

Montgomery Community College Board of Trustees Meeting



January 12, 2022

**Montgomery Community College
Board of Trustees
November Board Meeting
January 12, 2022 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 at 6:00 p.m.

Call in number: +1 646 558 8656 **Meeting ID Code:** 943 5618 4054

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

<https://zoom.us/j/94356184054?pwd=RmRVYThiTIINGJGeG52a1MycnVOQT09>

**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, January 12, 2022, at 6:00 p.m. **The Board will meet as a committee of the whole.**

- Call to Order Claudia Bulthuis, Chairman**
- Prayer..... Claudia Bulthuis**
- Roll Call Bill Price, Secretary**
- Welcome and Announcements..... Claudia Bulthuis**
- Oath of Office for Mr. Bill Price..... Claudia Bulthuis**
- Approval of the Agenda and Board Minutes – Appendix A (Action)..... Claudia Bulthuis**
- Board of Ethics Reminder..... Claudia Bulthuis**

In keeping with MCC Board Policy 1.4 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed 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

- October and November Financial Reports – **Appendix B-1 (Action)**
- October and November Foundation Fund Statements – **Appendix B-2**
- Grants Update – **Appendix B-3**
- Foundation Update

Building & Grounds Committee

- Facilities/Construction Report – **Appendix C-1**

Personnel Committee

- Personnel Appointment
 - Accounting Technician/Accounts Receivable – **Appendix D-1**
 - Director of Human Resources – **Appendix D-2**
 - NC Works Customer Service Specialist – **Appendix D-3**
 - Nursing Instructor – **Appendix D-4**
 - Learning Resources Technical Assistant – **Appendix D-5**
 - VA Financial Aid Specialist – **Appendix D-6**
 - Director of Facilities – **Appendix D-7**
- Employee Separation
 - Director of Human Resources – **Appendix D-8**
 - Nursing Instructor – **Appendix D-9**
 - Director of Facilities – **Appendix D-10**
 - Custodian – **Appendix D-11**
 - Lead Maintenance Technician/Electrical – **Appendix D-12**

Curriculum/Student Services Committee

- Update from Vice President of Instruction/Student Services – **Appendix E-1**
 - Instruction, Student Services and Continuing Education
- 2022-23 Academic Calendar – **Appendix E-2 (Action)**

Legislative/Public Relations Committee

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

Institutional Status Committee

- Board Policy Manual Revisions – **Appendix G-1 (Second Reading) (Action)**
 - Section 2
 - Policy 2.1.7 – Communicable Diseases and Occupational Exposure to Blood borne Pathogens
 - Policy 2.1.9 – Sex Offender Information
 - Policy 2.3.8 – College Records (cross reference Policy 7.1.3)
 - Section 3
 - Policy 3.1.5 – Re-employment of Retired State Employees
 - Policy 3.1.9 – President – Hiring and Duties
 - Policy 3.2.2 – Longevity Pay
 - Policy 3.2.14 – Military Leave
 - Policy 3.3.3 – Code of Employee Conduct
 - Policy 3.3.4 – Disciplinary Action, Suspension and Dismissal
 - Policy 3.3.7 – Discrimination and Harassment (cross reference Policy 5.3.4)

- Section 4
 - Policy 4.2.5 – Field Trips
- Section 6
 - Policy 6.1.1 – Tuition and Fees
 - Policy 6.1.4 – Tuition/Fee Refunds
 - Policy 6.2.2 – Insurance
 - Policy 6.2.3 – Surety Bonds
- Section 7
 - Policy 7.1.3 – Electronic Records Retention (cross reference policy 2.3.8)
 - Policy 7.1.6 – Peer-to-Peer File Sharing
- I-9 Forms – **Appendix G-2**

