

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, March 11, 2020 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 1.4 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 Presentation Dr. Natalie Winfree, Dean of Arts and Sciences

Approval of February Board and Committee Minutes– Appendix A (Action) Claudia Bulthuis

Standing Committees

Budget & Finance Committee.....Susan Hershberger, Chairman

- February Financial Reports – **Appendix B-1 (Action)** Jeanette McBride
- 2020-2021 Local Budget Request – **Appendix B-2 (Action)** Jeanette McBride
- January Foundation Fund Statement – **Appendix B-3** Korrie Ervin
- Grants Update – **Appendix B-4**..... Korrie Ervin
- Foundation Update..... Korrie Ervin

Building & Grounds Committee.....Gordon Knowles, Chairman

- Facilities Report – **Appendix C-1** Jeanette McBride
- Incident Report – **Appendix C-2**..... Jeanette McBride
- Construction Update – **Appendix C-3**Dr. Chad Bledsoe
 - Blair Hall Phase II Priorities – **Appendix C-4 (Action)**

Personnel Committee..... Gelynda Capel, Chairman

- Notice of ResignationGelynda Capel
 - Nursing Instructor – **Appendix D-1**
 - Welding Instructor – **Appendix D-2**

- Director of Marketing, Communications and Public Relations – **Appendix D-3 (Action)**.....Gelynda Capel
- Personnel Needs – **Appendix D-4 (Action)**.....Lee Proctor
 - Associate Degree Nursing Instructor
 - Welding Instructor
 - Sustainable Agriculture Instructor – Golden Leaf Project

Curriculum/Student Services Committee.....**Bill Price, Chairman**

- Update from Vice President of Instruction – **Appendix E-1**Lee Proctor
 - Continuing Education – **Appendix E-2**
 - Public Safety Administration – **Appendix E-3 (Action)**
 - Human Services/Social Services – **Appendix E-4 (Action)**
- Update from Vice President of Student Services – **Appendix E-5** Beth Smith

Legislative/Public Relations Committee **Paula Covington, Chairman**

- Legislative Updates.....Dr. Chad Bledsoe
 - Lunch with Legislators – **Appendix F-1**
- Public Relations/Marketing Update – **Appendix F-2**Michele Haywood

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

- Board Policy ManualDr. Chad Bledsoe
 - Section 2 – **Appendix G-1 – Second Reading (Action)**
 - Policy 1.13, Adherence to General Statute and State Board Code – **Appendix G-2 – Second Reading (Action)**
- 2019 MCC Fact Book – **Appendix G-3**.....Carol Holton
 - https://www.montgomery.edu/pdf/mcc/fact_book_19.pdf

SGA Report – Appendix H.....Cole McQuinn, SGA President

President’s ReportDr. Chad Bledsoe

- Activities Since Previous Board Meeting – Appendix I
 - MCC Response to Coronavirus
 - Ameriquial Update
 - Active Shooter Training

Chairman’s ReportClaudia Bulthuis

- Trustee Handbook
- Calendar of Events – **Appendix J**
- Board Retreat, March 28, 2020
- MCC Allied Health Center, Open House, April 7, 2020
- SEI Forms to be completed by April 15, 2020
- Lunch with Legislators, April 20, 2020 at 11:30 a.m.
- BLET Graduation, April 28, 2020 at 6:00 p.m.
- LPN Pinning Ceremony, May 5, 2020 at 7:00 p.m.
- Graduation, May 6, 2020
- SCI Graduation, May 9, 2020

- **Presidential Evaluation Schedule**
 - 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 – (Action)**Claudia Bulhuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, February 12, 2020

Call to Order

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

Present

Phil Absher (via telephone)	Robert Harris
Claudia Bulthuis	Kerry Hensley
Gelynda Capel	Susan Hershberger
Paula Covington	Gordon Knowles
Katie Dunlap	Bill Price
George Gilbreath	

Absent

Dr. Johnny McKinnon
Cole McQuinn, SGA President

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Courtney Atkins, Assistant to the President; and Deanne Brown, Director of Foundational Studies.

Welcome

Mrs. Bulthuis welcomed all in attendance including Deanne Brown, Director of Foundational Studies.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the agenda for the February 12, 2020 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 1.4 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts of interest were declared.

State Ethics Commission Report – Mrs. Bulthuis, Chairman

State Ethics Commission Report – Mrs. Bulthuis, Chairman

Mrs. Bulthuis shared the State Ethics Commission Report with the Board of Trustees. The letter from the Office of the State Ethics Commission noted, in the Statement of Economic Interest form that Mrs. Bulthuis submitted in 2019, included information that the Ethics Commission did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this Montgomery Community College Board of Trustees.

Board Presentation – Deanne Brown, Director of Foundational Studies

The Board received a presentation on Foundational Studies from Deanne Brown, Director of Foundational Studies.

Approval of January Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the January Board and Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Hershberger, Chairman

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

- The committee reviewed Appendix B-1, the January financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the January financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received Appendix B-2, December Foundation Fund Statement presented by Mrs. Ervin. As of December 31, 2019, the total funds were \$4,096,971.00. This reflects a market increase of \$58,270.48 for the month of December.
- The committee received a Foundation update presented by Mrs. Ervin. She noted that the full application to Golden Leaf requesting \$1,000,000 to be used for an expansion on the Agriculture Program has been submitted.
- Mrs. Ervin also shared that the Foundation Board met earlier today and approved the 2020-2021 scholarship liability to be set at \$144,000 from endowed funds. This will include tuition and fees as well as \$250 for books for all scholarship students.
- Mrs. Ervin also shared that currently 61% of employees have given or pledged over \$8,000 for the internal annual fund drive. The Foundation Board and Board of Trustees received a donation card as part of the community giving campaign to assist with the external annual fund drive.

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 C-1, the Facilities Report presented by Mrs. McBride. The maintenance crew assisted in moving several instructors to the CTE Building as well as moving more of the maintenance supplies and equipment into the new maintenance building.
- The committee received Appendix C-2, the Incident Report for January. There was a medical incident involving a student who had taken medication that adversely affected them. Emergency Medical Services was called and the student has recovered.
- The committee reviewed Appendix C-3, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. The arms room in Gunsmithing is complete as well as the construction on the Facility Maintenance Building. Dr. Bledsoe took the Trustees on a tour of the Facility Maintenance Building and the newly renovated Student Services area prior to the Board Meeting today.
- The committee received information on the Unauthorized Use of MCC Property. Dr. Bledsoe notified the Trustees about an incident on campus of an unauthorized crew painting handicapped parking spaces and a crosswalk in the parking lot behind Blair Hall and Capel Hall. The Trustees discussed options on how to correct this situation and how to stop such situations from happening again in the future. The Board agreed that they should be notified of modifications of the campus before any changes are made.
- The committee received Appendix C-4, the Change Orders for Blair Hall Renovations. Dr. Bledsoe pointed out some accessories that the Contractors left out of the plans that they have added since work has begun. The College has been asked to pay for the additions to the change orders and due to design errors on the contractor's part, College Administration has been meeting with contractors to discuss responsibility.
- The committee received Appendix C-5, the Road Access Proposal. This proposal would replace the loop road around Building 500 that was presented in the August 19, 2019 Board of Trustees meeting. Before grading could begin on the loop road it was discovered there were some underground cables that presented a problem. Also, there were obstacles in the proposed traffic flow. Therefore, a more viable option is being explored. The one-way road between Blair Hall and Building 500 would need to be widened and reassigned for two-way traffic. This project would involve taking out fencing, demolition of the lawn mower shed, widening the sidewalk adjacent to building 500, installing wide speed bump crosswalks and repaving. Additional parking spaces could be added beside Blair Hall between the bay doors. Also, alternates have been included to demolish the saw shop (slant roof shed) and installing a concrete dumpster pad. Quotes are being obtained from local contractors. The committee approved, and Mr. Knowles made a motion to approve, the Road Access Proposal. Coming from committee, this required no second. The motion carried.
- The committee received Appendix C-6, the DOL Complaint. An anonymous complaint was filed with the Department of Labor stating that an employee with the College was concerned while working near high noise levels due to renovations as well as the employee experiencing breathing issues due to inhaling dust from the renovations. The College responded to the Department of Labor with a letter stating that all proper procedures had been followed in the construction project and that employees were

notified well ahead of time of the renovations that would be expected on campus. College officials state that they never received a complaint from any employees regarding health or safety concerns connected to the renovation project.

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:

- The committee received Appendix D-1, the Personnel Appointment of Mallory Smith, Distance Learning Coordinator. Mallory Smith was not in attendance to be introduced to the Board.
- The committee received Appendix D-2, the Notice of Retirement of Michele Haywood, Public Information Officer. The Board expressed their appreciation with Michele for her service to the College and noted that she would be missed once she retires.

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 Appendix E-1, an update on instructional activities from Mr. Proctor. The CTE Building is now open. Classes began on January 23, 2020 and students are enrolled in Welding, Agriculture, Masonry, Automotive, Heating and Air Conditioning, Phlebotomy, and Carpentry. Electrical, Industrial Systems, and Nursing Assistance will be moving prior to the start of the Fall semester. Culinary will move as soon as an equipment issue can be resolved. In addition, Montgomery County School's classes in Woodworking, EMT, Health Sciences, and Fire Fighting are up and running.
- The Gunsmithing program attended the annual National Sport Shooting Foundation Shot Show in Las Vegas January 21- 24, 2020. Dr. Bledsoe, Lee Proctor, Mark Dye, Len Fagan and 25 students attended.
- On February 21, the Small Business Center along with the Gunsmithing program will host the second annual Guns, Goals, and Grit. The business summit is a free, full-day event, designed to help participants start and grow firearm-related businesses. On February 22, the Gunsmithing program will be hosting an open house from 10 a.m. until 2:00 p.m. to give potential students interested in the program the opportunity to explore the program.
- The College hosted the eight-grade through eleventh-grade students from Montgomery County Schools on the College campus and at the new CTE building. Approximately 871 potential students toured the CTE programs to give them a better idea of the options available to them for next year. This event was scheduled prior to students meeting with their counselors to sign-up for classes for 2020-2021.
- Fall curriculum Full Time Equivalency numbers are up 17%. Continuing Education numbers are up a combined increase of 6%. Enrollment for curriculum is up close to 17%.
- The Nursing Application deadline for both the LPN and ADN Programs was the end of January. Currently there are over 55 Associate Degree Nursing applicants and 75 Practical Nursing applicants. That is a 14% increase over 2019. There are approximately 21 spaces

available in the first year Nursing program, the currently enrolled 9 students will move to the second year class, and there are 20 to 30 spaces in the LPN program.

- The committee received Appendix E-2, an update on continuing education activities from Mr. Proctor. Reinforced Instruction for Student Excellence (RISE) is a new NC Community College System initiative that has been incorporated into our Foundational Studies program. The intent of the program is to best prepare and accelerate students into college level math and english classes by equipping them with the necessary skills and knowledge to succeed. Currently, 17 students are actively progressing through our newly established RISE english and math program.
- The College delivered a two-day tactical operations class focused on tracking and capturing escaped prisoners in both a commercial business and the Uwharrie National Forest with 85 Department of Public Safety Special Operations Officers.
- The Department of Corrections is holding their second training session at the College.
- The committee received Appendix E-3, the Fall 2019 Class Visitation Report from Mr. Proctor
- The committee received Appendix E-4, an update on Student Services activities from Mrs. Smith. Several staff members from Student Services are scheduled to attend a Behavioral Health Convention in Chapel Hill and a N3C2A (NC Community College Advising Association) conference in Sanford in February.
- Jessica Latham and Andy Speer visited Central Davidson High School in January to conduct an information session and demonstration of taxidermy.
- Congratulatory letters to students placed on Fall 2019 achievement lists were mailed on February 4, 2020 and included a small token in appreciation of their hard work.

Legislative/Public Relations Committee – Paula Covington, Chairman

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

- The committee received a legislative update from Dr. Bledsoe in Appendix F-1 and Appendix F-2. Appendix F-1 is the Amendment of 1D SBCCC 300.1, Presidential Selection Process. This amendment would prevent Colleges from publicly communicating or publicly confirming or denying the name of the final Presidential candidate submitted to the State Board of Community Colleges (SBCC) until the SBCC votes to approve the final candidate.
- Appendix F-2 is the Amendment of 1D SBCCC 400.11, Education Services through Career College Promise (Curriculum) Career Pathway. This amendment addresses a legislative change that allows 9th and 10th graders to enroll in a College Transfer Pathway. The amendment sets out the requirements that must be met prior to a 9th or 10th grader enrolling in a College Transfer Pathway. The amendment also adds an Associate in Fine Arts in Music and an Associate in Fine Arts in Theater to the College Transfer Pathway program of study.
- The committee received Appendix F-3, the Public Relations report from Mrs. Haywood. She shared that the Carolina All-Out Montgomery Community College Taxidermy videos on YouTube have netted over 519,000 views to date, which is a record-breaker for

Carolina All-Out. Students in the program say they have seen these videos and were impressed with the program. Taxidermy now has 11 night students and 9 day students which is the programs highest enrollment since 2013.

- Plans are underway for the CTE Open House on Tuesday, February 25th. The Culinary program will be providing finger foods for the 10:00 a.m. reception and tours.
- The Board watched a short video presentation on photographs collected over 2019 that emphasized the new CTE Building and CTE programs.

Institutional Status Committee – Robert Harris, Vice Chairman

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

- The committee received Appendix G-1, Section 2, of the Board Policy Manual for first reading. Dr. Bledsoe presented changes that he received on Policies 2.1.2, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.10 and 2.2.3. Those changes will be made and will be reflected in the policies presented for second reading at the next Board Meeting.
- The committee received Appendix G-2, Policy 2.3.11, College Committees. There were three new committees added to this policy before the first reading. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee. The committee approved, and Mr. Harris made a motion to approve, Policy 2.3.11, College Committees of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-3, Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual as first reading. This is a new policy that states that Montgomery Community College shall fully adhere to all North Carolina General Statutes contained in Section 115-D “Community Colleges” and all applicable policies set forth in the North Carolina Community College State Board Code.
- Dr. Bledsoe presented Appendix G-4, Goals, Mission Statement and Core Values to the Board for second reading. The committee approved, and Mr. Harris made a motion to approve, the Goals, Mission Statement and Core Values. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-5, the 2019 Fact Sheet presented by Dr. Bledsoe.

SGA Report – Beth Smith –Appendix H

Beth Smith, Vice President of Student Services gave an update on SGA activities located in Appendix H.

- Mrs. Smith shared that the SGA’s “Nacho Average Thursday” held on January 23 was a hit.
- The SGA is sponsoring a Valentine guessing game contest.
- ADN student, Krystal Debray, won the SGA’s Super Bowl Trivia contest.
- Spring Fling is scheduled for Thursday, April 9.

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

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

- Dr. Bledsoe held several construction meetings
- Dr. Bledsoe and Mrs. Ervin met with a new donor who gave \$30,000 to the Foundation to be used to establish the first scholarship for Continuing Education.
- Dr. Bledsoe attended the Central President's meeting.
- Dr. Bledsoe attended SHOT show with Mr. Proctor, several Gunsmithing instructors and students.
- Dr. Bledsoe attended the MLK Day Event at the College on January 20.
- Dr. Bledsoe met with Mr. Jarvis who is running for Senate and gave him a tour of the campus.

Dr. Bledsoe shared with the Board that the Pottery Program has requested to expand their program to create sculptures with live models.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix J

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

- Work continues on the Trustee Handbook.
- The annual Board Retreat will be on March 28, 2020 at 8:00 a.m. in the Boardroom.
- The NCACCT Law/Legislative Seminar will be held in Raleigh March 18-20, 2020.
- SEI Forms are due by April 15, 2020.
- Graduation is set for May 6, 2020.

Mr. Knowles made a motion, seconded by Bill Price, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss the Presidential Evaluation at 7:36 p.m. The motion carried. No action was taken during closed session.

Mr. Price made a motion, seconded by Mr. Knowles, to return to open session at 7:46 p.m. The motion carried.

There being no further business, Mr. Knowles made a motion, seconded by Ms. Hensley, to adjourn the February 12, 2020 Board meeting at 7:46 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, February 12, 2020 at 5:30 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher (via-telephone)
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Absent

Others Present

Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris

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

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

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

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

January Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the January Financial Reports.

