community colleges for salary increases which could be used for across-the-board increases, merit increases, recruitment bonuses, and retention increases. In 2017, the General Assembly appropriated an additional \$10 million for faculty and staff salaries. The salary funds in 2015 and 2017 were in addition to increases given to all State employees.

Talking Points

- We greatly appreciate the recognition the General Assembly gave in previous years to the value of our faculty and staff and the importance of recruiting and retaining them.
- However, community college faculty continue to be ranked 41st in the nation and 28% below the national average in salary.
- Community college faculty are essential in training the State's workforce.
- Attracting and retaining community college faculty and staff is becoming increasingly difficult at current pay levels as individuals in high-demand fields become prime targets for employers seeking to fill job openings.

Examples: *According to 2015 information provided by community college presidents, many colleges were having difficulty in recruiting and retraining faculty in critical workforce training areas such as automotive technology; engineering; healthcare fields, especially nursing; and, machining, including welding. Colleges were also having trouble in recruiting and retaining faculty and staff in IT fields. The primary reason was the inability to offer a competitive salary.*

¹ Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia, West Virginia.



2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

FUND WORKFORCE-FOCUSED MULTI-CAMPUSES

Fund multi-campus locations at four approved sites to ensure local communities have the access to needed workforce programs.

Background. Multi-campus centers (MCCs) are State Board-approved convenience locations geographically apart from a community college's main campus, where students may complete certificates, diplomas, and associate degrees as well as access literacy and continuing education courses. Consistent with Southern Association of Colleges and Schools (SACS) accreditation and State Board requirements, MCCs must provide comprehensive instructional support functions such as libraries and student development services.

The State Board of Community Colleges reviews and approves multi-campus designation requests, and if approved, requests multi-campus funding as part of the System's budget priorities.

Approved multi-campus sites for which funding is requested include: Forsyth Tech Transportation Campus; Guilford Tech Aviation Campus; Richmond CC/Scotland Co. Campus; and, Wake Tech RTP campus. Funding being requested is \$2,266,348 in recurring funds (\$566,587 per campus). Finally, multi-campus funding is not assured. For example, during the past two legislative sessions, the General Assembly has not appropriated recurring funding for multi-campus requests.

Talking Points.

- Students, as well as business and industry need, access to convenient education and training locations.
- The funding requested for these locations is especially necessary to help colleges fulfill their workforce training mission.

Examples: *Forsyth Tech Transportation Campus offers programs in automotive technology and collision repair; Guilford Tech Aviation Campus offers programs in aviation maintenance and management and avionics; Richmond CC/Scotland Co. Campus offers programs in nurse aide, practical nursing, and HVAC; and, the Wake Tech RTP Campus offers programs in IT cybersecurity, IT network management, project management, and supply chain management.*

EXPAND CAREER COACH PROGRAM

Expand the NC Career Coach Program by funding additional career coaches and eliminating or reducing the local match for colleges in economically distressed areas.

Background. The NC Career Coach Program was established in 2015 by the General Assembly. The purpose of the Program is to place Career Coaches in high schools to assist students with determining career goals and identifying community college programs that align with those goals. The Program is a partnership between local boards of education and local community colleges; however, Career Coaches are community college employees.

Funds are awarded through an application process based on local workforce needs, targeting of resources to enhance economic activity, and geographic diversity. The total State funding is \$2,893,214. State funds for Career Coaches must be matched dollar-for-dollar with non-State funds. However, colleges have reported that the dollar-for-dollar match requirement is a significant barrier, especially for small, rural colleges that have limited access to county funds or private funding sources.

Funds are awarded on a State fiscal year basis. Because of the limited amount of funds available, compared to the number of community colleges and LEAs in the State, funding has been awarded in two-year cohorts but will be changing to a three-year cohort beginning July 1, 2019. Any college, including colleges that are already receiving Career Coach funds, may apply for funding during each application period. As of July 1, 2018, there were 64 Career Coaches across the State.

Talking Points.

- Career Coaches have helped students identify career goals which is especially important for students who do not plan to attend a four-year institution.
- Career Coaches are an important tool in closing the skills gap for local employers. Coaches meet one-on-one with students and engage with local employers to align student interests with employer needs.
- Expansion of the Career Coach Program, along with the reduction or elimination of the matching requirement for colleges in economically distressed areas, will allow more students, especially those in rural areas, to benefit from the Program.

Examples: Career Coaches have introduced students to apprenticeship programs; engaged with local business and industry to identify needs and promote these careers to students; given students the opportunity to attend workshops, participate in job shadowing, and visit with local business and industry. However, some colleges have not applied for Career Coach funds because of the match requirement while at least 5 colleges were selected but could not participate due to a loss of matching funds.



2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

ELIMINATE BARRIERS TO ENROLLMENT (RDS SIMPLIFICATION)

Simplify the Residency Determination Services (RDS) System to eliminate barriers for community college students.

Background¹

1. **What is RDS?** RDS is the online system for determining whether a student is a NC resident for tuition purposes. All community college and UNC institution applicants must complete the RDS form prior to enrolling. In addition, students who are applying to some NC private colleges and universities must also complete the RDS form to determine eligibility for NC Need-Based Scholarships. RDS is administered by the State Education Assistance Authority (SEAA). The SEAA does not enact residency requirements. Residency requirements are enacted by the General Assembly. SEAA simply administers the law through the RDS System.
2. **Why does NC use the RDS System?** Higher education institutions in North Carolina have always been responsible for determining residency for tuition purposes based on the State's residency laws. Prior to RDS, colleges and universities made residency determinations at the campus level. However, because of different residency determinations for the same individuals who were applying to different North Carolina colleges, the General Assembly decided to establish a centralized residency process.
3. **Why are there different tuition rates based on residency?** The General Assembly funds North Carolina community colleges and UNC institutions, including subsidizing tuition for North Carolina permanent residents. Therefore, the State wants to ensure that this taxpayer benefit is provided only to students who meet the in-State tuition requirements.
4. **What does it mean to be a "resident for tuition purposes"?** A "resident for tuition purposes" is a person who qualifies for the in-State tuition rate which means that the prospective student has met all the requirements to establish North Carolina as his or her domicile.
5. **What is the difference between a student's "residence" and a student's "domicile"?** A residence is a place where someone lives all or part of the time. A person's domicile is where the person has a **permanent**, established home. A person can have more than one residence, for example a primary home and a vacation home, but only one domicile (permanent residence). For tuition purposes, a student's "legal residence" is synonymous with "domicile."
6. **How does a student show that he or she qualifies for in-State tuition?** To qualify as a resident for tuition purposes, a prospective student must establish and maintain **domicile** in North Carolina. To do this, the prospective student must show that the student has established legal residence (domicile) in NC, i.e., has made NC their permanent home, and



2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

maintained that domicile for at least 12 months before being classified as a resident for tuition purposes.

