

**Montgomery Community College
Board of Trustees**

April 8, 2020 – Telephonic Meeting Information Sheet

To access the meeting, please call in using the number below, and when prompted, enter the meeting ID code.

You may begin calling in as early as 6:30 p.m. to give yourself enough time to troubleshoot if needed.

After you enter the meeting ID code, please state your name so we can hear you when you enter the meeting. Mrs. Bulthuis will take roll again at 7:00 p.m.

Call in number – 1-646-558-8656

Meeting ID Code – 390-715-388

If you experience technical difficulties or have questions, please email Courtney Atkins at atkinsc6516@montgomery.edu or call her cell phone at 980-258-3699.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held telephonically on Wednesday, April 8, 2020 at 7:00 p.m. The Board will meet as a committee of the whole.

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.

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

Standing Committees

Budget & Finance Committee

- March Financial Reports – **Appendix B-1 (Action)**
- February Foundation Fund Statement – **Appendix B-2**
- Policy 3.2.19, State of Emergency Leave – **Appendix B-3 (Action)**
- Write Offs – **Appendix B-4 (Action)**
- Foundation Update

Building & Grounds Committee

- Facilities Report – **Appendix C-1**
- Construction Update – **Appendix C-2**
- Blair Hall Renovation Project #2278 Change Orders – **Appendix C-3 (Action)**

Personnel Committee

- Personnel Appointment
 - Learning Resources Technical Assistant – **Appendix D-1**
- Notice of Termination
 - Part-Time Adjunct Instructor – **Appendix D-2**

Curriculum/Student Services Committee

- Update from Vice President of Instruction – **Appendix E-1**
 - Continuing Education – **Appendix E-2**
- Update from Vice President of Student Services – **Appendix E-3**

Legislative/Public Relations Committee

- Legislative Updates
 - NC Community Colleges 2020-21 Budget Priorities – **Appendix F-1**
- Public Relations/Marketing Update – **Appendix F-2**
- Press Releases – **Appendix F-3**

Institutional Status Committee

- Board of Trustee Bylaws – **Appendix G-1 (First Reading)**

SGA Report – No Activities to Report

President’s Report

- Activities Since Previous Board Meeting – Appendix I
 - MCC Response to Coronavirus
 - Crisis Management Team

Chairman’s Report

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

- **Presidential Evaluation Schedule will be determined**

- **Adjourn – (Action)**.....Claudia Bulthuis

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, March 11, 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
Claudia Bulthuis
Gelynda Capel
Paula Covington
Katie Dunlap
George Gilbreath
Robert Harris

Absent

Kerry Hensley
Susan Hershberger
Gordon Knowles
Dr. Johnny McKinnon
Bill Price
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; Courtney Atkins, Assistant to the President; Dr. Natalie Winfree, Dean of Arts and Sciences; George Vann, SECU; Vera Richardson, SECU; Shavier Mason, Assistant to the Dean of Continuing Education; Mark Reynolds, SECU Scholarship Recipient; Hanna Starnes, SECU Scholarship Recipient; and Robinson Vicente, SECU Scholarship Recipient.

Welcome

Mrs. Bulthuis welcomed all in attendance including George Vann, Vera Richardson, Dr. Natalie Winfree, Shavier Mason, Mark Reynolds and family, Robinson Vicente and family, and Hanna Starnes and family.

Approval of the Agenda - Action

Mr. Price made a motion, seconded by Mr. Knowles, to approve the agenda for the March 11, 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.

SECU Awards Presentation, George Vann, SECU

Mr. Vann and Mrs. Richardson presented scholarships to Mark Reynolds, Robinson Vicente and Hanna Starnes.

Board Presentation – Dr. Natalie Winfree, Dean of Arts and Sciences

The Board received a presentation from Dr. Natalie Winfree on ClearTouch Boards and how teachers use them in the classrooms with their students. The Board of Trustees actively participated with the ClearTouch Board.

Approval of February Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Mr. Price, to approve the February 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 February financial reports presented by Mrs. McBride. The committee approved, and Mrs. Hershberger made a motion to approve, the February financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received Appendix B-2, the 2020-2021 Local Budget Request. The committee approved, and Mrs. Hershberger made a motion to approve, the 2020-2021 Local Budget Request be approved. Coming from committee, this required no second. The motion carried.
- The committee received Appendix B-3, the January Foundation Fund Statement presented by Dr. Bledsoe. As of January 31, 2020, the total funds were \$4,124,318.41. This reflects a market increase of \$27,347.41 for the month of January.
- The committee received a Foundation update presented by Dr. Bledsoe. He 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. Additionally, an application for the Golden Leaf GLOW was submitted. The grant requests \$500,000 to support the initiative for the Barber School program.
- Dr. Bledsoe also shared that the annual Golf Tournament scheduled for April 3, 2020 has been canceled.

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 spent a couple of weeks moving faculty, staff, and furnishings to prepare for the next phase of renovations. The Board received several photos of demolition in Blair Hall in preparation for the next phase of renovations.

- The committee received Appendix C-2, the Incident Report for February. There was an incident involving a construction worker who was injured in a fall. Mrs. McBride noted that the employee with the construction company only had minor injuries and has recovered.
- The committee reviewed Appendix C-3, an update on the Construction and Building Projects Timeline presented by Dr. Bledsoe. Dr. Bledsoe reported that we are still in the second phase of 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, second hall restrooms, and an area in the center of second 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.
- The committee received Appendix C-4, the Blair Hall Phase II Priorities for approval. Dr. Bledsoe reported that Administration listed renovation priorities in three categories. In those three categories, those on the list of high priorities include the arch entrance near student services, campus signage, a screen around Capel Hall mechanical, leveling out the amphitheater for an outdoor class room and renovating the Blair Auditorium to make it ADA compliant. Medium priority projects were interior renovations to the Business Office, replacing exterior doors in Blair Hall, install shade sails in the Blair Courtyard as well as renovations to room numbers 267 in Capel Hall and 139 in Blair Hall. Low priority projects include replacing exterior windows in Blair Hall, an addition to Building 500 where BLET classes are held, installation of bathrooms and expansion on the Forestry Building, and exterior safety rails. The committee approved, and Mr. Knowles made a motion to approve, the Blair Hall Phase II High and Medium Priorities. Coming from committee, this required no second. The motion carried.

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 and Appendix D-2, the Notice of Resignation from Allison Burns nursing instructor and Bobby Townsend, Welding Instructor.
- The committee received Appendix D-3, the Director of Marketing, Communications and Public Relations job title change. The committee approved, and Mrs. Capel made a motion to approve, the Director of Marketing, Communications and Public relations job title change. Coming from committee, this required no second. The motion carried.
- The committee received Appendix D-4, Personnel Needs. The Personnel Needs listed are for a Nursing Instructor, Welding Instructor and Sustainable Agriculture Instructor that is contingent on funding. The committee approved, and Mrs. Capel made a motion to approve the Personnel Needs as listed, Nursing Instructor, Welding Instructor and Sustainable Agriculture Instructor. Coming from committee, this required no second. The motion carried.

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 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 faculty joined the Taxidermy Department Chair, Andy Spear to recruit at the Dixie Deer Classic in Raleigh.

- Basic Law Enforcement Training will be having their graduation on April 28, 2020 at 6:00 in the Multipurpose Room in Capel Hall. Mr. Herron 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.
- Three students received a scholarship from the North Carolina Healthcare Engineers Association. Those students are Emmanuel Gonzalez-Antonio, Jeremy Ross-Turnbull, and Chris Cole recipients of a scholarship. Each student will receive a scholarship for \$3,333.33.
- 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.
- Tours and Open House for the CTE Building were a big success this month. Dignitaries, citizens, and all Montgomery 8 through 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. The College plans to expand those opportunities to other programs next year.
- The committee received Appendix E-2, an update on continuing education activities from Mr. Proctor. Mr. Proctor shared the student success story of Holden Reynolds. Mr. Reynolds is one of our night time HVAC students and Continuing Education State Employees Credit Union scholarship recipient. Through hard work and perseverance he successfully obtained employment with Carolina Air Inc. in Carthage, NC. He credited the reputation of the Colleges HVAC training program as to why he was able to land this job.
- In 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.
- The Small Business Center postponed the annual Guns, Goals, & Grit Business Summit due to adverse weather. They are looking to reschedule in April.
- Montgomery Community College hosted Education Day for the Leadership Montgomery program. They learned all about the great opportunities that are available through Montgomery County Schools, Montgomery Community College, and the Partnership for Children.
- Continuing Education conducted preventive control training for Ameriquel in partnership with BioNetwork.
- Riley Beaman has been collaborating with the Division of Aviation on developing drone regulation standards for the state of North Carolina. Mr. Beaman also attended the 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.

- The committee received Appendix E-3, the Public Safety Administration program for approval. The committee approved, and Mr. Price made a motion to approve, the Public Safety Administration Program. Coming from committee, this required no second. The motion carried.
- The committee received Appendix E-4, the Human Services/Social Services program for approval. The committee approved, and Mr. Price made a motion to approve, the Public Safety Administration program. Coming from committee, this required no second. The motion carried.
- The committee received Appendix E-5, an update on Student Services activities from Mrs. Smith. Mrs. Smith reported that 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 at the end of March.
- Several Student Services staff members will attend an upcoming Strategic Enrollment Management seminar.

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. Dr. Bledsoe noted that the College will be hosting the annual Lunch with Legislators on April 20 at 11:30 a.m. in the Multi-Purpose room of Capel Hall.
- The committee received Appendix F-2, the Public Relations report from Mrs. Haywood. Mrs. Haywood reported that the long-anticipated open house took place on February 25. 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.
- 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.
- Mrs. Haywood met with AmeriQual Aseptic and Continuing Education representatives to create a media blast to advertise the new Aseptic Processing Technician course starting March 16. She also 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. This course will be advertised through a press release and placed on Facebook & Instagram.
- The annual report will be presented to Trustees at the March Board Retreat.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

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

- The committee received Appendix G-1, Section 2, of the Board Policy Manual for second reading. The committee approved, and Dr. McKinnon made a motion to approve Section 2, Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-2, Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual. The committee approved, and Dr. McKinnon made a motion to approve Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual. Coming from committee, this required no second. The motion carried.
- The committee received Appendix G-3, the link to the 2019 Fact Book presented by Dr. Bledsoe.

SGA Report – Cole McQuinn, SGA President –Appendix H

Cole McQuinn, SGA President gave an update on SGA activities located in Appendix H.

- Applications for the 2020-21 Student Ambassador program are being reviewed.
- Students Casey Johnson and Gretchen Poynter and 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 – 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 attended an Adult Promise Symposium.
- Dr. Bledsoe met with the new FirstHealth Montgomery Memorial President, Becky Carter.
- Dr. Bledsoe and others gave a presentation to the County Commissioners on the Golden Leaf grant application for the expansion of the Agriculture program.
- Dr. Bledsoe and all of Faculty and Staff at Montgomery Community College participated in an Active Shooter Training during spring break.
- Dr. Bledsoe, Mr. Knowles, Mr. Hildreth and representatives from Branch Builds and Morris Berg Architects had a meeting to discuss unauthorized use of Montgomery Community College Property. Affiliates with Branch Builds and Morris-Berg Architects apologized for painting handicap parking spots in the parking lot near the CTE Building without notice or prior approval from Montgomery Community College Trustees and Administration. While all parties recognize the need to provide convenient access for employees, students, and visitors, it was agreed that advance communication would allow for a more effective design of needed facilities. Moving forward, Morris-Berg Architects and Branch Builds will commit to notifying the College and communicating on construction that affects MCC.

- Dr. Bledsoe shared that the Crisis Management Team met earlier this week to discuss preparations for the coronavirus pandemic. He also shared several posters advertising good hygiene practices due to the outbreak.

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

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

- The Trustee Handbook is in progress.
- The Board Retreat will be held on March 28, 2020.
- The Allied Health Center Open House will be held on April 7, 2020 at 3:00 p.m. on Wood Street.
- SEI Forms are due by April 15, 2020.
- BLET Graduation is set for April 28 at 6:00 p.m.
- LPN Pinning Ceremony on May 5, 2020 at 7:00 p.m.
- Graduation is set for May 6, 2020 at 7:00 p.m.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Price, to adjourn the March 11, 2020 Board meeting at 7:57 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, March 11, 2020 at 5:32 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Gelynda Capel
Paula Covington
Dr. Katie Dunlap
George Gilbreath
Robert Harris
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; 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 Mrs. Bulthuis, to approve the February committee minutes. The motion carried.

February Financial Reports – Appendix B-1 – Jeanette McBride

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

- As of February 29, 2020, County fund expenditures were \$496,801 or, 63% of the budget.
- As of February 29, 2020, there were \$352,904 in funds for capital expenditures.
- As of February 29, 2020, State fund expenditures were \$4,750,841 or, 61% of the current expense budget. Mrs. McBride noted that expenditures will be finalized in March or April. The purchase requisition cut off will be on March 25, 2020 and employees are able to submit purchase requisitions up until that date.
- As of February 29, 2020, the Institutional funds balance was \$558,106.
- As of February 29, 2020, the balance in the STIF account was \$197,290.

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

2020-2021 Local Budget Request – Appendix B-2 – Jeanette McBride

Mrs. McBride presented the 2020-2021 Local Budget Request for approval. Mrs. McBride noted that there is a 2% salary increase budgeted on the assumption of the State salary increase.

The benefits are up slightly, due to one employee earning longevity. The request for funds for contracted services increased by 14% or, \$1,706. The request for supplies and materials increased 10% or, \$4,063 due to the increase of enrollment at the College. The request for utilities increased by 12% or, \$34,882 due to heating fuel, electricity and internet. This amounts to an overall increase of 7% that the College will request from the County.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the 2020-2021 Local Budget Request. The motion carried.

January Foundation Fund Statements – Appendix B-3 – Jeanette McBride

Dr. Bledsoe presented Appendix B-3, the January Foundation Fund Statements. As of January 31, 2020, the total funds were \$4,124,318.41. This reflects a market increase of \$27,347.41 for the month of January.