- As of January 31, 2020, County fund expenditures were 438,847 or, 56% of the budget.
- As of January 31, 2020, there were \$335,393 in funds for capital expenditures.
- As of January 31, 2020, State fund expenditures were \$4,114,683 or, 53% of the current expense budget.
- As of January 31, 2020, the Institutional funds balance was \$606,649.
- As of January 31, 2020, the balance in the STIF account was \$196,998.

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

December Foundation Fund Statements – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the December Foundation Fund Statements. As of December 31, 2019, the total funds were \$4,096,971.00. This reflects a market increase of \$58,270.48 for the month of December.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. The full application to Golden Leaf requesting \$1,000,000 to be used for an expansion on the Agriculture Program has been submitted.

The Foundation Board met earlier today and approved the 2020-2021 scholarship liability to be set at \$144,000 from endowed funds. This will include tuition and fees as well as \$250 for books for all scholarship students.

Currently 61% of employees have given or pledged over \$8,000 for the internal annual fund drive. The Foundation Board and Board of Trustees received a donation card as part of the community giving campaign to assist with the external annual fund drive.

There being no further business, the meeting adjourned at 5:38 p.m.

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 5:38 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

Absent

Others Present

Phil Absher (via telephone)
Paula Covington
Kerry Hensley
Susan Hershberger
Bill Price

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

Mr. Knowles Chairman, called the meeting to order.

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

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve the January committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. The maintenance crew assisted in moving several instructors to the CTE Building as well as moving more of the maintenance supplies and equipment into the new maintenance building.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report for January. There was a medical incident involving a student who had taken medication that adversely affected them. Emergency Medical Services was called and the student has recovered.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project Timeline. The arms room in Gunsmithing is complete as well as the construction on the Facility Maintenance Building. Dr. Bledsoe took the Trustees on a tour of the Facility Maintenance Building and the newly renovated Student Services area prior to the Board Meeting today.

Unauthorized Use of MCC Property – Dr. Chad Bledsoe

Dr. Bledsoe notified the Board of Trustees about an incident on campus of an unauthorized crew painting handicapped parking spaces and a crosswalk in the parking lot behind Blair Hall and Capel Hall. The Trustees discussed options on how to correct this situation and how to stop such situations from happening in the future. The Board agreed that they should be notified of modifications of the campus before any changes are made.

Change Orders for Blair Hall Renovations – Appendix C-4 – Dr. Chad Bledsoe

Dr. Bledsoe notified the Board of Appendix C-4, the Change Orders for Blair Hall Renovations. He pointed out some items that the Contractors left out of the plans that have been added since work has begun. The College has been asked to pay for the additions to the change orders and due to design errors on the contractor's part, College Administration has been meeting with contractors to discuss responsibility and negotiate prices.

Road Access Proposal – Appendix C-5 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-5, the Road Access Proposal. This proposal replaces the loop road around Building 500 that was presented in the August 19, 2019 Board of Trustees meeting. Before grading could begin on the loop road it was discovered there were some underground cables that presented a problem. Also, there were obstacles in the proposed traffic flow. Therefore, a more viable option is being explored. The one-way road between Blair Hall and Building 500 would need to be widened and reassigned for two-way traffic.

This project would involve taking out fencing, demolition of the lawn mower shed, widening the sidewalk adjacent to building 500, installing wide speed bump crosswalks and repaving. Additional parking spaces could be added beside Blair Hall between the bay doors. Also, alternates have been included to demolish the saw shop (slant roof shed) and installing a concrete dumpster pad. Quotes are being obtained from local contractors.

Mr. Harris made a motion, seconded by, Dr. Dunlap to approve the Road Access Proposal. The motion carried

DOL Complaint – Appendix C-6 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-6, the Department of Labor Complaint. An anonymous complaint was filed stating that an employee with the College was concerned about working near high noise levels due to renovations as well as the employee experiencing breathing issues due to inhaling dust from the renovations.

The College responded to the Department of Labor with a letter stating that all proper procedures had been followed in the construction project and that employees were notified ahead of time of the renovations that would be expected on campus. College officials state that they never received a complaint from any employees regarding health or safety concerns connected to the renovation project.

The College received a final letter from the Department of Labor stating that they will not be seeking to pursue an investigation or inspection on the matter of any proposed hazards provided by the employee.

There being no further business, the meeting adjourned at 6:07 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:07 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman (via
telephone)
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulthuis

Absent

Others Present

Katie Dunlap
George Gilbreath

Susan Hershberger
Gordon Knowles
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; 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.

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the January committee meeting minutes. The motion carried.

Personnel Appointments – Appendix D-1

The committee received Appendix D-1, the personnel appointment form for Mallory Smith, Distance Learning Coordinator.

Notice of Retirement – Appendix D-2

The committee received Appendix D-2, the notice of retirement from Michele Haywood, Public Information Officer.

There being no further business, the meeting adjourned at 6:09 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:09 p.m. in the College Boardroom.

Present

Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Claudia Bulthuis

Absent

Dr. Johnny McKinnon

Others Present

Phil Absher (via telephone)
Gelynda Capel
Paula Covington
Robert Harris
Kerry Hensley
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; 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 Dr. Johnny Mckinnon.

Dr. Dunlap made a motion, seconded by Mrs. Hershberger, to approve the January committee meeting minutes. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1.

The CTE Building is now open. Classes began on January 23, 2020 and students are enrolled in Welding, Agriculture, Masonry, Automotive, Heating and Air Conditioning, Phlebotomy, and Carpentry. Electrical, Industrial Systems, and Nursing Assistance will be moving prior to the start of the Fall semester. Culinary will move as soon as an equipment issue can be resolved. In addition, Montgomery County School's classes in Woodworking, EMT, Health Sciences, and Fire Fighting are up and running.

The Gunsmithing program attended the annual National Sport Shooting Foundation Shot Show in Las Vegas January 21- 24, 2020. Dr. Bledsoe, Lee Proctor, Mark Dye, Len Fagan and 25 students attended.

On February 21, the Small Business Center along with the Gunsmithing program will host the second annual Guns, Goals, and Grit. The business summit is a free, full-day event, designed to help participants start and grow firearm-related businesses. On February 22, the Gunsmithing program will be hosting an open house from 10 a.m. until 2:00 p.m. to give potential students interested in the program the opportunity to explore the program.

The College hosted the eight-grade through eleventh-grade students from Montgomery County Schools on the College campus and at the new CTE building. Approximately 871 potential students toured the CTE programs to give them a better idea of the options available to them for next year. This event was scheduled prior to students meeting with their counselors to sign-up for classes for 2020-2021.

Fall curriculum Full Time Equivalency numbers are up 17%. Continuing Education numbers are up a combined increase of 6%. Enrollment for curriculum is up close to 17%.

The Nursing Application deadline for both the LPN and ADN Programs was the end of January. Currently there are over 55 Associate Degree Nursing applicants and 75 Practical Nursing applicants. That is a 14% increase over 2019. There are approximately 21 spaces available in the first year Nursing program, the currently enrolled 9 students will move to the second year class, and there are 20 to 30 spaces in the LPN program.

Update on Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

Reinforced Instruction for Student Excellence (RISE) is a new NC Community College System initiative that has been incorporated into our Foundational Studies program. The intent of the program is to best prepare and accelerate students into college level math and english classes by equipping them with the necessary skills and knowledge to succeed. Currently, 17 students are actively progressing through our newly established RISE english and math program.

The College delivered a two-day tactical operations class focused on tracking and capturing escaped prisoners in both a commercial business and the Uwharrie National Forest with 85 Department of Public Safety Special Operations Officers.

The Department of Corrections is holding their second training session at the College.

Fall 2019 Class Visitation Report – Appendix E-3 – Lee Proctor

Mr. Proctor presented the Fall 2019 Class Visitation Report for the Trustees to review.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

Several staff members from Student Services are scheduled to attend a Behavioral Health Convention in Chapel Hill and a N3C2A (NC Community College Advising Association) conference in Sanford in February. Jessica Latham and Andy Speer visited Central Davidson High School in January to conduct an information session and demonstration of taxidermy.

Congratulatory letters to students placed on Fall 2019 achievement lists were mailed on February 4, 2020 and included a small token in appreciation of their hard work.

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

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:18 p.m. in the College Boardroom.

Present

Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price

Absent

Also Present

Phil Absher (via telephone)
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Gordon Knowles

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

Paula Covington, Chairman, called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

Mrs. Bulthuis made a motion, seconded by Ms. Hensley, to approve the January committee minutes. The motion carried.

Legislative Update – Appendix F-1 and F-2 – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative Update to the Board. He presented Appendix F-1, the Amendment of 1D SBCCC 300.1, Presidential Selection Process. This amendment would prevent Colleges from publicly communicating or publicly confirming or denying the name of the final Presidential candidate submitted to the State Board of Community Colleges (SBCC) until the SBCC votes to approve the final candidate.

He presented Appendix F-2, the Amendment of 1D SBCCC 400.11, Education Services through Career College Promise (Curriculum) Career Pathway. This amendment addresses a legislative change that allows 9th and 10th graders to enroll in a College Transfer Pathway. The amendment sets out the requirements that must be met prior to a 9th or 10th grader enrolling in a College Transfer Pathway. The amendment also adds an Associate in Fine Arts in Music and an Associate in Fine Arts in Theater to the College Transfer Pathway program of study.

Public Relations/Marketing Update – Michele Haywood – Appendix F-3

Mrs. Haywood presented Appendix F-3, the Public Relations/Marketing Update.

The Carolina All-Out Montgomery Community College Taxidermy videos on YouTube have netted over 519,000 views to date, which is a record-breaker for Carolina All-Out. Students in the program say they have seen these videos and were impressed with the program. Taxidermy now has 11 night students and 9 day students which is the programs highest enrollment since 2013.

Plans are underway for the CTE Open House on Tuesday, February 25th. The Culinary program will be providing finger foods for the 10:00 a.m. reception and tours.

The Board watched a short video presentation on photographs collected over 2019 that emphasized the new CTE Building and CTE programs.

There being no further business, the meeting adjourned at 6:25 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:25 p.m. in the College Boardroom.

Present

Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent

Dr. Johnny McKinnon, Chairman

Also Present

Phil Absher (via telephone)
Paula Covington
George Gilbreath
Kerry Hensley
Susan Hershberger
Gordon Knowles
Bill Price

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

Mr. Harris, Vice Chairman, called the meeting to order.

Roll was taken by Vice Chairman Harris, and all members were present except Dr. Johnny McKinnon, Chairman.

Dr. Dunlap made a motion, seconded by Mrs. Bulthuis, to approve the January committee minutes. The motion carried.

Section 2 of the Board Policy Manual – Appendix G-1 – First Reading– Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 2, of the Board Policy Manual to the Board for first reading. Dr. Bledsoe presented changes that he received on Policies 2.1.2, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.10 and 2.2.3. Those changes will be made and will be reflected in the policies presented for second reading at the next Board Meeting.

Policy 2.3.11, College Committees – Appendix G-2 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 2.3.11, College Committees to the Board for second reading. There were three new committees added to this policy before the first reading. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap, to approve Policy 2.3.11, College Committees of the Board Policy Manual. The motion carried.

Policy 1.13, Adherence to General Statute and State Board Code – Appendix G-3 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual was presented to the Trustees as a first reading. This is a new policy that states that Montgomery Community College shall fully adhere to all North Carolina General Statutes contained in Section 115-D “Community Colleges” and all applicable policies set forth in the North Carolina Community College State Board Code.

Goals, Mission Statement and Core Values – Appendix G-4 – Second Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the Goals, Mission Statement and Core Values to the Board for second reading.

The Committee viewed the changes that were made to the Goals, Mission Statement and Core Values and Dr. Dunlap made a motion, seconded by Mrs. Bulhuis, to approve the Goals, Mission Statement and CORE values. The motion carried.

2019 Fact Sheet – Appendix G-5 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-5, the 2019 Fact Sheet.

There being no further business, the meeting adjourned at 6:35 p.m.

Budget and Finance Committee
Wednesday, March 11, 2020
5:30 p.m.

Committee Members

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Agenda Items

- **Call to Order..... Susan Hershberger, Chairman**
- **Approval of February Committee Minutes – Appendix B All**
- **February Financial Reports – Appendix B-1 (Action)..... Jeanette McBride**
- **2020-2021 Local Budget Request – Appendix B-2..... Jeanette McBride**
- **January Foundation Fund Statement – Appendix B-3Korrie Ervin**
- **Grants Update – Appendix B-4Korrie Ervin**
- **Foundation UpdateKorrie Ervin**
- **New Business**
- **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 5:30 p.m. in the College Boardroom.

Present

Susan Hershberger, Chairman
Bill Price, Vice Chairman
Phil Absher (via-telephone)
Kerry Hensley
Gordon Knowles
Claudia Bulthuis

Absent**Others Present**

Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris

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

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

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

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

January Financial Reports – Appendix B-1 – Jeanette McBride

Mrs. McBride presented Appendix B-1, the January Financial Reports.

- As of January 31, 2020, County fund expenditures were 438,847 or, 56% of the budget.
- As of January 31, 2020, there were \$335,393 in funds for capital expenditures.
- As of January 31, 2020, State fund expenditures were \$4,114,683 or, 53% of the current expense budget.
- As of January 31, 2020, the Institutional funds balance was \$606,649.
- As of January 31, 2020, the balance in the STIF account was \$196,998.

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

December Foundation Fund Statements – Appendix B-2 – Korrie Ervin

Mrs. Ervin presented Appendix B-2, the December Foundation Fund Statements. As of December 31, 2019, the total funds were \$4,096,971.00. This reflects a market increase of \$58,270.48 for the month of December.

Foundation Update – Korrie Ervin

Mrs. Ervin gave an update on the Foundation. The full application to Golden Leaf requesting \$1,000,000 to be used for an expansion on the Agriculture Program has been submitted.

The Foundation Board met earlier today and approved the 2020-2021 scholarship liability to be set at \$144,000 from endowed funds. This will include tuition and fees as well as \$250 for books for all scholarship students.

Currently 61% of employees have given or pledged over \$8,000 for the internal annual fund drive. The Foundation Board and Board of Trustees received a donation card as part of the community giving campaign to assist with the external annual fund drive.

There being no further business, the meeting adjourned at 5:38 p.m.

**Montgomery Community College
County Funds - Board Report for February 2020**

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	251,358	166,505	84,853	66%
Benefits	126,051	84,259	41,792	67%
Contracted Services	12,361	10,831	1,530	88%
Supplies & Materials	42,527	30,536	11,991	72%
Professional Development (Travel)	2,545	1,267	1,278	50%
Utilities	290,863	183,525	107,338	63%
Repairs & Maintenance	16,595	10,742	5,853	65%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	2,006	29,166	6%
Other Current Expenses	6,904	3,663	3,241	53%
Non-Capitalized Equipment	964	947	17	98%
Total Current Expense	784,000	496,801	287,199	63%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's December 2019 Report	\$ 655,516
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Add: Prior FY Property Tax Allocations from County Report	244,389
Add: FY20 Property Tax Allocation from County Report	<u>58,436</u>
Total Revenue	1,133,341
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$16K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K)	(56,486)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 2/29/20	<u><u>\$ 352,904</u></u>

Montgomery Community College
State Funds - Board Report for February 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	4,049,038	2,584,944	1,464,094	64%
Salaries- Part Time	876,266	560,837	315,429	64%
Salaries- Full Time & Part Time	4,925,304	3,145,782	1,779,523	64%
Benefits	1,755,120	1,122,371	632,749	64%
Contracted Instruction	57,118	23,568	33,550	41%
Financial/Audit Services	12,692	12,692	-	100%
I.T. Contracted Services	95,500	42,070	53,430	44%
Other Contracted Services	27,810	3,000	24,810	11%
Contracted Services	193,120	81,331	111,789	42%
Supplies & Materials	227,773	91,777	135,996	40%
Professional Development (Travel)	151,761	61,557	90,204	41%
Communications	31,224	22,207	9,017	71%
Equipment Repair	24,756	10,104	14,652	41%
Maintenance Agreements	98,410	43,842	54,568	45%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	123,166	53,946	69,220	44%
Advertising	55,500	29,301	26,199	53%
Credit Card Electronic Processing	12,000	5,742	6,258	48%
Child Care Assistance Grant	22,862	10,306	12,556	45%
Project Skill-Up-Student Assistance	13,569	4,674	8,895	34%
Other Current Expense	19,799	7,706	12,093	39%
Other Current Services	68,230	28,429	39,801	42%
Software License Renewal	43,350	8,786	34,564	20%
Other I.T. Rentals/ Leases	58,666	56,419	2,247	96%
IT Rentals/Leases/Licenses	102,016	65,205	36,811	64%
Insurance and Bonding	4,700	-	4,700	0%

Montgomery Community College
State Funds - Board Report for February 2020

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	29,727	8,040	21,687	27%
Minor Equipment Low Risk < \$5K	22,050	5,573	16,477	25%
Minor Equipment High Risk < \$5K	55,921	35,324	20,597	63%
Minor Equipment	77,971	40,897	37,074	52%
1 Total Current Expense	7,745,612	4,750,841	2,994,771	61%
Equipment	566,661	45,169	521,492	8%
Perkins Equipment	27,063	-	27,063	0%
Books	17,274	620	16,654	0%
Equipment & Books	610,998	45,788	565,210	7%
Total Expenses	8,356,610	4,796,629	3,559,981	57%

- 1 Due to late enactment of budget, spending levels are lower than usual for this time of year. Expenditures should be on-target in the coming months.