7. **How does a student establish intent to remain in NC (domiciliary intent)?** Someone's intent to remain in North Carolina may be difficult to determine. Therefore, a variety of factors are used to show the student's intent to make North Carolina his or her home. Some of the factors that are considered include: where the student lives, including living with his or her parents; length of employment and amount of income; location of employment; voter registration; voting activity; sources of financial support; vehicle registration; driver's license; property ownership; state income tax returns; where the person attended high school. However, a prospective student **cannot** establish residency merely by maintaining a residence incident to enrollment in an institution of higher education.
8. **Why can't these factors serve as a "checklist" such that if a majority are met, it would establish the student's intent to remain in NC?** North Carolina is not a "checklist" state. Therefore, no single factor or combination of factors are conclusive evidence of the student's domicile. Rather, North Carolina uses the **preponderance of evidence** standard. Preponderance of the evidence is a legal standard that means the greater weight of all the evidence is evaluated to determine whether it is more likely than not that the student has an intent to remain in North Carolina.

Barriers for Community College Students

9. **Since many community college students are long-term North Carolina residents, what is creating the barrier to in-State residency determinations?** As currently written, North Carolina **law presumes** that a prospective student **has the same domicile as his or her parents (or legal guardian)**. A prospective student **can rebut this presumption** by showing evidence that his or her domicile is not the same as the student's parents. Therefore, students must first provide information concerning their parents.
10. **How is this presumption potentially creating a barrier for community college students?** Because the law presumes the domicile of the parents is the domicile of the student, the RDS System must first ask questions about the student's parents, and to establish independence, the student must also answer questions to determine if the student is independent from his or her parents. For example, questions include the parent's social security number, birthdate, and whether the parent provides 50% or more of the student's cost of living. Sometimes these students don't have access to information concerning their parents. According to the June 2018 RDS Data Analysis prepared for the NC Association of Community College Presidents, 40% of prospective community college students who failed to complete the RDS form quit during the dependency questions.
11. **How are community colleges different than UNC institutions regarding residency?** Both community college students and UNC System students must complete the RDS form. However, there is typically a much longer time between application, acceptance, and



2019 LEGISLATIVE AGENDA BACKGROUND AND TALKING POINTS

enrollment for UNC institutions, thus students have more time to obtain required information and documentation. Community colleges are “open door” institutions meaning that a student may enroll much closer to the start of classes, and therefore, have much less time to provide the documentation to prove NC residency for tuition.

Talking Points.

- Repeal the law that presumes students have the same domicile as their parents and evaluate the student’s domicile independently of his or her parents.
- The NC Community College System understands and appreciates the need for consistency in residency determinations. However, this need must also be balanced with ensuring that any unnecessary barriers to entry are minimized.
- The current law creates barriers for community college students by requiring them to provide information about their parents that they may not have the time or ability to obtain.
- According to the June 2018 RDS Data Analysis, 40% of prospective community college students who failed to complete the RDS form quit during the questions related to parental information and financial independence.
- Creating barriers for community college students may impact the student’s economic mobility both in the near and long term.
- We look forward to working with the General Assembly and all stakeholders to eliminate any obstacles that prevent students from accessing educational opportunities.

Examples: (Localize)

¹ This information, along with additional information about NC residency and RDS, can be found on the RDS website at <https://ncresidency.cfnc.org/residencyInfo/home>

FULLY FUND SHORT-TERM WORKFORCE TRAINING

Complete funding for short-term workforce training programs to achieve full funding parity with traditional academic programs by appropriating \$11,520,449 in recurring funds.

Full funding for short-term workforce training programs will allow colleges to be more responsive and flexible to local business and industry needs since programs can be started quickly.

- Scheduling can be done around the needs of business and industry and students instead of being bound by the traditional academic calendar.
- Colleges to not have to seek approval from the State Board of Community Colleges or SACS (Southern Assn. of Colleges & Schools) to start courses.

Examples: *Electrical Lineman, Truck Driver Training, HVAC, Electrical Wiring, Plumber, Carpentry, Building Construction, Welding, Auto Body Repair, Automotive Mechanics, Cybersecurity, BLET, EMT, Paramedic, Firefighter, Nurse Aide, Pharmacy Technician.*

FUND WORKFORCE DEVELOPMENT FOCUSED IT

Appropriate funds to upgrade the IT System serving all 58 community colleges, including online registration for workforce development courses.

Additional funds are needed regardless of whether the current IT System is upgraded or whether a new IT System is purchased.

- The current System-wide IT system does not meet the needs of the colleges, students or business and industry.
- The need to customize software results in numerous inefficiencies forcing some colleges to purchase their own software while others, primarily rural colleges, are unable to do so.
- An upgraded IT system will integrate modern technologies that students and business and industry want, enhance data quality and accessibility, and eliminate manual processes and customizations.

Example: *The current IT system does not have the capability for online registration for the short-term workforce continuing education programs. Therefore, if a business wants to register students for a short-term course, the business must either go to the campus to register the students individually, or college staff must go to the business to complete the registration paperwork for each student.*

Ensure colleges have direct access to IT staff by exempting System Office staff from transfer to the Department of Information Technology.

There are several reasons why System Office IT staff should not be transferred to DIT:

- **CC System Office IT Staff Are Critical to Statewide Community College Mission**
 - Community College System Office IT staff work **directly** with the 58 colleges.
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- We look forward to working with the General Assembly and all stakeholders to eliminate any obstacles that prevent students from accessing educational opportunities.

