

Montgomery Community College
Board of Trustees
September Board Meeting
October 13, 2021 at 6:00 p.m.
Hybrid 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 5:30 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 6:00 p.m.

Call in number: +1 646-558-8656 **Meeting ID Code:** 986-5904-6801

If you would like to join the meeting through video chat, please use this link:

<https://zoom.us/j/98334639875?pwd=cW13eHB3dEl0RnNDSzNCaTJyMFdkUT09>

If you experience technical difficulties or have questions, please email Courtney Atkins at atkinsc6516@montgomery.edu.

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held in the Blair Auditorium. The meeting will be held in a hybrid format on Wednesday, October 13, 2021 at 6:00 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulhuis, Chairman

Prayer..... Claudia Bulhuis

Roll Call Courtney Atkins

Welcome and Announcements..... Claudia Bulhuis

Approval of the Agenda and the September Board Minutes – Appendix A (Action) Claudia Bulhuis

Board of Ethics Reminder..... Claudia Bulhuis

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 the 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.

Standing Committees

Budget & Finance Committee

- August Financial Reports – **Appendix B-1 (Action)**
- August Foundation Fund Statement – **Appendix B-2**
- Grants Update – **Appendix B-3**
- In-Kind Donation Report – **Appendix B-4 (Action)**
- Shooting Clays Tournament – **Appendix B-5**
- Foundation Update

Building & Grounds Committee

- Facilities/Construction Report – **Appendix C-1**
- 2021 Campus Security Report – **Appendix C-2 (Action)**
- Facility Master Plan – **Appendix C-3**

Personnel Committee

- Notice of Resignation
 - Nurse Aide Coordinator – **Appendix D-1**
- Personnel Appointments
 - Accounting Technician/Accounts Receivable – **Appendix D-2**
 - Student Success and Retention Specialist – **Appendix D-3**
 - Taxidermy Instructor – **Appendix D-4**
 - Director of the Small Business Center – **Appendix D-5**

Curriculum/Student Services Committee

- Update from Vice President of Instruction/Student Services – **Appendix E-1**
 - Instruction, Student Services and Continuing Education
 - Summer Class Visitation Report – **Appendix E-2**

Legislative/Public Relations Committee

- Legislative Updates
- Marketing Update – **Appendix F-1**

Institutional Status Committee

- No Update

SGA Report – Appendix G.....Juliana Inman, SGA President

President’s Report

- Activities Since Previous Board Meeting – **Appendix H-1**
- COVID-19 Update

Chairman’s Report

- NCACCT Seminar Report
- Calendar of Events – **Appendix I-1**

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, September 8, 2021

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, September 8, 2021 in the Blair Auditorium of Blair Hall. The meeting was called to order at 5:59 p.m. by Claudia Bulthuis, Chairman. The meeting was held as a hybrid meeting; those attending remotely are identified with an “R”. The following members were present:

Present

Phil Absher **R**
Tawanda Bennett
Claudia Bulthuis
Gelynda Capel **R**
Dr. Katie Dunlap **R**
Susan Eggleston

Absent

Robert Harris
Kerry Hensley
Dr. Philip Jones
Gordon Knowles
Bill Price
Juliana Inman, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction/Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations **R**; Korrie Ervin, Director of Resource Development; Greg Taylor, Director of Institutional Effectiveness/SACSCOC Liaison **R** and Courtney Atkins, Assistant to the President.

Mrs. Bulthuis opened the meeting with prayer.

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance, including Juliana Inman, SGA President. Mrs. Bulthuis noted that the meeting was held as a committee of the whole. All votes were taken by roll call and recorded per Senate Bill 704.

Roll Call

Ms. Atkins called the roll.

Approval of the Agenda and the August, 2021 Board Minutes – Appendix A – Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the September 8, 2021 meeting and the August 7, 2021 retreat and board meeting minutes. On a roll call vote, the motion passed unanimously.

Dr. Jones joined the meeting at 6:03 p.m.

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.

STANDING COMMITTEE REPORTS

The committees conducted their business as a committee of the whole.

Budget and Finance Committee

July Financial Reports – Appendix B-1 (Action)

Dr. Bledsoe presented Appendix B-1, the July Financial Reports.

- As of July 31, 2021, county fund expenditures were \$816,000 or, 9% of the budget. Current expenditures total \$72,375
- As of July 31, 2021, there were \$443,059 available for capital expenditures in county funds.
- As of July 31, 2021, state funds expenditures were \$573,833.
- As of July 31, 2021, the institutional fund balance was \$913,313.
- As of July 31, 2021, the balance in the state treasury investment fund account was \$199,241.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the July Financial Funds reports. On a roll call vote, the motion passed unanimously.

Mrs. Bennett joined the meeting at 6:07 p.m.

July Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the July Foundation Fund Statement. As of July 31, 2021, the balance of foundation funds totaled \$4,942,024.01. The statement reflects a market increase of \$60,159.46 for the month.

Grants Update – Appendix B-3

Dr. Bledsoe shared Appendix B-3, the Grants Update. The Foundation received \$4,000 from the NRA-West scholarship fund. The NRA-East grant was denied. Administration received notification that the NRA-East board is reconsidering approval of the scholarship fund.

Foundation Update – Appendix B-4

Dr. Bledsoe gave an update on the Foundation. The Fall Fundraiser planning committee met earlier today and the Fall Foundation Fundraiser has been modified to be held as a hybrid event. There will be a virtual silent auction and dinner will be available for pickup on October 8, 2021 beginning at 6:00 p.m. at the town stage.

Building and Grounds Committee

Facilities/Construction Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities/Construction Report. The majority of the Blair Hall renovations are complete, pending final inspection. The construction on the greenhouse and the hoop house is progressing. Administration accepted a bid from Earnhardt on recoating and repairing the parking lots on campus. The quote received was \$164,724.

Personnel Committee

Notice of Resignation – Appendices D-1—D-5

Dr. Bledsoe shared Appendices D-1—D-5, the Notice of Resignation for Allie Morgan, Success and Retention Specialist/Coordinator of Student Life; Savannah Heath, Small Business Center Director; Jessica Blanchard, Accounts Receivable Specialist; Michelle Aheron, Dean of Student Services; and Alexa Linnell, Library Resources Technical Assistant.

Mr. Price expressed concern over recent turnover at the college and asked about the administration's plan for employing and retaining faculty and staff. Discussion was held about turnover rates nationally, locally, and within certain industries. Dr. Bledsoe noted that while current turnover rates are comparable with other community colleges and employment trends, administration is examining ways to attract and retain new employees who will choose to have long term careers at the college. Topics such as the impact of COVID on employment, changing employment trends, and competition from industry were discussed. Retaining a qualified faculty and staff is a core value of Montgomery Community College and all agreed that the college should employ individuals who want to be an active part of the institution.

Personnel Appointment – Appendix D-6

Dr. Bledsoe shared Appendix D-6, the personnel appointment form for Tamika Jones, Director of Records. Mrs. Jones is a Fayetteville State University graduate and she previously worked at Fayetteville State University as the Graduate Liaison and at Sandhills Community College as a Records and Registration Associate.

Revised Organizational Chart – Appendix D-7 (Action)

Dr. Bledsoe presented Appendix D-7, the Revised Organizational Chart. Dr. Bledsoe noted two positions, math instructor and sustainable agriculture instructor that are no longer needed. He noted title changes that are presented in red text.