SGA Report – Appendix H-1 Juliana Inman, SGA President

President’s Report

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

Chairman’s Report

- Trustee Reappointment for Bill Price **Appendix J-1**
- Board of Trustees Committee Assignments – **Appendix J-2**
- Calendar of Events – **Appendix J-3**
 - Graduation – May 11, 2022
 - Board Retreat – August 6, 2022
- Presidential Evaluation Schedule
 - Direct Reports turn in forms by January 31, 2022
 - BOT reviews Direct Report Forms at February BOT Meeting.
 - BOT receives evaluation form at February BOT Meeting.
 - BOT returns completed forms by March BOT Meeting.
 - Results are compiled and reviewed by April BOT Meeting.
 - Results are discussed with Dr. Bledsoe at April BOT Meeting.

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College Wednesday, November 10, 2021

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, November 10, 2021, in the Blair Auditorium of Blair Hall. The meeting was called to order at 6:01 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

Tawanda Bennett - R

Claudia Bulthuis

Susan Eggleston

Bill Price

Gordon Knowles

Juliana Inman, SGA President

Dr. Katie Dunlap - R

Kerry Hensley - R

Absent

Gelynda Capel

Robert Harris

Dr. Philip Jones

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction and Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Gregory Taylor, Director of Institutional Effectiveness; and Teresa Hudson, Assistant to the VP of Instruction and recording secretary.

Prayer

Mrs. Bulthuis opened the meeting with prayer.

Roll Call

Mr. Price called the roll.

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance and noted that the meeting was held as a committee of the whole. Votes were taken by roll call and recorded per Senate Bill 704.

Approval of the Agenda and the October 13, 2021, Board Minutes – Appendix A – Action

Mr. Knowles made motion, seconded by Mrs. Eggleston, to approve the agenda for the November 10, 2021, agenda and the October 13, 2021, board meeting minutes. On a roll call vote, the motion passed unanimously.

Board of Ethics Reminder

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.

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 the evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

Mrs. Bulthuis reported that she received a Statement of Economic Interest (SEI) from the NC Ethics Commission stating that, while there was no actual conflict of interest, MCC should be cautious in doing business with public companies that MCC has stockholdings with. Board members, Mr. Phil Absher, Dr. Katie Dunlap, and Mrs. Susan Eggleston received a similar statements.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

September Financial Reports – Appendix B-1 (Action)

Dr. Bledsoe presented Appendix B-1, the Financial Reports for September of 2021.

- As of September 30, 2021, county fund expenditures were \$203,356, or, 25% of the budget.
- As of September 30, 2021, there was \$468,187 available for capital expenditures in county funds.

Dr. Bledsoe noted that the College still does not have a state budget. Once the state budget has been received it will be posted on the Board reports.

- As of September 30, 2021, state fund expenditures were \$1,806,222. The state budget has not been posted, but spending is in line with September 2020.
- As of September 30, 2021, the institutional fund balance was \$1,010,959.
- As of September 30, 2021, the balance in the state treasury investment fund account was \$199,290.

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

September Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the September Foundation Fund Statement. As of September 30, 2021, the balance of foundation funds totaled \$4,809,697.30. The statement reflected a market decrease of \$158,858.85 for the month.

Dr. Bledsoe noted that September is a somewhat volatile month in the financial market. That volatility resulted in the decline in value of the foundation funds portfolio. The negative net change noted in the State Treasury Investment Fund and First Bank Funds are a result of timing of transfers.

Grants Update – Appendix B-3

Since the last meeting of the Board, the college has applied for three grants: two NRA grants for a total of \$8,000 and the Canon Foundation grant for \$100,000. The purpose of the Canon grant would be to renovate the former welding lab and Blair Hall and make it a metal-finishing lab which will be used by gunsmithing, metal engraving, knifemaking, and welding.

Foundation Update

Dr. Bledsoe announced that the winner of the 2021 MCC Baby Scholarship was Scarlett Clay Lewis, born on September 9, 2021. Scarlett is the daughter of Michael and Elizabeth Lewis of Troy.