Examples: (Localize)

Public Relations / Marketing Highlights November & December 2018

Design Projects Completed

Spring 2019 tabloid
 NRA Brochure & Website
 CTE brochure content & success story
 Yearbook ads for East & West Montgomery high schools and MCEC
 Holiday Greetings ad in Montgomery Herald
 Vehicle door signs for Veteran's Day and Christmas parades
 Practical Nursing, Gunsmithing, College Transfer, Business Administration, Air Conditioning Heating & Refrigeration program brochures

Videos in Final Editing Phase

Human Services 30-second animated video
 Office Administration promotional video
 Business Administration promotional video

Good News for Taxidermy

The taxidermy episode of Carolina All Out seems to have taken YouTube by storm. According to Chris Douglas, the show's producer, "The views are over 20,000 and the average view time is over 10 minutes! It's very interesting to me as we haven't promoted it and it's telling me that YouTube has started promoting it . . . I thought you might be interested and know that it's become our number 3 most watched show. Another bit of info is that the bulk of our viewers are 18-44 years old, and over 50% are males 18-34 years old." We are reaching our target market for this program and we hope to see results in the upcoming semesters.

Facebook Top Posts for November – December 12

Total Likes 2330 (Up 18 from 2312 in October)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	11/16	MCC Woodsman's Team pictures	1,600	554	35%
MCC	12/9	MCC will be closed Monday 12/10	1,500	58	4%
MCC	11/12	MCC celebrates Veterans Day	837	323	39%

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

Instagram Posts for November

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Visits
412	10,740	51	709	1	3

Google My Business for November

# of People Who Found Us on Google	Asked for Directions	Visited Website	Called MCC
16,047	639	1,482	307

**Institutional Status Committee
Wednesday, January 9, 2019
6:25 p.m.**

Committee Members

Johnny McKinnon, Chairman

George Gilbreath, Vice Chairman

Robert Harris

Claudia Bulthuis

Agenda Items:

- **Call to OrderDr. Johnny McKinnon, Chairman**
- **Approval of November Committee Minutes – Appendix G.....All**
- **Board Policy Manual..... Dr. Chad Bledsoe**
 - **Section 6 – Appendix G-1 – Second Reading – Action**
- **Board Check List – Appendix G-2 – Second Reading – (Action).....**
..... Carol Holton
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 14, 2018 at 6:20 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Claudia Bulthuis

Absent

Robert Harris

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Susan Hershberger
Gordon Knowles
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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Committee roll was taken by Chairman McKinnon, and all members were present except for Mr. Harris.

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

Section 6 of Board Policy Manual – Appendix W – First Reading

Section 6 of the Board Policy Manual, Financial Management, was presented to the Board as a first reading.

Veterans Affairs Program Approval – Appendix X – Beth Smith

Mrs. Smith reported on the approval from an auditor on the Veterans Affairs Program Catalog.

Board Check List – Appendix Y – Carol Holton

Mrs. Holton presented a Board Check list that correlates with the Board Self-Evaluation survey. Mrs. Bulthuis recommended a more detailed orientation for new Trustees.

2018-2019 Institutional Effectiveness Plan – Carol Holton

Mrs. Holton noted that the 2018-2019 Institutional Effectiveness Plan is posted online at the link provided. <https://www.montgomery.edu/pdf/mcc/ieplan18-19.pdf>

2018 Business Continuity Plan – Dr. Chad Bledsoe

Dr. Bledsoe presented the Business Continuity Plan. The document has been updated and a copy was available at the meeting.

There being no further business, the meeting adjourned at 6:43 p.m.

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Section 6 – Financial Management

- **Part 6.1 – Tuition, Fees and Refunds**
 - Policy 6.1.1 – Tuition and Fees
 - Procedure 6.1.1.1 Student Fees
 - Policy 6.1.2 – Tuition Residency Requirements
 - Policy 6.1.3 – Self-Supporting Course Fees
 - Policy 6.1.4 – Tuition/Fee Refunds
 - Procedure 6.1.4.1 – Return of Military Tuition Assistance

- **Part 6.2 – Fiscal Matters and Investments**
 - Policy 6.2.1 – Fiscal Year and Budgeting Process
 - Policy 6.2.2 – Insurance
 - Policy 6.2.3 – ~~Surety Bonds~~ (OPEN)
 - Policy 6.2.4 – Facsimile Signatures
 - Policy 6.2.5 – Daily Deposits
 - Procedure 6.2.5.1 – Student Clubs Deposits and Expenses
 - Policy 6.2.6 – Audits
 - Policy 6.2.7 – Official Depositories and Investments
 - Policy 6.2.8 – Disbursement of Funds
 - Policy 6.2.9 – Debt Collection
 - Procedure 6.2.9.1 – Student Debt Collection
 - Procedure 6.2.9.2 – Non-Student Debt Collection
 - Policy 6.2.10 – Methods of Payments
 - Procedure 6.2.10.1 – Methods of Payments
 - Procedure 6.2.10.2 – Non-Sufficient Funds
 - Policy 6.2.11 – Foundation
 - Policy 6.2.12 – Review of Grant Funded Projects and Programs
 - Procedure 6.2.12.1 – Review of Grant Funded Projects and Programs
 - Policy 6.2.13 – Sound Fiscal and Management Practices
 - Policy 6.2.14 – Overhead Receipts

- **Part 6.3 – Miscellaneous**
 - Policy 6.3.1 – Bookstore Operations
 - Policy 6.3.2 – Vending and Concessions
 - Policy 6.3.3 – Expenditure of State Funds
 - Policy 6.3.4 – Financial Reimbursements
 - Procedure 6.3.4.1 – Travel, Transportation and Allowances
 - Procedure 6.3.4.2 – Operating College Vehicles

- Policy 6.3.5 – Chart of Accounts
- Policy 6.3.6 – Contracting Authority
- Policy 6.3.7 – Purchasing
 - Procedure 6.3.7.1 – Equipment Inventory
 - Procedure 6.3.7.2 – Reporting Lost or Stolen Equipment
 - Procedure 6.3.7.3 – Sale, Trade or Disposal of Equipment
 - Procedure 6.3.7.4 – Use of College Procurement Cards
- Policy 6.3.8 – Historically Underutilized Business
- Policy 6.3.9 – Payment Card Security
- Policy 6.3.10 – Identity Theft Red Flag
- Policy 6.3.11 – Foreign National Compliance Policy
- Policy 6.3.12 – Companies that Boycott Israel and Iran Divestment List

I. TUITION AND FEES GENERAL REQUIREMENTS

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

II. TUITION AND REGISTRATION FEE WAIVERS

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

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

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

III. LOCAL FEES**A. Authorization**

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

B. Local Fee Waiver

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

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

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

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

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

2. Instructional Technology Fee

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

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

3. Parking Fee

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

Policy 6.1.1

4. Required Specific Fees

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

The Board hereby delegates to the President the authority, as necessary, to approve all specific fees under \$500 per course on an interim basis. Any specific fees over \$500 per course must be approved in advance by the Board. Any fees approved on an interim basis must be approved as part of the College's fee schedule by the Board during the next annual cycle. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such specific fees.