Mrs. Bulhuis asked about the title change for taxidermy instructor. Mrs. Bennett asked if current faculty were certified to teach substance abuse and if the college offered a substance abuse certificate program. Mr. Proctor noted that faculty were qualified to teach all substance abuse related courses. Additionally, he noted that the college is considering a certificate in substance abuse.

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the Revised Organizational Chart. On a roll call vote, the motion passed unanimously.

Curriculum/Student Services Committee

Update from Vice President of Instruction and Student Services – Appendix E-1

Dr. Bledsoe presented Appendix E-1, the update on Instructional, Student Services and Continuing Education activities.

Dr. Bledsoe recognized Wendy Vaughn, Director of Nursing, as the recipient of the Excellence in Teaching award and Shaquille Little, Career and College Promise Coach as Staff Member of the Year. He reported that the LPN and the ADN program has 100% pass rate along with 100% employment rate after graduation.

The college has established a Skills USA chapter starting this fall. The initial programs will be in Automotive and Masonry and then expand out to include more programs in career and technical education.

Student Services

Dr. Bledsoe shared an update from Student Services. Student Services staff spent the end of the summer being involved in a number of community events including school open houses, Moore County “Touch a Truck” Event, and others. The Montgomery Community College website now features the National Student Clearinghouse e-transcript request program.

Continuing Education

Dr. Bledsoe shared an update from Continuing Education. Twenty-one students affiliated with local fire departments and rescue teams completed emergency vehicle training, with a 100% pass rate. All students received a \$500 stipend to assist with expenses associated with the training. This was made possible through a firefighter recruitment and retention initiative funded by the Blue Cross Blue Shield (BCBS) Foundation of North Carolina.

Students completed the STEP (Strive, Train, Earn, and Prosper) program at the Brutonville Community Center in Candor. The STEP program provides students with essential employability skills and awareness about college resources. STEP classes are currently being held at the Highland Community Center in Mt. Gilead. The third STEP training cohort will begin at the Peabody Center in Troy starting the end of September.

Mr. Price noted that there are nine new apprentices in the Electrical Systems Technology program and three new apprentices into the Industrial Systems Technology program.

Legislative/Public Relations Committee

Legislative Updates

Dr. Bledsoe did not have an update to share this month.

Marketing Update – Appendix F-1

Dr. Bledsoe shared Appendix F-1, the Marketing update. He noted the press releases published in the Montgomery Herald.

Institutional Status Committee

Board Policy Manual

Policy 7.1.9, Information Security Plan – Appendix G-1 Second Reading (Action)

Dr. Bledsoe shared Policy 7.1.9, the Information Security Plan for second reading. He presented two recommended changes. The first recommended change is to remove Chief Financial Officer and Chief Information Officer from the titles listed in section three. The second recommended change was to update the committee name listed as MCC's Cybersecurity Risk Assessment Committee to the MCC Information Services Committee.

Mr. Price made a motion, seconded by Mr. Knowles, to approve Policy 7.1.9, Information Security Plan as amended. On a roll call vote, the motion passed unanimously.

SGA Report – Appendix H

Ms. Inman shared Appendix G, the SGA Report. She reported that the SGA, along with the Student Services staff, sponsored the Montgomery Community College Welcome Week activities on August 16-26, 2021. The activities included orientation events, start of classes "Snack Attack" and culminated with the Food Truck Frenzy with Welcome Week t-shirts.

President's Report – Dr. Chad Bledsoe – Appendix I-1

Dr. Bledsoe reported on activities since the last meeting and upcoming activities as noted in Appendix I-1. In addition to his report, he discussed the following items:

- Dr. Bledsoe shared that he is serving as President of Troy Rotary this year.
- Administration met with representatives from the Southern Correctional Facility. It is now a minimum male security prison and the college will be able to offer more classes and training programs at the facility.
- Dr. Bledsoe gave a tour to representatives from Western Piedmont Community College of the MCC campus and the CTE building.
- Dr. Bledsoe shared a COVID-19 update. He reported that there have been 28 cases or people quarantined during the first two weeks of school. Several courses had to take a hiatus due to quarantine. There has not been a person to person transmission on campus yet. Currently, 80% of full time employees are vaccinated.

Chairman's Report – Claudia Bulthuis, Chairman – Appendices J-1 and J-2

Mrs. Bulthuis presented Appendix J-1, Quality Trails. Mrs. Bulthuis presented IT staff with the bubbly award at Quality Trails held on August 11, 2021. Mrs. Bulthuis presented Dr. Bledsoe with the bubbly award for his efforts assisting IT staff.

Mrs. Bulthuis presented Appendix J-2, the calendar of events. In addition to the calendar, she noted the following:

- Mrs. Bulthuis shared that the NCACCT seminar will be held September 22-24, 2021 in Wilmington, NC.
- Mrs. Bulthuis shared that the October meeting will be held in the current hybrid format.
- Mrs. Bulthuis reminded the Board that the Foundation Fundraiser will be held on October 8, 2021 and they have been given tickets to sell for the fundraiser.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the September 8, 2021 Board meeting at 6:59 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Regular Meeting of the Board of Trustees
Montgomery Community College
Roll Call**

Wednesday, September 8, 2021

<u>Board Members</u>	<u>Approval of the Agenda and Minutes</u>	<u>Financial Reports</u>	<u>Revised Organizational Chart</u>	<u>Policy 7.1.9, Information Security Plan</u>
Phil Absher R	Yes	Yes	Yes	Yes
Tawanda Bennett	Absent	Yes	Yes	Yes
Claudia Bulthuis	Yes	Yes	Yes	Yes
Gelynda Capel R	Yes	Yes	Yes	Yes
Dr. Katie Dunlap R	Yes	Yes	Yes	Yes
Susan Eggleston	Yes	Yes	Yes	Yes
Robert Harris	Yes	Yes	Yes	Yes
Kerry Hensley	Yes	Yes	Yes	Yes
Dr. Philip Jones	Yes	Yes	Yes	Yes
Gordon Knowles	Yes	Yes	Yes	Yes
Bill Price	Yes	Yes	Yes	Yes

**Montgomery Community College
County Funds - Board Report for August 2021**

Appendix B-1

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries	256,455	46,224	210,231	18%
Benefits	130,872	24,345	106,527	19%
Contracted Services	16,496	3,062	13,434	19%
Supplies & Materials	45,132	7,599	37,533	17%
Professional Development (Travel)	1,200	132	1,068	11%
Utilities	295,716	56,339	239,377	19%
Repairs & Maintenance	19,878	7,683	12,195	39%
Membership & Dues	2,713	100	2,613	4%
Insurance & Bonding	38,751	328	38,423	1%
Other Current Expenses	7,804	151	7,653	2%
Non-Capitalized Equipment	983	-	983	0%
Total Current Expense	816,000	145,962	670,038	18%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's June 2021 Report	842,297
Add: Prior FY Property Tax Allocations from County Report	378,435
Add: FY22 Property Tax Allocation from County Report	1,093
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,396,825
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects	(837)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 08/31/2021	\$ 455,584

Montgomery Community College
State Funds - Board Report for August 2021

Appendix B-1

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time		664,886		
Salaries- Part Time		114,849		
Salaries- Full Time & Part Time		779,735		
Benefits		312,646		
Contracted Instruction		7,711		
Financial/Audit Services		-		
I.T. Contracted Services		-		
Other Contracted Services		510		
Contracted Services		8,221		
Supplies & Materials		22,652		
Professional Development & Travel		6,891		
Communications		7,104		
Equipment Repair		394		
Maintenance Agreements		9,718		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		10,112		
Advertising		7,656		
Credit Card Electronic Processing		-		
Child Care Assistance Grant		-		
WCE GEER Scholarships		-		
Project Skill-Up-Student Assistance		-		
Other Current Expense		447		
Other Current Services		447		
Software License Renewal		4,106		
Other I.T. Rentals/ Leases		51,966		
IT Rentals/Leases/Licenses		56,072		
Insurance and Bonding		-		

Montgomery Community College
State Funds - Board Report for August 2021

Appendix B-1

2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
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Membership & Dues	2,460
1 Minor Equipment	(6,453)

Total Current Expense	1,207,544
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Equipment	-
Literacy & Basic Skills Equipment	-
Perkins Equipment	-
Healthcare/First Responders Equip	-
PPE & COVID 19 Testing Equip	-
Rural College Broadband Equip	-
Books	5,581
Equipment & Books	5,581

Total Expenses	1,213,124
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Note: State budget has not been received as of August 31, 2021. Spending is in-line with August 2020.