The Foundation received a report on the audit findings. The Foundation received a clean audit with no recommendations and no concerns for the year ending June 30, 2021.

The 2021 Shooting Clay Tournament will be held Friday, November 12, 2021. There are 9 teams signed up to participate. Dr. Bledsoe invited the Board members to attend.

The Foundation met and exceeded the Annual Fund Drive goal for 2021. So far this year the Foundation raised \$185,047.

Mrs. Bulthuis announced the 2021 Humanitarian of the Year Award and the 2021 Fundraiser of the Year Award recipients. Those are the JF (John Franklin) Allen Family and Michael and Laura Hayes, respectively.

JF Allen was a senator at the time that Montgomery Community College was incorporated in 1967, and he was instrumental in gaining legislative approval to start the college. He served as Chairman of the Board of Trustees from 1983 – 1989. The Allen Family continues to support both MCC and the community.

Michael Hayes operates the Edward Jones investment firm in Troy. He and his wife, Laura, have been supportive in pledging money for fundraising efforts, and they have become very involved in the community.

Building and Grounds Committee

Facilities/Construction Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities/Construction update. Construction continues in Blair Hall.

Construction continues on the greenhouse project.

Timber Harvest Proposal – Appendix C-2 (Action)

Administration requested permission to harvest timber on the back side of college property. This would involve cutting a number of timber plots on campus. The forest on campus is considered an “instructional” or a “live” lab for our forestry students. Every few decades or so, overgrowth needs to be cleared out to keep the lab functional and allow students to replant and regrow new crops. Dr. Bledsoe stated that reforestation would be done soon following the harvest.

Let it be noted that Mrs. Bennett moved to in-person attendance at 6:22 p.m. having been previously attending remotely.

Mrs. Bulthuis noted that she had personally contacted Mr. Harris, who gave his professional opinion on the need for this timber harvest to be completed.

Mr. Knowles made a motion, seconded by Mrs. Bennett, to approve the Timber Harvest Proposal. On a roll call vote, the motion passed unanimously.

Personnel Committee

Personnel Appointment – Appendices D-1 – D-4

Dr. Bledsoe shared Appendices D-1– D-4, Personnel Appointments. New appointments include Emily Tucker, Director of the Small Business Center; Samantha Sheets, FT 9-month Nursing Instructor; Shelia Adams, FT Nurse Aide Lead Instructor; and Dustin Caviness, Accounting Technician.

Notice of Resignation – Appendix D-5

Dr. Bledsoe shared Appendix D-5, the Employee Separation Form for Cynthia Honeycutt, Accounting Technician/Accounts Receivable.

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.

A successful Manufacturing Day was held on October 28, 2021.

Faculty and staff are working to establish our first Future Farmers of America (FFA) Chapter as part of the agriculture program. The charter group includes 10 interested students.

Admission and retention staff participated in community outreach events during the month of October including the Fall Festival in Mt. Gilead and Trunk or Treat in both Troy and Candor. In November, they participated in the Troy Veterans Day Parade and the College Veterans Day Remembrance Ceremony.

The 27th Annual Leadership Montgomery class commenced in November with 12 participants. Organizations represented this year include Montgomery County Cooperative Extension, Town of Mt. Gilead, Town of Troy, Mohawk Industries, AirServ, Communities in Schools, Montgomery County Schools, and Montgomery Community College.

MCC Heritage Crafts staff provided pottery-making demonstrations at the Mt. Gilead Fall Festival on October 16, 2021. Flyers advertising upcoming Heritage Craft classes were distributed; there were around 3,500 visitors. Several clay pumpkins were sold which generated approximately \$225 in scholarship money for future pottery students.

NCWorks staff hosted a job fair at the park in Biscoe. There were 12 employers participating and several people showed up seeking jobs. Employers reported successful employment leads.

A discussion ensued regarding the recent news reports that \$4.3 million American employees resigned in August.

Legislative/Public Relations Committee

Legislative Updates

Dr. Bledsoe reported the NC budget still hasn't passed. When the budget passes, he will update the Board.