5. Other Fees

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

The Board hereby delegates to the President the authority, as necessary, to approve all specific fees under \$500 per course on an interim basis. Any specific fees over \$500 per course must be approved in advance by the Board. Any fees approved on an interim basis must be approved as part of the College's fee schedule by the Board during the next annual cycle. A list of all approved specific fees will be maintained in the College's business office and the President shall provide an annual report to the Board regarding such specific fees.

IV. TUITION AND FEE DEFERMENT

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

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

Adopted:

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

I. DEFINITIONS

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

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

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

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

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

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

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

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

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

B. Special Rules for Domicile

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

These special rules impact the following categories of students:

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

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

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

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

C. Loss of Resident Status

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

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

1. Currently Enrolled Students

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

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

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

2. Students who are no Longer Enrolled

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

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

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

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

III. RECONSIDERATION AND APPEAL OF RESIDENCY DECISIONS

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

Adopted:

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

I. AUTHORITY TO CHARGE SELF-SUPPORTING FEES

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

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

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

B. Curriculum Self-Supporting Fee Rates

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

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

C. Continuing Education Self-Supporting Fee Rates

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

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

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

B. Use of Self-Supporting Fee Receipts

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

C. Excess Receipts

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

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

Adopted:

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

I. DEFINITIONS

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

II. CURRICULUM TUITION/FEE REFUNDS

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

A. Refunds for On-Cycle Course Sections

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

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

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

B. Refunds for Off-Cycle Sections

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

C. Non-Regularly Scheduled Course Sections

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

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

III. CONTINUING EDUCATION TUITION/FEE REFUNDS

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

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

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

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

B. Military Refund

Upon request of the student, the College shall:

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

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

C. Self-Supporting Tuition and Fees

Refunds to students enrolling in self-supporting curriculum courses ~~and self-supporting continuing education courses~~ shall be regulated in the same manner as stated in Sections I and II. **There shall be no refunds for self-supporting Continuing Education courses except in extenuating circumstances and with Presidential/Vice-Presidential approval.**

Adopted:

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

I. Fiscal Year and Financial Statements

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

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

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

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

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

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

B. Budget Amendments and Budget Transfers

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

Adopted:

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

I. Fire and Casualty Insurance – College Buildings

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

II. Liability Insurance

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

Adopted:

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

OPEN (Awaiting to hear from the State in November of 2018)

Adopted:

Legal Reference: N.C.G.S. § 115D-58.10

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

Adopted:

Legal Reference: N.C.G.S. § 115D-58.8

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

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

Adopted:

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

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

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

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

Adopted:

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

I. Definitions

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

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

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

B. Deposit Security

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

III. Investments

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

Policy 6.2.7

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

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

Adopted:

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

I. Disbursement of State Money

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

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

II. Disbursement of Local Money

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

Adopted:

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

I. Student Debt Collection

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

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

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

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

II. Non-Student Debt Collection

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

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

Adopted:

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

The President is hereby authorized to create procedures regarding the method of payment accepted by the College. Payment methods will include, but not be limited to; major credit cards, checks, and cash.

Adopted:

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

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

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

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

Adopted:

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

**MONTGOMERY
COMMUNITY
COLLEGE**

**FINANCIAL MANAGEMENT
REVIEW OF GRANT FUNDED
PROJECTS AND PROGRAMS**

**POLICY
6.2.12**

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

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

Adopted:

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

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

Legal Citation: 1A SBCCC 200.4

Cross Reference: Policy 1.10

Adopted:

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

Adopted:

I. Bookstore/General Store Operations

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

II. Use of Bookstore/General Store Operating Revenues

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

Adopted:

Legal Reference: 1H SBCCC 300.3

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

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

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

Adopted:

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

I. Disbursement of State Funds

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

II. Expenditure of State Funds

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

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

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

2. Accreditation Expenses and Dues

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

3. Campus Security

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

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

4. Employee Recognition

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

B. Prohibited Expenditures

1. Athletics

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

2. Promotional Giveaways

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

3. County Funded Items

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

Adopted:

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

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

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

Adopted:

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

Adopted:

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

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

Adopted:

Legal Reference: N.C.G.S. § 115D-14

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

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

II. Purchasing and Bidding

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

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

Adopted:

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

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

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

Adopted:

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

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

I. Authorized Employees

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

II. Procedures

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

4. Encryption procedures.

Adopted:

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

I. POLICY OVERVIEW

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

II. DEFINITIONS

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

III. IDENTIFICATION OF RED FLAGS

Broad categories of “Red Flags” include the following:

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

IV. DETECTION OF RED FLAGS

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

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

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

V. SECURITY INCIDENT REPORTING

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

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

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

Adopted:

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

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

I. Definitions

- A. A foreign national is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and has not become a naturalized United States citizen under United States law. This includes legal permanent residents.

- B. Foreign nationals are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to Nonresident Aliens are subject to different tax withholding, reporting and liability requirements.
 - 1. A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of Resident Aliens is subject to the graduated tax rates that apply to U.S. citizens.

 - 2. A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. Nonresident Aliens are taxed according to special rules contained in certain parts of the Internal Revenue Code.