1 Sale of surplus gunsmithing equipment - lathe and mill

Montgomery Community College
Institutional Funds- Board Report for August 2021

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 08/31/21
1 Pell Overpayments	(5,683)	-	-	(5,683)
Veterans Reporting Fee	1,987	-	-	1,987
Overhead Receipts 75%	15,999	-	516	15,484
Current General & Miscellaneous	7,681	204	204	7,681
Administrative Support	2,392	312	2,704	-
Overhead Receipts 25%	11,456	-	-	11,456
Excess Fee Receipts	-	-	-	-
Textbook Rental	41,624	50	3,912	37,762
2 College Work Study	-	-	976	(976)
CARES Act-Institutional	-	47,506	47,506	-
Lost Revenue HEERF II	183,588	-	26,485	157,102
Total Institutional Support	259,043	48,072	82,303	224,812
Forestry Program	6,456	-	-	6,456
Specific Fees	104,391	16,491	25	120,856
Live Projects: Taxidermy	349	-	-	349
Self Supporting Curriculum	16,893	-	-	16,893
Distance Learning	1,224	-	-	1,224
NC Live Grant	409	-	-	409
Technology Fee-Curriculum	72,588	3,773	35	76,326
Total Curriculum Instruction & Fees	202,309	20,264	60	222,512
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	8,886	5,847	93,449
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,498	173	-	9,670.8
Specific Fees: Occupational Extension	100,491	6,416	3,598.6	103,308
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	10,000.0	63,054
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	275,303	33,474	19,446	289,332
3 NCWorks Grant Adult Services/Dislocated Worker	(16,100)	21,576	14,523	(9,047)
3 NCWorks Finish Line Grant	(1,104)	724	-	(380)
Total NC Works	(17,204)	22,300	14,523	(9,427)
Operational Funds	61,997	-	5,388.3	56,609
Sales Tax Utilization	-	-	-	-
Agricultural Expansion	(88,875)	100,000.0	-	11,125
Total Plant Operation & Maintenance	(26,878)	100,000	5,388	67,734
Vending	14,268	706	1,488	13,486
Bookstore Vending	58,504	386	-	58,889
General Store	1,327	12	8	1,331
Parking Fee	28,137	833	-	28,970.8
Student Government Association	38,075	6,024	3,078	41,021

Montgomery Community College
Institutional Funds- Board Report for August 2021

Appendix B-1

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 08/31/21
Graduation Fund	2,628	170	-	2,798
Student Ambassador	28,831	678	-	29,508
Club Accounts	73,184	-	-	73,184
4 Agency Fund	(14,005)	-	-	(14,005)
Funds for Others	3,908	-	-	3,908
Restricted Scholarships Held	11,000	-	-	11,000
Total Proprietary/Other	245,856	8,808	4,573	250,091
GEER Scholarship	-	-	(605)	605
Total Student Aid- Grants & Scholarships	-	-	(605)	605
Capital Projects- Sales Tax Utilization	115,025	70,000	185,025	-
Golden LEAF-FY2020-085	(58,733)	58,733		
Total Capital Assets	56,292	128,733	185,025	-
Total Institutional Funds: First Bank	994,722	361,650	310,713.89	1,045,660

	Interest This Year	Prior Y.E. Balance	Current Balance
STIF Account as of 08/31/21			
Operational Funds	6	45,089	45,095
Self Supporting- Continuing Education	1	10,900	10,901
Technology Fees	11	80,056	80,067
Bookstore	8	63,196	63,204
Total Institutional Funds: State Treasury	27	199,241	199,267

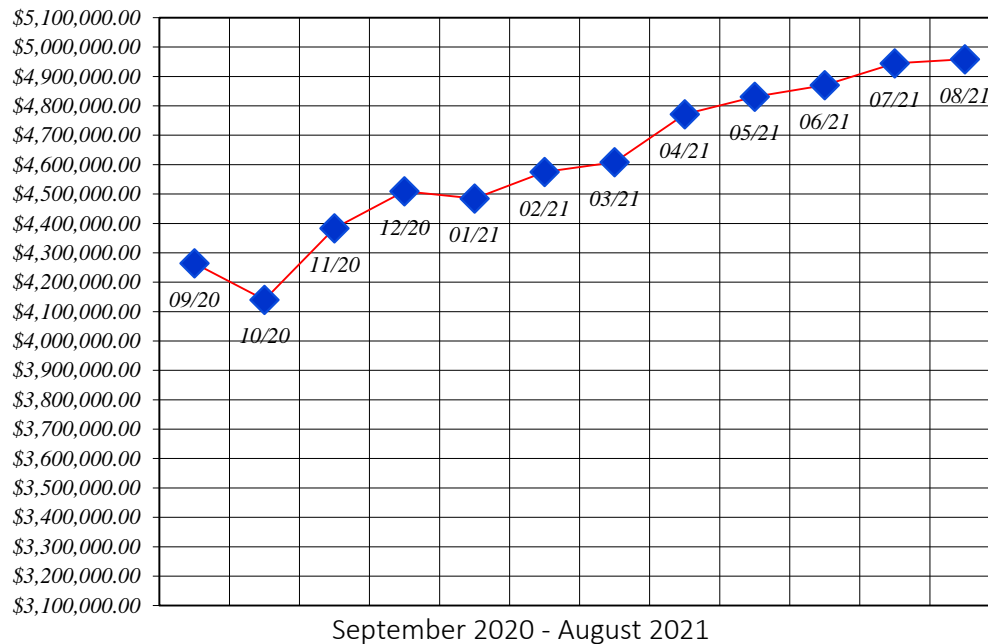
- 1 Pell Overpayment (Due from Students)
- 2 Due from Dept. of Ed
- 3 Due from NC Works (WIOA)
- 4 Financial Aid Bookstore Charges