Grants Update – Appendix B-4 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix B-4, the Grants Update. He noted that the College has applied for a Golden Leaf Opportunities for Work (GLOW) grant requesting \$500,000 to support the establishment of a barber school program at the Highland Community Center in Mt. Gilead.

The College has also submitted the full application for the expansion of advanced agricultural training in Montgomery County which will support the Sustainable Agriculture program at the College.

Foundation Update – Dr. Chad Bledsoe

Dr. Bledsoe gave an update on the Foundation. Dr. Bledsoe noted that the annual Golf Tournament scheduled for April 3, 2020 has been canceled.

There being no further business, the meeting adjourned at 5:46 p.m.

Building & Grounds Committee Minutes

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 11, 2020 at 5:46 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Paula Covington
Kerry Hensley
Susan Hershberger
Dr. Johnny McKinnon
Bill Price
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; 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 Mr. Gilbreath, to approve the February committee minutes. The motion carried.

Facilities Report – Appendix C-1 – Jeanette McBride

Mrs. McBride presented Appendix C-1, the facilities report. The maintenance crew spent a couple of weeks moving faculty, staff, and furnishings to prepare for the next phase of renovations. The Board received several photos of demolition in Blair Hall in preparation for the next phase of renovations.

Incident Report – Appendix C-2 – Jeanette McBride

Mrs. McBride presented Appendix C-2, the Incident Report for February. There was an incident involving a construction worker who was injured in a fall. Mrs. McBride noted that the employee with the construction company only had minor injuries and has recovered.

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

Dr. Bledsoe presented Appendix C-3, the Construction Update and Building Project Timeline. Dr. Bledsoe reported that we are still in the second phase of 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, second hall restrooms, and an area in the center of second 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.

Blair Hall Phase II Priorities – Appendix C-4 (Action) – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix C-4, the Blair Hall Phase II Priorities. Dr. Bledsoe reported that Administration listed renovation priorities in three categories.

In those three categories, those on the list of high priorities include the arch entrance near student services, campus signage, a screen around Capel Hall mechanical, leveling out the amphitheater for an outdoor class room and renovating the Blair Auditorium to make it ADA compliant.

Those items that were medium priority included interior renovations to the Business Office, replacing exterior doors in Blair Hall, install shade sails in the Blair Courtyard as well as renovations to room numbers 267 in Capel Hall and 139 in Blair Hall.

Those items listed in the low priority included replacing exterior windows in Blair Hall, an addition to Building 500 where BLET classes are held, installation of bathrooms and expansion on the Forestry Building, and exterior safety rails.

Dr. Dunlap made a motion, seconded by, Mr. Harris to approve the Blair Hall Phase II High and Medium Priorities.

There being no further business, the meeting adjourned at 6:01 p.m.

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 11, 2020 at 6:01 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Dr. Katie Dunlap
George Gilbreath
Susan Hershberger
Gordon Knowles
Dr. Johnny McKinnon
Bill Price
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; 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 February committee meeting minutes. The motion carried.

Notice of Resignation – Appendix D-1 and Appendix D-2

The committee received Appendix D-1 and Appendix D-2, the Notice of Resignation from Allison Burns, Nursing Instructor and Bobby Townsend, Welding Instructor.

Director of Marketing, Communications and Public Relations – Appendix D-3

Mrs. Capel presented Appendix D-3, the Director of Marketing, Communications and Public Relations job title change. Dr. Bledsoe noted that The Board of Trustees have control to maintain and change the Organizational Chart.

Mr. Absher made a motion, seconded by Ms. Covington to approve the Director of Marketing, Communications and Public Relations job title change. The motion carried.

Personnel Needs – Appendix D-4

The committee received Appendix D-4, the Personnel Needs for a Nursing Instructor, Welding Instructor and Sustainable Agriculture Instructor that is contingent on funding.

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve the Personnel Needs as listed, Nursing Instructor, Welding Instructor and Sustainable Agriculture Instructor. The motion carried.

There being no further business, the meeting adjourned at 6:10 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 11, 2020 at 6:10 p.m. in the College Boardroom.

Present

Bill Price, Chairman
George Gilbreath, Vice Chairman
Dr. Katie Dunlap
Susan Hershberger
Dr. Johnny McKinnon
Claudia Bulthuis

Absent**Others Present**

Phil Absher
Gelynda Capel
Paula Covington
Robert Harris
Kerry Hensley
Gordon Knowles
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; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Bulthuis made a motion, seconded by Mr. Gilbreath, to approve the February 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 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 faculty joined the Taxidermy Department Chair, Andy Spear to recruit at the Dixie Deer Classic in Raleigh.

Basic Law Enforcement Training will be having their graduation on April 28, 2020 at 6:00 in the Multipurpose Room in Capel Hall. Mr. Herron 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.

Three students received a scholarship from the North Carolina Healthcare Engineers Association. Those students are Emmanuel Gonzalez-Antonio, Jeremy Ross-Turnbull, and Chris Cole recipients of a scholarship. Each student will receive a scholarship for \$3,333.33.

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.

Tours and Open House for the CTE Building were a big success this month. Dignitaries, citizens, and all Montgomery 8 through 11 grades had the opportunity to tour and have hands-on experiences at the Joseph Reese 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. The College plans to expand those opportunities to other programs next year.

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

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

Mr. Proctor shared the student success story of Holden Reynolds. Mr. Reynolds is one of our night time HVAC students and Continuing Education State Employees Credit Union scholarship recipient. Through hard work and perseverance he successfully obtained employment with Carolina Air Inc. in Carthage, NC. He credited the reputation of the Colleges HVAC training program as to why he was able to land this job.

In 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.

The Small Business Center postponed the annual Guns, Goals, & Grit Business Summit due to adverse weather. They are looking to reschedule in April.

Montgomery Community College hosted Education Day for the Leadership Montgomery program. They learned all about the great opportunities that are available through Montgomery County Schools, Montgomery Community College, and the Partnership for Children.

Continuing Education conducted preventive control training for Ameriquel in partnership with BioNetwork.

Riley Beaman has been collaborating with the Division of Aviation on developing drone regulation standards for the state of North Carolina. Mr. Beaman also attended the 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.

Public Safety Administration – Appendix E-3 – Lee Proctor (Action)

Mr. Proctor presented the Appendix E-3, the Public Safety Administration program approval.

Dr. Dunlap made a motion, seconded by Mr. Gilbreath to approve the Public Safety Administration program. The motion carried.

Human Services/Social Services – Appendix E-4 – Lee Proctor (Action)

Mr. Proctor presented Appendix E-4, the Human Services/Social Services program approval.

Mrs. Hershberger made a motion, seconded by Mr. Gilbreath, to approve the Human Services/Social Services program. The motion carried.

Update from Vice President of Student Services – Appendix E-5 – Beth Smith

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-5.

Mrs. Smith reported that 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 at the end of March.

Several Student Services staff members will attend an upcoming Strategic Enrollment Management seminar.

There being no further business, the meeting adjourned at 6:24 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 11, 2020 at 6:24 p.m. in the College Boardroom.

Present

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

Absent**Also Present**

Phil Absher
Gelynda Capel
Dr. Katie Dunlap
George Gilbreath
Robert Harris
Susan Hershberger
Gordon Knowles
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; 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.

Ms. Hensley made a motion, seconded by Mr. Price, to approve the February committee minutes. The motion carried.

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

Dr. Bledsoe presented Appendix F-1, the Legislative Update. Dr. Bledsoe noted that the College will be hosting the annual Lunch with Legislators on April 20 at 11:30 a.m. in the Multi-Purpose room of Capel Hall.

Public Relations/Marketing Update – Michele Haywood – Appendix F-2

Mrs. Haywood presented Appendix F-2, the Public Relations/Marketing Update.

Mrs. Haywood reported that the long-anticipated open house took place on February 25. 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.

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.

Mrs. Haywood met with AmeriQual Aseptic and Continuing Education representatives to create a media blast to advertise the new Aseptic Processing Technician course starting March 16. She also 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. This course will be advertised through a press release and placed on Facebook & Instagram.

The annual report will be presented to Trustees at the March Board Retreat.

There being no further business, the meeting adjourned at 6:33 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 11, 2020 at 6:33 p.m. in the College Boardroom.

Present

Dr. Johnny McKinnon, Chairman
Robert Harris, Vice Chairman
Gelynda Capel
Dr. Katie Dunlap
Claudia Bulthuis

Absent**Also Present**

Phil Absher
Paula Covington
George Gilbreath
Kerry Hensley
Susan Hershberger
Gordon Knowles
Bill Price
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; and Courtney Atkins, Assistant to the President.

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

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

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

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

Dr. Bledsoe presented Appendix G-1, Section 2, of the Board Policy Manual to the Board for second reading. Dr. Bledsoe noted several edits to terminology in Policy 2.1.7, which came as a recommendation from Campbell Shatley Law Firm in light of the recent coronavirus outbreak.

Mr. Harris made a motion, seconded by Mrs. Bulthuis, to approve Section 2 of the Board Policy Manual. The motion carried.

Policy 1.13, Adherence to General Statute and State Board Code – Appendix G-2 – Second Reading (Action)– Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-2, Policy 1.13, Adherence to General Statute and State Board Code of the Board Policy Manual as second reading.

Dr. Dunlap made a motion, seconded by Mrs. Bulthuis, to approve Policy 1.13, Adherence to General Statute and State Board Code. The motion carried.

2019 Fact Book – Appendix G-3 – Dr. Chad Bledsoe

Dr. Bledsoe presented Appendix G-5, the link to the 2019 Fact Book.

There being no further business, the meeting adjourned at 6:36 p.m.

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	251,358	187,251	64,107	74%
Benefits	126,051	94,513	31,538	75%
Contracted Services	12,361	12,021	340	97%
Supplies & Materials	42,988	34,508	8,480	80%
Professional Development (Travel)	2,545	1,267	1,278	50%
Utilities	290,863	203,445	87,418	70%
Repairs & Maintenance	15,900	12,234	3,666	77%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	2,330	28,842	7%
Other Current Expenses	7,138	5,622	1,516	79%
Non-Capitalized Equipment	964	947	17	98%
Total Current Expense	784,000	556,658	227,342	71%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's January 2020 Report	663,599
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	58,856
Total Revenue	1,141,845
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$18K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K)	(58,486)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 3/31/20	\$ 359,407

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	3,993,908	2,909,764	1,084,144	73%
Salaries- Part Time	922,994	667,075	255,919	72%
Salaries- Full Time & Part Time	4,916,902	3,576,839	1,340,063	73%
Benefits	1,758,537	1,258,936	499,601	72%
Contracted Instruction	59,839	33,808	26,031	56%
Financial/Audit Services	12,692	12,692	-	100%
I.T. Contracted Services	95,500	42,070	53,430	44%
Other Contracted Services	27,257	3,169	24,088	12%
Contracted Services	195,288	91,739	103,549	47%
Supplies & Materials	239,701	120,821	118,880	50%
Professional Development (Travel)	149,027	66,771	82,256	45%
Communications	33,599	23,733	9,866	71%
Equipment Repair	24,256	10,104	14,152	42%
Maintenance Agreements	101,226	58,494	42,732	58%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	125,482	68,598	56,884	55%
Advertising	57,425	37,430	19,995	65%
Credit Card Electronic Processing	11,680	8,702	2,978	75%
Child Care Assistance Grant	22,862	12,771	10,091	56%
Project Skill-Up-Student Assistance	13,569	4,674	8,895	34%
Other Current Expense	19,799	13,702	6,097	69%
Other Current Services	67,910	39,850	28,060	59%
Software License Renewal	42,650	8,786	33,864	21%
Other I.T. Rentals/ Leases	58,666	56,739	1,927	97%
IT Rentals/Leases/Licenses	101,316	65,525	35,791	65%
Insurance and Bonding	4,700	-	4,700	0%

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	32,127	15,675	16,452	49%
Minor Equipment Low Risk < \$5K	121,470	30,854	90,616	25%
Minor Equipment High Risk < \$5K	52,555	35,324	17,231	67%
Minor Equipment	174,025	66,178	107,847	38%
Total Current Expense	7,856,039	5,432,095	2,423,944	69%
Equipment	466,234	45,169	421,065	10%
Perkins Equipment	27,063	-	27,063	0%
Books	17,274	643	16,631	0%
Equipment & Books	510,571	45,812	464,759	9%
Total Expenses	8,366,610	5,477,908	2,888,702	65%

	2019-20 Revenue	2019-20 Expense	Cash Balance 3/31/20
1 Pell Overpayments	-	-	(6,574)
Veterans Reporting Fee	675	75	1,276
Overhead Receipts 75%	2,608	1,977	14,797
Current General & Miscellaneous	1,005	1,008	12,453
Administrative Support	972	643	-
Overhead Receipts 25%	869	-	10,270
Excess Fee Receipts	1,576	1,468	-
Textbook Rental	22,717	26,818	3,180
College Work Study	18,801	18,801	-
Total Institutional Support	49,222	50,789	35,402
Forestry Program	-	-	8,606
CTE MCS	246,801	246,801	-
Specific Fees	69,584	92,140	62,307
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	17,512	107,968	14,266
Total Curriculum Instruction & Fees	336,971	460,575	107,399
Scrap Metal Fund HVAC	51	-	768
Self Supporting	36,461	31,061	85,759
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	684	-	8,561
Specific Fees: Occupational Extension	21,835	9,571	89,589
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	59,031	40,633	203,791
NCWorks Grant Adult Services/Dislocated Worker	99,318	134,047	(34,729)
NCWorks Finish Line Grant	2,676	5,879	(3,203)
2 Total NC Works	101,994	139,926	(37,932)
Operational Funds	695	8,855	49,425
Sales Tax Utilization	52,518	48,518	4,000
Total Plant Operation & Maintenance	53,213	57,373	53,425
Vending	15,897	15,896	10,989
Bookstore Vending	8,023	6,844	46,548
General Store	16,398	13,405	2,992
Parking Fee	4,338	-	48,653
Student Government Association	27,219	15,991	33,873
Graduation Fund	4,005	-	6,104
Student Ambassador	3,016	105	28,878
Club Accounts	-	-	73,235