II. Policy

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

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

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

Policy 6.3.11

Adopted:

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

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

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

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

Adopted:

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

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

Adopted:

Board of Trustee's Checklist

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

No. Topic/Question**1 Board Organization**

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

2 Policy Rule

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

3 Community Relations

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

4 Policy Direction

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

5 Board - President Relation

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

6 Standards for College Operations

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

7 Institutional Performance

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

8 Board Leadership Rating

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

9 Advocating for the College

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

10 Board Education

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

Legislative Requirement

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

Montgomery Community College
SGA Report
January 9, 2019 Board of Trustees Meeting

SGA Updates and Highlights

- The SGA represented MCC at the Mt. Gilead and Star Christmas parades.
- Students, faculty, and staff enjoyed the SGA's annual Holiday Meal.
- The SGA sponsored a Brain Boost exam break during the last week of the fall term.
- At their January meeting, SGA Senators will begin preliminary planning for Spring Fling.

**President's Report
January 9, 2019**

Activities since the November Board Meeting

11/14/18	Foundation Board Meeting
11/14/18	Board of Trustees Meeting
11/15/18	Employee Meeting
11/15/18	State Board Meeting
11/15/18	Building 200 HVAC Meeting
11/16/18	New Employee Orientation
11/20/18	MCC and MCS Meeting on Programs
11/28/18	Dallas Herring Lecture
11/30/18	Professional Development for Staff
12/3/18	Communities in Schools Meeting
12/4/18	MCC Pottery Sleigh Full of Clay Sale
12/6/18	MCC and MCS Meeting
12/7/18	Board Christmas Dinner
12/12/18	Meeting for MCC Funding
12/14/18	MCC Christmas Blitz
12/14/18	Rotary Dictionary Day

Upcoming Activities

1/2/19	Quality Trails
1/9/18	Board of Trustees Meeting

**Montgomery County Schools CTE Building
Memorandum of Understanding
August 7, 2018**

The parties to this Agreement are the Montgomery County Schools Board of Education (hereinafter MCS) and the Montgomery Community College Board of Trustees (hereinafter MCC or “college”)

This Agreement states the terms and conditions for the establishment and operation of the Joseph Reese Blair Technical Education Center (hereinafter CTE Building) a highly supportive and academically challenging learning environment for all students.

RECITALS

1. The CTE Building is wholly owned by the County of Montgomery and is part of a facility and grounds being leased to MCS for the purpose of secondary education and was built beside the community college for the sole purpose of providing MCS and MCC students state of the art facilities to develop job ready skills.
2. The parties intend that the CTE Building is to be utilized by MCS and MCC to provide career ready job skills for both high school and college students; that any programming is tied to a North Carolina Career Cluster that may lead to a post-secondary diploma or degree awarded by MCC; that any diploma and degree awarded is accompanied by the necessary career guidance to ensure students have either direct work/career plans after graduation or pathways to more specialized university education.
3. MCS will partner with MCC to align instructional plans with industry needs to develop operational components under the terms outlined wherein.
4. MCC is a constituent institution of the NC Community College System.
5. MCS is the K-12 educational provider for Montgomery County.
6. Throughout the term of this agreement, the two parties maintain their separate legal identities and programs.
7. The parties intend to align both talent and resources as appropriate and as practical to promote the CTE Building mission.

TERMS AND CONDITIONS

1. Supervision
 - a. Building Governance
 - i. The Facility is to be maintained by MCS with operations and programming governed by the collaborative agreements of MCS and MCC to align instruction to industry need.
 - b. CTE Building Operations Committee (hereinafter Operations Committee)
 - i. An Operations Committee comprised of representatives from MCS and MCC will meet bi-monthly to evaluate instructional and programmatic activities, identify problems, challenges, and concerns, and make

recommendations regarding more effective coordination and collaboration. Membership of the committee will be mutually agreed upon by MCS and MCC senior administration. The Operations Committee will be co-chaired by the MCS Superintendent and MCC President, both of whom will regularly attend such meetings. Other committee members will include, but not be limited to MCC's Vice President of Instruction and Dean of Industrial/Engineering programs as well as MCS's Assistant Superintendent for Learning and Director of Secondary Education.. Minutes of Operations Committee meetings will be provided to each governing Board.

- ii. Pursuant to state CTE legislation; The MCS Business Advisory Council recommendations must be considered by the MCS/MCC Operations Committee when determining instructional and programmatic changes.
- c. K-12 and College Laws, Rules, Etc.
 - i. All federal, state, local and MCS/MCC requirements for public high schools and dual enrollment programs will be followed, met and paid for by the appropriate entity including, but not limited to curriculum, instructional calendar, transportation, provision of meals, provision of health services, including counseling, compliance with laws and regulations governing the education of students with disabilities, compliance with federal laws governing privacy of student records, and compliance with state laws governing the health and safety of minors and discipline.

2. Staffing and Management

- a. The Operations Committee will oversee the following areas:
 - i. Scheduling of courses and instructors
 - ii. High School and College programs offered at the CTE Building
 - iii. Coordination of Academic Calendars
 - iv. Adherence to MCC and MCS policies and procedures
- b. MCS will fully fund a Facility Manager to oversee the daily operations and maintenance of the Central High School and CTE Building facilities
 - i. The Facility Manager will oversee the maintenance, IT, and custodial staff assigned by MCS to the building operations
 - ii. MCS will provide the full cost for such staff for the successful daily operation of the building
- c. MCC will provide a Dean of CTE Instruction to work with MCS personnel.
 - i. The goal of this position will be to ensure that students at the CTE facility have adequate options for advanced coursework in vocational and technical fields.
- d. Faculty and Staff
 - i. MCC and MCS will hire faculty to support the academic needs of the CTE Building. All faculty employed at the CTE building will report to the supervisor assigned by the employing agency.