Montgomery Community College Foundation

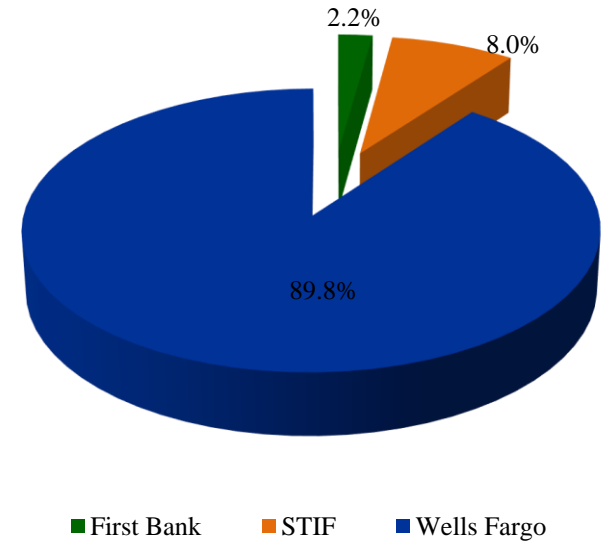
Funds Statement FY 2021-2022

	Fiscal Year To Date 7/1/2021 thru 6/30/2022				Month of August 2021			
	Wells Fargo	STIF	First Bank	Total	Wells Fargo	STIF	First Bank	Total
Beginning Value	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97	\$4,376,294.70	\$468,483.58	\$99,902.47	\$4,944,680.75
Receipts								
Interest/Dividends	\$8,314.30	\$57.92	\$3.34	\$8,375.56	\$4,291.94	\$57.92	\$1.73	\$4,351.59
Deposits	\$1,605.00	\$2,676.74	\$22,924.25	\$27,205.99	\$1,605.00	\$0.00	11,315.00	\$12,920.00
Total Receipts	\$9,919.30	\$2,734.66	\$22,927.59	\$35,581.55	\$5,896.94	\$57.92	\$11,316.73	\$17,271.59
Disbursements								
Fees/Withdrawals	\$6,406.74	\$72,750.75	\$2,795.85	\$81,953.34	\$2,458.10	\$72,730.75	\$2,265.85	\$77,454.70
Total Disbursements	\$6,406.74	\$72,750.75	\$2,795.85	\$81,953.34	\$2,458.10	\$72,730.75	\$2,265.85	\$77,454.70
Market Value Net Change	\$134,451.46	\$0.00	\$0.00	\$134,451.46	\$74,292.00	\$0.00	\$0.00	\$74,292.00
Ending Value	\$4,454,025.54	\$395,810.75	\$108,953.35	\$4,958,789.64	\$4,454,025.54	\$395,810.75	\$108,953.35	\$4,958,789.64
Net Change	\$137,964.02	(\$70,016.09)	\$20,131.74	\$88,079.67	\$77,730.84	(\$72,672.83)	\$9,050.88	\$14,108.89

Foundation Funds Value



Foundation Funds Distribution



Grants Applied or in Process 2021

Grants Awarded 2021

National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted November, 2020 Received \$4,000 from NRA W 8-2021 Received \$4,000 from NRA E 9-2021
Montgomery Fund	Nurse Aide Certification Financial Assistance	Funding will be used to assist those with financial need to help cover the cost of the Nurse Aide certification testing.	1 year	\$3,000	Submitted April, 2021 Received June, 2021
People Helping People (REMC)	Success Studio	The fund will be used to purchase equipment to create a Success Studio for patrons to come into the library when they need a virtual space for job interviewing or creating a video profile of themselves during a job search.	1 year	\$2,000	Submitted May, 2021 Received July, 2021

In-Kind Donation Transfers
September 2021
Foundation Office

Approximate Value	Item	Transfer To
\$2500.00	7 Guns including 9mm AR, M&P22, Ruger Blackhawk, Ruger 22/45, Beretta 92, Savage Pump, Sears SxS Donated by ProShots	Gunsmithing Program
<u>\$2500.00</u>	<u>Total</u>	

Sponsorship Opportunities

\$1000 Tournament Sponsor

Includes banner, program listing, team of four, four tickets for the flurry shoot and reserved golf cart.

\$500 Pro—Shot Sponsor

Includes banner and program listing.

\$400 Team Sponsor

Includes team of four and one flurry shoot.

\$100 Station Sponsor

Includes sign at station.

\$100 Individual Player



Foundation Board of Directors

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Chad Bledsoe
David Britt
Claudia Bulthuis
Mike Collins
Katie Dunlap
Bill Hudson

Gordon Knowles
Earl Leake
Andrea Marshall
Jeanette McBride
Gary McRae
Anne Samsel
Juliana Inman,
SGA President

Board of Trustees

Phil Absher
Tawanda Bennett
Claudia Bulthuis
Gelynda Capel
Katie Dunlap
Susan Eggleston
Robert Harris

Kerry Hensley
Philip Jones
Gordon Knowles
Bill Price
Juliana Inman,
SGA President



SHOOTING CLAY TOURNAMENT & FLURRY SHOOT 3RD ANNUAL



Friday, November 12, 2021

DeWitt's Outdoor Sports
443 Jimmy Carriker Road
Ellerbe, NC 28338

Blaze Your Trail

The Montgomery Community College Foundation invites you to join us for our 3rd Annual Sporting Clay Tournament. The tournament will be held on Friday, November 12, 2021 at DeWitt's Outdoor Sports, LLC.

DeWitt's Sporting Clay Course is one of the most exciting and challenging courses you will find. The course consists of 14 shooting stations with two shooting boxes at each station. Each station has two state-of-the-art, completely automated traps that will release targets at the push of a button.

Proceeds from this year's tournament will particularly support the Gunsmithing Program including their participation at the annual SHOT Show.

Come and join us for a great day and support a great cause!

The \$100 entry fee includes: Lunch before shoot, goody bag, 14 stations of clay shoot and one flurry shoot.

November 12, 2021

**11:00 a.m. Registration opens
Flurry Shoot**

12:00 p.m. Lunch

1:00 p.m. Tournament Begins

4:00 p.m. Flurry Shoot

5:00 p.m. Awards

Format

- **Bring your own gun and ammo**
 - Ammo is available to purchase at DeWitt's.
 - Guns are available to rent at DeWitt's.
- **Up to 5 mulligans will be available to purchase \$10 per mulligan.**
- **Additional flurry shoots can be purchased for \$10 per person. Flurry stand will be open from 11 a.m.—12 p.m. and 4 p.m.—5 p.m.**

Team or Individual Entry Form

Name: _____

Address: _____

Telephone: _____

Email _____

Name: _____

Address: _____

Telephone: _____

Email _____

Name: _____

Address: _____

Telephone: _____

Email _____

Name: _____

Address: _____

Telephone: _____

Email _____

Sponsorship Information

Please mail registration to:

**MCC Foundation
Attn: Korrie Ervin
1011 Page Street
Troy, NC 27371
910-898-9603**

Montgomery Community College Facilities and Construction Update October, 2021

Construction

- **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) Most of the renovations have been completed. All restrooms have been completed pending final inspection by architect and administration (MCC).

- Budget: (NC Bond) \$3,895,000 (Golden Leaf) \$150,000
- Disbursed to Date: (NC Bond) \$3,519,249 (Golden Leaf) \$150,000

- **Greenhouse Project**

Construction of the greenhouse continues with wall and end frame panels being installed. Framing has begun on the hoop house.

- Budget: (Golden Leaf) \$375,000 (County Agricultural Expansion) \$100,000
- Disbursed to Date: (Golden Leaf) \$133,733 (County Agricultural Expansion) \$13,850



Facilities

The maintenance crew has been installing extra electrical circuits/outlets in the library to accommodate students' device plug-in needs.

Additional storage shelving was custom built for the gunsmith area and an electric hoist installed to assist with lifting items into the loft.