	2019-20 Revenue	2019-20 Expense	Cash Balance 3/31/20
3 Agency Fund	-	-	(20,893)
Funds for Others	-	-	6,163
Restricted Scholarships Held	-	-	3,890
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	78,896	52,242	240,432
4 FSEOG	20,090	20,090	(524)
5 Pell Grant	1,005,519	1,005,519	(2,831)
Education Lottery Scholarship	18,895	18,257	638
Golden LEAF	11,746	11,746	-
NC Community College Grant	71,719	69,225	2,416
High Demand/Low Enrollment	2,081	2,081	265
MCC Foundation Scholarship	170,985	170,985	-
Wells Fargo Scholarship	-	-	-
Less Than Half-time	540	540	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	5,000	5,000	-
Total Student Aid- Grants & Scholarships	1,308,075	1,304,943	(36)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	1,415,694	1,343,062	-
Bond-Capel Hall Office Renovation	-	-	-
6 Bond-Industrial Maintenance Bldg	422,660	468,450	(45,790)
Golden Leaf FY2015-085	72,043	23,475	-
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	1,940,097	1,797,661	(45,790)
Total Institutional Funds: First Bank	3,927,499	3,904,143	556,691
	Interest	Prior Y.E.	Current
STIF Account as of 3/31/20	This Year	Balance	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

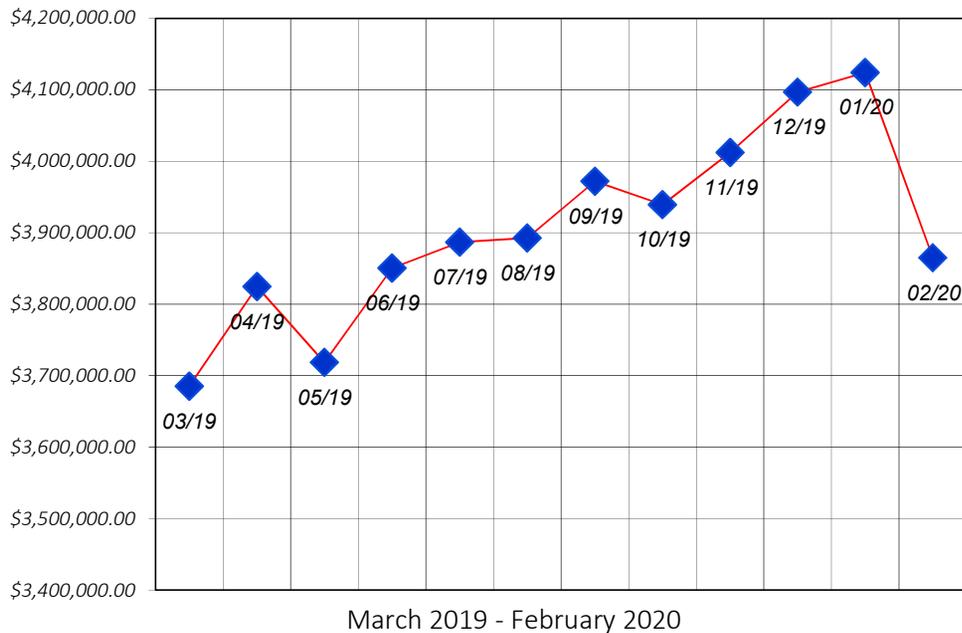
- 1 Pell Overpayment
- 2 Due from NC Works (WIOA & Finish Line Grants)
- 3 Financial Aid Bookstore Charges
- 4 Excess Financial Aid
- 5 Excess Financial Aid
- 6 Due from State

Montgomery Community College Foundation

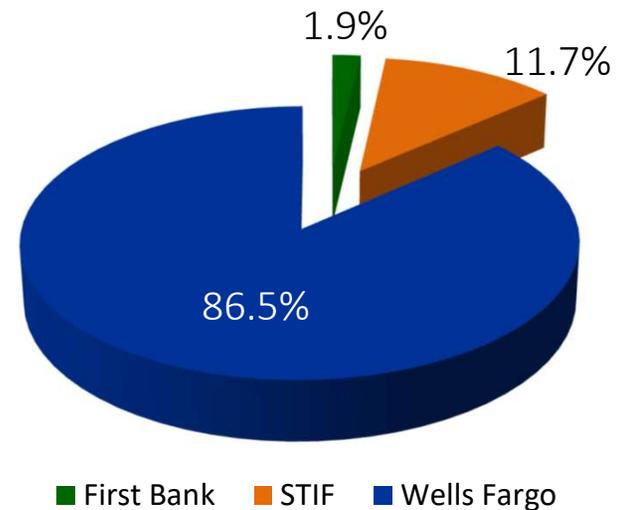
Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020				Month of February 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	\$3,557,798.45	\$478,612.11	\$87,907.85	\$4,124,318.41
Receipts								
Interest/Dividends	\$51,839.92	\$6,234.03	\$10.41	\$58,084.36	\$4,329.17	\$700.10	\$1.38	\$5,030.65
Deposits	\$116,256.05	\$67,291.44	\$215,120.51	\$398,668.00	\$29,986.31	\$5,260.00	\$28,809.94	\$64,056.25
Total Receipts	\$168,095.97	\$73,525.47	\$215,130.92	\$456,752.36	\$34,315.48	\$5,960.10	\$28,811.32	\$69,086.90
Disbursements								
Fees/Withdrawals	\$148,381.98	\$82,444.73	\$220,427.03	\$451,253.74	\$66,193.44	\$33,809.86	\$44,325.51	\$144,328.81
Total Disbursements	\$148,381.98	\$82,444.73	\$220,427.03	\$451,253.74	\$66,193.44	\$33,809.86	\$44,325.51	\$144,328.81
Market Value Net Change	\$9,077.87	\$0.00	\$0.00	\$9,077.87	(\$183,951.64)	\$0.00	\$0.00	(\$183,951.64)
Ending Value	\$3,341,968.85	\$450,762.35	\$72,393.66	\$3,865,124.86	\$3,341,968.85	\$450,762.35	\$72,393.66	\$3,865,124.86
Net Change	\$28,791.86	(\$8,919.26)	(\$5,296.11)	\$14,576.49	(\$215,829.60)	(\$27,849.76)	(\$15,514.19)	(\$259,193.55)

Foundation Funds Value



Foundation Funds Distribution



The following is a State of Emergency Leave provision authorized by the Board of Trustees in response to the COVID-19 event. It is available for use at the discretion of the President subject to the availability of funding. This State of Emergency Leave policy is effective March 16 – March 31, 2020, and may be extended by the Board of Trustees or the President.

A. Employee Designations and Work Assignments

1. Mandatory Employees – Employees who are directed by their supervisor to report to work at a designated worksite other than their personal residence at specific dates and times.
2. “High Risk” Employees – Employees over 65 years of age; have underlying health conditions; or a weakened immune system. Employees providing care to someone at high risk are also considered high risk employees. High risk employees are allowed to telework or apply the provisions of this policy.
3. Non-Mandatory Employees – Employees who have not been directed by their supervisor to report to work onsite at any particular date and time. Non-mandatory employees will continue to be assigned work and will be expected to telework if feasible given the nature of their position's duties.
4. These designations may be changed at any time due to the operational needs of the College and COVID-19 developments.

B. Paid State of Emergency Leave

Consistent with usual work schedules, up to 96 hours of paid State of Emergency Leave may be granted during the period of March 16-31, 2020, and no balance is carried over, for the following:

1. Mandatory or non-mandatory employees (including temporary and permanent employees) who cannot work because they have childcare or eldercare needs due to COVID-19-related facility closings may receive paid State of Emergency Leave up to the maximum hours allowed.
2. Non-mandatory employees (including temporary and permanent employees) who are unable to telework who have not been authorized by their supervisor to continue to report to work will receive paid State of Emergency Leave up to the maximum hours allowed if they cannot telework because their position duties cannot be performed remotely and reasonable alternate remote work is not feasible or productive.
3. For part-time employees with irregular schedules, paid State of Emergency Leave should be based upon the employee’s average hours per week over the course of the previous month. In no case will paid State of Emergency Leave exceed 40 hours per week.

4. Any mandatory or non-mandatory employees (including temporary and permanent employees) who are sick due to symptoms consistent with COVID-19 or who are caring for a dependent with such symptoms will receive State of Emergency Leave up to the maximum hours allowed. All other medically related absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if previously approved.
5. Non-mandatory employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than provided for in this State of Emergency Leave provision must use available and applicable leave types, such as vacation/annual leave, paid parental leave, bonus leave, or compensatory time.
6. There are no special compensation provisions for mandatory employees to receive additional pay as of the date this State of Emergency Leave Policy is adopted.

C. Additional Emergency Leave

State of Emergency Leave is available for all employees who request leave because they experience the symptoms related to COVID-19, subject to the availability of funds. These leave hours are separate and distinct from the 96 hours of paid State of Emergency Leave detailed above. These additional Emergency Leave hours are available effective March 10-March 15, 2020.

D. Delegation of Authority

1. During the period of the State of Emergency declared by the Governor, the Board of Trustees hereby delegate full authority to the President or his/her designee to take all actions to implement any and all paid and unpaid leave options available from any federal, state, or local source to keep employees in pay status and/or covered by employment benefits, such as health insurance. This authority includes extending the amount of State of Emergency leave made available to employees under this policy and extending the period in which this policy is effective, to the extent funding allows.
2. The Board of Trustees may repeal this policy at any time.

Adopted:

Memorandum

TO: Montgomery Community College Board of Trustees
CC: Jennifer Gonzales, Controller; Tonya Luck, Accountant; Jessica Blanchard, A/R Specialist
From: Jeanette McBride, VP of Administrative Services
Date: March 26, 2020
Re: 2020 Write-Offs



According to the Collection Section of the Attorney General's Office regarding uncollectible accounts, the policy states "accounts should be written off an agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. Uncollectible accounts may be written off of an agency's financial accounting records and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debts still remains."

Due to the fact that the statute of limitations on most receivables is three years, I have compiled a list of balances that have had no activity in the last three years. According to the Policy and Procedures, Section 4, of the North Carolina Community College Accounting Procedures Manual, these balances may be written off once approval has been obtained from the college's Board of Trustees. These amounts will be written off as a receivable for financial statement purposes, but will continue to be on the Debt Setoff list for the Department of Revenue to continue collection attempts through their State Income Tax Refunds and Williams & Fudge Collection Agency.

There were 8 students owing a total of \$7,123.68 for tuition, fees, and books. Collections efforts for the all accounts are as follows; Past due letters were sent to each individual at 30, 60, and 90 days past due. If no payment efforts were made during that time the debt was turned into the North Carolina Department of Revenue and Williams and Fudge Collection Agency. No collections have been made in the past three years. Collections efforts continue after write-off.

Board Report
Facilities
April, 2020

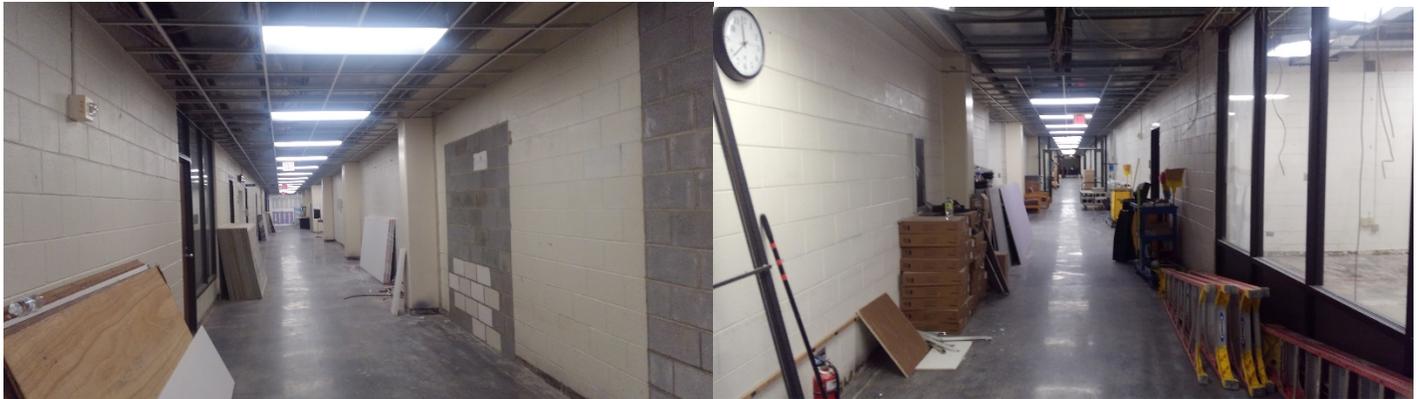
Prepared By: Wanda Frick

The maintenance crew is working a modified schedule due to the Covid-19 mandates. Members of the crew are rotating days and times to limit contact on campus. The grounds are being maintained (mowing, weed eating) while others of the crew are disinfecting entrances, restrooms and classrooms.

Blair Hall Renovations



3rd hall ceilings are finished.



1st hall and 2nd hall – LED lighting in place with ceiling grids being re-installed.



Two general classrooms being completed.