1. Where limited by law or regulation, each entity will individually hire faculty to teach at the CTE Building.
 2. Where allowable, faculty will be hired by MCC to serve both the K-12 and college instructional needs in the CTE Building.
 3. Where allowable, faculty will be hired by MCS to serve K-12 students in programs that align with industry needs.
- ii. Support staff, if needed, will be hired and employed by the appropriate entity that they serve. The cost of such employees will be assumed by the entity that the position serves.
- e. Individuals occupying building
- i. MCS and MCC employees are allowed to access the CTE building as needed to perform their duties.
 - ii. Visitors and guests in the building will be allowed when supervised by an MCS, or MCC faculty member, or when performing specific duties requested by the MCS Superintendent, MCC President, or Facility Manager.
 - iii. All visitors will need to sign in before entering the building.
- f. Employee Background Checks:
- i. MCC and MCS agree to conduct criminal background checks on each employee who works within the CTE Building while classes are in session, including but not limited to custodians, maintenance workers, administrators, clerical staff, any volunteers, and in general all persons reasonably likely to have contact with students. Independent contractors who intend to work for MCC or MCS will not be allowed in the CTE Building unless they are bonded or receive a clean CBC report. Such checks must be completed prior to the employee or independent contractor beginning work. MCC and MCS will not allow any employee or independent contractor into the CTE Building whose criminal background check is not free of criminal convictions that indicate that the individual poses a threat to the physical safety of students or personnel.
 - ii. MCC and MCS agree to conduct checks on the lists or registries currently specified in NCGS I 15C-332.1 to determine if MCC or MCS employees working within the CTE Building on such lists or registries, and ensure that students, while within the facility, will not have direct interaction with any MCC or MCS employees listed on such lists or registries.
 - iii. The parties acknowledge that pursuant to General Statute 14-208.18, it is unlawful for some persons required to register as a sex offender under North Carolina law to knowingly be within 300 feet of any location intended primarily for the use, care or supervision of minors, when the place is located on premises that are not intended primarily for the use, care, or supervision of minors. Violation of this statute is a felony.
- g. ID Cards

- a. Tuition and Fees. MCC will waive tuition and fees for MCS students enrolled in college courses.
 - b. MCS, MCC, and the Montgomery Community College Foundation will jointly fund the purchase of college level textbooks and/or other assigned course materials for CCP students up to a mutually agreed amount. College textbooks must be used for at least 6 semesters, when at all possible, unless mutually agreed that a new book must be purchased.
 - c. An emphasis will be placed on use of open source teaching materials, where appropriate, to reduce the annual cost of textbooks.
5. Food Service
- a. Vending
 - i. MCC will maintain the vending contract for the CTE building.
 - ii. Vending revenues will be held in a specialized fund by MCC and used to support the needs of the CTE building and associated programs.
6. Maintenance
- a. MCS will be responsible for providing utilities (e.g., electrical, water, sewer), telecommunication connectivity and operations, grounds maintenance, building maintenance, trash removal services, and custodial services and supplies.
 - b. MCC and MCS will work collaboratively to complete any safety drills (e.g., fire, tornado, lock down) as required by law and to prepare students and staff in case of an emergency.
 - c. If any MCC or MCS student, instructor, or administrator should experience an accident or sudden illness while on the premises, the response to such incidents will be based upon operating MCS/MCC regulations, guidelines, and procedures as well as other agreements between MCS and MCC that have been executed for specific issues.
 - d. Work Orders
 - i. Work orders will be submitted by MCS and MCC staff to the Facility Manager, who will oversee their completion.
 - e. Storage
 - i. Storage space will be allocated based upon square foot utilization. Initial distribution of storage space will be determined by MCC and MCS prior to building occupancy. Ongoing space allocations will be determined by the Operations Committee with input from the Facility Manager.
 - f. Office Supplies
 - i. Office supplies in common areas will be purchased by MCS. Each entity will use a coding system to track usage and MCC will be charged a pro-rata share of office supply expenses.
 - g. Security
 - i. MCS will own and operate any electronic security systems on campus. MCC will be granted administrator access to such systems.
 - ii. MCS will provide an SRO during daytime hours. MCC will provide security during evening hours. Security for special events will be provided by the entity hosting the event.

7. Calendars

a. Academic Calendar

- i. In accordance with NCGS 115C-84.2, MCS shall provide instruction each school year for at least (i) 185 days or (ii) 1025 hours during 9-10 calendar months, according to the instructional calendar for MCS adopted by the Board of Education.
- ii. Neither party shall have control over the other party with respect to its hours, times, employment, etc.
- iii. Any disputes that arise will be resolved by the Operations Committee.

b. Building Access

- i. MCC and MCS employees will have reasonable access to the building during normal operating hours and contingent on their employment needs.

c. Operational Hours

- i. The daily operational hours for the CTE building will be 7:15 am until 5:00 pm. Evening hours will be from 5:00 pm until 11:00 pm. Weekend and holiday hours will be posted as appropriate.

d. Closures

- i. School closings will be determined by each entity independently. However, consideration will be made for high school students enrolled in college courses who may not be able to attend class when MCS bus routes are not in service.
- ii. Students will be allowed to make-up work when college classes are missed due to MCS closures.

e. Special Events

- i. The Facility Manager will oversee the coordination and operation of any special events at the CTE Building.

f. Scheduling Procedures

- i. The Operations Committee will coordinate scheduling of all MCC and MCS courses.

8. Student/ Staff Conduct and Welfare

a. Codes of Conduct

- i. MCS students who are enrolled in MCC classes will comply with all state and local laws and applicable MCC regulations and policies. Failure to follow these proscriptions will subject the individual to the disciplinary procedures of MCC and may result in suspension, expulsion, and/or removal from MCC. In such cases, all procedural rights will be provided by and in accordance with the policies of MCC.
- ii. Likewise, the students, faculty and staff of MCS will comply with all state and local laws, and applicable MCS regulations and policies, in particular, the MCS Code of Student Conduct. Failure to follow these provisions will subject the individual to the disciplinary procedures of MCS and, for students, may result in suspension or expulsion from MCS or MCC courses or programs and/or from MCS or MCC. In the event of any conflict between

applicable MCC policies and MCS policies, the parties will work in good faith to resolve any such conflicts through the Operations Committee.