Montgomery Community College

Campus Security Report 2021



Annual Report October 1, 2021

CAMPUS SECURITY REPORT (CSR) 201

STATEMENT OF INTENT

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

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

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

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

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

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

Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2018-2019
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

COLLEGE POLICY ON CAMPUS CRIME

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

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

SECURITIES AND ACCESS TO CAMPUS FACILITIES

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

MCC utilizes a proactive approach to law and order through the Security Director and the Montgomery County Sheriff's Department, who provides the College with a full-time School Resource Officer. In addition, off-duty, armed deputies with the Montgomery County Sheriff's Department are employed on a part-time basis by the College to patrol campus and are

empowered to protect the college community by enforcing federal, state, and municipal laws, and college rules and regulations. In situations where an officer is not on campus and law enforcement authority is required, the Montgomery County Sheriff's Department will be contacted.

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

The college campus is closed daily from 10 pm until 7 am, Monday through Friday. Additionally, the college campus is closed from 6 pm Saturday until 7 am Monday and on holidays. Electronic security systems are located throughout the campus. Students are not permitted to use classrooms and laboratories after scheduled class hours unless supervised by the appropriate faculty/staff member.

EMERGENCY PLAN

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

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

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

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

EMERGENCY CALL TELEPHONES

Montgomery Community College is equipped with "Blue Light" non-dial outdoor emergency telephones located at strategic points on campus. These phones are easily identified by their columns topped with blue lights. When the red button is pushed, the caller is in immediate

contact with the switchboard operator and/or MCC Security during normal business hours. These phones are for emergency use only.

CAMPUS CRIME REPORTING

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

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

INVESTIGATIONS

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

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

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

DAILY CRIME LOG

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

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

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

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

MAINTENANCE OF CAMPUS FACILITIES

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

members are encouraged to report any deficiency in lighting to the switchboard operator at the Information Desk or any college official.

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

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

PREVENTION AND AWARENESS

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

CRIME STATISTICS

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

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

https://sftp.montgomery.edu/mcc/campus_security_report.pdf

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
Arrests For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	1	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Action For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	1	0	0	0

Hate Crimes 2018	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2019	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	OC	N C	P P	OC	N C	P P	O C	N C	P P	OC	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2020	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	OC	N C	P P	OC	N C	P P	O C	N C	P P	OC	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TIMELY WARNING POLICY

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

Anyone with information warranting a timely warning should report the circumstances to the switchboard operator at the Information Desk in Building 100, MCC Security, or Campus Security Authority. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

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

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

Timely warnings are issued for the following classifications:

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

Procedure

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

DRUG-FREE WORKPLACE POLICY

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

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

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

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

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

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

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*.

However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE

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

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

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

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

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

Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)

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

Cannabis (Marijuana, Hashish)

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

Hallucinogens (e.g., LSD, PCP)

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

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

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

SEXUAL OFFENSE/HARASSMENT POLICY

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

North Carolina State Bureau of Investigation maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

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

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Instruction and Student Services (910-898-9610 or ext.610), MCC Counseling Services (910-898-9619) the Vice President of Administrative Services (910-898-9630 or Ext. 630), the Receptionist (910-898-9600, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

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

Disciplinary Action for Sexual Offense(s)/Harassment

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

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

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

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

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

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

It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This shall not apply to fireworks.

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

switchblade knife is defined as a knife containing a blade or blades that open automatically by the release of a spring or a similar contrivance.

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

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

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

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

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

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

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

GLOSSARY

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

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

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

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

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

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

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

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

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

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

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

Larceny-Theft: The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RESOURCES

MCC has counselors to assist victims with their immediate needs. For counseling services, contact the Counseling Center in Student Services (Blair Hall, room 129). Additional resources listed below include medical, emotional, or psychological support services.

Montgomery County:

SOS – Student Outreach Services
(MYgroup McLaughlin Young, LLC)
Free confidential personal, academic, work related, family
related mental health services for MCC students
800-633-3353
704-529-1428
<https://www.mygroup.com/portal/student/>

Latino/Hispanic Mental Health Services (SPANISH)
El Futuro
319 E 3rd St.
Siler City, NC 27344
(919) 688-7101
<http://elfuturo-nc.org/language/en/our-services/>

Why Not Me Services
Drug & Alcohol Counselor – LCAS-A (Multicultural
Services)
We Only Win Community Center
104 West Main Street, Suite B

Biscoe, NC 27209
(910) 427-5336
Offers video and phone sessions
<https://www.psychologytoday.com/us/therapists/why-not-me-services-llc-biscoe-nc/453458>

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

Aunt Bertha – Community web based search tool/referral
powered by the NCCCS to connect people with local basic
need resources (shelter, clothing, food pantries, etc.)
https://www.auntbertha.com/search_results/27371

Center for Substance Abuse Treatment
National Drug and Alcohol Treatment Referral
800-662-HELP (4357)
<https://alcoholtreatment.niaaa.nih.gov/>

Family Crisis CTR Randolph & Montgomery Counties
Family Crisis Services
624 South Fayetteville Street
Asheboro, NC 27203
336-629-4159
www.randolphfcc.org

Daymark Recovery Services Montgomery Center
227 North Main Street
Troy, NC 27371
(910) 572-3681
Daymarkrecovery.org

Esther House
Support Groups
313 North 2nd Street
Albemarle, NC 28001
704-961-7500
www.estherhousecares.org

FirstHealth Emergency Dept.
520 Allen Street
Troy, NC 27371
Phone: (910) 571-5000

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

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

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

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

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

Montgomery Co. Sheriff's Office
199 South Liberty Street
Troy, NC 27371
Phone: (910) 572-1313

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

NC Div. of Community Corrections: Intensive Probation

348 North Main Street
Troy, NC 27371
Phone: (910) 576-2802

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

Therapeutic Alternatives, Inc.
1-877-626-1772 (24 hour assistance)

In Neighboring Moore County:
Daymark Recovery Services Moore Center
205 Memorial Drive
Pinehurst, NC 28374
(910) 295-6853

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

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

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

Moore Co. Emergency Services
105 Saunders Street
Carthage, NC 28327
Phone: (910) 947-6317

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

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

In Neighboring Stanly County:
Alcoholics Anonymous
Phone: (704) 983-1600

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

Facility Master Plan



Montgomery Community College
1011 Page Street
Troy, North Carolina 27371

Revised April 2021

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Mission Statement

Montgomery Community College provides life-long quality educational opportunities that prepare individuals for existing and emerging careers and personal growth.

College Goals

In accomplishing our mission, we commit our resources to serving all students in the successful achievement of their educational goals through the implementation of these college goals:

- GOAL 1:** Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the college's service area and with state, regional, and national standards.
- GOAL 2:** Provide **facilities, technologies, and information services** that enhance student learning.
- GOAL 3:** Support **businesses, industries, and community initiatives** through educational services that facilitate economic growth and workforce training.
- GOAL 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- GOAL 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- GOAL 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness**.

PLANNING PROCESS

The Montgomery Community College Facility Master Plan is prepared in conjunction with the Five-Year Strategic Planning process. The College Board of Trustees, as documented by board minutes, annually reviews the Facility Master Plan.

HISTORY

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, the Governor appointed four additional trustees on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149-acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission on Colleges of the Southern Association of Colleges and Schools affirmed its accreditation.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, December 2004, and again in July 2014, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation that now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs.

In 2009, new construction of a building for the Forest Management Technology program added approximately 6,400 square feet to the campus. Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program.

The MCC Child Development Center was closed in 2009 due to low enrollment. The former day care space was then renovated to provide a larger space for students and was renamed the Outpost.