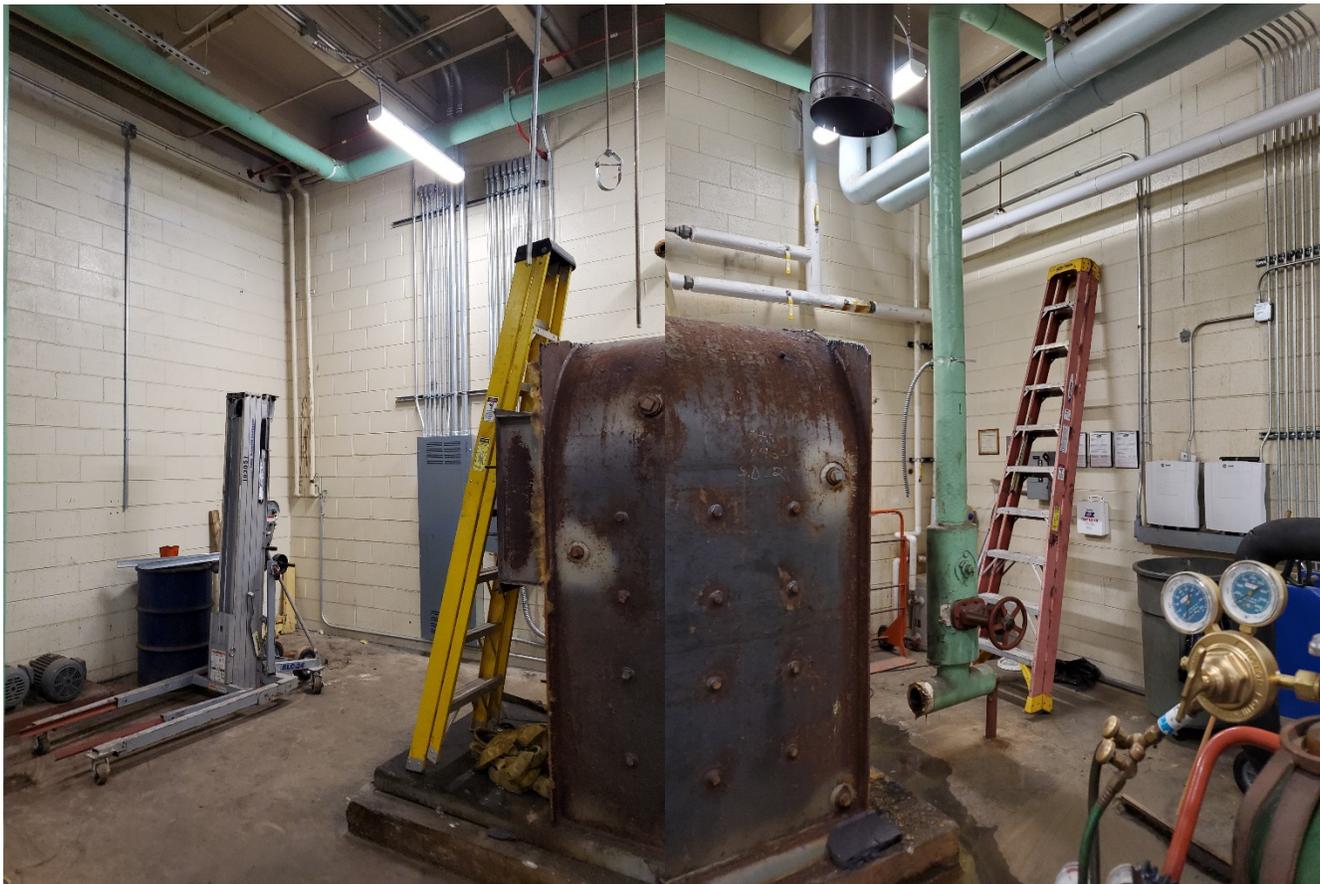
Hallway outside new faculty office suite and interior hallway of suite. (Old Student Services area)



View from 2nd and 3rd halls of new faculty office suite. (Former faculty offices and Counseling Center)



First – Entry hall into new Foundational Studies area. (old mailroom & faculty office area). Second – new conference room (old middle mechanical & supply storage areas).



Removal of old fuel oil boiler in preparation for new propane boiler.

**Montgomery Community College
Construction Update
April, 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 have been 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, along with 1st and 2nd hall ceilings. Electrical, Lighting, and HVAC upgrades are ongoing as areas are opened up. Rebuilding of new walls have begun in both of the new faculty office areas as well as two new classrooms.

- Budget: \$3,895,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$2,268,827 (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. A repair part has been ordered for repair.

- 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 has been finished. Waiting on subcontractor to finish fence adjustment and final grading around building pad.

- Budget: \$495,000
- Disbursed to Date: \$468,450

**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

Summary of Proposal Requests

1723/MCC Building 100 Interior Renovation
Troy, NC



HM Kern									
General Contractor									
No.	Date	Recieved	Cost	Time (Days)	Discipline	A/E Approved/Rejected	Owner Approved/Rejected	Change Order	Description
01	11/04/19	11/04/19	\$588.00	0	Elec	Approved	Approved	1	Phase 1 electrical changes
02	11/25/19	11/25/19	\$2,545.00	2	Mech	Approved	Approved	2	Fire dampers per M202 dated 11/13/19
03	11/27/19	11/27/19	\$5,361.00	5	Arch	Approved	Approved	3	Add'l GWB per A102r1-4 dated 10/30/19
04	12/05/19	12/05/19	\$5,736.00	3	Elec	Approved	Approved	4	Light fixtures & access panels at Corridor 136
05	12/06/19	12/06/19	\$4,092.00	12	Arch	Revise/ Resubmit			Asbestos survey & report at 98/99
05r1	03/18/20	03/18/20	\$3,625.00	2	Arch	Approved	Approved		Asbestos survey & report at 98/99
06	12/06/19	12/06/19	\$5,276.00	4	Arch	Approved	Approved	5	Demo 174A wood mezzanine & extend 1hr wall
07	12/09/19	12/09/19	(\$45,979.00)	0	Elec	Approved	Approved	6	Credit for light fixtures deleted from scope
08	12/13/19	12/13/19	\$1,812.00	6	M/E	Revise/ Resubmit			Install junction box & conduit; Honeywell connections
08r1	01/15/20	01/15/20	\$1,812.00	2	M/E	Approved	Approved	7	Install junction box & conduit; Honeywell connections
09	12/26/19	12/30/19	\$24,518.00	16	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r1	01/23/20	01/24/20	\$17,881.00	13	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r2	01/27/20	01/28/20	\$8,273.00	9	A/E	Revise/ Resubmit			Material & labor to lower ceilings in corridors
09r3	01/27/20	01/29/20	\$11,707.00	9	A/E	Approved	Approved	8	Material & labor to lower ceilings in corridors
10	01/30/20	01/31/20	\$1,881.00	1	Mech	Revise/ Resubmit		VOID	Mech changes per M002r7 and M202r7
11	02/24/20	02/25/20	\$2,203.00	2	Elec	Approved			Refeed Printer room from Mech 174 panel
11r1	03/18/20	03/18/20	\$2,101.00	2	Elec	Approved	Approved		Refeed Printer room from Mech 174 panel
12	03/16/20	03/16/20	\$4,125.00	4	Elec	Approved	Approved		Additional data and pwer
13	03/18/20	03/18/20	\$30,971.00	8	A/E				Reno restrooms 152 & 153
14	03/19/20	03/19/20	\$4,862.00	3	Arch				Asbestos survey & report at Former Student Services Rm
15	03/19/20	03/19/20	\$2,670.00	1	Arch				1hr assembly at precast flutes at north wall of Suite 121; chase wall for data/com panel
Total:			\$35,400.00	45					

Personnel Appointment

Name of Person	Alexa Linnell
Position	Learning Resources Technical Assistant
Position Category	Level 8
Salary	28,128
Effective Date of Employment	March 13, 2019
Budget Information	11-410-97-515000-20600 48% 05-721-00-515000-00000 22% 11-430-97-515000-80201 30%

Position Description:

Assists students with logging into CATS Lab/Library computers and other campus technologies such as Self-Service, Gmail and Blackboard. Assists students, faculty and staff with connecting personal devices to the campus WiFi. Maintains CATS Lab/Library computers and reports hardware/software issues to the IT department. Schedules testing dates in the CATS Lab. Serves as the BNC Services (MBS) Liaison for textbook adoptions and orders books for the Career & College Promise program. Provides Library circulation desk coverage and works under the direction of the Dean, Technology & Learning Resources for other duties, as assigned.

Education and Certifications

School/Certification	Years Attended	Degree
Wingate University	2014-2016	BA, English

Work Experience

Employer	Dates of Employment	Position/Title
Centre Point Church	08/2014 – Present	Worship and Youth Leader
Stanly Community College	10/2018- 09/2019	Coordinator/Liaison Pre-College
Gray's College Bookstore	01/2017 – 05/2018	Customer Service Associate

Professional Participation/Honors:

Hiring Committee

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Touger Vang	Director, Learning Resources
Genee Greene	NCWorks Customer Service Specialist
Shaquille Little	Educational Partnerships Technical Assistant
Jessica Blanchard	Accounts Receivable Specialist

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Alexa Linnell, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Alexa Linnell for the **Learning Resources Technical Assistant** position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Employee Separation Form

Name of Person	Tony Stanford
Position	PT Adjunct Instructor for Arts and Sciences
Position Category	Faculty (10mth)
Salary	\$31.50, hourly
Effective Date of Employment	January 6, 2020
End Date of Separation	February 29, 2020
Reason	Job Abandonment

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

Board Report
Vice President of Instruction
April, 2020

Career and Technical Education (CTE) - HVAC has completed the move from Biscoe to CTE center and will be up and running as soon as we get an “all clear” to return to face-to-face. The last two programs to move to the CTE Building, Electrical Systems Technology and Industrial Systems Technology have used the closer to work on moving their programs. The CTE faculty had the steepest “learning curve” for online, but rose to the challenge. Most of them had not seen an online course before and now they are teaching one!

Partnerships – We are collaborating with MCS to work with CCP students who are struggling with converting to online format because of connectivity. We are downloading online assignments onto flash drives and MCS is distributing them to the students. In addition, our counselors and coaches along with MCS personnel are reaching out to students who have not logged in to their online courses to see if they can help them with the process.

Gunsmithing reported they had many cool events planned for late March and April, but... Faculty members are working on coming up with some interesting content for the online GSM students. They have been shooting videos for current classes and then to put on YouTube for promotions in the future and to supplement future classes. They are also coordinating with industry professionals who are willing to do live interviews on WebEx. This is a conversation between the instructor and the interviewee, then a Q&A session for students to ask questions of the professionals. Since WebEx offers recording, this will allow for use with future students as well.

Arts and Sciences – Faculty converted from face-to face to online seamlessly because most of these courses already had online versions to convert the class to online. Phi Theta Kappa (PTK) have 24 students who meet the academic requirements to join this Spring who have completed the application process and paid their membership fees. An induction ceremony planned for the Spring Semester is on hold at this point.

Corrections Education – Montgomery Community College and Southern Correctional Institution are seeking approval to add a HVAC Certificate at the minimum-security unit in the portable classroom donated by Montgomery County Schools. This requires approval by DPS and State Engineering. Instructors have prepared packets for students to continue studies while the College is unable to instruct face-to-face.

It Takes a Village – I want to take this time to brag on the faculty and staff of Montgomery Community College. This has taken a big effort by everyone involved to convert in one day from 51% face-to-face curriculum classes to almost 100% online and continue to provide services to students at a distance. We still have things to work out/on to get folks thru the next month or so, but we will figure it out. Extraordinary job folks! Positive aspect – a goal had been to have a Blackboard shell for every curriculum course on campus so that we could augment instruction with additional resources and continue operation during weather issues. Mission accomplished in the early days of our new normal!

March Board Report
Continuing Education Department
April, 2020

Community Impact:

- In collaboration with Montgomery County Schools and Communities in Schools we were able to secure \$15,000 in funding from DTE Energy and a substantial food donation from Ameriquel Aseptic. These efforts were in response to the urgent food needs of Montgomery County students brought on by the pandemic.

Foundational Studies

- High school equivalency students are adapting well to the online format.
- Those classes that were unable to transition to an online format received correspondence activity packets to complete their assignments and maintain their progress in the program.

Small Business Center

- Moved all seminars, summits, and counseling services to an online format.
- Offering all small businesses additional assistance/resources through multiple organizations to combat the financial impact of the pandemic.

Business & Industry Services

- Transitioned the groundbreaking Aseptic Processing Technician training program to an online format. The plan is to conduct the lab/hands on portion of the class onsite at Ameriquel Aseptic once the pandemic has subsided.

Health & Public Safety

- March 12, 2020 we had 17 students graduate from the Correctional Officer Basic Training program.

MCC Board of Trustees – April 8, 2020 Update from the Student Services Division

Highlights & Previews

- Diana Sanchez, Allie Morgan, and Department Chair of English/Arts/Humanities, Sam Britt, facilitated a Study Strategies for Taking Exams session March 11 for approximately 24 students enrolled in the Basic Correctional class offered through the Continuing Education division. The session was formed at the request of Riley Beaman, Director of Public Safety & Health Occupation Programs, and Robbie Lomax, Basic Correctional Class instructor. The students were provided with informational material and a briefing on establishing and utilizing effective study skills.
- Diana Sanchez, Allie Morgan, Shaquille Little, Rebekah Bunting, Amanda Beaman, and Natalie Winfree attended the Women Who Work Expo at East Montgomery High School March 12, where more than 200 students from all 4 grade levels visited with women representing a wide variety of career fields.

Move toward competitive pay for community college faculty & staff	
<p>Attracting and retaining highly qualified faculty & staff is critical to preparing NC's workforce. However, NC community college faculty salaries rank 44th in the nation and are lower than the average salaries of K-12 teachers¹.</p> <ul style="list-style-type: none"> • Fund a 5% increase for community college employees <ul style="list-style-type: none"> ○ 5% would give community colleges the same increase as State employees ○ \$48 million in salary funds (4%) <u>already</u> identified in HB 966 & SB 354 	\$62,000,000 R
Support full funding for enrollment growth	
<p>After almost a decade of declines, full-time equivalent (FTE) enrollment increased 4.4% in Fall 2019 over Fall 2018, with 53 of 58 community colleges reporting increases. Notably, enrollment in short-term workforce training increased by 9.4%.</p> <ul style="list-style-type: none"> • Fully fund enrollment growth <ul style="list-style-type: none"> ○ Funding is critical to ensuring that colleges can continue to work to close the skills gap for business & industry ○ A \$75 million enrollment growth reserve <u>already</u> identified last year in HB 966 	\$40,200,000² R
Fund modern and secure college IT systems	
<ul style="list-style-type: none"> • Operation & maintenance for IT projects funded in 2019 <ul style="list-style-type: none"> ○ Recurring operation & maintenance funding for electronic short-term workforce training registration and the next phase of IT modernization project • Cybersecurity for community colleges <ul style="list-style-type: none"> ○ Necessary to prevent future cyberattacks like past ransomware attack ○ Eight regionally-based IT security officers to work directly with colleges ○ IT security assessments for colleges ○ Online cybersecurity training for community college employees 	\$4,000,000 R \$1,200,000 R \$2,000,000 NR \$250,000 NR

Capital equipment and funding. HB 966 would appropriate over \$90 million for capital projects and authorize up to \$400 million in total over 10 years. A 2019 survey identified over a billion dollars in unmet community college capital needs.