Marketing Update – Appendix F-1

Dr. Bledsoe announced a number of press releases over the last month, including Automotive, Heritage Crafts, a student story, and Taxidermy. Mrs. Morgan continues to create new and appealing brochures to market our programs.

Dr. Bledsoe reported that an online article titled *UNC's Mild-Mannered Change Agent* made reference to a potential plan to reorganize the higher-education system and merge the two-year and four-year systems. President Stith, of the NC Community College System, has been in discussions with legislative leaders and confirmed there is no plan for merging governance of the community college system and the university systems, however, there is a proposal before the Senate to “house” the Department of Public Instruction (K-12), the community college system, the university system, and the Department of Commerce under one roof. The final budget should provide some clarity on the concept, but the potential merging would be a physical one, not one of governance. If interested in reading the article it can be found in “[The Assembly](#)”, an online digital magazine.

Institutional Status Committee

Dr. Bledsoe presented a copy of the college's Business Continuity Plan. The purpose of the plan is to serve as a guide when any type of incident causes a loss of services on campus, i.e., a fire or hurricane. The College is required to have an updated plan in place and to present that plan to the Board each year. Copies of the plan are in the Business Office, the office of the VP of Instruction and Student Services, the office of the President, and there's also a copy kept in the college's safety deposit box.

Institutional Effectiveness Plan – Appendix G-1

Mr. Taylor has updated the [Institutional Effectiveness](#) plan and has posted it online. The plan is presented annually to the Board and outlines how we assess ourselves as an institution. The plan includes the college's Mission Statement, Goals, our Values, and Strategic Plan. It also outlines the structure of the planning council, institutional effectiveness, the planning model, associated policies, and how the college conducts self-evaluations; as well as the diversity, marketing, resource development, and technology plans.

Board Policy Manual Revisions – Appendix G-2 (First Reading)

Dr. Bledsoe presented Appendix G-2, Board Policy Manual Revisions. Items in red have been added to the manual; items with a strikethrough have been deleted. Campbell Shatley, PLLC, in Asheville, NC, keeps college policies updated to ensure the college is always in compliance with current state and federal statutes. Dr. Bledsoe asked Board members to email him any recommended policy changes so he can present them at the next meeting.

SGA Report – Appendix H

Ms. Inman, SGA President, reported that the Veterans Day assembly was successful. The SGA, along with staff in Student Services, will host a Fall Festival on Thursday, November 18, 11:30 a.m. – 1:30 p.m. Games, crafts, food, program tables, and hayrides are planned for the event.

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

Dr. Bledsoe had a meeting with representatives from Pfeiffer University on October 18. They discussed articulation agreements with MCC. There is another meeting planned for the end of November to continue those discussions.

On October 20, 2021, Dr. Bledsoe and Mrs. Ervin took representatives from the Golden Leaf foundation on a tour of the campus to show them what has been done with the funds they provided for the greenhouse project.

Dr. Bledsoe gave Thomas Stith, President of the NC Community College System, a guided tour of the campus on October 29, 2021.

On November 3, 2021, Dr. Bledsoe and Mrs. Ervin toured the old welding lab and other areas on third hall, along with representatives of the Canon Foundation.

Dr. Bledsoe commented on the successful Veterans Day Remembrance Ceremony that took place on the MCC campus today. He thanked Mr. Proctor and his staff in Student Services for putting together such a wonderful Veterans Day event.

Dr. Bledsoe reported that Covid-19 numbers continue to drop although there are occasional cases that present on campus. It has not been determined that spread is occurring on campus. Whether or not the College requires vaccinations will depend on several possible federal mandates that are currently being litigated in the courts. It is expected that NC mandates will follow closely with federal mandates. The mandates wouldn't begin until January 4, 2022. If vaccinations are mandated, MCC will start asking employees for documentation. The most current survey conducted shows that 80 percent of MCC full-time employees have been vaccinated. There are still questions regarding part-time employees and whether or not they would be required to be vaccinated if they don't come onto campus.