In March 2016, the voters of North Carolina approved a \$2 billion Connect NC Bond Initiative. Montgomery Community College's share of the bond funds was approximately \$6.3 million. During the 2017 academic year, renovations to repurpose the Outpost building as MCC's Workforce Development center began. The Continuing Education division and NC Works moved into this space early in the 2018 academic year.

In 2018, renovations began on Capel Hall (formerly Building 200) and Blair Hall (formerly Building 100). Capel Hall received a roof replacement and the replacement of the heating and air conditioning system. The interior of the building was repainted and the President's suite was redesigned to add additional office space. Additionally, work began on Blair Hall, which received a roof replacement and renovation of floors. Plans were designed for the replacement of the heating and air conditioning system and a full interior renovation of Blair Hall. Those renovations were completed in 2020.

In July 2019, construction began on a new maintenance building. The building was completed in January 2020 and provided 7,150 square footage of additional maintenance facilities.

During 2021, renovations were completed on Blair Hall. These renovations included all restrooms, faculty offices were expanded, and several classrooms were refurbished. A new entrance was constructed for Blair Hall. The outdoor amphitheater was demolished. A new amphitheater with shelter was constructed in its place. Building 500 underwent renovations to open up smaller classrooms into larger training rooms. Between Blair Hall and Building 500, the one-way road was renovated, removing a fenced area and storage buildings to accommodate two-way traffic and additional parking spaces.

The MCC campus now includes facilities of approximately 133, 270 square feet on 153 acres of land.

**Montgomery Community College
List of Buildings**

Building No.	Building Name	Year of Construction	Estimated Replacement Cost	Last Renovation Cost	When Last Renovation Occurred	Gross Square Foot	Building Cost	Primary Uses	General Condition
100	Blair Hall	1977	\$ 9,364,204	\$1,050,000	1998 2017 2018	64,090	\$2,030,246	Classroom and Administration	Satisfactory
200	Capel Hall	1998	\$11,717,461	\$1,368,000	2017 2018	44,800	\$5,290,000	Classroom, Library and Administration	Satisfactory
300	Pottery Building	1990	\$ 598, 183			3,878	\$ 220,000	Classroom and Lab	Satisfactory
400	Maintenance Building (Alamo)	1988	\$ 55,363			1,296	\$ 19,880	Maintenance Workspace	Satisfactory
500	Industrial Training Building	1987	\$ 1,170,635			8,600	\$ 476,200	Classroom and Labs	Satisfactory
600	Forestry Building	2009	\$ 1,079,958			6,378	\$ 812,697	Classrooms and Labs	Satisfactory
100B	Biscoe Center	1994	\$ 341, 623			4,224		HVAC and CE Classes	Satisfactory
TOTAL			\$24,327,431			133,266	\$8,849,023		

Information in the chart comes from the 2018 Facilities Inventory and Utilization Report prepared by MCC and submitted to UNC General Administration.

The following eight (8) tables provide information specific to the College that is pertinent to the Facility Planning process. This information is derived from the *Facilities Inventory and Utilization Study 2018*, which is available upon request to Connie Harris, Purchasing Officer and Evening Administrator.

Note: Information in this report comes from the 2018 Facilities Inventory and Utilization Report because the UNC General Administration has not updated this report during the COVID-19 pandemic.

Age of Buildings

Periods of Construction			
Total Gross Square Foot	1950-1969 GSF	1970-1979 GSF	1980-Present GSF
133,266	600	64,090	69,176

Capital Investment

Number of Buildings	Building Cost	Estimated Replacement Cost
7	\$8,849,023	\$24,327,431

Average Weekly Room Hours of Instruction*

				Average Hours – ALL Hours				
	Total Room Hours	Average Day Hours	Average Night Hours	2018	2017	2016	2015	2014
In Classrooms	371.5	13.1	4.6	17.7	20.9	15.0	17.2	16.7
In Class Laboratories	401.0	14.6	5.4	20.1	18.9	19.3	21.0	22.4

*In general terms, it is the average number of hours that an institution's classrooms/laboratories are used for instructional purposes each week. Daytime is defined as start time between 5:00 am and 4:59 pm.

Net to Gross Ratio

Gross Square Foot	Assignable Square Foot	2018	2017	2016	2015	2014	2013
133,266	95,431	71.6	71.6	71.4	71.2	71.3	71.3

Net to Gross Ratio is the assignable square foot (ASF) area of a building divided by the gross square foot (GSF). Assignable square foot is the sum of all areas which are assigned to a specific use. Gross Square Foot is the sum of the floor areas of the outside faces of the buildings' exterior walls.

Percentage Distribution of Assignable Area by Summary Programs

Assignable Square Foot	Instruction	Public Service	Academic Support	Student Services	Inst. Admin	Physical Plant	Indep. Opns.	Unassigned
95,431	56.9	1.8	9.9	7.8	8.9	1.7	9.3	3.2

Percentage Distribution of Assignable Area by Instruction and Public Service Subprograms

General Academic Instruction	Vocational Technical Instruction
10.1	46.8

Assignable Area by Room Type

ASF 95,431

Classroom Facilities ASF %		Laboratory Facilities ASF %		Office Facilities ASF %		Study Facilities ASF %		Special Use ASF %		General Use ASF %		Support Facilities ASF %	
15,001	15.7	31,798	33.3	15,294	16.0	8,388	8.7	1,961	2.0	17,920	18.7	1,958	2.0

Unclassified space makes up the remaining 5.8%.

MCC Enrollment and FTE

	2019	2018	2017	2016	2015	2014	2013
Total FTE (CU & CE)	1018	982	946.9	838.2	999.4	1005.8	1024
Total Enrollment (CU & CE)	3444	3561	3309	3402	4007	4739	4922

Source: NCCCS Business Intelligence Annual Statistical Reports, Full-Time Equivalent Tables, Table 26, Detail Annual FTE

FACILITY NEEDS

The renovation and construction projects listed below represent current space needs on campus as well as projects that would expand classroom space in the future.

Renovation Construction

- Building 600 – Forestry
 - Expand Restrooms
 - Expand Instructional Areas
- Building 500
 - Expand Classroom Space

New Construction

- Health Sciences Classroom Space

OTHER CAPITAL NEEDS

Intermediate (2 – 5 years)

- Handicap Access Installations
 - Capel Hall (Building 200) One Library Entrance
- Building 600 Replace VCT with polished concrete due to deterioration
- Parking Lots (Repair and/or Resurfacing)
 - Between Buildings 100 & 500 from Page Street to 500 and to Firing Range
 - Back Lots and Main Lot (Front Entrance)
 - Forestry Parking Lot Sealcoating in 5 years
- Blair Hall – replace all original (1977) air handlers
- Blair Hall – update remaining VAV boxes/control (un-renovated areas)
- Building 500 - HVAC upgrades
- Building 300 – HVAC upgrades
- Building 500 – CJ side roof replacement
- Building 300 – roof replacement
- Buildings 300, 500, 600, 700 integrate HVAC controls with main system
- Blair Hall – new entrance doors – new windows/seals
- Capel Hall – new windows/seals
- Campus wide – access control on exterior doors

Long Term (5+ years)

- Building 300 Roof Replacement in 10 to 12 years
- Building 600 Roof Replacement in 20 years

Employee Separation Form

Name of Person	Donna Harwood
Position	Nurse Aide Program Coordinator
Position Category	Faculty
Salary	\$51,768
Date of Employment	8/21/2017
Date of Separation	9/30/2021
Reason	Voluntary Resignation

Position Description:

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.