Financial aid scholarship for workforce training. Financial aid, such as the Pell Grant, is not available for students in short-term workforce programs. A \$5 million financial aid fund from the NC Education Lottery or other non-General Fund sources would enable additional students to enroll in short-term workforce training.

¹ Community College Faculty: \$51,478 avg. salary – rank 44th; K-12 Teachers: \$53,975 avg. salary - rank 29th nationally (Source: NEA Rankings & Estimates Report). UNC Faculty: \$86,376 – rank 22nd (Source: US Dept. of Ed. Digest of Ed. Statistics).

² Estimated as of February 2020. Estimate will be revised with updated data in mid-March.

(Presented in February but appeared in March's issue.) Gunsmithing was featured in the NRA Shooting Illustrated Magazine & e-zine. Steve Adelman (writer of the article) is on the program's advisory board and did a very nice job promoting the college's 2-year program as well as short-term NRA classes. Several photographs showed our instructors with students in labs.

<https://www.shootingillustrated.com/articles/2020/3/9/formal-gunsmithing-training-aiming-for-an-education/>

Press Releases: MCC Responds to COVID-19, MCC Holds Active Shooter Training, CTE Ribbon Cutting/Open House, MCC Modified Schedule Continues, NA I students successfully complete their program, SECU Awards Bridge-to-Career Scholarships

Ads: Discover Montgomery ads - Health and Human Services and Your Trail Awaits. Prepare for an IT Career at MCC. Processing Certification Training Class. Working Artist Wednesday. Montgomery County Career Expo. NCFA Forest Education Conservation Scholarship.

Yourspace reports: MCC/MCS Create World Class Education System. Managing Student Debt. MCC Responds to COVID-19. Earn a BS in IT from ECU. SECU awards Bridge to Career scholarships. Making the most of your classes from home: Help going online, MCC Library help, App provides alert when cell towers are down.

2019 Annual Report completed in March and will be presented soon.

Facebook *Top Posts* for March

Total Likes 2677 (Up 27 from 2650 in February)

Page	Date	Post	Reach	Engagement	% Engaged
MCC	3/14/20	MCC closing due to COVID-19	3854	225	6%
MCC	3/16/20	MCC directives due to COVID-19	3356	253	8%

MCC Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
352	15184	17	1100	6	6434

Gunsmithing Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
168	6194	20	206	10	2246

TROY, NC –

By Michele Haywood

Montgomery Community College (MCC) joined with Montgomery County Schools (MCS) to cut the ribbon on a state-of-the-art career and technical education building on February 25. The space features cutting-edge programs and facilities for 21st century training.

Officials say the facilities are not the only thing cutting-edge about this project. The innovative partnerships forged during the five-year process have been groundbreaking - a model of cooperative education for school systems throughout North Carolina.

In his opening remarks at the ribbon cutting, Dr. Dale Ellis, Montgomery County Schools Superintendent said, "Without the cooperation and support of our County Commissioners, Montgomery Community College and Montgomery County Schools, this project would never have happened."

The Joseph Reese Blair Career and Technical Education (CTE) building was part of a shared vision that began in 2014 with a joint committee on education. The vision also included a central high school and an early college high school program. The goal was to provide quality education and skills training for future jobs and economic development in Montgomery County.

The vision was financed with the help of a USDA/Rural Development loan.

"This project represents a strong and ongoing partnership in this county and with USDA/Rural Development," said Robert Hosford, the State Director of USDA/Rural Development. "This school is one

of the many tools for economic development. This project directly aligns with President Trump's infrastructure buildout for rural America," Hosford said.

County Commissioner Jim Matheny echoed Hosford's remarks saying, "The reward for this investment will be the growth and vitality of our county."

In 1973, Colonel Joseph Reese Blair donated a 149-acre tract of land to the Montgomery County Board of Education. The first lot of 76.46 acres was deeded to build Montgomery Community College. Another 54 acres adjacent to the college land was deeded for a central high school.

"It was my father's dream to see a central high school and the college to be built near each other to provide opportunities for our students to receive higher education," said MCC Board Chairman Claudia (Blair) Bulthuis. "The new shared CTE building would have exceeded even his expectations," she said.

Dr. Chad Bledsoe had just assumed his position as President of MCC when the joint education committee discussions began. In 2017, Montgomery County Early College High School opened its doors on MCC's campus. Two years later the CTE building was completed.

"When I joined the college five years ago, this project was at the forefront of everyone's mind. We were not sure how it would get built, or even if it could happen. With a lot of support from the County, local citizens, and a great partnership between MCC and MCS, that dream has come true. We have created world-class education in Montgomery County," Bledsoe said.

The new CTE building features some standard-setting technology and equipment with a robotics lab and 3D printers, an industrial/PLC lab, a 20-station welding lab with a CNC plasma cutter and more.

Both high school and college programs are now being taught in the shared facility. High school programs include Firefighting Technology, Emergency Medical Technician, Nursing, Engineering, and Woodworking. College programs include: Engineering; Industrial Systems Technology; Electrical Systems Technology; Air Conditioning, Heating, and Refrigeration Technology; Automotive Systems Technology; Facility Maintenance Technology; Sustainable Agriculture; Culinary Arts; Welding Technology; Nurse Aide and Phlebotomy. Two additional programs scheduled to be added are Computer Integrated Machining and Mechatronics Engineering Technology.

###

[Photo Caption] Pictured from L-R: MCC Trustee Vice Chair, Gordon Knowles; Karen Blair; MCC Trustee Chair, Claudia Blair Bulthuis; MCC President, Dr. Chad Bledsoe; MCS Superintendent, Dr. Dale Ellis; NC State Director USDA Rural Development, Robert Hosford; MCS Board Vice Chair, Tommy Blake; MCS Board Chair, Steven Deberry.



TROY, NC –

Montgomery Community College congratulates the recipients of the State Employees Credit Union (SECU) Bridge to Career Scholarships. They are Mark Reynolds, Robinson Vicente, and Hanna Starnes. Hanna Starnes completed the Phlebotomy program. Mark Reynolds and Robinson Vicente completed the HVAC program.

The SECU Bridge to Career Scholarship assists unemployed and underemployed adults, military veterans and members of the National Guard with obtaining job skills for future employment. The recipients must complete a program, which leads to a state recognized, or industry supported credential.

Presenting the scholarships were George Vann, SECU Vice President City Executive and Vera Richardson, SECU advisory board member. The scholarships were presented at the March meeting of the Montgomery Community College Board of Trustees where the recipients were honored for their accomplishments.

###

[PHOTO CAPTION] Pictured L-R: George Vann, Mark Reynolds, Hanna Starnes, Robinson Vicente and Vera Richardson.



TROY, NC – Modified Schedule Continues at MCC

In a recent correspondence to Montgomery Community College (MCC) students, faculty, staff, and board members, MCC President, Dr. Chad Bledsoe, announced that the college would extend its modified schedule until April 17, 2020.

The modified schedule includes the campus being closed to the public, and all scheduled events through April 17 being cancelled. Instruction will continue online as much as possible. Instructors are working with those students without access to internet, or whose classes involve hands-on coursework.

In the email, Bledsoe stated, "In an effort to continue to ensure the health and welfare of students, employees, and visitors, Montgomery Community College will be extending the current modified work and class schedule through April 17, 2020. We understand that this is a difficult situation and appreciate the efforts made by students, faculty, and staff. Trying to conduct classes remotely is not always easy but, as a whole, we are making it work." Bledsoe also stated that in coming weeks the college would send out more information about making up classes and labs that have been missed.

Anyone with questions may contact covid19@montgomery.edu.

TROY, NC – [NA I Photo Caption]

The Montgomery Community College evening Nurse Aide I class of Spring 2020 successfully completed their course of study to earn their NA I credential. Pictured L-R are: Jillian West, Patricia Atkins, Swantina Baldwin, Diamond Wall, Megan Coxe, Rebecca Nelson, Tina Carpenter, Vanessa Mendoza. Instructor not pictured: Janet Williams.

###



TROY, NC – College Conducts Active Shooter Training

By Michele Haywood

Montgomery Community College conducted a full-scale active shooter exercise on campus on Tuesday, March 3. The training was a joint effort that included MCC's Basic Law Enforcement Training (BLET) students, local police departments from Montgomery County, county and state emergency services, FirstHealth EMS, and the Department of Public Safety.

The event was organized by Pete Herron, director of MCC's BLET program and Wanda Frick, MCC's director of facilities, at the request of MCC President, Dr. Chad Bledsoe. The purpose was to train personnel in the event of an actual shooting where the cooperation of numerous agencies is required for a successful outcome.

The exercise was part of a comprehensive annual safety training taken by all college employees during the semester break. It involved a simulation of the college's emergency response plan and procedures to help assure a coordinated, timely, and effective response and recovery in the event of a major incident at the college.

"Unfortunately, it's critical we do this type of training," said Herron. "The way things are now, our response in this type of situation should be second nature to us," he said.

Not all colleges practice active shooter training at this level, but its importance cannot be emphasized enough. Participants praised the college administration for requiring the training and for including the community as well.

“While we certainly hope we never have to utilize this training, protecting employees, students, and visitors to Montgomery Community College’s campus is of the utmost importance. I am proud that we have access to such training and appreciate the support we received from local and state public safety organizations” said MCC President, Chad Bledsoe.

During a debrief, participants discussed issues that came up during the exercise. Plans are underway to address issues at future trainings. Trainings will take place every six months with a full-blown shooter scenario at least once a year.

###

TROY, NC – MCC Responds to COVID-19

By Michele Haywood

In order to monitor, prepare for and respond to the coronavirus (COVID-19) threat, Montgomery Community College is taking steps to actively protect the health of our students, employees and their families. The college is working with state agencies to keep the public informed, and is proactively preparing for any potential risk.

While the possibility for exposure is still low in North Carolina, Montgomery Community College is taking the following precautionary steps:

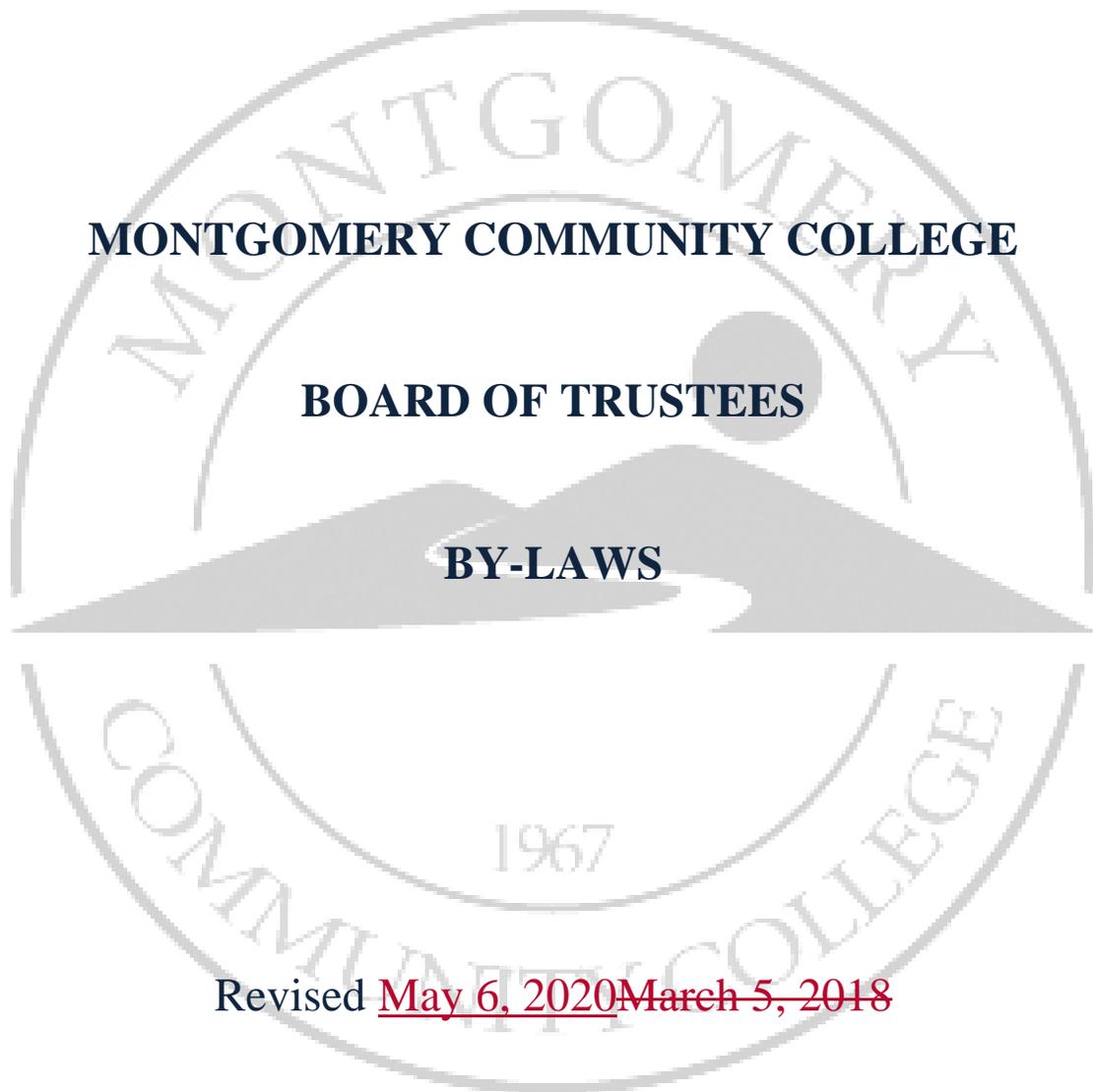
1. The college's administration reviewed its internal plans and policies regarding pandemics, communicable diseases, and exposure control and remains in a state of readiness should it be necessary to implement the plans.
2. The college has shared information received from the NC Department of Health and Human Services (NCDHHS), Governor Cooper's task force, and the Montgomery County Health Department on preventive measures to keep from spreading respiratory illnesses.
3. The college's Facebook and Instagram pages provided links to the NCDHHS website where individuals can obtain the most reliable, up-to-date information about COVID-19.