- b. Disability
 - i. MCS will ensure the implementation of the Individualized Education Program (IEP) or Section 504 plan for students with disabilities eligible under the federal Individuals with Disabilities Education Improvement Act (IDEA) or Section 504 of the Rehabilitation Act for all high school classes offered at the CTE Building.
 - ii. In accordance with Section 504, eligible students with disabilities enrolled in college level courses who desire accommodations must register with the MCC Office of Disability Services. Students who register with the Office of Disability Services will be provided college level accommodations for their college classes.
9. Confidentiality of Student Information
- a. All student records made or received in the course of performing this agreement are subject to the confidentiality, disclosure, and re-disclosure provisions of applicable federal and state statutes and regulations. All MCS student records and any required access log will be maintained by MCS. MCC must maintain student records for courses taken through MCC.
 - b. MCC considers the MCS faculty and staff "school officials" for the purposes of the Family Educational Rights and Privacy Act (FERPA) and MCC Policy 402, but only with respect to records of MCS students taking classes through MCC. MCS officials along with the Coordinator of Educational Partnerships are responsible for talking with high school students along with their parents/ guardians about FERPA and providing them with the Student Consent Form for Access to Education Records.
 - c. Disclosure
 - i. Confidential information will only be disclosed in accordance with MCC and MCS policies and procedures, North Carolina General Statutes, or Federal Law.
10. Information Technology
- a. Internet connectivity
 - i. MCS will be responsible for ensuring compliance with restrictions to Internet access as required for public schools in North Carolina.
 - b. Access
 - i. MCC's Office of Information Technology will provide support to MCS and work in collaboration with the MCS's Technology Department with respect to technology operated in the CTE Building.
 - c. Security
 - i. MCC and MCS Information Technology staff will maintain security adequate to ensure protection of college/school related information, networks, and equipment.
 - d. Software

- i. MCC and MCS will be responsible for maintaining program specific software.
 - e. Devices
 - i. A guest network will be provided for MCC students and guests.
 - ii. Personal devices will be allowed in the CTE Center, but users must abide by MCC and MCS technology use procedures.
 - f. Phones
 - i. MCS will provide a VOIP phone system for the CTE building.
 - ii. MCC faculty and staff have authorization to use phones in CTE building as needed to facilitate their duties.
- 11. Media and Public Relations
 - a. All public inquiries regarding admissions, programs, or operations shall be referred to the appropriate MCS/MCC administrator and/or public relations officer with timely notification of such inquiries or public information releases to the other entity.
- 12. Parking
 - a. Parking will be accessible for MCS and MCC faculty and staff except when parking access may be altered due to special events. Students who park on campus must follow parking regulations established by MCS and as outlined for currently enrolled MCS students. Stickers will be issued to faculty and staff by MCS or MCC as appropriate. Students will be issued parking stickers for the entity with which they are currently enrolled.
- 13. Student Recruitment and Enrollment (Curriculum)
 - a. Program Determination
 - i. Program offerings will be determined by each entity to meet their needs and the needs of the local industries.
 - b. Awarding Credit
 - i. MCC must provide college-level courses for the students enrolled in dual enrollment programs. MCC faculty will teach these courses. MCC is fully responsible for the compensation of any College faculty member whose classes include MCS students.
 - ii. MCS will ensure that all students enrolled with MCC are provided with courses that meet the minimum course requirements for admission to the University of North Carolina, provided that upon recommendation of MCS, the Board of Governors of the University of North Carolina may waive these requirements.
 - iii. Successful completion of these MCC courses will entitle the student to academic credit at the college-level.
 - iv. Students must meet with a MCS counselor, career development coach, and/or MCC Coordinator of Educational Partnerships before registering for any MCC classes for the following term. Once registration is completed and verified by the Coordinator of Educational Partnerships or designee, MCS students will not be allowed to modify their schedule or drop classes unless special circumstances warrant an exception by the MCS counselor.

- v. MCC will keep MCS abreast of students in jeopardy of failing a class and provide numerical grades for the purpose of calculating district GPAs. Semester grades and grading policies are outlined in each instructor's course syllabus. MCS personnel are responsible for advising MCS students concerning academic progress in the course's high school component. Students must attend 80% of all MCC classes. Alternative/make-up assignments will be permitted when students are absent due to school sanctioned activities (sports, field trips, etc.).
 - vi. It is assumed that a vital part of every student's education is regular attendance of class meetings. MCS and MCC faculty members must keep a current attendance record on all students in compliance with MCS and MCC attendance policies.
 - vii. MCC will award credit for courses for which courses have been agreed upon and have been approved. These courses shall have been evaluated and approved through the MCC curriculum approval process in accordance to state requirements and shall be at a more advanced level than courses taught at the high school level.
- c. Credentials
 - i. Faculty and staff credentials will be appropriate for the fields hired and meet all requirements of state government, federal law, and regional accrediting bodies.
 - d. Advising
 - i. Students will be advised jointly by MCC and MCS personnel as appropriate. Where appropriate, counselors/advisors from each entity will coordinate advising activities to ensure students do not have to unnecessarily duplicate courses.
 - e. Withdrawal and Failure
 - i. Students will follow the withdrawal and failure policies of either MCC or MCS depending on the course they are taking.
 - f. Attendance
 - i. Students will follow the attendance policies of either MCC or MCS depending on the course they are taking.
 - g. Discipline
 - i. Students will be subject to the discipline policies of either MCC or MCS depending on the course they are taking.
 - h. Professional Development and Research:
 - i. It is expected that students may be involved in MCC and/or MCS research initiatives pertaining to the CTE Building and for longitudinal tracking of their academic performance in high school and college courses. Any research conducted by MCC or MCS personnel that involve personnel or students must be mutually approved by both parties pursuant to a separate written agreement. The parties acknowledge that any such research proposals must be submitted to MCC and MCS and approved by MCC and MCS.

14. Programming

- a. MCC and MCS will meet annually to plan programs and courses offered at the CTE Building.
- b. Courses and programs allow students to obtain dual credit for high school and college courses.
- c. Programming for the 2019-20 academic year is attached in Appendix A.

Terms of Agreement:

This Agreement is effective from January 1, 2019 to December 31, 2024. During the term of this Agreement, it may be amended or supplemented by mutual written consent of both MCS and MCC. The parties are committed to securing additional funding to support CTE Building beyond the initial term of this agreement. To this end, the parties will initiate and jointly conduct a program/facility review annually. Based on that program/facility review, the parties will commit to making necessary alterations to the building, equipment, or courses.

Liability:

MCS and MCC are each responsible for the negligence or intentional harm caused by its employees; however, nothing in this section may be construed to waive any defense of sovereign immunity which might otherwise be available to MCS or to MCC; provided further that nothing in this section may be construed to limit the rights of the Attorney General of North Carolina to bring claims for or to defend claims against MCS or MCC.