Notes:

Personnel Appointment

Name of Person	Cynthia K. Huneycutt
Position	Accounting Technician/Accounts Receivable
Position Category	Staff – Level 4
Salary	\$42,000
Date of Employment	October 11, 2021
Budget Information	11-120-97-515000-40200

Position Description

The Accounting Technician/Accounts Receivable position is responsible for the maintenance and updates to the accounts receivable files and cash collection. This position assists the Director of Financial Services with the monthly reporting requirements and year-end financial statement preparation.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	1983-1985	AAS-Office Systems Technology/ Business Administration
West Montgomery High School	1979-1983	Diploma – General Studies/ Business

Work Experience

Employer	Dates of Employment	Position/Title
Albemarle Oil Company	08/2018 – Present	Accounting Clerk
Stanly Community College	06/2005 – 08/2018	Student Accounts Receivable
Southeastern Materials Inc.	12/1995 – 05/2005	Human Resource Manager/ Payroll/Sales Assistant

Hiring Committee

Person	Position
Jeanette McBride	Vice President of Administrative Services
Chad Bledsoe	President
Tonya Luck	Director of Financial Services
Tracey Wyrick	Dean of Career and Technical Programs
Doni Hatchel	Director of Financial Aid

Personnel Appointment

Name of Person	Laura W. MacCoy
Position	Student Success & Retention Specialist
Position Category	Staff – Level 4
Salary	\$43,000
Date of Employment	10/18/2021
Budget Information	11-510-97-515000-50502

Position Description

The Student Success and Retention Specialist assists with the promotion of a positive and successful learning experience for students in an effort to increase student retention, success, and completion. The Specialist is expected to be thoroughly familiar with the college and its programs and services and with curriculum admission and enrollment processes. The Specialist will serve as a go-to resource for students at MCC. The Specialist works to counsel, motivate, assess student needs, and goals, and interests.

Education and Certifications

School/Certification	Years Attended	Degree
Virginia Commonwealth University	1984 - 1994	Masters of Public Administration
James Madison University		Bachelor of Social Work
J.E.B. Stuart High School		Diploma

Work Experience

Employer	Dates of Employment	Position/Title
Chamberlain University	9/2019 – 5/2021	Manager of Student Services
Kings College	8/2007 – 2/2019	Director of Student Services

Hiring Committee

Person	Position
Lynn Epps	Director of Admissions & Retention
Ann Marie Fortune	Communications/English Instructor
Diana Sanchez	Counselor/Title IX Coordinator
Shaquille Little	CCP Success & Retention Specialist
Korrie Ervin	Director of Resource Development
Lee Proctor	Vice President of Instruction & Student Services

Personnel Appointment

Name of Person	Jordan McDuffie
Position	Taxidermy Instructor
Position Category	Faculty
Salary	\$40,374
Date of Employment	10/1/2021
Budget Information	11-220-20-513000-22341

Position Description

The instructor will create an effective learning environment keeping current with information and skills in the respective teaching field. Also, assisting in the recruitment, orientation, registration, retention, academic advising, placement, and follow-up of students will be a key role of the instructor. Other duties include: maintaining current course syllabi, accurate records, textbook selection, equipment, and supplies.

Education and Certifications

School/Certification	Years Attended	Degree
Wingate University	2016 – 2020	Bachelor of Science
Southwestern Randolph High	2012 – 2016	Diploma

Work Experience

Employer	Dates of Employment	Position/Title
Uwharrie Taxidermy	11/2020 – Current	Taxidermist
Randolph County Schools	08/2018 – Current	Substitute Teacher
R & H Motorlines Inc.	06/2012 - Current	Groundskeeper/Secretarial Asst.

Hiring Committee

Person	Position
Tracey Wyrick	Dean of Career and Technical Programs
Andrew Gardner	Dean of Continuing Education
Sydney Williams	Director of Heritage Crafts
Lee Proctor	Vice President of Instruction and Student Services

Personnel Appointment

Name of Person	Emily Tucker
Position	Director of the Small Business Center
Position Category	Staff – Level 3
Salary	\$50,000
Date of Employment	11/1/2021
Budget Information	11-363-83-511300-33276

Position Description

Manages the Small Business Center (SBC), whose objectives as a member of the NC Small Business Center Network is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance (i.e., provider of education, training, counseling, information, and referral) to prospective and existing small business owners and their employees. This position collaborates with external partners and College Staff to coordinate activities that support and promote entrepreneurship and economic development in the College's service area.

Education and Certifications

School/Certification	Years Attended	Degree
University of North Carolina at Pembroke	2000 - 2004	Bachelor of Science in Business Administration
Richmond Community College	1994 - 1999	AAS in Business Administration

Work Experience

Employer	Dates of Employment	Position/Title
Richmond County Chamber of Commerce	03/2006 – Present	President/CEO
Richmond County Chamber of Commerce	07/1997 – 03/2006	Membership/Operations

Hiring Committee

Person	Position
Andrew Gardner	Dean of Continuing Education
Lee Proctor	Vice President of Instruction & Student Services
Mallory Smith	Distance Learning Coordinator
Deanne Brown	Director of Foundational Studies
Mike Collins	Business Administration Department Chair

Board Report Instruction and Student Services October, 2021

Instruction

Health and Human Services

The summer graduates of the Nurse Aid program have all successfully completed the state exam and are now on the CNA Registry. The Dental Assisting Program is currently working to complete their accrediting report in preparation for their on-site visit in December.

Career and Technical Education

Work continues on recruiting students for the Skills USA teams at the College. The students in Heating and Air, Automotive and Welding are looking for live projects. Students in the Electrical System Program completed a wiring project for the Pottery Program on the new kilns.

Arts and Sciences

Students who are considering transferring to East Carolina University upon completion of their Associate degree have the opportunity to sign up for the “Pirate Promise” to allow them to begin experiencing life at ECU. Additionally, the College has partnerships with UNC-Greensboro and UNC-Pembroke to provide similar opportunities

Student Services

Admission and Retention

The Admissions and Retention staff has worked with the SGA to plan and deliver a number of programs this fall. October 5, 2021, the college will celebrate National Advising Day as an opportunity for students and their advisor to connect and start preparation for spring semester scheduling. The annual Manufacturing Day program is scheduled for October 28, 2021 in the CTE building and the road between the college, the high school, and the CTE building. The high school recruiting tour will be held on September 30, 2021 and will run through early November. Staff will be visiting a number of high schools during the tour.

Financial Aid

The Montgomery Community College Financial Aid Night is scheduled in partnership with Montgomery County Schools and the College Foundation of North Carolina (CFNC) for October 21, 2021, from 4:30 p.m. until 7:30 p.m. in Blair Hall.

Counseling and Disability Services

Diana Sanchez, Counselor, will be participating in the Mental Health First Aid Instructor Training October 11- 13, 2021, this will allow the College to have two trained instructors on campus to provide this training to faculty and staff. The Counseling Department, as part of the Student Outreach Services (SOS) program, is offering a series of three programs this fall on life-skills/mental health topics.

Continuing Education

Business & Industry Services

Six students are completing phase one of Montgomery Community College's Water School. Upon completion of phase one students will be eligible to take their wastewater treatment operator grades one and two exam. Phase two will prepare students for the wastewater treatment operator grades three and four exam.