Montgomery Community College
Institutional Funds- Board Report for February 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 2/29/20
1 Pell Overpayments	-	-	(6,794)
Veterans Reporting Fee	-	50	626
Overhead Receipts 75%	1,009	1,822	10,689
Current General & Miscellaneous	882	885	11,794
Administrative Support	940	3,275	-
Overhead Receipts 25%	336	-	9,737
Excess Fee Receipts	1,576	1,468	-
Textbook Rental	22,717	26,818	3,180
College Work Study	15,870	15,870	-
Total Institutional Support	43,330	50,188	29,232
Forestry Program	-	-	8,606
CTE MCS	219,586	219,586	-
Specific Fees	67,697	80,977	71,583
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,576	20,237
Distance Learning	75	9,500	1,224
NC Live Grant	3,000	2,591	409
Technology Fee-Curriculum	16,997	107,791	13,929
Total Curriculum Instruction & Fees	307,354	422,020	116,337
Scrap Metal Fund HVAC	51	-	768
Self Supporting	39,980	24,596	95,743
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	684	-	8,561
Specific Fees: Occupational Extension	21,764	8,188	90,902
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	62,478	32,784	215,087
NCWorks Grant Adult Services/Dislocated Worker	89,692	125,694	(36,001)
NCWorks Finish Line Grant	2,676	5,376	(2,700)
2 Total NC Works	92,368	131,070	(38,702)
Operational Funds	695	6,676	51,604
Sales Tax Utilization	52,518	46,518	6,000
Total Plant Operation & Maintenance	53,213	53,194	57,604
Vending	14,373	14,911	10,449
Bookstore Vending	8,023	6,844	45,157
General Store	15,939	13,012	2,927
Parking Fee	4,242	-	48,556
Student Government Association	26,526	15,387	33,784
Graduation Fund	1,415	-	3,514
Student Ambassador	2,937	105	28,799
Club Accounts	-	-	67,768

Montgomery Community College
Institutional Funds- Board Report for February 2020

	2019-20 Revenue	2019-20 Expense	Cash Balance 2/29/20
3 Agency Fund	-	-	(23,851)
Funds for Others	-	-	4,595
Restricted Scholarships Held	-	-	3,890
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	73,454	50,259	225,588
4 FSEOG	10,082	10,082	(524)
5 Pell Grant	991,723	991,723	(3,581)
6 Education Lottery Scholarship	10,731	18,257	(7,526)
7 Golden LEAF	5,750	11,746	(5,996)
8 NC Community College Grant	38,153	69,225	(31,072)
High Demand/Low Enrollment	2,531	1,100	1,431
MCC Foundation Scholarship	163,914	163,686	228
Wells Fargo Scholarship	-	-	-
Less Than Half-time	90	90	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	5,000	5,000	-
Total Student Aid- Grants & Scholarships	1,229,474	1,272,410	(47,040)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	719,871	647,239	-
Bond-Capel Hall Office Renovation	-	-	-
Golden Leaf FY2015-085	72,043	23,475	-
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	821,614	633,388	-
Total Institutional Funds: First Bank	2,683,285	2,645,313	558,106
STIF Account as of 2/29/20	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	595	44,053	44,648
Self Supporting- Continuing Education	69	-	10,793
Technology Fees	1,056	78,216	79,272
Bookstore	834	61,744	62,577
Total Institutional Funds: State Treasury	2,554	184,013	197,290

- 1 Pell Overpayment
- 2 Due from NC Works (WIOA & Finish Line Grants)
- 3 Financial Aid Bookstore Charges
- 4 Excess Financial Aid
- 5 Excess Financial Aid
- 6 Due from College Foundation
- 7 Due from Golden Leaf
- 8 Due from College Foundation

Montgomery Community College FY 2020-2021 County Budget

	Budget 18-19 Actual at YE	Budget 19-20 as of 2/24/20	% Difference FY 19 v. FY 20	Requested 2020-21	% Difference FY 20 v. FY 21
Salaries	244,557	251,358	3%	256,385	2%
Benefits	121,831	124,551	2%	129,520	4%
1 Contracted Services	11,665	11,861	2%	13,567	14%
2 Supplies & Materials	44,667	42,527	-5%	46,590	10%
Professional Development (Travel)	3,396	3,573	5%	3,582	0%
3 Utilities	283,922	284,879	0%	318,804	12%
Repairs & Maintenance	20,824	20,595	-1%	22,193	8%
Membership & Dues	2,660	2,660	0%	2,660	0%
Insurance & Bonding	34,830	35,156	1%	38,304	9%
Other Current Expenses	6,685	5,876	-12%	6,115	4%
Non-Capitalized Equipment	964	964	0%	1,031	7%
Total Current Expense	776,000	784,000	1.0%	838,752	7.0%

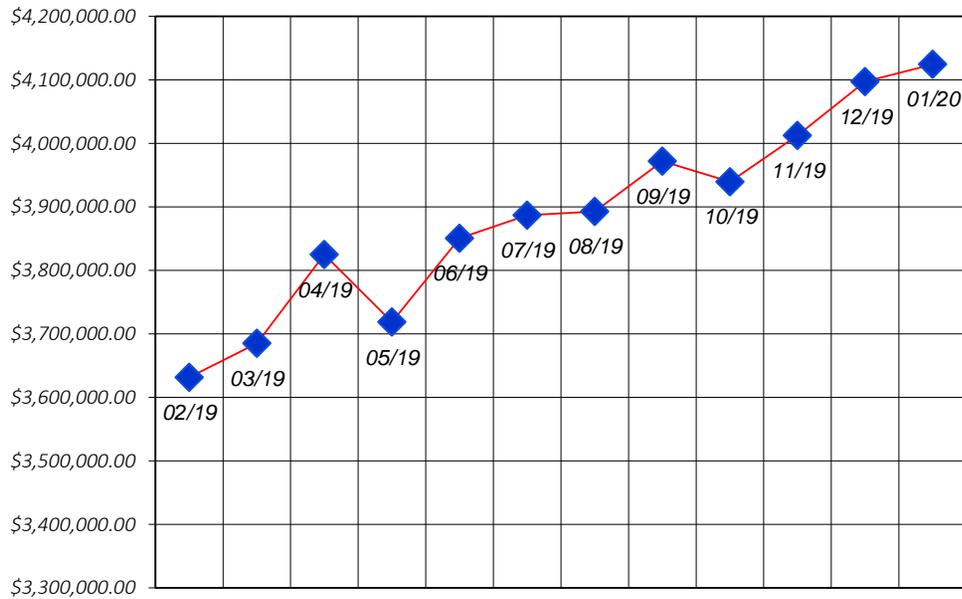
- 1 Increase in Waste Removal/ Recycling Services
- 2 Increase in Custodial Supplies
- 3 Increase in Utilities due to increased rates & usage

Montgomery Community College Foundation

Funds Statement FY 2019-2020

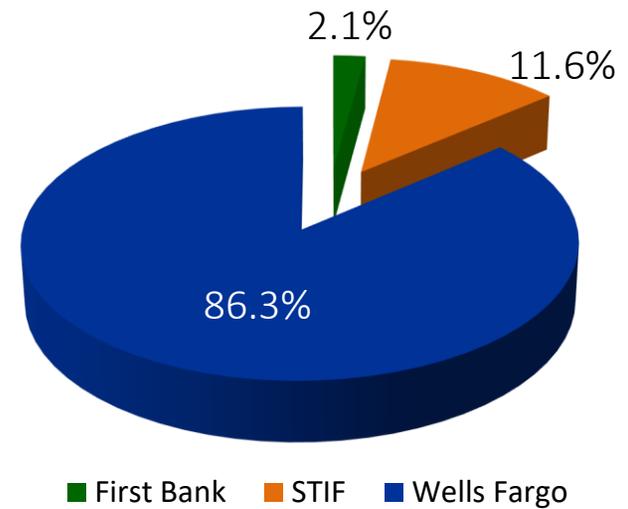
	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of January 2020			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37	\$3,549,952.77	\$463,312.10	\$83,706.13	\$4,096,971.00
Receipts								
Interest/Dividends	\$47,510.75	\$5,533.93	\$9.03	\$53,053.71	\$6,417.49	\$761.02	\$1.44	\$7,179.95
Deposits	\$86,269.74	\$62,031.44	\$186,310.57	\$334,611.75	\$12,505.00	\$15,372.60	\$32,139.72	\$60,017.32
Total Receipts	\$133,780.49	\$67,565.37	\$186,319.60	\$387,665.46	\$18,922.49	\$16,133.62	\$32,141.16	\$67,197.27
Disbursements								
Fees/Withdrawals	\$82,188.54	\$48,634.87	\$176,101.52	\$306,924.93	\$3,564.73	\$833.61	\$27,939.44	\$32,337.78
Total Disbursements	\$82,188.54	\$48,634.87	\$176,101.52	\$306,924.93	\$3,564.73	\$833.61	\$27,939.44	\$32,337.78
Market Value Net Change	\$193,029.51	\$0.00	\$0.00	\$193,029.51	(\$7,512.08)	\$0.00	\$0.00	(\$7,512.08)
Ending Value	\$3,557,798.45	\$478,612.11	\$87,907.85	\$4,124,318.41	\$3,557,798.45	\$478,612.11	\$87,907.85	\$4,124,318.41
Net Change	\$244,621.46	\$18,930.50	\$10,218.08	\$273,770.04	\$7,845.68	\$15,300.01	\$4,201.72	\$27,347.41

Foundation Funds Value



February 2019 - January 2020

Foundation Funds Distribution



Grants Applied or in Process 2020

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Golden LEAF	Expansion of Advanced Agricultural Training in Montgomery County	Montgomery County Schools and Montgomery Community College will develop a multi-year sustainable agriculture program to retrain 100 existing row crop production farmers and train future growers with advanced technologies, modernizing agricultural and non-sustainable farming practices.	1 year	\$1 million	Submitted October 31, 2019 LOI Approved December 7, 2019 Full Application Submitted 2/13/2020
Golden LEAF Opportunities for Work (GLOW)	Barber School	Montgomery Community College in partnership with the nonprofit Friends in Focus plans to establish a barber school at the Highland Community Center in Mt. Gilead, North Carolina. The goal of this joint venture is to provide a viable career opportunity to marginalized citizens that face significant employment barriers and provide a solution to a regional workforce need.	1 year	\$500,000	Submitted March 6, 2020

Grants Awarded 2019/2020

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
National Rifle Association (3)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships	1 year	\$8,000 and supplies	Submitted August 30, 2019 Approved January, 2020	
League for Innovation	Public Health 2020 Grant	To host an Open House Event at the new FirstHealth Building during Healthcare Awareness Week.	6 mon.	\$400	Submitted October 15, 2019 Approved November 22, 2019	
NC Dept. of Health and Human Services	2019-2020 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$3,500	Submitted July 19, 2019 Award Notification received 08/15/2019	
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 Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Award Notifications received 1/29/2019	
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	\$130,936 over 3 years	Submitted January 7, 2019 Award Letter January 24, 2019	

**Building and Grounds Committee
Wednesday, March 11, 2020
5:45 p.m.**

Committee Members

**Gordon Knowles, Chairman
Claudia Bulhuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris**

Agenda Items

- **Call to Order Gordon Knowles, Chairman**
- **Approval of February Committee Minutes – Appendix C All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Incident Report – Appendix C-2..... Jeanette McBride**
- **Construction Update – Appendix C-3.....Dr. Chad Bledsoe**
 - **Blair Hall Phase II Priorities – Appendix C-4**
- **New Business**
- **Adjourn**

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 5:38 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Claudia Bulthuis, Vice Chairman
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris

Absent

Others Present

Phil Absher (via telephone)
Paula Covington
Kerry Hensley
Susan Hershberger
Bill Price

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

Mr. Knowles Chairman, called the meeting to order.

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

Mr. Harris made a motion, seconded by Dr. Dunlap, to approve the January committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. The maintenance crew assisted in moving several instructors to the CTE Building as well as moving more of the maintenance supplies and equipment into the new maintenance building.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report for January. There was a medical incident involving a student who had taken medication that adversely affected them. Emergency Medical Services was called and the student has recovered.

Construction Update – Appendix C-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-2, the Construction Update and Building Project Timeline. The arms room in Gunsmithing is complete as well as the construction on the Facility Maintenance Building. Dr. Bledsoe took the Trustees on a tour of the Facility Maintenance Building and the newly renovated Student Services area prior to the Board Meeting today.

Unauthorized Use of MCC Property – Dr. Chad Bledsoe

Dr. Bledsoe notified the Board of Trustees about an incident on campus of an unauthorized crew painting handicapped parking spaces and a crosswalk in the parking lot behind Blair Hall and Capel Hall. The Trustees discussed options on how to correct this situation and how to stop such situations from happening in the future. The Board agreed that they should be notified of modifications of the campus before any changes are made.

Change Orders for Blair Hall Renovations – Appendix C-4 – Dr. Chad Bledsoe

Dr. Bledsoe notified the Board of Appendix C-4, the Change Orders for Blair Hall Renovations. He pointed out some items that the Contractors left out of the plans that have been added since work has begun. The College has been asked to pay for the additions to the change orders and due to design errors on the contractor's part, College Administration has been meeting with contractors to discuss responsibility and negotiate prices.

Road Access Proposal – Appendix C-5 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-5, the Road Access Proposal. This proposal replaces the loop road around Building 500 that was presented in the August 19, 2019 Board of Trustees meeting. Before grading could begin on the loop road it was discovered there were some underground cables that presented a problem. Also, there were obstacles in the proposed traffic flow. Therefore, a more viable option is being explored. The one-way road between Blair Hall and Building 500 would need to be widened and reassigned for two-way traffic.

This project would involve taking out fencing, demolition of the lawn mower shed, widening the sidewalk adjacent to building 500, installing wide speed bump crosswalks and repaving. Additional parking spaces could be added beside Blair Hall between the bay doors. Also, alternates have been included to demolish the saw shop (slant roof shed) and installing a concrete dumpster pad. Quotes are being obtained from local contractors.

Mr. Harris made a motion, seconded by, Dr. Dunlap to approve the Road Access Proposal. The motion carried

DOL Complaint – Appendix C-6 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-6, the Department of Labor Complaint. An anonymous complaint was filed stating that an employee with the College was concerned about working near high noise levels due to renovations as well as the employee experiencing breathing issues due to inhaling dust from the renovations.

The College responded to the Department of Labor with a letter stating that all proper procedures had been followed in the construction project and that employees were notified ahead of time of the renovations that would be expected on campus. College officials state that they never received a complaint from any employees regarding health or safety concerns connected to the renovation project.

The College received a final letter from the Department of Labor stating that they will not be seeking to pursue an investigation or inspection on the matter of any proposed hazards provided by the employee.

There being no further business, the meeting adjourned at 6:07 p.m.