Dr. Bledsoe proudly reported that Montgomery Community College has been invited to apply for the \$1,000,000 Aspen Prize for Community College Excellence. The Aspen Prize is America's signature recognition for community colleges. Former President Barack Obama called it "the Oscars for great community colleges". The Aspen Prize honors colleges with outstanding achievement in five areas: 1) teaching and learning, 2) certificate and degree completion, 3) transfer and bachelor's attainment, 4) workforce success, and 5) equity for students of color and students from low-income backgrounds. The college is one of 150 colleges nationwide invited to apply for the grant and one of only 6 in North Carolina. Dr. Bledsoe considers it an honor and will be moving forward with the application processes.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix J-1

Mrs. Bulthuis presented the Board of Trustees Calendar of Events. Coming up on December 3, 2021 is the Board Christmas Dinner. She will be sending more information to members regarding details and formalities.

Mrs. Bulthuis noted two important dates on the calendar: graduation on May 11, 2022 and the Board retreat on August 6, 2022.

Starting in January, the Board will begin their evaluation of the president, which they are required to do each year. Everyone who is a direct report to Dr. Bledsoe, as well as the Board members, will receive a form to complete. The forms will be reviewed at the February and March meetings. The findings will be presented to Dr. Bledsoe in April.

Mrs. Bulthuis thanked Mr. Price for taking roll call in Ms. Atkins absence.

Mrs. Bulthuis asked for motion to adjourn the meeting at 6:54 p.m., Mr. Knowles made motion, seconded by Mrs. Bennett, the motion carried.

Claudia Bulthuis, Chairman

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

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries	256,455	83,460	172,995	33%
Benefits	130,872	45,253	85,619	35%
Contracted Services	16,496	5,855	10,641	35%
Supplies & Materials	45,132	5,971	39,161	13%
Professional Development (Travel)	1,200	132	1,068	11%
Utilities	295,716	113,802	181,914	38%
Repairs & Maintenance	19,878	10,997	8,881	55%
Membership & Dues	2,713	820	1,893	30%
Insurance & Bonding	38,751	641	38,110	2%
Other Current Expenses	7,804	1,573	6,231	20%
Non-Capitalized Equipment	983	-	983	0%
Total Current Expense	816,000	268,504	547,496	33%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's September 2021 Report	881,796
Add: Prior FY Property Tax Allocations from County Report	378,978
Add: FY22 Property Tax Allocation from County Report	22,395
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,458,169
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects	(4,198)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 10/30/2021	\$ 513,567

**Montgomery Community College
State Funds - Board Report for October 2021**

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time		1,311,913		
Salaries- Part Time		264,964		
Salaries- Full Time & Part Time		1,576,877		
Benefits		589,099		
Contracted Instruction		14,158		
Financial/Audit Services		2,009		
I.T. Contracted Services		-		
Other Contracted Services		930		
Contracted Services		17,097		
Supplies & Materials		65,604		
Professional Development & Travel		15,280		
Communications		12,769		
Equipment Repair		2,692		
Maintenance Agreements		21,864		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		24,557		
Advertising		15,388		
Credit Card Electronic Processing		3,117		
Child Care Assistance Grant		-		
WCE GEER Scholarships		1,407		
Project Skill-Up-Student Assistance		3,478		
Other Current Expense		12,305		
Other Current Services		20,307		
Software License Renewal		6,673		
Other I.T. Rentals/ Leases		52,561		
IT Rentals/Leases/Licenses		59,234		
Insurance and Bonding		-		
Membership & Dues		3,186		
1 Minor Equipment		(3,712)		

**Montgomery Community College
State Funds - Board Report for October 2021**

2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
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Total Current Expense	2,395,687
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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	14,814
Equipment & Books	14,814

Total Expenses	2,410,500
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Note: State budget has not been received as of October 30, 2021. Spending is in-line with October 2020.