College and Career Readiness (CCR)

The English Language Learner program at Candor Elementary is thriving. Eight students are actively elevating their mastery of the English language. The majority of the students found out about the program by attending Candor Elementary School open house event staff attended last month.

Health & Public Safety

Emergency Medical Services (EMS) instructors have been diligently working with a student that has a disability. The extra efforts has allowed the student to make successful progress and to graduate in November.

Heritage Crafts

The department was awarded the 2021 Joy Callahan Lead the Way Grant. The grant totaled \$1,250 and will go to expand summer youth programming. In partnership with Communities in Schools of Montgomery County a youth culinary program will be offered that promotes kitchen safety, cooking healthy meals on a budget, family participation, and meal time conversations.

NCWorks

NCWorks staff completed team lead training at Forsyth Technical Community College. This was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. A team lead recognizes and eliminates waste during simulation as well as directs a small team throughout the job orientation, active rounds, and process improvement dialogue.

Small Business Center (SBC)

The September Workforce Development newsletter had another month of excellent readership with a 25% open rate among our 2,000 plus subscribers. Below is a link to our newsletter:

<https://myemail.constantcontact.com/MCC---Workforce-Development-Center---September-Newsletter.html?soid=1127068675450&aid=YvIJxAnVyy0>



MONTGOMERY COMMUNITY COLLEGE

MEMO TO: Chad Bledsoe Ph.D., President

FROM: Andrew Gardner, Dean of Continuing Education

REGARDING: Summer 2021 Class Visitation Log Report

DATE: September 16, 2021

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

During the Summer 2021 semester, the Continuing Education Department through its Basic Skills, Customized Training, and Occupational Extension program, offered **87** courses on campus and **30** courses at off campus distant learning venues for a total of 117 courses. Of the 87 courses offered on campus, 31 required verification. Of the 30 courses offered off campus, 22 required verification. Please see enclosed chart for further information.



MONTGOMERY COMMUNITY COLLEGE

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR

ON CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	43	6	6	100%
Brown, Deanne	12	7	7	100%
Gardner, Andrew	3	-	-	-
Hamilton, Jessica	12	6	6	100%
Williams, Alex	11	6	6	100%
Williams, Sydney	6	6	6	100%
TOTALS	87	31	31	100%

OFF CAMPUS				
DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	9	2	2	100%
Brown, Deanne	18	18	18	100%
Hamilton, Jessica	3	2	2	100%
Williams, Alex	-	-	-	-
Williams, Sydney	-	-	-	-
TOTALS	30	22	22	100%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN

OFF CAMPUS				
DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	30	22	7	32%

Board Report - Marketing Update – October, 2021 Meeting

Foundational Initiatives (new tools and resources needed for success)

Generic Campus Brochure - complete

Gunsmithing Brochure - underway

Forestry Brochure - underway

Promotional Activities (events and advertising we purchased)

Foundation Scholarship Ad

CCP Ad

Press Releases and Stories (sent to media outlets, posted online)

Sustainable Ag Relaunch

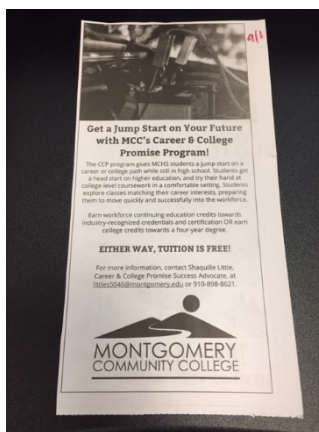
Press Pickups

Employee Awards

Scholarship Awards

Sustainable Ag Relaunch

NCFA- Scholarship Story



Social Media Statistics (Facebook)

2021-2022	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Pageviews	445	330										
Likes	27	28										
# Reached	6,760	6,958										
# Engaged	1,568	989										
New Followers	26	34										

Student Government Association

The SGA, along with the student services staff, sponsored the Montgomery Community College Hispanic Heritage Month activities on September 28, 2021. There were a number of activities including domino games, Hispanic candies, and name that flag. Students and employees also enjoyed the local food trucks who participated.

The annual Veterans Day Remembrance ceremony is scheduled for November 10, 2021 at 10:00 a.m. at the amphitheater. Please join us if you are able.

Plans are underway for a Fall Festival on November 18, 2021. Activities, inflatables, games and food are planned for the day.

**President's Report
October 13, 2021**

Activities since the September Board Meeting

9/8/21	Board of Trustees Meeting
9/9/21	Employee Meeting
9/9/21	9/11 Ceremony
9/9/21	QEP Meeting
9/9/21	Rotary Meeting
9/10/21	ERP Meeting
9/14/21	Cabinet Meeting
9/15/21	VP Meeting
9/15/21	CTE Business Advisory Meeting
9/16/21	State Board Meeting
9/16/21	Rotary Meeting
9/21/21	VP Meeting
9/21/21	NCACCP Monthly Technology Meeting
9/21/21	Precision Textiles Open House
9/22-24/21	NCACCT Seminar
9/28/21	Cabinet Meeting
9/29/21	NC Higher Education Meeting
9/30/21	MCC Technology Update Meeting
10/1/21	Higher Education Innovation Workshop
10/5/21	VP Meeting
10/8/21	ERP Meeting
10/8/21	Higher Education Innovation Workshop
10/8/21	Fall Foundation Fundraiser
10/12/21	Cabinet Meeting

Upcoming Activities

10/14/21	Employee Meeting
10/15/21	Higher Education Innovation Workshop
10/19/21	VP Meeting
10/20/21	Belk Center Seminar
10/22/21	Higher Education Innovation Workshop
10/26/21	Cabinet Meeting
10/27/21	FirstHealth Board Meeting
10/29/21	Higher Education Innovation Workshop
11/2/21	VP Meeting
11/5/21	Higher Education Innovation Workshop
11/9/21	Cabinet
11/10/21	Veterans Day Event
11/10/21	Board of Trustees Meeting
11/12/21	Shooting Clays Tournament
11/12/21	ERP Meeting
11/13/21	Higher Education Innovation Workshop

Board of Trustees Information

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



Board of Trustees Calendar of Events

2021-2022

October 13, 2021	6:00 p.m.	Board Meeting
November 10, 2021	11:30 a.m.	Foundation Board Meeting
November 10, 2021	6:00 p.m.	Board Meeting
November 10, 2021		Veterans Day Ceremony - MCC Amphitheater
November 12, 2021		Shooting Clays Tournament (Dewitt's in Ellerbe, NC)
November 18, 2021		MCC SGA Fall Festival
December, 2021		No Board Meeting
December 3, 2021	6:30 p.m.	Board Christmas Dinner
January 12, 2022	5:30 p.m.	Committee/Board Meeting
February 9, 2022	11:30 a.m.	Foundation Board Meeting
February 9, 2022	5:30 p.m.	Committee/Board Meeting
March 9, 2022	5:30 p.m.	Committee/Board Meeting
March 30, 2022-April 1, 2022		NCACCT Law/Legislative Seminar (Raleigh, NC)
April 13, 2022	5:30 p.m.	Committee/Board Meeting
May 11, 2022	11:30 a.m.	Foundation Board Meeting
May 11, 2022	5:30 p.m.	Board Meeting
May 11, 2022	7:00 p.m.	Graduation
June 8, 2022	5:30 p.m.	Committee/Board Meeting
July, 2022		No Board Meeting
August 10, 2022	5:30 p.m.	Committee/Board Meeting
September 14, 2022	5:30 p.m.	Committee/Board Meeting