4. The college is working closely with Montgomery County Schools in a coordinated effort to communicate with employees, students, parents and families about what steps are being taken in response to COVID-19.

If the college receives confirmation that the potential exists for a pandemic, the college's emergency management team will be activated. This team determines the college functioning based on how far the illness has already spread.

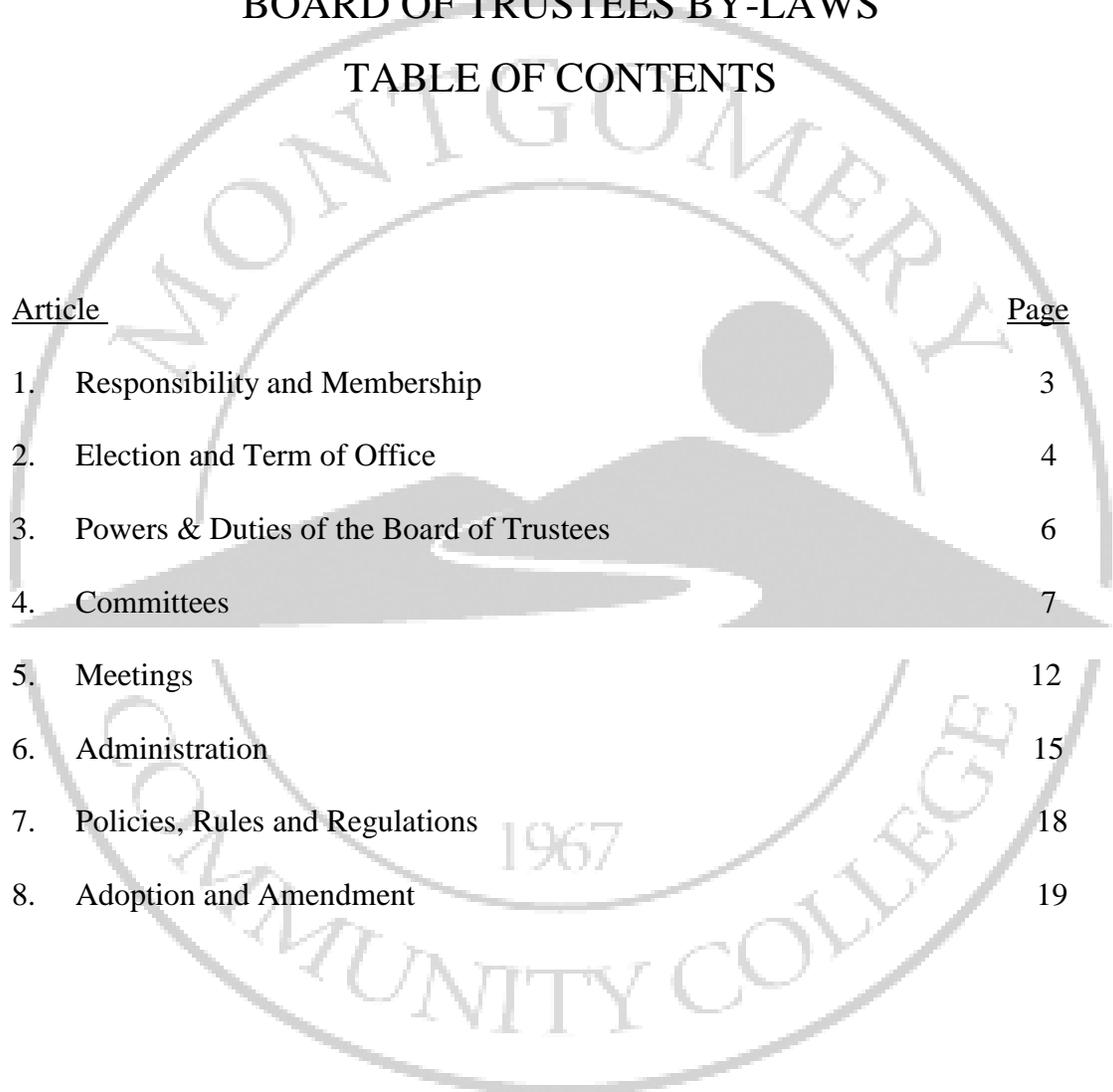
As always, the health and safety of students, employees, and the public are of utmost importance. In the event of an actual pandemic, the college will work with state and local public health officials and other authorities to begin containment measures including temporarily closing the college.

###



Revised May 6, 2020 ~~March 5, 2018~~

MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES BY-LAWS
TABLE OF CONTENTS



<u>Article</u>		<u>Page</u>
1.	Responsibility and Membership	3
2.	Election and Term of Office	4
3.	Powers & Duties of the Board of Trustees	6
4.	Committees	7
5.	Meetings	12
6.	Administration	15
7.	Policies, Rules and Regulations	18
8.	Adoption and Amendment	19

Board of Trustees By-Laws

ARTICLE 1

Responsibility and Membership

Section 1. Jurisdiction and Responsibility

1. The Board of Trustees of Montgomery Community College is a body corporate established by an act of the North Carolina General Assembly (Chapter 115-A, General Statutes of North Carolina) and it possesses all the powers of a body corporate for the purposes by or that may exist under provisions of the law.
2. The Board of Trustees has responsibility for the development and operation of the college in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
3. The official title of the Board of Trustees, and the corporate name of the college, shall be "The Board of Trustees of Montgomery Community College."
4. Under the law, the Board of Trustees shall hold title to all real and personal property donated to the college or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

1. The Board shall consist of thirteen members in four groups. The four trustees in Group One shall be appointed by the Montgomery County Board of Education. The four trustees in Group Two shall be appointed by the Board of County Commissioners of Montgomery County. The four trustees in Group Three shall be appointed by the Governor. The one trustee in Group Four shall be the president of the student government and will be an ex officio nonvoting member of the Board of Trustees.
2. The terms of the members of the Board shall be four years. All terms shall commence on July 1 of the appointment year. Each appointing agency shall have an appointment expiring each June 30.
3. Vacancies occurring in any group, for whatever reason, shall be filled for the remainder of the unexpired term by the agency or agencies authorized to select the trustees of the group and in the manner in which regular selections are made.

Section 3. Office of Record

The Board shall maintain its office of record in Montgomery Community College, ~~and the secretary of the Board shall reside in Montgomery County.~~

ARTICLE 2

Officers and Their Duties

Section 1. Election and Term of Office

1. The corporate officers of the Board of Trustees shall be elected at the first regular meeting following the 30th day of June.
2. The Chairman and Vice-Chairman shall be elected by the Board of Trustees from its membership.
3. The Secretary shall be elected by the Board. The Chairman, Vice-Chairman, and the Secretary shall be elected for a period of one year, and shall be eligible for re-election by the Board. The President of the College shall be the executive officer of the Board and he/she shall serve on appointment by and at the pleasure of the Board.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an ex-officio voting member of all committees of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated to him/her by the Board.

Section 3. The Vice-Chairman of the Board of Trustees

The Vice-Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated to him/her by the Board.

Section 4. The Secretary of the Board of Trustees

1. Upon the recommendation of the Chairman of the Board, the Board shall elect a Secretary.
2. The Board of Trustees designates the Assistant to the President as the corresponding secretary. The corresponding secretary aids the Board secretary in the performance of duties.
3. The Corresponding Secretary shall:
 - a) Keep an accurate record of the proceedings of the Board.
 - b) Have custody of all official records and documents of the Board.
 - c) Prepare and maintain an indexed compilation of all by-laws and amendments thereto, a copy of all policies, procedures, and Regulations of the Board and all amendments thereto.

- d) Issue, upon direction by the Chairman, notice of all meetings of the Board to members of the Board and to the President of the College.
4. The Board may designate a corresponding secretary. The corresponding secretary will aid the Secretary in the performance of duties.

Section 5. The President of the College

1. The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of high quality in accordance with State law and regulations and sound public educational theory and practice.
2. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.
3. The President shall be responsible for all administrative and managerial aspects of the development and operation of the college.
4. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
5. The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interests of the citizens of Montgomery County and The State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
 - a) Organized curricula for the preparation of technicians.
 - b) Courses and curricula in vocational, trade and technical specialty areas.
 - c) Courses and programs in general adult education.
6. The President shall appoint lay-advisory committees for particular programs of the College where needed.
7. The President shall advise all committees at the request of the Chairman of the Committee.
8. The President shall advise the Board on the financial and budgetary needs of the College.
9. The President shall discharge any other functions which the Board may delegate to him/her.

ARTICLE 3

Powers and Duties of the Board of Trustees

Section 1. The Board of Trustees shall:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for employment of the personnel required for the operation of the College upon nomination by the President, subject to standards established by the State Board of Community Colleges.
3. Purchase or receive all land required for the college site and right-of-ways which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40, of the General Statutes. For the purpose of condemnation the determination of the Board as to the amount of land to be taken and the necessity therefore, shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like and to apply them or invest any of them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of State Law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the college by contracting with other public or private educational agencies of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish or discontinue programs of instruction within the college.
8. Require the execution of such studies and take such steps as necessary to insure that the functions of the College are always those, which are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. Approve out-of-state trips for the President.
11. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and by-laws for government and operation of the College under the law and for the discipline of students.
12. Perform a ~~biennial~~ yearly self-evaluation to review the functioning, strengths, and concerns of the Board and to determine where improvements may be needed.

ARTICLE 4

Committees

Section 1. Types of Committees and Method of Appointment

The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the College's welfare. The Chairman shall appoint the members of all committees.

Section 2. Limitation of Authority of Committees

If the Board, in regular or special meeting, authorizes a committee to action on a matter referred to it, the chairman of the committee shall report within a reasonable time to the board the action taken and the action of the committee shall be deemed concluded; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.

Section 3. Authority of Committees

All committees shall have other functions, regular and special, as the Board may authorize.

Section 4. Buildings and Grounds Committee

The Buildings and Grounds Committee shall consist of four to six members of the Board and the Chairman of the Board shall serve as ex officio member with voting privileges. The Committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to it by the Board. The Committee shall have the following regular functions:

1. To carry out, or require to be carried out, studies relating to sites, building, and grounds.
2. To recommend to the Board, after consultation with the President, the College's campus planner and architect.
3. To recommend for inclusion in all planning architectural, and construction contracts all appropriate provisions for the protection of the interests of the College.
4. To recommend to the Board, after consultation with the President, a long-range campus plan and architectural plans for all construction.
5. To make recommendations to the Board after consulting with the President, regarding the immediate and long-range buildings and facilities needs of the College.
6. To recommend to the Board the call for bids on College construction and the awarding of contracts.

7. To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.
8. To recommend to the Board adequate insurance coverage of buildings and their contents, and for other facilities.
9. To recommend to the Board of Trustees the securing or granting of easements and rights-of-ways.

Section 5. Budget and Finance Committee

The Budget and Finance Committee shall consist of four to six members of the Board of Trustees and the Chairman of the board of Trustees who shall serve as ex officio member with voting privileges. The Budget and Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To make recommendations to the Board regarding the fiscal policies of the College.
2. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President's recommended budgets for current operations and capital outlay.
3. To receive, study, and take such action as it deems appropriate, any special or unusual expenditures of any type recommended by the President.
4. To receive, study, and take such action as it deems appropriate on any reports on the budget, purchasing and accounting functions required by it of, or presented to it by, the President.
5. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, and grants and donations, the care of all College securities, and regarding contracts for instructional or research services or other purposes with private or governmental firms, persons, or agencies.
6. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
7. To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.
8. To recommend to the Board a local budget for current expense of the College.
9. To recommend to the Board that issuance of bonds or notes be effected and recommend that special taxes be levied for the purpose of meeting payments of principal and interest on such bonds and notes, when the capital outlay requirements of the College make such action necessary.
10. To recommend to the Board policy to govern the receipt, security depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and the State Board of Community Colleges' regulations.

11. To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
12. To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.
13. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem necessary.
14. From time to time, it shall be the Budget and Finance Committee's responsibility at their discretion, to study the general cost effectiveness of various Montgomery Community College operations, to insure that monies expended at Montgomery Community College are expended in an efficient manner, and to develop those policy recommendations which from time to time may be discovered to further increase the general cost effectiveness of the College.
15. To serve as liaison between the Board of Trustees of Montgomery Community College and Montgomery Community College Foundation, Inc.
16. Review and approve new financial assistance programs for curriculum students upon recommendation of the College's Curriculum & Student Services Committee and the President.

Section 6. Personnel Committee

The Personnel Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Personnel Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions.

1. To recommend to the Board personnel policies, including salary determination, employment procedures, and termination procedures. The following may be considered:
 - a) Those personnel policies, which will maximize quality instruction for the students at Montgomery Community College.
 - b) Those policies which tend to constantly improve the quality of staff and faculty by both hiring practices and internal self-improvement programs.
 - c) Those policies, which will insure that Montgomery Community College is truly an "Equal Opportunity" employer.
 - d) Those policies which will bring to the attention of the President persons in the Montgomery Community College community who are especially well qualified to serve Montgomery Community College in a professional capacity.
 - e) Those policies which foster "esprit de corps", a sense of "fair play", and a general sense of well-being among the staff and faculty of Montgomery Community College.
2. To receive from the President notification of the employment of new hires; and the dismissal, resignation or retirement of employees. To communicate this notification to the Board.
3. To receive from the President recommendations for the establishment of new employee positions. To act up on these recommendations and forward this action to the Board.

4. To serve as a committee to hear personnel who have made written requests for a hearing to this committee through the President.
5. Approve out-of-state travel for the President.

Section 7. Legislative/Public Relations Committee

The Legislative/Public Relations Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Legislative/Public Relations Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To promote activities with local, state and national legislative officials, coordinating activities to keep said officials informed about the college, its needs and its activities.
2. To evaluate the effectiveness of the College's legislative activities and make specific recommendations.
3. To work with those employed in Public Relations, to promote a total understanding between the community and the college.
4. To make specific recommendations to the Board of Trustees regarding public relations programs.
5. To evaluate the effectiveness of the College's public relations and make specific recommendations.
6. To work with the College and the community to aid in the economic development of Montgomery County.