Board Report

Facilities

March 2020

Prepared By: Wanda Frick

The maintenance crew spent a couple of weeks moving faculty, staff, and furnishings to prepare for the next phase of renovations.

As shown in the following pictures, several areas are being demolished and ready for rebuilding.

Old faculty office area, 1st Hall



Student Services after demolition



2nd Hall restrooms after demolition.



Old JobLink (2nd Hall) area after demolition.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
EMS call, construction worker injured in fall	02/18/2020/2:30pm	02/18/2020/2:30pm	Blair Hall, 3rd Hall

Montgomery Community College
Construction Update
March 2020

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

1st phase for roof replacement – The roofing project has been completed.

2nd phase (building renovations and HVAC upgrades) Third hall ceilings and lighting are being reinstalled. Meanwhile, the area previously occupied by the mailroom, old faculty offices, old Student Services, 2nd hall restrooms, and an area in the center of 2nd hall are being demolished. Electrical, Lighting, and HVAC upgrades are ongoing as areas are opened up. Rebuilding of new walls will begin in this area in the next couple of weeks.

- Budget: \$3,495,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$1,573,003 (Golden Leaf) \$150,000

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

Project is currently 99% complete. The final punch list has been addressed and the designer is compiling the required documents for submittal to the state for close out of the project. Close out has been delayed due to mechanical issues with the boiler.

- Budgeted: \$1,075,000
- Disbursed to Date: \$980,377

- **Blair Hall, 3rd Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

The HVAC and replacement of the garage doors has been completed. The contractor for the arms room has completed the panels in the room. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

- Budget: \$250,000 (Golden Leaf)
- Disbursed to Date: \$250,000

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. Outside the fenced area is complete. The parking area will begin as soon as weather permits.

- Budget: \$495,000
- Disbursed to Date: \$422,660

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2019									2020			
	NC Connect Bond	Other	April	May	June	July	August	September	October	November	December	January	February	March	April
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 (Complete)	\$ 47,006														
Industrial Maintenance Building	\$ 495,000		(3-1)	State Board	Design/Build Bid	Construction								Complete	
Building 500 Roof (Original Building - 1987)		\$ 23,887													
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								Construction		Complete			
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000	Construction Bid	Construction			Complete								
Blair Hall Renovation	\$ 3,895,000	\$ 150,000													
Roof Replacement (Complete)			Complete												
Interior Renovation / HVAC (excl. 3rd hall)			SCO Review	Construction Bid		SCO Review			Construction						Complete
Blair Hall Entrance and Unassigned Funds	\$ 237,087														
Total Cost	\$ 6,334,537	\$ 430,764													

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

Blair Hall Phase II Renovation Priorities

	High Cost (Above \$75,000)	Medium Cost (\$25,000 - \$75,000)	Low Cost (Less Than \$25,000)
High Priority	Arch entrance near Student Services	Amphitheatre/ Outdoor Classroom	
	Blair Auditorium	Counseling Center (Old Con Ed)	
		Campus Signage	
		Screen around Capel Hall Mechanical	
Medium Priority	Business Office (Interior renovation)	Blair Hall, brick unused bay doors/Replace garage doors	Information Desk/VP Office
		Blair Hall, replace exterior doors	Renovate Basic Skills office area
		Access Controls	Welding Lab & NRA Room
			Capel Hall, Renovate Room 267
			Renovate Room 139
			Blair Courtyard and Shade Sails
Low Priority	Replace Exterior Windows (Blair)	Blair Hall exterior building Fascia	Exterior Safety Rails
	Addition to Building 500 (Law enforcement classes)		Un-renovated 2nd Hall Classrooms
	Forestry Building classroom expansion and restrooms		Landscaping around Blair Hall Entrance
			Entrance Awnings

**Personnel Committee
Wednesday, March 11, 2020
6:00 p.m.**

Committee Members

**Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulhuis**

Agenda Items:

- **Call to Order.....Gelynda Capel, Chairman**
- **Approval of February Committee Minutes – Appendix DAll**
- **Notice of ResignationGelynda Capel**
 - **Nursing Instructor – Appendix D-1**
 - **Welding Instructor – Appendix D-2**
- **Director of Marketing, Communications and Public Relations – Appendix D-3 (Action).....Gelynda Capel**
- **Personnel Needs – Appendix D-4 (Action) Lee Proctor**
 - **Associate Degree Nursing Instructor**
 - **Welding Instructor**
 - **Sustainable Agriculture Instructor – Golden Leaf Project**
- **New Business**
- **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:07 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman (via
telephone)
Paula Covington
Robert Harris
Kerry Hensley
Claudia Bulthuis

Absent**Others Present**

Katie Dunlap
George Gilbreath

Susan Hershberger
Gordon Knowles
Bill Price

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; 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.

Ms. Hensley made a motion, seconded by Mrs. Bulthuis, to approve the January committee meeting minutes. The motion carried.

Personnel Appointments – Appendix D-1

The committee received Appendix D-1, the personnel appointment form for Mallory Smith, Distance Learning Coordinator.

Notice of Retirement – Appendix D-2

The committee received Appendix D-2, the notice of retirement from Michele Haywood, Public Information Officer.

There being no further business, the meeting adjourned at 6:09 p.m.

Employee Separation Form

Name of Person	Allison Burns
Position	Nursing Instructor
Position Category	Faculty (9mth)
Salary	\$52,002
Effective Date of Employment	August 29, 2016
End Date of Separation	March 7, 2020
Reason	Voluntarily Resigned

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

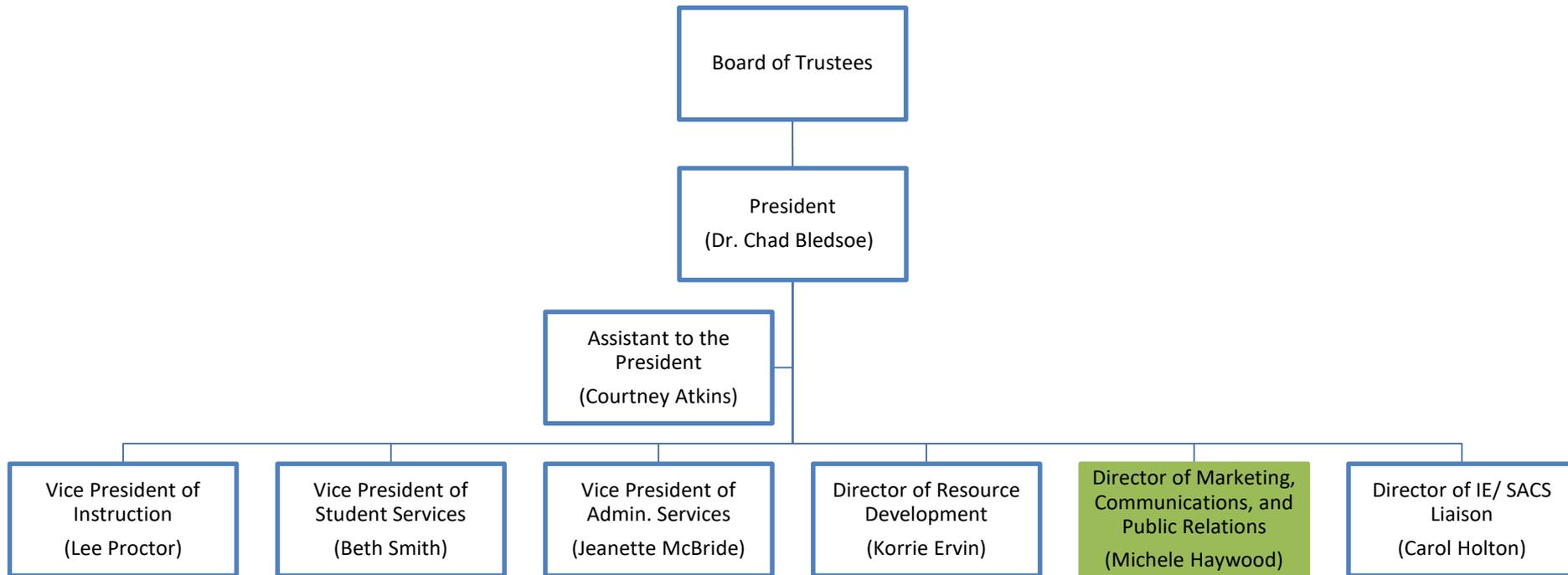
Employee Separation Form

Name of Person	Bobby Townsend
Position	Welding Instructor
Position Category	Faculty (10mth)
Salary	\$45,000
Effective Date of Employment	August 12, 2019
End Date of Separation	June 10, 2020
Reason	Voluntarily Resigned

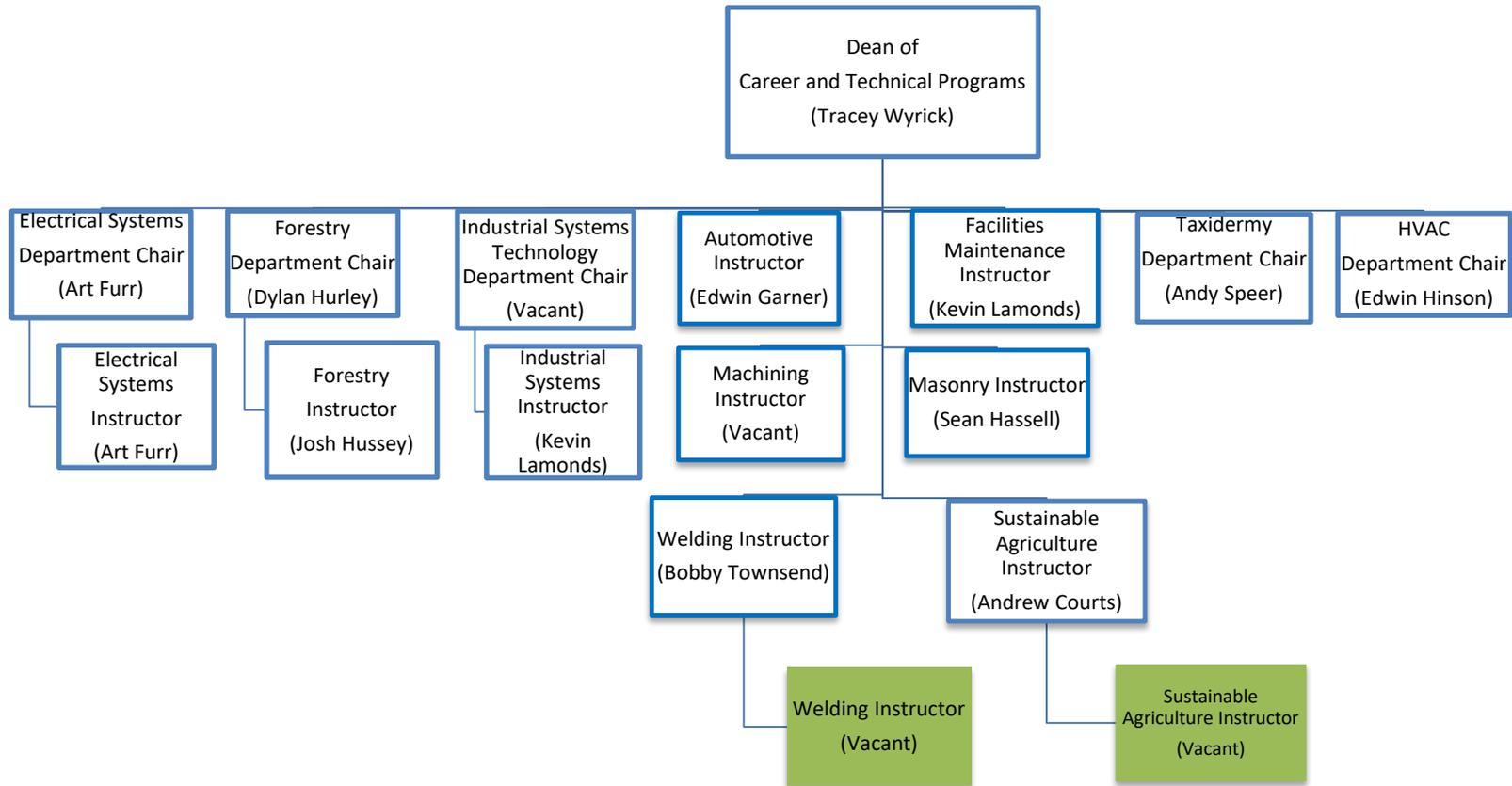
Notes:

Chad A. Bledsoe
President

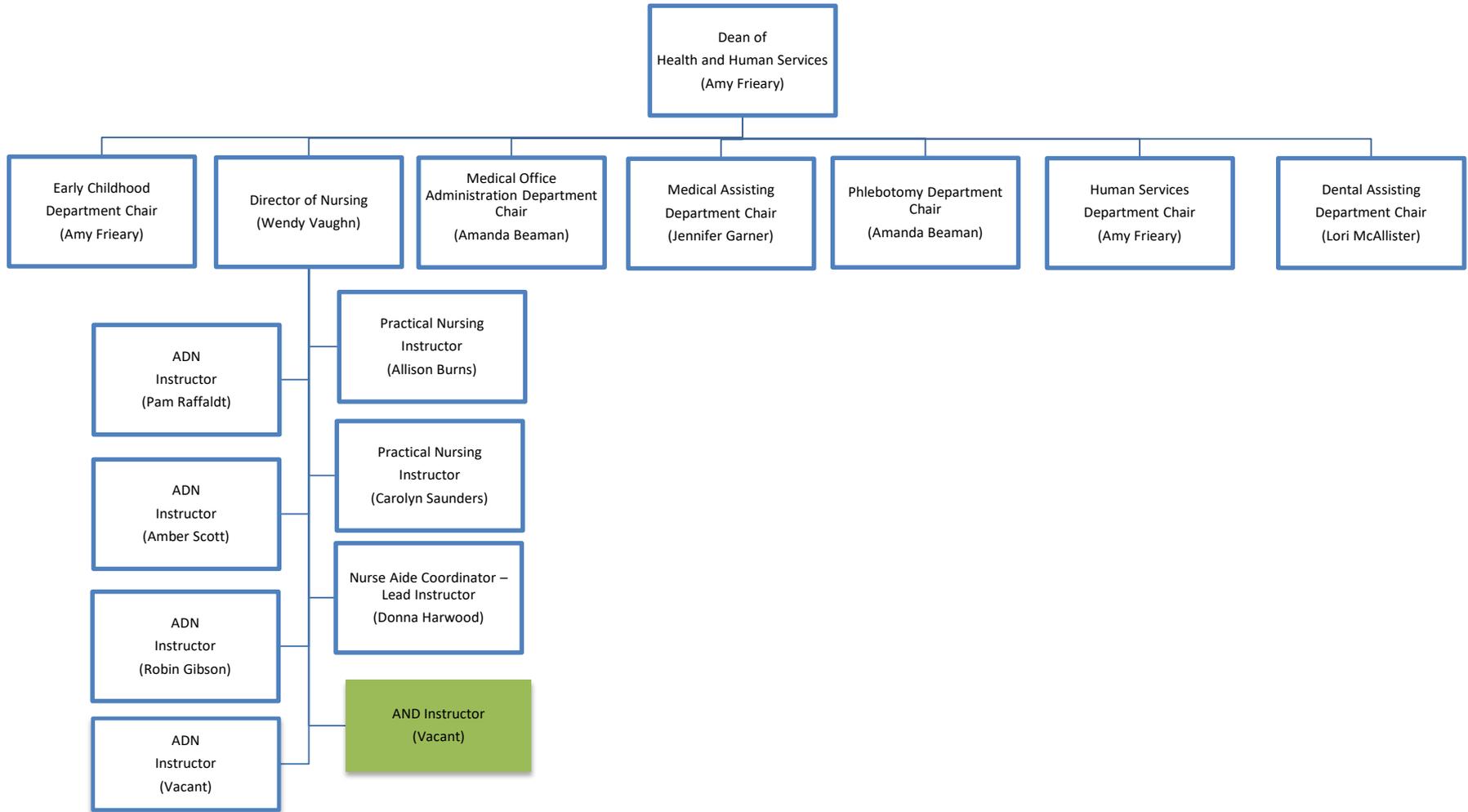
Montgomery Community College Administration



Instruction (Career and Technical Programs)



Instruction (Health and Human Services)



**Curriculum and Student Services Committee
Wednesday, March 11, 2020
6:05 p.m.**

Committee Members

**Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Johnny McKinnon
Claudia Bulhuis**

Agenda Items:

- **Call to Order..... Bill Price, Chairman**
- **Approval of February Committee Minutes – Appendix EAll**
- **Update from Vice President of Instruction – Appendix E-1 Lee Proctor**
 - **Continuing Education – Appendix E-2**
 - **Public Safety Administration – Appendix E-3 (Action)**
 - **Human Services/Social Services – Appendix E-4 (Action)**
- **Update from Vice President of Student Services – Appendix E-5. 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, February 12, 2020 at 6:09 p.m. in the College Boardroom.