Force Majeure:

If the performance of the obligations under this Agreement, other than obligations involving the payment of money, is prevented by reason of Force Majeure, the parties are released from their obligations and neither party shall be responsible for any damages sustained and have no further recourse against the other party. Force Majeure means fire, earthquake, hurricane, flood, act of God, epidemics or pandemics, nuclear explosions, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, terrorism, power of government, or governmental agency or authority, or any other cause like or unlike any cause mentioned that is beyond the control of a party that has the obligation.

Severability:

Unless otherwise expressly provided herein, the rights of the parties hereunder are severable several rights, not rights jointly held with each other or with any other party. Any invalidity, illegality, or limitation of the enforceability of any party of this Agreement, whether arising by reason of law or otherwise, shall in no way affect or impair the validity, legality, or enforceability of this Agreement in all other respects.

Assignment:

This Agreement may not be assigned or subcontracted, in whole or in part, without written agreement of all parties, but if the same is assigned by agreement, it is binding in all respects on the assignee.

Notices:

Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by facsimile transmission (provided sender confirms notice by written copy). If hand-delivered, the notice shall be effective upon delivery. If by facsimile copy, the notice shall be effective 'when sent'. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service, addressed appropriately to the intended recipient as follows:

If to MCS:
Superintendent
Montgomery County Schools
PO Box 427
Troy, NC 27371

If to MCC:
President
Montgomery Community College
1011 Page Street
Troy, NC 27371

Governing Law:

This Agreement and the rights and obligations of the parties hereto are governed by and are to be construed and enforced in accordance with the laws of the State of North Carolina without regard to any principles of conflicts of laws that would make applicable the law of any other jurisdiction.

Entire Understanding:

This Agreement contains the final expression of the parties' intent and sole and entire understanding between MCS and MCC with regard to the subject matter of this Agreement. Any statements, representations, discussions, or documentation, whether made prior to or contemporaneously with the execution of this Agreement, are merged into this Agreement and this Agreement fairly and comprehensively memorializes the final negotiated agreement between the parties. The Agreement may not be modified or amended in any manner except in writing signed by both parties hereto. The Agreement may be renewed at the end of the Initial Term specified upon such terms as the parties agree.

Affirmation of Support:

We affirm that we have read and approved this Agreement to operate the MCS MCC CTE Building, and we are prepared to support all assurances and program commitments made in this agreement.

Montgomery County Schools Board of Education

By: _____
Chair, Montgomery County Schools Board of Education

Montgomery Community College

By: _____
Chair, Montgomery Community College Board of Trustees

Montgomery Community College
CTE Schedule
Fall 2019

Contact Hours are based on an 80 minute blocks (95 minutes of instruction) x 18 weeks = 8,550 minutes per semester

	1st Block 8:10 – 9:30	2nd Block 9:35 – 10:55	3rd Block 11:45 – 1:10	4th Block 1:15 – 2:35
Welding	WLD 110 (1 st 9 wks.) WLD 141 (2 nd 9wks)	WLD 112 (1 st 9wks.) WLD 115A (2 nd)	WLD 110 (1 st 9wks.) WLD 141 (2 nd)	WLD 112 (1 st 9wks.) WLD 115A (2 nd)
Heat and Air	AHR 110 AHR 160	AHR 113 AHR 211A		
Masonry	MAS 140 MAS 110A	MAS 110A MAS 110B		
Plumbing			PLU 115	PLU 120A
Carpentry	CAR 111A	CAR 111B		
Industrial Systems Tech	ELC 131	ELC 131A, ATR 112		
Mechatronics	ELC 131	ELC 131A, ATR 112		
Electrical	ELC 131	ELC 131A, ATR 112		
Culinary	CUL 140	CUL 110, CUL 160		
Medical Assisting	(MA IA) BIO 165, MED 118,	(MA IB) MED 121, MED 122, MED 110	(MA IIA) BIO 166, MED 130A	(MA IIB) MED 130B, MED 146
Medical Office	MED 118 MED 121 OST 148, OST 247A	MED 122, MED 247B, OST 248		
Nurse Aid	NAS 101	NAS 101	NAS 102	NAS 102
Phlebotomy	PBT 100	PSY 101, MED 121 MED 122		PBT 101
Horticulture	HOR 112	PME 101A		

Machining	MAC IIIA, MAC 131A	MAC 111B, MAC 131B		
Agriculture	AGR 139, AGR 140, ANS 110A	AGR 160,ANS 110B, AGR 130	AGR 139, AGR 140, ANS 110A	AGR 160,ANS 110B, AGR 130
Automotive	AUT 151, AUT 151A	TRN 120	AUT 151, AUT 151A	TRN 120



Board of Trustees Calendar of Events
2019

January 9, 2019	5:30 p.m.	Committee/Board Meeting
February 13, 2019	11:30 a.m.	Foundation Board Meeting
February 13, 2019	5:30 p.m.	Committee/Board Meeting
March 13, 2019	5:30 p.m.	Committee/Board Meeting
March 16, 2019	8:00 a.m.	Board Retreat
April 3-5, 2019		NCACCT Seminar - Raleigh, NC
April 10, 2019	5:30 p.m.	Committee/Board Meeting
May 8, 2019	11:30 a.m.	Foundation Board Meeting
May 8, 2018	5:00 p.m.	Committee/Board Meeting
May 8, 2019	7:00 p.m.	Graduation
June 12, 2019	5:30 p.m.	Committee/Board Meeting
July, 2019		No Board Meeting
August 14, 2019	11:30 a.m.	Foundation Board Meeting
August 14, 2019	5:30 p.m.	Committee/Board Meeting
August 27, 2019	5:30 p.m.	Scholarship Awards Ceremony
September 11, 2019	5:30 p.m.	Committee/Board Meeting
October 9, 2019	5:30 p.m.	Committee/Board Meeting
November 13, 2019	11:30 a.m.	Foundation Board Meeting
November 13, 2019	5:30 p.m.	Committee/Board Meeting
December 11, 2019	5:30 p.m.	Committee/Board Meeting