Section 8. Curriculum & Student Services Committee

The Curriculum & Student Services Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Curriculum and Student Services Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

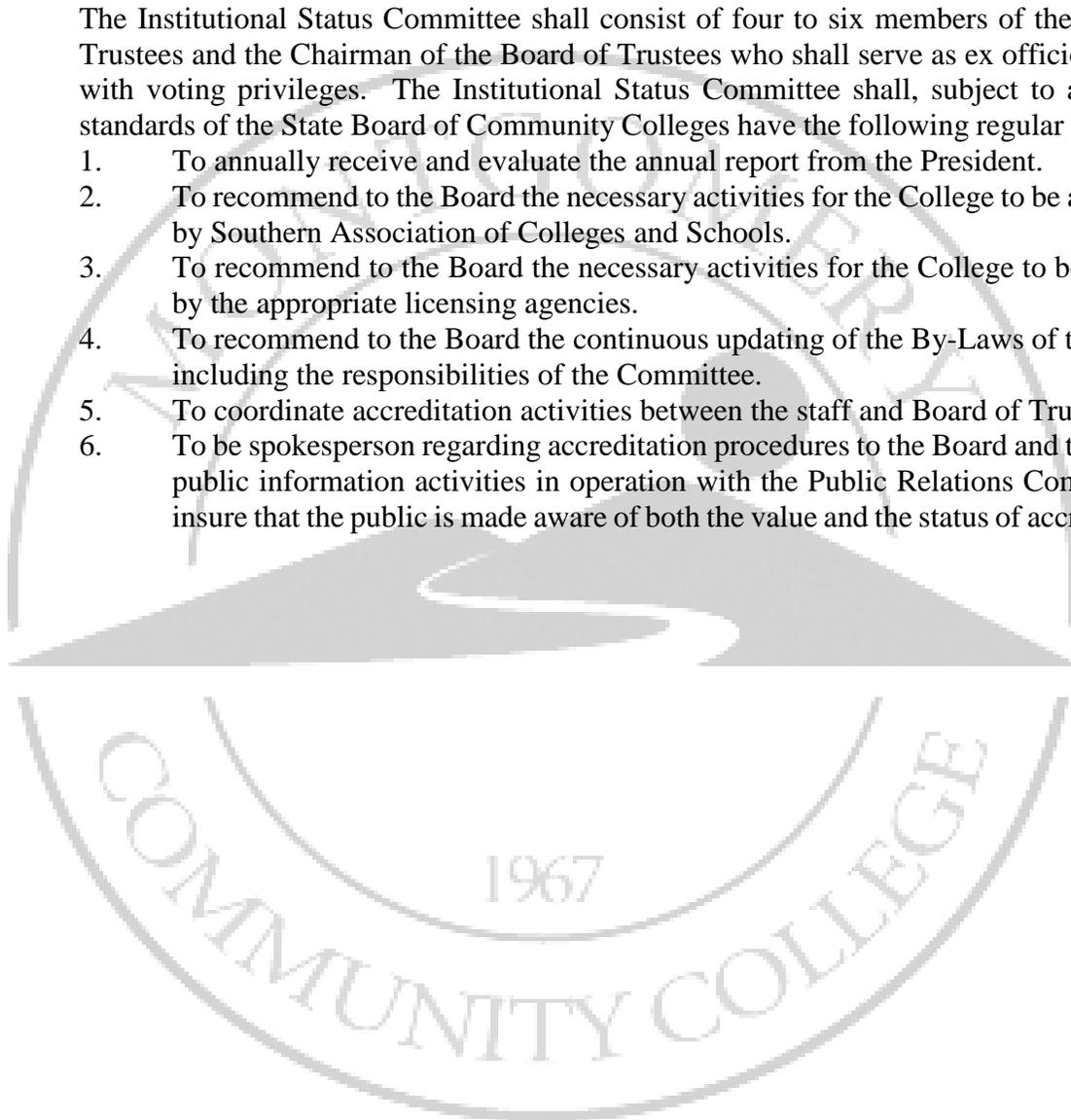
1. To receive recommendations from the President for establishing and terminating curriculums. To evaluate these recommendations and report to the Board of Trustees.
2. To aid the President in establishing Advisory Committees.
3. To recommend to the Budget and Finance Committee the cost of proposed curriculums and programs.
4. To have the responsibility of insuring that the equipment at Montgomery Community College is adequate for the operation and that equipment on hand for educational purposes represent the best and latest models available for such purposes insofar as permitted by budgetary requirements.
5. Establish and recommend requirements for special admission criteria for curriculum programs (i.e. those not stipulated by the North Carolina Community College System).

6. Concern and action when necessary regarding student extracurricular activities and problems.

Section 9. Institutional Status Committee

The Institutional Status Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Institutional Status Committee shall, subject to applicable standards of the State Board of Community Colleges have the following regular functions.

1. To annually receive and evaluate the annual report from the President.
2. To recommend to the Board the necessary activities for the College to be accredited by Southern Association of Colleges and Schools.
3. To recommend to the Board the necessary activities for the College to be licensed by the appropriate licensing agencies.
4. To recommend to the Board the continuous updating of the By-Laws of the Board, including the responsibilities of the Committee.
5. To coordinate accreditation activities between the staff and Board of Trustees.
6. To be spokesperson regarding accreditation procedures to the Board and to develop public information activities in operation with the Public Relations Committee to insure that the public is made aware of both the value and the status of accreditation.



ARTICLE 5

Meetings

Section 1. Regular Meetings

The Board of Trustees shall schedule its time and place of meetings.

Section 2. Special Meetings

1. The Board may hold special meetings as required.
2. The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

Members and officers of the Board and the President shall be notified in writing by the Secretary of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight hours in advance of meetings. The individual Trustee may waive notice of meetings.

Section 4. Quorum

Seven members of the Board of Trustees in attendance at meetings shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least four members of the Board. If a Board member cannot attend a board meeting in person, the Board member may attend via telephone, videoconferencing, or other electronic means.

Section 5. Power to Vote

All members of the Board of Trustees in attendance at a meeting, except the Student Government Association representative, may vote on all matters coming before the Board for consideration. Only board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means. No member may vote by proxy.

Section 6. Agenda

1. The President of the College will provide the Chairman with a list of those items to be presented to the Board with his/her recommendations and, where appropriate, with hard or electronic copies of any documents for the press and to be presented as information or for action by the Board. The Chairman shall receive agenda items from the President, Board members, and from all other sources at least four days prior to the meeting for which they were prepared.

2. In emergencies the Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date he/she receives such items.

Section 7. Order of Business

The regular order of business at meetings of the Board shall be:

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Board of Ethics Reminder
4. Consideration and disposition of the minutes
5. Board Presentations
6. Committee reports
7. Report by the SGA President
8. Report by the President
9. Report by the Board Chairman
10. Adjournment

Section 8. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board unless otherwise provided by the Board.

Section 9. Individual or Group Hearings

It shall be the standing policy of the Board of Trustees of Montgomery Community College to provide for a reasonable public avenue of approach by the College's constituency to the Board of Trustees. The following provisions shall apply to individuals or groups wishing to make an oral presentation:

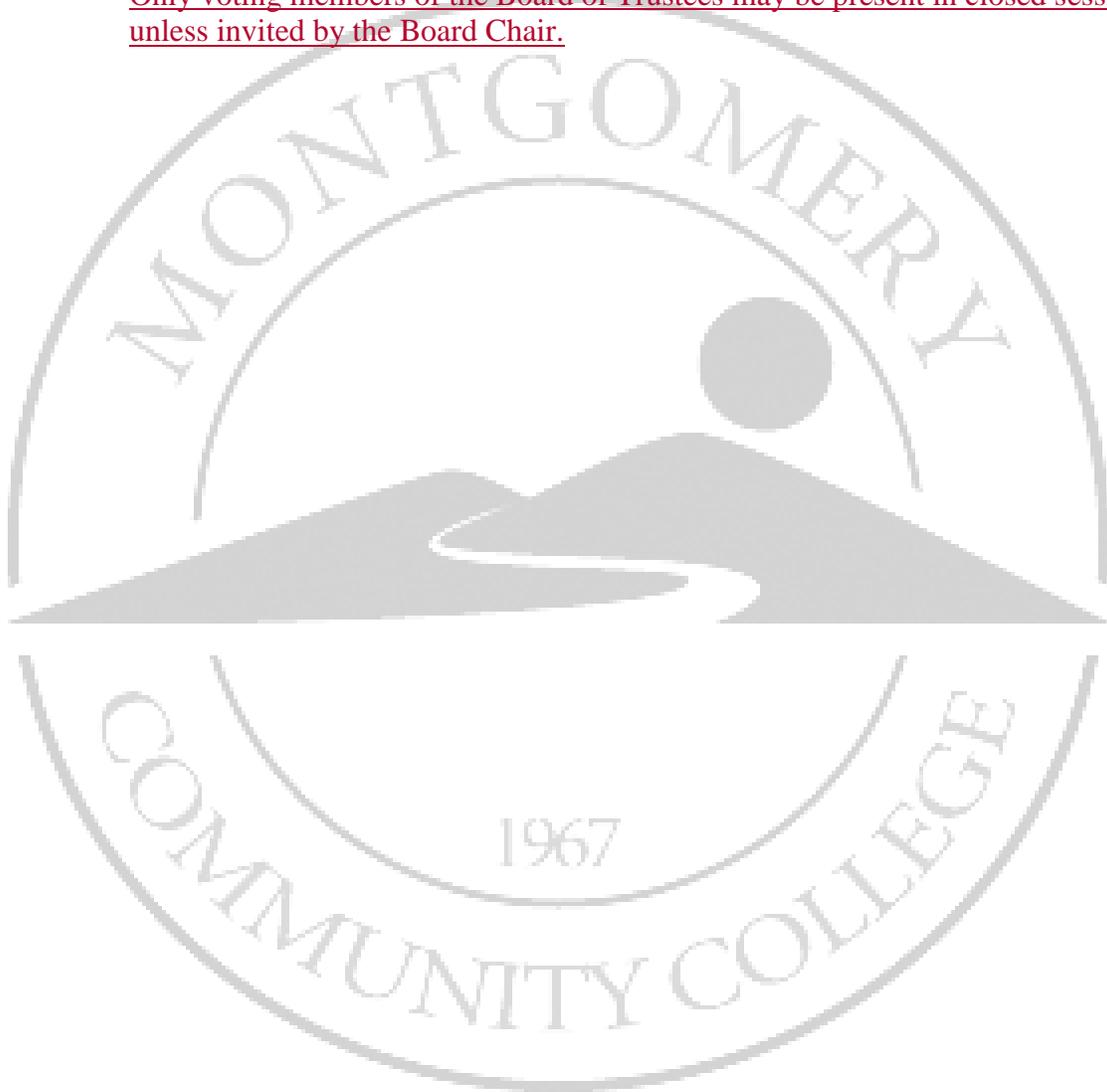
Oral Presentations

1. All requests for oral presentations must be filed with the Chairman of the Board of Trustees at least two weeks (10 business days) prior to the date of the regularly scheduled meeting of the Board of Trustees at which the group or individual requests presentation privileges.
2. Oral presentations shall be limited to five minutes or less.
3. Presenters shall be limited to one topic per presentation.
4. Each group or groups of persons must designate a presenter. The name, address and telephone number of the designated presenter must be furnished to the chairman of the Board of Trustees at the time the request for presentation privilege is presented.
5. A typed, double-spaced copy of the presentation must be furnished to the Chairman of the Board of Trustees at least forty-eight hours prior to the regularly scheduled Board meeting at which the presentation is to be made.
6. Abusive or profane language, gestures, or actions will not be tolerated and may result in sanctions.

7. Robert's Rules of Order will be utilized as a guide but may not supplant the foregoing provisions.

Section 10. Meeting in Closed Sessions

Only voting members of the Board of Trustees may be present in closed session unless invited by the Board Chair.



ARTICLE 6

Administration

Section 1. Coordination within the College

The College shall provide to the citizens of Montgomery County and the State of North Carolina, educational programs of high quality only on the basis of justified need. Programs which are appropriate to a comprehensive community college may be authorized to serve the needs of all or any combination of the following groups, among others:

1. High school dropouts, eighteen years of age or older, who desire to complete high school.
2. Adults who desire high school review.
3. High school graduates who seek to complete an Associate Degree or College Parallel program.
4. High school graduates who seek non-degree occupational training.
5. Adults, employed or unemployed, who desire retraining.
6. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
7. Adults who seek to complete an Associate Degree or Parallel program.
8. Adults who seek occupational training.
9. Adults who are interested in general education instructional services and who do not desire credit.
10. Groups within the community who need short courses for specific purposes.
11. Adults who need instruction to remove literacy deficiencies.

Section 2. Admission to Colleges and Service to Minors summary of State Board of Community College Policies

1. Admission to colleges (2C.0301)
 - a) College shall maintain open-door admission policy for high school graduates or those at least 18 years of age.
 - b) Student admission and placement shall be determined by college officials.
 - c) Admission for emancipated minors shall be the same as for applicants 18 years of age or older (see section on services for minors).
 - d) All programs specifically approved by the State Board of Community Colleges for admission of high schools shall be upheld according to the admission provisions of the approved programs.
2. Services for Minors (2C.0305)
 - a) SBCC shall encourage high school completion.
 - b) Minors, 16 years or older, may be considered as students with special needs.
 - c) May be admitted to an appropriate program if the local public or private education agency determines that admission is the best educational option for the student and if such admission is approved by the college.