Present

Bill Price, Chairman
George Gilbreath, Vice Chairman
Katie Dunlap
Susan Hershberger
Claudia Bulthuis

Absent

Dr. Johnny McKinnon

Others Present

Phil Absher (via telephone)
Gelynda Capel
Paula Covington
Robert Harris
Kerry Hensley
Gordon Knowles

Also present were Dr. Chad Bledsoe, President; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Lee Proctor, Vice President of Instruction; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; 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 Dr. Johnny Mckinnon.

Dr. Dunlap made a motion, seconded by Mrs. Hershberger, to approve the January committee meeting minutes. The motion carried.

Update from Vice President of Instruction – Appendix E-1 – Lee Proctor

Mr. Proctor gave an update on Instructional activities as presented in Appendix E-1.

The CTE Building is now open. Classes began on January 23, 2020 and students are enrolled in Welding, Agriculture, Masonry, Automotive, Heating and Air Conditioning, Phlebotomy, and Carpentry. Electrical, Industrial Systems, and Nursing Assistance will be moving prior to the start of the Fall semester. Culinary will move as soon as an equipment issue can be resolved. In addition, Montgomery County School's classes in Woodworking, EMT, Health Sciences, and Fire Fighting are up and running.

The Gunsmithing program attended the annual National Sport Shooting Foundation Shot Show in Las Vegas January 21- 24, 2020. Dr. Bledsoe, Lee Proctor, Mark Dye, Len Fagan and 25 students attended.

On February 21, the Small Business Center along with the Gunsmithing program will host the second annual Guns, Goals, and Grit. The business summit is a free, full-day event, designed to help participants start and grow firearm-related businesses. On February 22, the Gunsmithing program will be hosting an open house from 10 a.m. until 2:00 p.m. to give potential students interested in the program the opportunity to explore the program.

The College hosted the eight-grade through eleventh-grade students from Montgomery County Schools on the College campus and at the new CTE building. Approximately 871 potential students toured the CTE programs to give them a better idea of the options available to them for next year. This event was scheduled prior to students meeting with their counselors to sign-up for classes for 2020-2021.

Fall curriculum Full Time Equivalency numbers are up 17%. Continuing Education numbers are up a combined increase of 6%. Enrollment for curriculum is up close to 17%.

The Nursing Application deadline for both the LPN and ADN Programs was the end of January. Currently there are over 55 Associate Degree Nursing applicants and 75 Practical Nursing applicants. That is a 14% increase over 2019. There are approximately 21 spaces available in the first year Nursing program, the currently enrolled 9 students will move to the second year class, and there are 20 to 30 spaces in the LPN program.

Update on Continuing Education – Appendix E-2 – Lee Proctor

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

Reinforced Instruction for Student Excellence (RISE) is a new NC Community College System initiative that has been incorporated into our Foundational Studies program. The intent of the program is to best prepare and accelerate students into college level math and english classes by equipping them with the necessary skills and knowledge to succeed. Currently, 17 students are actively progressing through our newly established RISE english and math program.

The College delivered a two-day tactical operations class focused on tracking and capturing escaped prisoners in both a commercial business and the Uwharrie National Forest with 85 Department of Public Safety Special Operations Officers.

The Department of Corrections is holding their second training session at the College.

Fall 2019 Class Visitation Report – Appendix E-3 – Lee Proctor

Mr. Proctor presented the Fall 2019 Class Visitation Report for the Trustees to review.

Update from Vice President of Student Services – Appendix E-4 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-4.

Several staff members from Student Services are scheduled to attend a Behavioral Health Convention in Chapel Hill and a N3C2A (NC Community College Advising Association) conference in Sanford in February. Jessica Latham and Andy Speer visited Central Davidson High School in January to conduct an information session and demonstration of taxidermy.

Congratulatory letters to students placed on Fall 2019 achievement lists were mailed on February 4, 2020 and included a small token in appreciation of their hard work.

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

Board Report
Vice President of Instruction
March 2020

The **Gunsmithing program** hosted over 100 people with an open house for those interested in the program. Participants got the opportunity to get general course information, tour the facilities, and spend time on the range during their time on campus. In addition, the gunsmithing facility joined the **Taxidermy** department chair, Andy Spear to recruit at the Dixie Deer Classic in Raleigh.

Basic Law Enforcement Training will be have their graduation on April 28, 2020 at 6:00 in the Multipurpose Room in Capel Hall. Pete currently has 13 students in the program and he is hopeful they will all graduate! In addition, the **Practical Nursing** class will have its pinning ceremony on May 5, 2020 at 7:00 pm in the Multipurpose Room. Currently there are 16 students set to graduate. The date and time for the Medical Assisting pinning has not been set at this time, but nine students are scheduled to complete.

Congratulations to Emmanuel Gonzalez-Antonio, Jeremy Ross-Turnbull, and Chris Cole recipients of a **North Carolina Healthcare Engineers Association Scholarship**. Emmanuel is an Electrical Systems Technology student and Jeremy and Chris are HVAC majors. Each student will receive a scholarship for \$3,333.33. Great job!

The **Montgomery Early College** students competed again this year at the state and regional BETA Club conferences with 15 students qualified to move on to nationals in Fort Worth, Texas this summer. Congratulations to Meaghan Ayala, MCS/MCC student, who won the Judge's Choice Award for Secondary Schools at the 2020 "So You Think Your School Rocks" event. Meaghan is a junior majoring in Associate in Science.

Arts and Science faculty continue to participate in professional development opportunities including, The Great Teachers Conference, renewal of Mental Health First Aid Certification, Behavioral Health Convention, and Epic 30 – online education training. In addition, Rebekah Bunting, Department Chair for Math and Science, has been invited to participate in Women that Work Expo for female students at East Montgomery. What do UNC, Methodist University, Appalachia State, Clemson, NC State, Guilford College, UNC-G, and a number of other colleges have in common? They are some of the schools our University Transfer students, including PTK and Early College students have been accepted to! Congratulations to all!

Tours and Open House for the CTE Building were a big success this month. Dignitaries, citizens, and all Montgomery 8 – 11 grades had the opportunity to tour and have hands-on experiences at the Joseph Reece Blair Career and Technical Education Center in February. The general feedback was that it is a great facility and even greater opportunity for Montgomery County! The Masonry students in the Facility Maintenance Program will be competing in the Skills USA state conference in Greensboro April 22-24. Our plans are to expand those opportunities to other programs next year.

March Board Report
Continuing Education Department
March, 2020

Student Success Story: Mark Holden Reynolds

- Mark (Holden) Reynolds is one of our night time HVAC students and CE SECU scholarship recipient. Through hard work and perseverance he successfully obtained employment with Carolina Air Inc. in Carthage, NC. He credited the reputation of MCC's HVAC training program as to why he was able to land this job.

Foundational Studies

- Two students from our prison High School Equivalency program have successfully completed all their requirements to obtain their High School Equivalency Certificate, formerly known as the GED.

Small Business Center

- Postponed our annual Guns, Goals, & Grit Business Summit due to adverse weather. We are looking at dates in April.

Business & Industry Services

- Hosted Education Day for Montgomery Community College's Leadership Montgomery program. They learned all about the great opportunities that are available through Montgomery County Schools, MCC, and the Partnership for Children.
- Conducted preventive control training for Ameriquel in partnership with the BioNetwork.

Health & Public Safety

- Collaborating with the Division of Aviation on developing drone regulation standards for the state of North Carolina.
- Attended UAV (Unmanned Aerial Vehicle) workshop/planning meeting at South Piedmont Community College to plan and schedule upcoming collaborative drone training for public safety personnel in the greater Charlotte area. The first training will commence April 9th at South Piedmont Community College.

**Proposed Program of Study
Public Safety Administration
A55480**

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

1. Communication:

The following course(s) are required:

Course Number	Course Title (Credit)	
ENG 111	Writing & Inquiry	3SHC

Communication Pick List if applicable:

Select a course(s) from the following:

COM 231	Public Speaking	3SHC
ENG 114	Prof Research & Reporting	3SHC

2. Humanities/Fine Arts:

Humanities/Fine Arts Pick List if applicable:

Select a course(s) from the following:

HUM 110	Technology and Society	3SHC
PHI 240	Introduction to Ethics	3SHC
HUM 115	Critical Thinking	3SHC

3. Social/Behavioral Sciences:

The following course(s) are required:

Course Number Course Title (Credit)

Social/Behavioral Pick List if applicable:

Select a course(s) from the following:

POL 120	American Government	3SHC
PSY 150	General Psychology	3SHC

4. Natural Sciences/Mathematics:

Natural Sciences/Mathematics Pick List if applicable:

Select a course(s) from the following:

MAT 143	Quantitative Literacy	3SHC
MAT 152	Statistical Methods I	3SHC

Total General Education Semester Hour Credits Required 15

B. MAJOR HOURS**1. Core**

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

The following course(s) are required:

A. Technical Core:

Required Courses:

PAD	151	Intro to Public Admin	3 SHC
PAD	252	Public Policy Analysis	3 SHC
PAD	254	Grant Writing	3 SHC
EPT	124	EM Services Law & Ethics	3 SHC or
FIP	152	Fire Protection Law	3 SHC or
PAD	152	Ethics in Government	3 SHC
FIP	228	Local Govt Finance	3 SHC or
PAD	251	Public Finance & Budgeting	3 SHC
CJC	170	Critical Incident Mgmt Pub Saf	3 SHC or
EPT	150	Incident Management	3 SHC

Select one course from the following:

CJC	240	Law Enfor Mgt. & Superv	3 SHC
EMS	235	EMS Management	2 SHC
FIP	276	Managing Fire Services	3 SHC

B. Tracks. Choose one Subject Area minimum

Law Enforcement Services: Choose 12 SHC Minimum from: CJC/PST** course prefixes including BLET).

Criminal Justice:

CJC	110	Basic Law Enforcement BLET	20SHC
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Or the following 4 courses:

CJC	111	Intro to Criminal Justice	3SHC
CJC	170	Critical Incident Mgmt Public Safety	3SHC
CJC	212	Ethics & Community Relations	3SHC
CJC	215	Organization & Administration	3SHC
CJC	240	Law Enfor Mgmt & Supervision	3SHC

Correction Services:

PST	120	NCDPS Correctional Officer Training	8SHC
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Or the following 3 courses:

CJC	141	Corrections	3SHC
CJC	225	Crisis Intervention	3SHC
CJC	232	Civil Liability	3SHC or
CJC	233	Correctional Law	3SHC

Emergency and Fire Management Services: Choose 12 SHC minimum from: EMT, EPT, EMS, FIP, or PST* *

Fire and Rescue:

FIP	120	Intro to Fire Protection	3SHC
FIP	124	Fire Prevention & Public Education	3SHC
FIP	140	Industrial Fire Protection	3SHC
FIP	228	Local Government Finance	3SHC
FIP	240	Fire Service Supervision	3SHC
FIP	248	Fire Service Personnel Adm	3SHC
FIP	256	Municipal Public Relations	3SHC
FIP	276	Managing Fire Services	3SHC

Emergency Preparedness:

EPT	120	Sociology of Disaster	3SHC
EPT	124	EM Services Law & Ethics	3SHC
EPT	130	Mitigation & Preparedness	3SHC
EPT	140	Emergency Management	3SHC
EPT	150	Incident Management	3SHC
EPT	210	Response & Recovery	3SHC
EPT	230	Emergency Planning	3SHC
EPT	275	Emergency Ops Center Mgmt	3SHC

Emergency Medical Science:

EMS	110	EMT	9SHC
EMS	235	EMS Management	2SHC

Plus 1 of the following courses:

EPT	140	Emergency Management	3SHC
EPT	150	Incident Management	3SHC
EPT	230	Emergency Planning	3SHC

Total Core Semester Hour Credits 49

2. Other Major Hours

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

The following course(s) are required:

Course Number Course Title (Credit)

Required Subject Area(s) if applicable:

Total Other Major Semester Hour Credits 0

Total Major Semester Hour Credits 48

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

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

One of the following course(s) are required:

Course Number Course Title (Credit)

ACA	115	Success & Study Skills	1SHC
ACA	122	College Transfer Success	3SHC

Total Other Required Semester Hour Credits 1

Total Semester Hours Credit in Program 65

Human Services Technology/Social Services A4538D

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

1. Communication: 6 hours

The following course(s) are required:

ENG 111 Expository Writing (3)

Communication Pick List:

Select a course from the following:

ENG 112 Writing/Research in the Discipline (3)

ENG 114 Professional Research & Reporting (3)

2. Humanities/Fine Arts: 3 hours

Humanities/Fine Arts Pick List:

ART 110 Introduction to Art (3)

MUS 110 Music Appreciation (3)

PHI 215 Philosophical Issues (3)

PHI 240 Introduction to Ethics (3)

3. Social/Behavioral Sciences: 3 hours

Social/Behavioral Pick List:

Select a course(s) from the following:

SOC 210 Introduction to Sociology(3)

4. Natural Sciences/Mathematics: 3 hours

The following course(s) are required:

BIO 111 General Biology I (4)

MAT 143 Quantitative Literacy (3)

MAT 152 Statistical Methods I (4)

MAT 171 Precalculus Algebra (4)

Total General Education Semester Hour Credits Required 15

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

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

The following course(s) are required:

HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 225	Crisis Intervention	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
SOC 213	Sociology of the Family	<u>3</u>

2. Concentration:

SWK 110	Introduction to Social Work	3
SWK 113	Working with Diversity	3
SWK 115	Community Resources	3
SWK 214	Social Work Law	3
SWK 220	SWK Issues in Client Services	3

Total Core Semester Hour Credits 40

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

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

The following courses are required:

CIS 110	Intro to Computers	3
HSE 255	Health Problems and Preventions	3
WBL 111	Work-Based Learning I	1
WBL 115	Work-Based Learning Seminar I	1

Total Other Major Semester Hour Credits: 8

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

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

The following course(s) are required:

ACA 115	Success and Study Skills	or	1
ACA 122	College Transfer Success		1
WBL 121	Work-Based Learning II		1
WBL 125	Work-Based Learning Seminar II		1

Total Other Major Semester Hour Credits: 3

Total Major Semester Hour Credits: 67

Total Other Required Semester Hour Credits 1

Total Semester Hours Credit in Program 68-69

MCC Board of Trustees – March 11, 2020 Update from the Student Services Division

Highlights & Previews

- Tammy Owens attended the All Schools Meeting coordinated by the NC Association of Coordinators of Veterans Affairs.
- The NC State Approving Agency will conduct one of its periodic compliance surveys of student veterans' records later this month.
- Diana Sanchez, Allie Morgan, and Jessica Latham will be attending a Lunch & Learn event for Success Coaches and Advisors at Central Carolina Community College.
- Several Student Services staff members will attend an upcoming Strategic Enrollment Management seminar.

**Legislative/Public Relations Committee
Wednesday, March 11, 2020
6:15 p.m.**

Committee Members

**Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price**

Agenda Items:

- **Call to OrderPaula Covington, Chairman**
- **Approval of February Committee Minutes – Appendix F.....All**
- **Legislative UpdateDr. Chad Bledsoe**
 - **Lunch with Legislators – Appendix F-1**
- **Public Relations/Marketing Update – Appendix F-2.....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, February 12, 2020 at 6:18 p.m. in the College Boardroom.

Present

Paula Covington, Chairman
Claudia Bulthuis, Vice Chairman
Kerry Hensley
Bill Price

Absent**Also Present**

Phil Absher (via telephone)
Gelynda Capel
Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Gordon Knowles

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

Paula Covington, Chairman, called the meeting to order.

Roll was taken by Chairman Covington, and all members were present.