1 Sale of surplus gunsmithing equipment - lathe and mill

Montgomery Community College
Institutional Funds- Board Report for October 2021

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 10/31/21
1 Pell Overpayments	(5,683)	-	-	(5,683)
Veterans Reporting Fee	1,987	-	-	1,987
Overhead Receipts 75%	14,508	515	819	14,203
Current General & Miscellaneous	15,361	341	341	15,361
Administrative Support	1,074	478	1,552	-
Overhead Receipts 25%	11,456	172	-	11,628
Excess Fee Receipts	-	-	-	-
Textbook Rental	41,624	50	5,676	35,998
2 College Work Study	-	611	2,208	(1,597)
CARES Act-Institutional	-	120,918	120,918	-
Lost Revenue HEERF II	183,588	-	26,485	157,102
Total Institutional Support	263,913	123,084	157,999	228,998
Forestry Program	6,456	-	-	6,456
Specific Fees	104,391	36,532	26,574	114,349
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	7,443	386	79,644
Total Curriculum Instruction & Fees	202,309	43,975	26,960	219,323
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	9,715	13,753	86,372
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,498	173	-	9,671
Specific Fees: Occupational Extension	100,491	8,518	4,737	104,272
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	20,269	52,785
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	404	(404)
Total Cont Ed/Non-Curriculum Inst & Fees	275,303	36,405	39,163	272,544
4 NCWorks Grant Adult Services/Dislocated Worker	-	27,483	34,615	(7,132)
4 NCWorks Finish Line Grant	(1,104)	724	1,000	(1,380)
Total NC Works	(1,104)	28,207	35,615	(8,512)
Operational Funds	61,997	-	17,510	44,487
5 Sales Tax Utilization	-	-	4,198	(4,198)
Agricultural Expansion	(88,875)	100,000	11,125	-
Total Plant Operation & Maintenance	(26,878)	100,000	32,833	40,289
Vending	14,268	3,060	3,416	13,912
Bookstore Vending	58,504	5,035	-	63,539
General Store	1,327	12	23	1,316
Parking Fee	28,137	1,543	-	29,680
Student Government Association	38,075	12,229	5,634	44,670
Graduation Fund	2,628	190	-	2,818
Student Ambassador	28,831	1,367	-	30,198

Montgomery Community College
Institutional Funds- Board Report for October 2021

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 10/31/21
Club Accounts	81,661	-	-	81,661
6 Agency Fund	(16,903)	-	-	(16,903)
Funds for Others	6,314	-	-	6,314
Restricted Scholarships Held	4,500	-	-	4,500
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	247,341	23,435	9,072	261,704
GEER Scholarship	-	1,407	1,407	-
FSEOG	145	11,912	11,912	145
7 Pell Grant	(2,769)	392,469	390,665	(966)
Education Lottery Scholarship	-	12,697	12,062	635
8 Golden LEAF	-	9,753	10,315	(563)
NC Community College Grant	83	16,552	16,346	289
9 High Demand/Low Enrollment	-	-	700	(700)
MCC Foundation Scholarship	1,249	67,940	67,940	1,249
9 Less Than Half-time	-	-	420	(420)
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
Total Student Aid- Grants & Scholarships	(1,292)	517,230	516,268	(330)
Capital Projects- Sales Tax Utilization	115,025	81,125	185,025	11,125
Golden LEAF-FY2020-085	(58,733)	58,733	-	-
Total Capital Assets	56,292	139,858	185,025	11,125
Total Institutional Funds: First Bank	1,015,885	1,012,192	1,002,936	1,025,143
STIF Account as of 10/31/21		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		18	45,089	45,107
Self Supporting- Continuing Education		4	10,900	10,904
Technology Fees		32	80,056	80,089
Bookstore		26	63,196	63,222
Total Institutional Funds: State Treasury		80	199,241	199,321