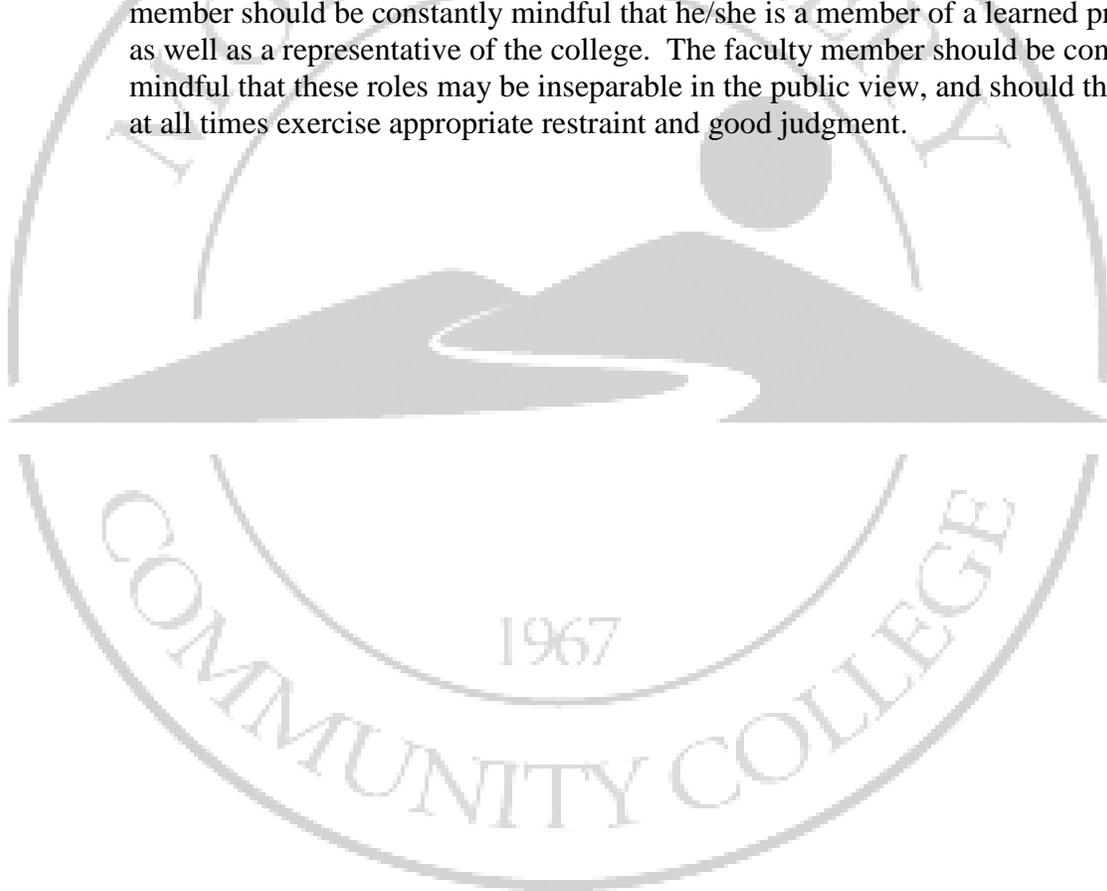
- i. Requirement may be waived if student has been out of school for at least 6 months and application is supported by student's parent, legal guardian, etc. (notarized petition).
- ii. Shall not displace adults; admitted on space available basis. However, once admitted, shall be treated the same as other students.
- d) High school students, 16 years or older, based on policies approved by the college board and local school board, may be admitted concurrently to appropriate courses; except adult high school, under the following conditions.
- e) School Boards and Boards of Trustees may establish cooperative programs to provide college courses to qualified high school students. College credits will be awarded. These programs must be approved by the State Board.
- f) College shall not start classes, offer summer school courses, or offer regular high school courses for high school students.
- g) College may offer to persons of any age non-credit, non-remedial, enrichment courses during the summer term. These shall be self-supporting.
- h) At request of director of a training school having custody of juveniles committed to Division of Youth Services (DHR), a college may offer courses if students meet course admission requirements.
3. Exemption from Payment of Tuition [NCGS 115D-5(b)]
 - a) Tuition is waived for high school students taking college level classes.

Section 3. The President of the College

1. The President shall have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board. The President shall be elected by the Board of Trustees and shall hold office at the pleasure of the Board.
2. The Board shall at all times exercise its control of the College through the President.
3. The President shall have the initiative in shaping and maintaining the educational policies of and the character of the College, and he/she shall recommend changes to be made in the programs and services to be provided.
4. The President shall recommend the items to be included in the current expense budget and the capital outlay budget.
5. The President shall make a written report to the Board of Trustees once each year on the development and operation of the College, with both immediate and long-range recommendations.

Section 4. Academic Freedom and Responsibility

1. Academic freedom and responsibility are essential to the full development of a college and apply to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, a college faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for college teaching. Consistent with the exercise of academic responsibility, an instructor must have freedom in the classroom to discuss academic subjects. The college student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such subject matter is the duty of every instructor.
2. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence and discretion. The faculty member should be constantly mindful that he/she is a member of a learned profession as well as a representative of the college. The faculty member should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.



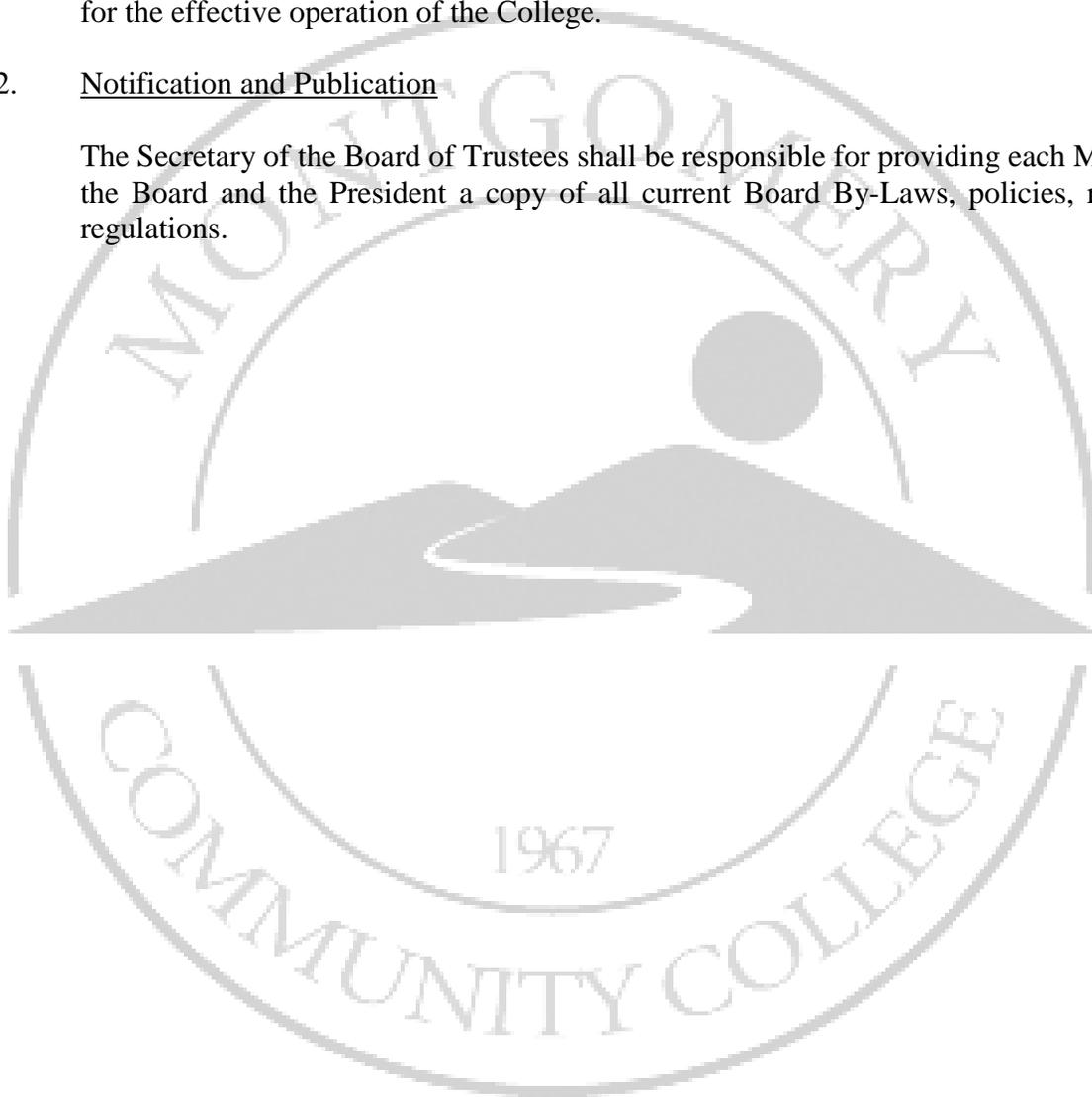
ARTICLE 7
Policies, Rules, and Regulations

Section 1. General Provisions

By an affirmative vote of a majority of all the members of the Board, the Board may make or amend such policies, rules, and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing each Member of the Board and the President a copy of all current Board By-Laws, policies, rules, and regulations.



ARTICLE 8

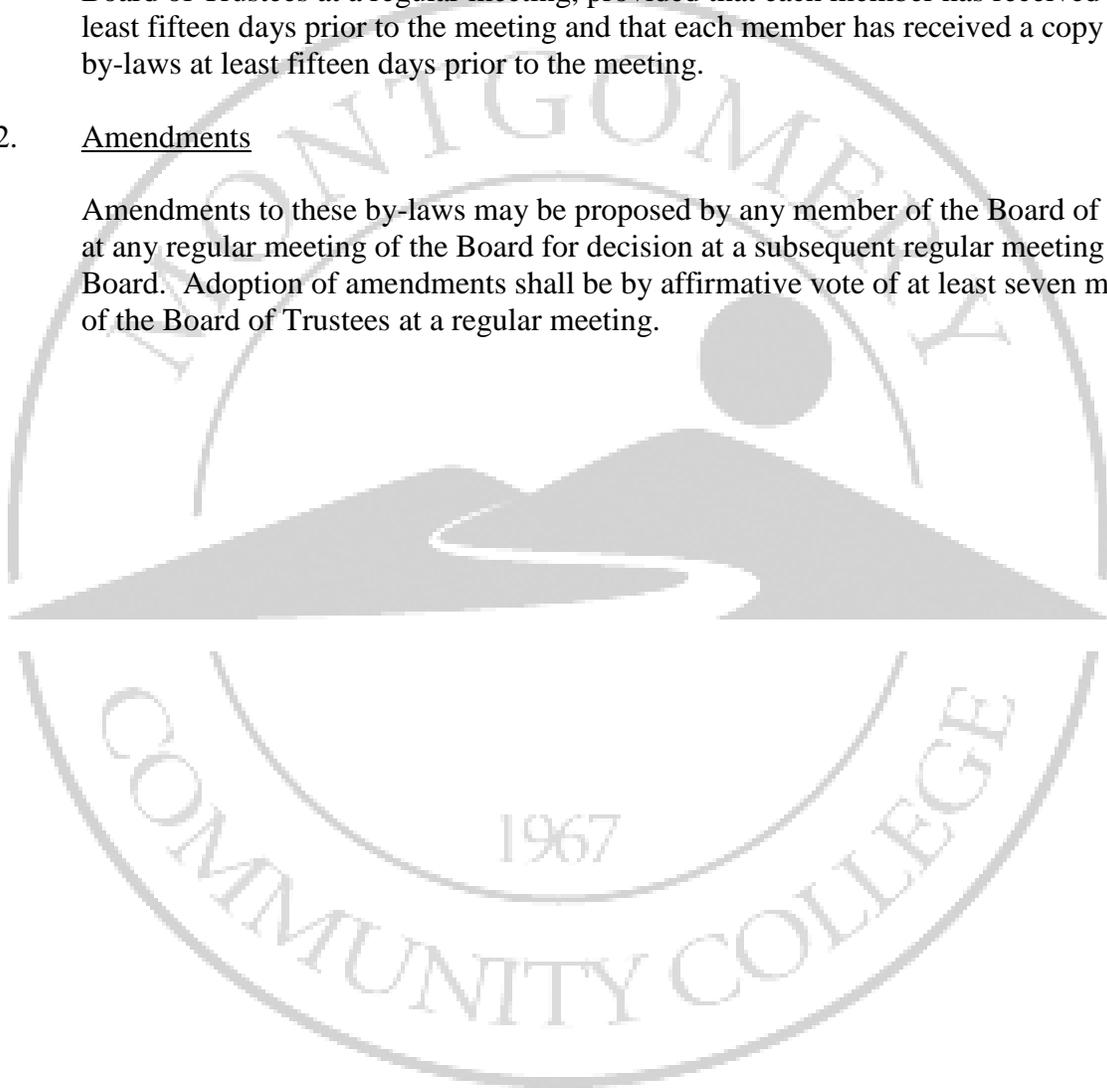
Adoption and Amendment

Section 1. Adoption

Adoption of these by-laws shall be by affirmative vote of at least nine members of the Board of Trustees at a regular meeting, provided that each member has received notice at least fifteen days prior to the meeting and that each member has received a copy of the by-laws at least fifteen days prior to the meeting.

Section 2. Amendments

Amendments to these by-laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least seven members of the Board of Trustees at a regular meeting.



President's Report
April 8, 2020

Activities since the March Board Meeting

3/11/20	Board of Trustees Meeting
3/12/20	Employee Meeting
3/13/20	Cabinet/Crisis Management Team Meeting
3/16/20	Cabinet/Crisis Management Team Meeting
3/17/20	Presentation to County Commissioners
3/18/20	COVID-19 Update Meeting (Virtual)
3/19/20	COVID-19 President's Meeting (Virtual)
3/20/20	COVID-19 President's Update Meeting (Virtual)
3/23/20	Cabinet/Crisis Management Team Meeting (Virtual)
3/26/20	Monthly Construction Meeting (Virtual)
3/30/20	Cabinet/Crisis Management Team Meeting (Virtual)
4/6/20	Cabinet/Crisis Management Team Meeting (Virtual)
4/8/20	Board of Trustees Meeting by Telephone

Upcoming Activities

Board of Trustees Information

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



Board of Trustees Calendar of Events 2020-2021

March 28, 2020	8:00 a.m.	Board Retreat
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 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
June 15-17, 2020		NCACCT Law/Legislative Seminar - Raleigh
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
March 10, 2021	5:30 p.m.	Committee/Board Meeting