Mrs. Bulthuis made a motion, seconded by Ms. Hensley, to approve the January committee minutes. The motion carried.

Legislative Update – Appendix F-1 and F-2 – Dr. Chad Bledsoe

Dr. Bledsoe gave a Legislative Update to the Board. He presented Appendix F-1, the Amendment of 1D SBCCC 300.1, Presidential Selection Process. This amendment would prevent Colleges from publicly communicating or publicly confirming or denying the name of the final Presidential candidate submitted to the State Board of Community Colleges (SBCC) until the SBCC votes to approve the final candidate.

He presented Appendix F-2, the Amendment of 1D SBCCC 400.11, Education Services through Career College Promise (Curriculum) Career Pathway. This amendment addresses a legislative change that allows 9th and 10th graders to enroll in a College Transfer Pathway. The amendment sets out the requirements that must be met prior to a 9th or 10th grader enrolling in a College Transfer Pathway. The amendment also adds an Associate in Fine Arts in Music and an Associate in Fine Arts in Theater to the College Transfer Pathway program of study.

Public Relations/Marketing Update – Michele Haywood – Appendix F-3

Mrs. Haywood presented Appendix F-3, the Public Relations/Marketing Update.

The Carolina All-Out Montgomery Community College Taxidermy videos on YouTube have netted over 519,000 views to date, which is a record-breaker for Carolina All-Out. Students in the program say they have seen these videos and were impressed with the program. Taxidermy now has 11 night students and 9 day students which is the programs highest enrollment since 2013.

Plans are underway for the CTE Open House on Tuesday, February 25th. The Culinary program will be providing finger foods for the 10:00 a.m. reception and tours.

The Board watched a short video presentation on photographs collected over 2019 that emphasized the new CTE Building and CTE programs.

There being no further business, the meeting adjourned at 6:25 p.m.



Montgomery Community College
Presents

Lunch with Legislators

Monday, April 20, 2020 | 11:30 AM - 1:00 PM

Montgomery Community College
Capel Hall - Multipurpose Room
1011 Page Street
Troy, NC 27371

Invited Guests Include:

Mike Fenley, Representative for Richard Burr, US Senator

James Estes, Representative for Thom Tillis, US Senator

Billy Costangy, Representative for Richard Hudson, US Congressman

Eddie Gallimore, NC Senator

Scott Brewer, NC House Representative

Thank you to our sponsor!
Randolph Electric Membership Corporation



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Please RSVP to Courtney Atkins at (910) 898-9602
or, atkinsc@montgomery.edu by April 10, 2020.

Public Relations / Marketing Highlights February, 2020

CTE Open House: The long-anticipated open house took place on February 25. The Culinary students did a fabulous job, both day and evening events were well-attended, the instructors showcased their programs, and everyone seemed to be impressed. A news release and photographs covering the open house were sent to local print and regional electronic news sources.

Gunsmithing Open House: Another well-attended event, the Gunsmithing Open House took place on February 22. Approximately 100 visitors took tours and enjoyed the activities which included a hands-on machine gun demonstration on the firing range.

Met with AmeriQual Aseptic and Continuing Education representatives to create a media blast to advertise the new Aseptic Processing Technician course starting March 16. Created a display and set up during the CTE Open House showing the flex lab where the class will be held and equipment will be placed. Created a press release and sent to local and regional print & electronic news sources and placed on MCC's blog. Placed the announcement on Facebook & Instagram.

Promoted Pollination Conference held on February 29 at MCC via social media.

Miscellaneous projects: Open house postcard announcing MCC Allied Health Center open house in April, Fliers announcing Montgomery County Career Expo in March, ad for Fiddler's Convention program in March.

NEW! *Yourspace reports:* ✓ Introducing Phi Beta Lambda and Minority Male Initiative officers & invitation to new members. ✓ Phase II Renovations Have Begun. ✓ Voter information. ✓ Title IX information. ✓ Students Volunteering in Montgomery County Food Pantry. ✓ Stars Come Out at 2020 SHOT Show. ✓ EdNC invites students to participate in a virtual town hall discussion. ✓ How to update your settings to receive emergency notifications.

Work continues on the annual report (in between everything else!)

Facebook Top Posts for February

Total Likes 2650 (Up 24 from 2626 in January)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	2/20/20	MCC closing due to weather conditions	2474	157	6%
MCC	2/26/20	CTE Open House photos	2132	1050	49%

MCC Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
308	8777	15	1083	7	2644

Gunsmithing Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
103	3712	18	186	2	2010

**Institutional Status Committee
Wednesday, March 11, 2020
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulhuis**

Agenda Items:

- **Call to Order Dr. Johnny McKinnon, Chairman**
- **Approval of February Committee Minutes – Appendix G All**
- **Board Policy Manual.....Dr. Chad Bledsoe**
 - **Section 2 – Appendix G-1 – Second Reading (Action)**
 - **Policy 1.13, Adherence to General Statute and State Board Code –Appendix G-2 – Second Reading (Action)**
- **2019 Fact Book – Appendix G-3Dr. Chad Bledsoe**
 - https://www.montgomery.edu/pdf/mcc/fact_book_19.pdf
- **New Business**
- **Adjourn**

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 12, 2020 at 6:25 p.m. in the College Boardroom.

Present

Robert Harris, Vice Chairman
Gelynda Capel
Katie Dunlap
Claudia Bulthuis

Absent

Dr. Johnny McKinnon, Chairman

Also Present

Phil Absher (via telephone)
Paula Covington
George Gilbreath
Kerry Hensley
Susan Hershberger
Gordon Knowles
Bill Price

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

Mr. Harris, Vice Chairman, called the meeting to order.

Roll was taken by Vice Chairman Harris, and all members were present except Dr. Johnny McKinnon, Chairman.

Dr. Dunlap made a motion, seconded by Mrs. Bulthuis, to approve the January committee minutes. The motion carried.

Section 2 of the Board Policy Manual – Appendix G-1 – First Reading– Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-1, Section 2, of the Board Policy Manual to the Board for first reading. Dr. Bledsoe presented changes that he received on Policies 2.1.2, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.1.10 and 2.2.3. Those changes will be made and will be reflected in the policies presented for second reading at the next Board Meeting.

Policy 2.3.11, College Committees – Appendix G-2 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 2.3.11, College Committees to the Board for second reading. There were three new committees added to this policy before the first reading. Those committees are: Threat Assessment and Behavioral Intervention Committee, CORE Committee and Emergency Action Committee.

Mrs. Bulthuis made a motion, seconded by Dr. Dunlap, to approve Policy 2.3.11, College Committees of the Board Policy Manual. The motion carried.

Policy 1.13, Adherence to General Statute and State Board Code – Appendix G-3 – First Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual was presented to the Trustees as a first reading. This is a new policy that states that Montgomery Community College shall fully adhere to all North Carolina General Statutes contained in Section 115-D “Community Colleges” and all applicable policies set forth in the North Carolina Community College State Board Code.

Goals, Mission Statement and Core Values – Appendix G-4 – Second Reading – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-4, the Goals, Mission Statement and Core Values to the Board for second reading.

The Committee viewed the changes that were made to the Goals, Mission Statement and Core Values and Dr. Dunlap made a motion, seconded by Mrs. Bulhuis, to approve the Goals, Mission Statement and CORE values. The motion carried.

2019 Fact Sheet – Appendix G-5 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-5, the 2019 Fact Sheet.

There being no further business, the meeting adjourned at 6:35 p.m.

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
VISITORS AND MINORS ON
CAMPUS****POLICY
2.1.1**

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

I. Visitors

- A. Visitors are always welcome at Montgomery Community College and should register at the Information Desk in Blair Hall upon their arrival on campus. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is strictly prohibited.
- B. Under no circumstances will visitors be allowed in classrooms, laboratories, or off-campus sites without appropriate approval. Faculty members are not to be interrupted during class by sales representatives and visitors. Sales representatives and visitors must obtain clearance from the appropriate Vice President prior to visiting instructors. The faculty member in charge of a shop, lab, or class is responsible for keeping unauthorized persons out of his/her department during class hours.
- C. Individuals who are loitering or who have not registered at the Information Desk will be asked to leave the campus. Should a visitor refuse to leave, law enforcement will be called.

II. Minor Children

To guard against the disruption of Montgomery Community College's educational environment:

- A. Minor Children are defined as children under the age of eighteen (18).
- B. Children of students should not be brought to campus while the student is attending classes, labs, seminars, workshops, testing/orientation sessions, and computer or library labs/sessions.
- C. Children of employees should not be brought to campus during the employee's regular working hours.
- D. Children of visitors must be supervised by the parent or guardian while on the campus of Montgomery Community College or at any approved off-campus class site.

The college assumes no responsibility for children, or for any accidents or injury incurred by children in an unsupervised situation not approved by the college administration.

III. Removal from Campus

To ensure a safe and secure campus environment, the President, his/her designees and senior administrators (Vice Presidents) have the authority to dismiss a person from campus. Legal action for trespassing may be taken if the person does not comply.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
CAMPUS SAFETY AND
EMERGENCY PLANNING**

**POLICY
2.1.2**

The safety of the College's employees, students and visitors is of the utmost importance. To that end, the President is authorized to develop campus safety and emergency plans to deal with safety and/or other emergency situations that could arise at the College.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
WEAPONS ON CAMPUS****POLICY
2.1.3**

Students, staff, faculty and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual's responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person's intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his person or from his person to the closed compartment or container.
- F. Students may be allowed to bring weapons on campus as part of an approved class project if they have obtained and can provide prior permission from the class instructor. In such events, all Montgomery Community College policies and determined procedures must be followed by the student.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

Adopted:

Legal Reference: N.C. Session Law 2013-369; N.C.G.S. 14-269.

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
ALCOHOL AND DRUGS
ON CAMPUS****POLICY
2.1.4**

The illegal use of controlled substances, substances that cause impairment and abuse of alcohol are harmful to the health, well-being and safety of the College's employees and students. The College is committed to maintaining a safe workplace and an educational environment free from the influence of illegal controlled substances, substances that cause impairment and alcohol.

I. Visitors and Guests

All visitors and guests are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using or being under the influence of substances that cause impairment is also prohibited. Violation of this prohibition could lead to the visitor or guest being asked to leave campus and/or campus authorities contacting campus security or law enforcement.

For more specific definitions of "controlled substance", "alcohol" and "impairing substance", consult Policy 3.4.4 – Alcohol and Drugs on Campus.

II. Employees and Students

All College employees and students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or drug paraphernalia. Using, or being under the influence of substances that cause impairment is prohibited for all employees and students. Violation of this prohibition could lead to disciplinary action under the Employee and Student Codes of Conduct.

For more information regarding employees, including student employees, consult Policy 3.4.4 – Alcohol and Drugs on Campus. For more information regarding students, consult Policy 5.3.5 – Alcohol and Drugs on Campus.

Adopted:

I. POLICY OVERVIEW

The College is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. DEFINITIONS

A. *Campus Security Authority* ("CSA") is a Clery-specific term that encompasses four groups of individuals and organizations associated with an educational institution:

1. A member of the educational institution's police department or campus security department;
2. Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into the College's property);
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. For purposes of this College, this individual is the Vice President of Student Services; and
4. An official or someone who has significant responsibility for student and campus activities, including, but not limited to: student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on the College's behalf.

B. *Clery Act Crimes* are the following crimes that must be reported by Campus Security Authorities to law enforcement and crimes that are listed in the College's Annual Security Report:

1. Murder/non-negligent manslaughter; negligent manslaughter; sex offenses (forcible and non-forcible); domestic and dating violence; stalking; robbery; aggravated assault; burglary; motor vehicle theft; and arson;
2. Hate Crimes: any of the above-mentioned offenses, and any incidents of larceny-theft; simple assault; intimidation; or destruction/damage/vandalism of property that was motivated by bias towards race, religion,

Policy 2.1.5

ethnicity, national origin, gender, sexual orientation, gender identity or disability; and

3. Arrests and referrals for disciplinary action for weapons (carrying, possessing, etc.); drug abuse violations and liquor law violations.

C. *College Property* is all the following property:

1. Campus Grounds, Buildings and Structures – Any building or property owned by or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College’s educational purposes; and any building or property that is within or reasonably contiguous to such buildings, or property that is owned by the College but controlled by another person and is frequently used by students and supports College purposes.
2. Off-Campus and Affiliated Property – Any building or property owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
3. Public Property – All thoroughfares, streets, sidewalks, and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

III. SAFETY AND REPORTING PROCEDURES

The College encourages all members of the College community to report suspicious or criminal activity to law enforcement as soon as possible. Crimes may be reported anonymously. In the event of a crime in progress or at any time there is a risk of harm to persons or property, call 911.

In addition, CSAs have a legal obligation to file a report of suspected criminal activity with law enforcement and with the Vice President of Student Service’s Office to ensure statistical inclusion of all Clery Act Crimes in the College’s Annual Security Report, when those crimes occur on or near College Property. Any individual identified by the College as a CSA shall receive notification of that designation and the requirement that the individual report information about Clery Act Crimes. Training will also be provided to all persons with this designation. While CSAs must report any Clery Act Crime that comes to their attention, at the request of the victim, the victim’s identity may remain anonymous.

Policy 2.1.5

To promote safety and security at the College, and in compliance with the Clery Act, the College shall:

- A. Submit crime statistics to the United States Department of Education;
- B. Maintain a daily crime log (open to public inspection);
- C. Issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety;
- D. Issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The College tests the emergency notification procedure bi-annually.
- E. Publishes and maintains an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. To prepare the Annual Security Report, the College collects, classifies, and counts crime reports and crime statistics. The Annual Security Report is available on the College's website and hard copies are available through the Office of Student Services for inspection.

Adopted:

Legal Reference: 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46; *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, available at: <http://www2.ed.gov/admins/lead/safety/handbook.pdf>)

Cross Reference Policy 5.4.2

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
REPORTING CRIMES AND
EMERGENCIES ON CAMPUS****POLICY
2.1.6**

In the event of a crime or an emergency in progress or at any time there is a risk of harm to persons or property, employees, students and visitors should immediately call 9-1-1 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws should be reported to the immediate supervisor who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off-campus involving students participating in a College function should be immediately reported to law enforcement and to the Vice President of Student Services as soon as possible if a student is involved.

For more information on dealing with campus emergencies, please see the Emergency Action Plan in Procedure 2.1.2.1

Adopted:

COMMUNICABLE DISEASE

The College shall not exclude individuals diagnosed with communicable diseases from participation in College programs or activities unless a determination is made that the individual presents a health risk to himself/herself or others. The College shall consider the educational or employment status of those individuals diagnosed with a communicable disease on a case by case individual basis.

A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the President only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of an individual's employment with the College.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of the College community.

Policy 2.1.7

7. Included in making decisions in individual cases which restrict access to employment or a student's education, programs or activities shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, including AIDS.
9. Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources.

Should any communicable disease reach a pandemic level within or near the College's service area, the President, after consulting with local, state or federal health officials, may take the following actions if it is determined to be in the best interest of the College community to prevent the spread of the communicable disease:

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;
4. To the extent allowed by law, requiring or encouraging employees and students to receive immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. Other specific actions deemed necessary for the safety of the College community.

The President shall not quarantine any student or employee while on campus unless the quarantine is ordered by local, state or federal health officials. Persons who are infected with a communicable disease that has reached a pandemic level, or know of someone in the College community who is infected, should contact College officials immediately. Students should contact the Dean of Student Services and employees should contact the Human Resources Office for reporting under this policy.

Any actions undertaken pursuant to this policy will be in accordance with applicable federal and state laws, College policies, and in the best interest of all parties.

B. Immunizations

Prior to admission or employment, the College may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees are excused from providing

proof of one or more of the required vaccinations if the student or employee has one of the following:

- physician's written statement of immunity due to having had the infection;
- a statement of contraindication to a vaccine (accompanied by a physician's statement);
- a lab blood test/titer documenting immunity; or
- a statement of religious exemption.

Religious and medical exemption letters will be accepted in lieu of immunization information. Medical exemption letters must be accompanied by a physician's statement.

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The College shall comply with federal regulations and state statutes regarding bloodborne pathogens as set forth in the Federal Register, 29 CFR §1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees to blood or other potentially infectious bodily fluids and materials that may transmit bloodborne pathogens and lead to disease or death.

A. Reasonably Anticipated Occupational Exposure

An employee who could "reasonably anticipate", as a result of performing required job duties, to face contact with blood, bodily fluids or other potentially infectious materials is covered by the OSHA Bloodborne Pathogens Standard, the North Carolina Administrative Code, and this Policy. "Occupational Exposure" includes any reasonably anticipated skin, eye, mucous membrane or parenteral (brought into the body through some way other than the digestive tract) contact with blood or other potentially infectious materials that may result from the performance of an employee's duties. "Good Samaritan" acts, such as assisting a co-worker or student with a nosebleed would not be considered "reasonably anticipated occupational exposure."

B. Universal Precautions

Universal precautions will be in force at all times. All blood, body fluid and other potentially infectious material will be handled as if infected. The program standards for the control of potential exposure to HIV and HBV as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

C. Testing

An employee who suspects that s/he has had exposure to blood or body fluid may request to be tested, at the College's expense, provided that the suspected exposure

poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

The College shall comply with OSHA Regulation 29 CFR 1910.1030 and promote a healthy and safe environment for both employees and students. The College proposes to do this through minimizing the risk of transmission of infectious diseases that are blood or body fluid borne. To achieve compliance with OSHA Regulation 29 CFR 1910.1030, the College will maintain an Exposure Control Plan covering the following areas:

1. Procedures,
2. Protective equipment,
3. Hepatitis vaccinations,
4. Post-exposure and follow-up care, and
5. Training.

A copy of the Exposure Control Plan is available in the office of Administrative Services.

Adopted:

Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV)

Cross Reference: Policy 3.4.5

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
ADVERSE WEATHER AND
EMERGENCY CLOSINGS**

**POLICY
2.1.8**

During situations such as natural disasters, emergencies and/or inclement weather, the President has the discretion to alter the College's operating schedule as needed. The President shall take steps necessary to deal with the situation and notify the Board of Trustees, College employees, students and the public.

For specific information relating to emergency closings, please refer to the Emergency Action Plan in Procedure 2.1.2.1

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
SEX OFFENDER INFORMATION****POLICY
2.1.9**

In accordance with the Campus Sex Crimes Prevention Act of 2000 (“Act”), the College is providing to its campus community a link to the [National Sex Offender Public Website](#) and [North Carolina Sex Offender and Public Protection Registry](#) (“Registry”). The Act requires the College to issue a statement advising the campus community where law enforcement information provided by North Carolina concerning registered sex offenders may be obtained. The Act also requires sex offenders already required to register in North Carolina to provide notice of each institution of higher education in North Carolina at which the person is employed, carries a vocation or is a student. North Carolina law requires sex offenders who have been convicted of certain offenses to register with their county’s sheriff. Information about sex offenders is then entered into the Registry database by the sheriff’s office and transmitted to the N.C. State Bureau of Investigation. The N.C. State Bureau of Investigation collects information submitted by sheriffs in all one hundred (100) counties in the state and makes it available to the public via the Registry.

Adopted:

Legal Reference: P.L. 106-386

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
FIRING RANGE****POLICY
2.1.10**

Approved use of the firing range is limited to College instructional use, functions sponsored by the College or classes conducted through the College. The firing range shall not be used by outside schools, companies and individuals.

Use of the firing range will be conducted under the direct supervision of an authorized College instructor, a qualified College Range Instructor, a State Certified Fire Arms Instructor or an Armed Forces Fire Arms Instructor. The supervisor will be responsible for all safety rules, regulations, and maintenance of the firing range while on the range

All users will observe the following regulations:

1. Any firearm entering or exiting the range area must be fully unloaded and cased. Exception: Law enforcement officers may leave the range with a loaded and holstered duty weapon.
2. The use of steel reactive targets is restricted to straight-walled pistol or rimfire calibers.
3. Steel targets must be of quality, hardened steel designed for use as targets. The use of damaged or pock steel is prohibited.
4. No random shooting is permitted.
5. All targets must be made of cardboard, paper, steel or other material specifically designed for use as a target. No bottles, cans or other unapproved objects may be used as targets.
6. Targets must be positioned so that all bullets will strike the rear berm. No targets should be placed in the fairway of the range.
7. The rear berm is the only permissible impact area for bullets. No rounds should be fired in the direction of the side berms.
8. No firearms should be handled in any manner while persons are downrange. When bringing a firearm to the line of fire on the range, the firearm should be cased, holstered or have a visible chamber flag inserted into the chamber.
9. No vehicles will be permitted off pavement except for handicapped users or in-service law enforcement vehicles when used as a class requirement.
10. Range flag must be displayed when the range is in use.

11. Weapons may be displayed and transported only for the purpose of entering and leaving the firing range.
12. A “Firing Range Use Form and Waiver of Liability” must be completed and kept on file by the school administrative personnel.
13. The firing range is available for use from 6:00 am until 10:00 pm upon request.
14. Anyone found to be creating an unsafe condition or damaging College property through either intentional actions or negligence may be removed from the range and/or have future range use privileges revoked.
15. Intentionally shooting at posts, ropes or other College range equipment is prohibited.

Requirements for certification as a qualified College Range Instructor will be the successful completion of the Range Instructor’s Certification Class offered through the Continuing Education Division at the College and proof of certification must be on file with the Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and Office of the Evening Administrator. In addition, qualifications for authorized College instructors, State Certified Fire Arms Instructors or Armed Forces Fire Arms instructors must be on file before a “Firing Range Use Form and Waiver of Liability” is issued.

Scheduling of the range and the issuance of the “Firing Range Use Form and Waiver of Liability” will be the responsibility of the Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and/or office of the Evening Administrator and must bear the issuer’s signature.

The Continuing Education Division; Basic Law Enforcement Training Director; Director of Gunsmithing; and/or Office of the Evening Administrator will investigate any complaints against approved users and disciplinary action will be taken as appropriate. Appeals to disciplinary action will be to the President of the College.

Adopted:

MONTGOMERY ADMINISTRATIVE POLICY
COMMUNITY COLLEGE ACCIDENT/INJURY REPORTING 2.1.11

All injuries incurred on campus shall be reported to the employee or student's immediate supervisor. Employee accidents should be reported to the Director of Human Resources, curriculum student accidents should be reported to the Vice President of Student Services and continuing education student accidents should be reported to the Dean of Continuing Education/Occupational Extension. It is the responsibility of these positions to report the accident to the Business Office within twenty-four (24) hours.

The Business Office will file all relevant claims with the College's insurance company as needed.

Adopted:

I. Definitions

- A. Tobacco Product – cigarettes, cigars, blunts, bidis, pips, chewing tobacco, snus, snuff and other items containing or reasonably resembling tobacco or tobacco products. Tobacco Products also includes e-cigarettes and vapor cigarettes.
- B. Tobacco Use – smoking, chewing, dipping or any other use of tobacco products.

II. Overview

The College is a tobacco product free campus. The use of tobacco products is prohibited in any College buildings, facilities, vehicles or property owned, leased or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited.

This Policy applies to all College employees, students, vendors, contractors and visitors to campus.

III. Prohibition

All individuals shall comply with the Policy. Enforcing the Policy is the responsibility of the entire campus community. Failure to adhere to the Policy could result in disciplinary action for students and employees. Visitors, vendors and contractors who violate this Policy could lose their access to campus.

IV. Public Education

The College shall post appropriate signage on the campus educating students, employees and visitors that the College is a tobacco product free campus and use other methods to further inform and educate the public of this prohibition.

Adopted:

Legal Reference: N.C.G.S. § 115D-20.1

¹ Optional Policy.

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
PROTECTION AND CARE OF
COLLEGE PROPERTY**

**POLICY
2.2.2**

It is the responsibility of all members of the College community to protect College buildings, grounds and equipment.

1. Any person who willfully damages or destroys any College property will be liable for the replacement or repair of such property and may be subject to disciplinary and legal action.
2. Employees shall promptly report in writing to their supervisors the loss of any College property or loss and/or destruction of any official College records or documents. Students and visitors should report property loss or destruction of College property, records or documents to the Vice President of Administrative Services.
3. Records and documents in the College's custody are for official purposes only. It is unlawful to remove, tamper or destroy records and documents from files without approval from proper authority or as otherwise authorized under the records retention schedule. Individuals who remove, tamper or destroy College records will be subject to disciplinary and legal action.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
FACILITY USE****POLICY
2.2.3**

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal manner. In addition, the College may make its facilities available upon reasonable condition for the periodic use of student organizations, government agencies, non-profit entities, community members and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare. The use of the College's facilities cannot compete with any of the College's classes or events that are or could be offered.

This Policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material and Assembly.

The President is authorized to develop procedures and a fee schedule to be used by parties who want to utilize the College's facilities.

Adopted: June 12, 2019

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
USE OF ALCOHOL
AT CAMPUS EVENTS****POLICY
2.2.5**

- A. **Use of Alcoholic Beverages Approval Required.** Alcoholic beverages may be permitted at off campus College events under special approval by the President. However, students representing the College are not allowed to consume alcoholic beverages at College events.
- B. **ABC Permits.** Upon such preliminary approval, a limited Special Occasion Permit and all other applicable permits for the use of alcoholic beverages must be secured by the applicant from the North Carolina ABC Commission. ABC permits must be presented to the President no less than two (2) business days prior to the event. A copy of the permit must be displayed during the event.
- C. **Security.** For any event where alcohol is served, a uniformed sheriff's deputy or approved private security officer must be present on the premises. The College will determine the number of officers that will be needed to cover the event. The applicant shall pay the full cost of providing such security.
- D. **Liability Insurance.** The applicant must provide to the College a certificate of liability insurance in the amount of no less than one million dollars (\$1,000,000) and naming the College as an additional insured on said policy. A copy of the certificate of insurance must be received by the President no less than five (5) business days prior to the event.
- E. **Service of Alcoholic Beverages.** The following regulations shall apply:
1. Alcoholic beverages may be served only by and to adults age twenty-one (21) or older. The applicant is required to ensure that all servers take precautions to ensure guests are not served inappropriate amounts of alcohol and to further ensure that no one under the age of twenty-one (21) is served.
 2. All alcoholic beverages must be served and consumed only in the area in which the ABC permit is posted.
 3. All alcoholic beverage distribution will be under the control of a bartender and/or caterer. Such distribution will be discontinued for a patron or an entire event at the discretion of a College official, a bartender or a security officer on duty.
 4. The caterer or applicant must arrange to obtain the alcoholic beverages and transport them to and from the College event.
 5. Common source containers without an individual server through a licensed and bonded caterer (e.g., kegs, alcoholic punches, etc.) are prohibited. Brown bagging is prohibited.

Policy 2.2.5

- F. **No Use of Public Money.** No state or local tax dollars can be used to acquire or serve alcoholic beverages.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
NAMING BUILDINGS AND
PROGRAMS****POLICY
2.2.4**

The Montgomery Community College Board of Trustees has the legal responsibility and authority for officially naming, when appropriate, all properties and facilities under the jurisdiction of the College. The naming of a facility, part of a facility, or other property in honor of an individual or organization is considered to be one of the highest recognitions the College can bestow.

Purpose

The purpose of this policy is to provide a standard at Montgomery Community College for naming buildings, facilities, sites, interior and exterior spaces, and other auxiliary facilities under the jurisdiction of the College. Naming opportunities may be granted in recognition of service distinction and/or in recognition of financial support.

Policy Criteria

The Board of Trustees may choose to name a facility in honor of living or deceased persons or organizations who meet one or more of the following criteria:

1. A former or current member of the Board of Trustees or Foundation Board who has given outstanding service and/or made a substantial monetary contribution to the institution.
2. A former employee who has made an outstanding personal service and/or substantial monetary contribution to the institution.
3. A citizen who has made an outstanding personal service and/or substantial monetary contribution to the institution.
4. An organization that has made a substantial in-kind or monetary contribution to the institution.
5. "Substantial" is deemed to mean that the contribution would not have been available from another source or is in some way integral to project completion.
6. If the request is to honor a deceased individual, the request should not be submitted for at least one year after the death of that person.
7. Montgomery Community College Board of Trustees reserves the right to change a building's name or to remove the naming right due to significant changes in circumstances.

Adopted:

I. OVERVIEW

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs or activities. This Policy addresses the use of Service Animals and other animals on campus by qualified individuals with disabilities or individuals authorized to provide training.

II. DEFINITIONS

- A. **Emotional Support Animal** – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., in alleviating the symptoms of that individual's disability). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal".
- B. **Service Animal** – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. Service Animals are limited to service dogs and, in some cases, miniature horses.
- C. **Pets** – any animal that is not an Emotional Support Animal or a Service Animal.

III. ANIMALS ON CAMPUS

Pets are not permitted on campus and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate academic Dean prior to the animal being allowed onto campus. Subject to the

rules set forth in section IV and V below, Emotional Support Animals and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons.

IV. PROCEDURES REGARDING SERVICE/ EMOTIONAL SUPPORT ANIMALS

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

a. Service Animals

Students and employees are not required to register Service Animals. However, they are encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a Service Animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus. Visitors with Services Animals are not required to register their animals.

b. Emotional Support Animals

After the College has made a determination that an Emotional Support Animal is allowed on campus (see Section B.2), the student or employee must register the animal with the Disability Services Office (students) or the Office of Human Resources (employees).

2. Care and Supervision

a. The care and supervision of a Service/Emotional Support Animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The Service/Emotional Support Animal must be under the control of the handler at all times and may not be left alone. A Service/Emotional Animal must be restrained by a leash or other appropriate device that does not exceed six (6) feet in length. In situations where a leash or other device interferes with a Service Animal's ability to perform its task or service, the Service Animal must remain under the control of the handler at all times.

- c. The owner and handler of the Service/Emotional Support Animal is responsible for any damage of personal property or any injuries to an individual caused by the Service/Emotional Support Animal.
- d. The handler must ensure the animal is “housebroken” and trained and must clean up and remove all animal waste created by the animal.
- e. The Service/Emotional Support Animal may not disrupt the operation of the College or any class.

B. Responsibilities of the College Community

1. Service Animals

If the need for a Service Animal is obvious, College officials may not question the presence of the animal on campus. If the need for a Service Animal is not obvious, College officials are permitted to ask the handler two questions:

- a. Is the animal required because of a disability?
- b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a Service Animal to demonstrate the tasks for which they have been trained nor may they inquire as to the nature of the individual’s disability.

If another person on campus has a covered disability under the ADA and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

2. Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus. The College is not required to grant reasonable accommodations that would result in a fundamental alternation of a program or would constitute an undue burden. Any requests for a reasonable accommodation for an Emotional Support Animal shall be

directed to the Disability Service Office (students) or the Office of Human Resources (employees).

In determining request for accommodations for an Emotional Support Animal, the consideration is: 1) does the person have a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities); 2) does the Emotional Support Animal perform tasks or services for the benefit of the person or provide emotional support that alleviates one or more of the identified symptoms or effects of the person's existing disability; and 3) is the request an undue burden on the College or does it fundamentally alter a College program.

C. Removal of Service/Emotional Support Animals

The College has the authority to remove a Service/Emotional Support Animal from its facilities or properties if the Service/Emotional Support Animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training". N.C.G.S. § 168-4.5. In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal.

Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

Adopted:

Cross Reference: Policy 3.4.8; Policy 5.4.5

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
MISSION STATEMENT**

**POLICY
2.3.1**

The College shall periodically review and update its mission statement through a strategic planning process and submit any revisions to the Board for ratification. The College's mission statement must be consistent with requirements contained in the North Carolina General Statutes and by the North Carolina Community College System.

Adopted:

Legal Reference: N.C.G.S. § 115D-1; 1A SBCCC 200.1

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
COLLEGE PLANNING**

**POLICY
2.3.2**

To fulfill its mission, the College shall maintain an ongoing planning process which provides for development of a strategic plan. This plan will be a campus-wide, continuous improvement model which addresses facility and program needs, encompasses research and assessment, planning and goal setting, evaluation and action.

Adopted:

Legal Reference: 1B SBCCC 400.2

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
CHARITABLE DONATIONS**

**POLICY
2.3.3**

Charitable donations are anything of value given to the College including, but not limited to: restricted and unrestricted gifts of cash, property, equipment or other forms of gifts-in-kind. Except in instances of donor preference or for some other compelling reason, gifts to the College should be channeled through the Foundation.

The President is authorized to develop procedures to address charitable donations made directly to the College.

Adopted:

I. General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations.

- A. Chapter 20 of the North Carolina General Statutes regarding the operation of motor vehicles on North Carolina highways shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations contained herein. These regulations shall apply on a twenty-four (24) hour basis.
- B. While on the College campus, all drivers shall comply with the Campus Resource Officer's legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.
- C. The College shall ensure that information about operating a motor vehicle on the College's campus is given out at every student orientation and registration. A copy of this Policy shall be included in all student handbooks. Failure to obtain a copy of this Policy or not knowing the traffic laws is not an excuse or justification for violation of the laws and regulations.
- D. All vehicles operated on campus must be properly registered and display a College parking decal on the rear of the vehicle (the right side of the rear bumper or the lower, right corner of the back window being the preferred location). Students, faculty and staff must register their vehicles within the first five (5) business days of being hired (for employees) or within two (2) business days of class (for students).
- E. Any vehicle that is driven by or is transporting a person who is handicapped and that displays a state-issued license plate, a removable windshield placard or a temporary removable windshield placard may park in designated handicap spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard.
- F. Visitors and clients may park in any legal parking space on campus. Visitors and clients must have a state-issued distinguishing license plate, a removable windshield placard or a temporary removable windshield placard to park in designated handicapped spaces.

Adopted:

Legal Reference: N.C.G.S. Chapter 20; N.C.G.S. § 115D-21.

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
CAMPUS FREE SPEECH,
DISTRIBUTION OF MATERIAL
AND ASSEMBLY**

**POLICY
2.3.5**

Free speech, which includes the right to distribute material and peacefully assemble, is central to the College's academic mission. The College encourages and supports open, vigorous and civil debate across the full spectrum of society's issues as they present themselves to the College community. At the same time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students. The use of outdoor space on the College's campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

The President is authorized to develop procedures for public use of the College's outdoor spaces for distribution of material and assembly.

For issues dealing with the use of indoor spaces and facilities, see Policy 2.2.3 – Facility Use.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
COLLEGE PUBLICATIONS****POLICY
2.3.6**

The President shall establish procedures concerning who is responsible for all College publications and pre-publication review of all promotional and marketing materials which pertain to the College or its programs and which are designed for public viewing. Materials under this Policy include, but are not limited to: brochures, handbooks, catalogs, multimedia and programs for special events. Instructional classroom materials generated and used by instructors in their classrooms are not subject to this Policy.

Adopted:

MONTGOMERY COMMUNITY COLLEGE	ADMINISTRATIVE AMERICANS WITH DISABILITIES	POLICY 2.3.7
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The College shall comply with the Americans with Disabilities Act of 1990, As Amended ("ADA"). To achieve compliance, the College shall:

1. Provide notices concerning the ADA.
2. Designate a responsible employee to coordinate ADA compliance.
3. Ensure that existing facilities are readily accessible to or usable by individuals with disabilities through structural changes in facilities or through other methods that are equally effective to make services, programs and activities accessible.
4. Eliminate eligibility criteria that screens out or tends to screen out individuals with disabilities or any class of individuals with disabilities from fully and equally enjoying any service, program or activity being offered.
5. Administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.
6. Take appropriate steps to ensure that communications with persons who are disabled are as effective as communications with others, including the furnishing of appropriate auxiliary aids and services.

The College may from time to time engage in an accessibility audit of its facilities and programs. The College will maintain the self-evaluation and make it available to the public for three (3) years. All allegations concerning disability discrimination or harassment shall be addressed through Policy 3.3.7 – Discrimination and Harassment (employees) or Policy 5.3.4 – Discrimination and Harassment (students).

Adopted:

Legal Reference: 42 U.C.S. § 12101, P.L. 110-325

**MONTGOMERY
COMMUNITY COLLEGE****ADMINISTRATIVE
COLLEGE RECORDS****POLICY
2.3.8**

I. GENERAL POLICY

The College will retain and destroy records in accordance with this Policy and the approved Record Retention and Disposition Schedule (“the Schedule”) for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges.

This Policy deals with general College records. For more specific information regarding personnel and student records and clarification regarding electronic records, see:

- A. Policy 3.3.1 – Personnel Files.
- B. Policy 5.4.3 – Students Records – FERPA.
- C. Policy 7.3 – Electronic Records Retention.

II. NORTH CAROLINA PUBLIC RECORDS ACT

Unless otherwise exempt by law, all records made or received regarding the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 *et seq.* Records may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the record determines its retention requirement.

III. RECORDS CUSTODIAN

Inquiries regarding student records should first be made to the Vice President for Student Services and inquiries regarding personnel records should first be made to the Director of Human Resources. For clarification as to electronic records, see Policy 7.1.3 – Electronic Records Retention.

VI. LITIGATION HOLD

A litigation hold is a directive not to destroy records which might be relevant to a pending or imminent legal proceeding. The President may establish a committee to oversee and monitor litigation holds; this committee may contain a member of the Information Technology Services Department (“ITS”), the College’s legal counsel and a member of the Administrative Team. In the case of a litigation hold, the committee shall direct employees and the ITS Department, as necessary, to suspend the normal retention procedure for all related records.

Adopted:

Legal Reference: N.C.G.S. §§ 121-5; 132-1 *et seq.*;

Cross Reference Policy 7.1.3

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
PERSONAL USE OF COLLEGE
PROPERTY**

**POLICY
2.3.9**

Personal use of College property, which includes but is not limited to: real property, vehicles, equipment, tools and supplies, is not permitted for personal use and gain. The use of College property off campus is only permitted in the performance of position responsibilities.

Adopted:

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
PUBLIC INFORMATION**

**POLICY
2.3.10**

The College Administration ensures that the academic calendar, grading policies, cost of attendance, refund policies, and other information that directly affects students will be available in a timely fashion on the College's website and/or in an official College publication.

Reference: SACSCOC Standard 10.2

Adopted: September 11, 2019

Each committee at Montgomery Community College is responsible for ensuring that its activities are in keeping with the College's goals and planning objectives. To that end, it is imperative that each committee review these items in the annual Institutional Effectiveness Plan and submit proposals and recommendations, etc. that correspond with the College's vision and mission to the President's Administrative Cabinet for approval.

Committee activities will be planned annually and funding for activities will be requested through the College's annual budget request process. Additionally, each committee is encouraged to investigate grant possibilities for funding of activities.

Committee membership: Appointments will be established on a rotating basis and will be reviewed annually to include a review of minutes and member participation. It is expected that committee members will attend all meetings and in the event a member must be absent, a proxy will be sent in his or her absence. Should there be three or more unexcused absences without a proxy, the chairman of that committee will advise the College President for review.

Threat Assessment & Behavioral Intervention Committee

The purpose of the Threat Assessment and Behavioral Intervention Team (BIT) is to evaluate and address concerns raised regarding student/employee/visitor behavior that may be considered disruptive and/or a possible threat to the safety of others. Additionally, the team will utilize College resources to promote a safe and healthy campus community. The BIT will meet on an ad hoc basis as concerns are brought to the attention of administration or BIT Team members.

CORE Committee

The purpose of the CORE Committee is to guide the development, evolution, and coordination of projects and business processes that rely upon the Colleague system or integrated applications. Develop, review, and implement an operational process calendar to effectively plan and coordinate Colleague software updates and enhancements. To serve as the primary liaison between functional areas and the IT department. Establish, review, and maintain a Colleague software update testing and approval process. Establish, review, and maintain MCC's Colleague Core data standards. Share information and best practices with their respective service area co-workers and colleagues. Share and review professional development and training opportunities.

Diversity & Cultural Activities Committee

The Diversity & Cultural Activities Committee role is to assess the diversity of the College's service area and to ensure that the administration, staff, faculty, and student populations recognize and welcome diversity as an integral part of life at Montgomery Community College. The Committee will also coordinate and schedule cultural activities to enhance cultural awareness and opportunities for staff, faculty, students and citizens of Montgomery County.

Emergency Action Committee

The Emergency Action Committee is an internal group of employees with expertise in public safety, facilities, counseling, and administration. They are charged with assessing the safety and security issues on campus. The primary responsibility of this group is to address potential emergencies before they occur and to respond to campus emergencies before the arrival of public service agencies.

Faculty Senate

The Faculty Senate membership shall consist of all faculty. The Senate is recommended to meet at least monthly and represent the faculty on matters of faculty concern. It may make recommendations to the President's Administrative Cabinet. It shall also serve as a forum for discussion of any issue affecting the instructional program as well as a means of disseminating information among the faculty. Any member of the President's Administrative Cabinet will meet with the Faculty Senate upon request.

Financial Aid Committee

The purpose of the Financial Aid Committee is to recommend policies and procedures to the President's Administrative Cabinet as they relate to financial aid. This committee is charged with:

1. Reviewing current accomplishments in meeting the needs of students
2. Projecting future funding needs
3. Hearing appeals of recipients with grievances
4. Approval and awarding of scholarships

Instructional & Student Services Committee

The purpose of the Instructional & Student Services Committee is to provide an opportunity for faculty and staff members to have input into the programs, procedures and services offered through the Curriculum and Continuing Education divisions at the College. The committee is charged with:

1. Providing direction in assuring quality instruction
2. Seeking ways to enhance educational programs
3. Assessing student needs and seeking ways to enhance services to include admissions, registration, career planning, counseling, financial aid, recruiting, placement, and follow-up
4. Evaluating procedures such as course delivery (through traditional and non-traditional delivery modes and scheduling,
5. Reviewing and recommending new courses/programs and program change
6. Assigning Ad Hoc Committees

Information Services Committee

The purpose of the Information Services Committee is to provide input for the planning and implementation of initiatives in the areas of distance learning, academic technology and library resources. To achieve the vision and mission of the college, committee members will provide recommendations on policies/procedures and assist in the evaluation and planning of technology in these areas. Specific tasks may include providing input on the peer review process, technology refresh plan, library materials/databases and researching viable instructional technologies.

Marketing Committee

The purpose of the Marketing Committee is to serve in a planning and advisory capacity to the public information officer to identify and recommend possible marketing opportunities and activities based on current research, marketing goals and budget. College marketing will include external as well as internal activities that can be implemented by all employees to positively promote the MCC brand.

Planning Committee

The purpose of the Planning Committee is to facilitate, monitor, review and support institutional research, planning and assessment activities in collaboration with faculty and staff to advance the mission of MCC. Planning Committee's mission ensures that the College engages in ongoing, systematic and institution-wide evidence-based planning and assessment activities that result in continuous quality improvements and mission and goal accomplishment. All activities of the council are forwarded to the President for review and final approval. All meetings of the council are open to the college community and to the Board of Trustees. To ensure full participation in the process, one-fourth of the full-time membership is replaced with new participants each year; no member shall serve more than four consecutive years. After one year of separation, a member may be reappointed to the council.

President's Administrative Cabinet

The cabinet is comprised of deans and direct reports to the President and serves as an advisory team to the president and may be called upon to assist in formulating policy and in making personnel decisions. Members serve as a forum for new information and proposals and act as a filtering agent for information and proposals going to the Board of Trustees. Members are charged with keeping the cabinet informed of events happening within their divisions, of their activities such as conferences, committee appointments and community involvement, and of any legislative and system office information that is received. Members are also charged with disseminating information from the cabinet meeting to their respective divisions.

Professional Development Committee

The purpose of the Professional Development Committee is to provide ongoing research, philosophical, procedural and technical support and feedback to ensure and promote a variety of professional development activities for all employees of the College. It is responsible for providing opportunities for growth with the ultimate goal of improvement of the educational process. This committee will make recommendations to the Cabinet for changes in the professional development arena.

Safety Committee

The purpose of the Safety Committee is to identify safety hazards, bring them to the attention of the appropriate administrator and to follow up to see that the hazard is corrected. The team will conduct periodic safety inspections, fire drills, and other safety checks.

Staff Senate

The Staff Senate membership shall consist of all non-teaching staff outside the President's Administrative Cabinet. The staff senate is recommended to meet monthly and represent the staff on any matters of general concern. Additionally, the staff senate will make suggestions and recommendations to the President's Administrative Cabinet or to the faculty senate. Any member of the President's Administrative Cabinet will meet with the staff senate upon request.

Hospitality and Wellness Committee

The Hospitality & Wellness Committee is responsible for planning and carrying out social and wellness functions for employees of the College and making recommendations to the President's Administrative Cabinet. The committee includes employees from each of the different divisions so that input can be received from throughout the College.

Approved:

Montgomery Community College shall fully adhere to all North Carolina General Statutes contained in Section 115-D “Community Colleges” and all applicable policies set forth in the North Carolina Community College State Board Code.

Approved:

2019 MCC Fact Book

https://www.montgomery.edu/pdf/mcc/fact_book_19.pdf

**Montgomery Community College
SGA Report
March 11, 2020 Board of Trustees Meeting**

SGA Updates and Highlights

- Applications for the 2020-21 Student Ambassador program are being reviewed.
- Students Casey Johnson and Gretchen Poynter and MCCs PIO, Michele Haywood, were winners in the Valentine Hearts Guessing Game.
- The SGA will sponsor a hunt for gold coins to celebrate St. Patrick's Day this month.
- Several SGA officers, along with Advisor Jessica Latham and Educational Partnerships Assistant, Shaquille Little, will be attending the N4CSGA conference in April.

**President's Report
March 11, 2020**

Activities since the February Board Meeting

2/12/20	Foundation Board Meeting
2/12/20	Board of Trustees Meeting
2/13/20	Adult Promise Symposium
2/14/18	Communities in Schools Meeting
2/18/20	Program Review Meetings
2/18/20	Golden Leaf Presentation to County Commissioners
2/22/20	Gunsmithing Open House
2/24-29/20	Employee Appreciation Month – Administrator's Week
2/24/20	Golden Leaf Meeting
2/25/20	CTE Open House
2/26/20	Maintenance Building Open House
2/27/20	Monthly Construction Meeting
3/2/20	Unauthorized Use of MCC Property Meeting
3/3/20	MCC Active Shooter Training
3/9/20	Meeting with Becky Carter, MMH President

Upcoming Activities

3/11/20	Board of Trustees Meeting
3/18-20/20	NCACCT Seminar in Raleigh, NC
3/24/20	Diversity Day Celebration
3/27/20	Old Salem Trip with Gunsmithing
3/28/20	Board Retreat
4/3/20	Foundation Golf Tournament

Board of Trustees Information

<https://www.montgomery.edu/bot>



Board of Trustees Calendar of Events
2020-2021

March 11, 2020	5:30 p.m.	Committee/Board Meeting
March 18-20, 2020		NCACCT Law/Legislative Seminar - Raleigh
March 28, 2020	8:00 a.m.	Board Retreat
April 3, 2020		Annual Foundation Golf Tournament
April 7, 2020	3:00p.m.-5:00p.m.	MCC Allied Health Center Open House
April 8, 2020	5:30 p.m.	Committee/Board Meeting
April 15, 2020		SEI Forms Due
April 20, 2020	12:00 p.m.	Lunch with Legislators
April 28, 2020	6:00 p.m.	BLET Graduation
May 5, 2020	7:00 p.m.	LPN Pinning Ceremony
May 6, 2020	5:00 p.m.	Board of Trustees Meeting
May 6, 2020	7:00 p.m.	Graduation
May 8, 2020	1:00 p.m.	SCI Graduation
June 10, 2020	5:30 p.m.	Committee/Board Meeting
July, 2020		No Board Meeting
August 12, 2020	11:30 a.m.	Foundation Board Meeting
August 12, 2020	5:30 p.m.	Committee/Board Meeting
August 26-28, 2020		NCACCT Seminar - Asheville
September 9, 2020	5:30 p.m.	Committee/Board Meeting
October 14, 2020	5:30 p.m.	Committee/Board Meeting
November 11, 2020	11:30 a.m.	Foundation Board Meeting
November 11, 2020	5:30 p.m.	Committee/Board Meeting
December, 2020		No Board Meeting
December 4, 2020	5:30 p.m.	Board Christmas Dinner
January 13, 2021	5:30 p.m.	Committee/Board Meeting
February 10, 2021	5:30 p.m.	Committee/Board Meeting