- 1 Pell Overpayment(Due from Students)
- 2 Due from Dept. of Ed
- 3 Due from State
- 4 Due from NC Works (WIOA)
- 5 Due from County
- 6 Due from Dept. of Ed.
- 7 Due from Students
- 8 Due from Golden Leaf
- 9 Due from College Foundation of NC

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

Appendix B1

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries	256,455	103,769	152,686	40%
Benefits	130,872	55,805	75,067	43%
Contracted Services	16,496	7,511	8,985	46%
Supplies & Materials	45,132	8,632	36,500	19%
Professional Development (Travel)	1,200	175	1,025	15%
Utilities	295,716	134,142	161,574	45%
Repairs & Maintenance	19,878	11,582	8,296	58%
Membership & Dues	2,713	820	1,893	30%
Insurance & Bonding	38,751	982	37,769	3%
Other Current Expenses	7,804	1,649	6,155	21%
Non-Capitalized Equipment	983	-	983	0%
Total Current Expense	816,000	325,065	490,935	40%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's October 2021 Report	892,173
Add: Prior FY Property Tax Allocations from County Report	378,978
Add: FY22 Property Tax Allocation from County Report	33,901
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Total Revenue	1,480,052
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects	(183,422)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11/30/21	\$ 356,226

**Montgomery Community College
State Funds - Board Report for November 2021**

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time		1,648,101		
Salaries- Part Time		339,725		
Salaries- Full Time & Part Time		1,987,826		
Benefits		741,472		
Contracted Instruction		16,768		
Financial/Audit Services		3,134		
I.T. Contracted Services		7,276		
Other Contracted Services		930		
Contracted Services		28,108		
Supplies & Materials		86,363		
Professional Development & Travel		20,746		
Communications		12,734		
Equipment Repair		3,805		
Maintenance Agreements		22,723		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		26,528		
Advertising		22,310		
Credit Card Electronic Processing		3,117		
Child Care Assistance Grant		-		
WCE GEER Scholarships		1,407		
Project Skill-Up-Student Assistance		3,478		
Other Current Expense		13,240		
Other Current Services		21,242		
Software License Renewal		52,741		
Other I.T. Rentals/ Leases		52,561		
IT Rentals/Leases/Licenses		105,302		
Insurance and Bonding		-		
Membership & Dues		3,186		
1 Minor Equipment		2,000		

**Montgomery Community College
State Funds - Board Report for November 2021**

2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
----------------------------------	-------------------------	-------------------	----------------------------------

Total Current Expense	3,057,818
Equipment	-
Literacy & Basic Skills Equipment	-
Perkins Equipment	-
Healthcare/First Responders Equip	-
PPE & COVID 19 Testing Equip	-
Rural College Broadband Equip	-
Books	15,714
Equipment & Books	15,714
Total Expenses	3,073,532

Note: State budget has not been received as of November 30, 2021. Spending is in-line with November 2020.

1 Sale of surplus gunsmithing equipment - lathe and mill

Montgomery Community College
Institutional Funds- Board Report for November 2021

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 11/30/21
1 Pell Overpayments	(5,683)	-	-	(5,683)
Veterans Reporting Fee	1,987	-	-	1,987
Overhead Receipts 75%	14,508	671	871	14,308
Current General & Miscellaneous	23,982	393	393	23,982
Administrative Support	1,074	478	1,552	-
Overhead Receipts 25%	11,456	224	-	11,680
Excess Fee Receipts	-	-	-	-
Textbook Rental	41,624	50	5,676	35,998
2 College Work Study	-	4,982	5,376	(394)
2 CARES Act-Institutional	(166)	130,933	130,933	(166)
Lost Revenue HEERF II	183,588	-	26,485	157,102
Total Institutional Support	272,369	137,730	171,285	238,814
Forestry Program	6,456	-	-	6,456
Specific Fees	104,391	40,152	26,574	117,968
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	8,338	386	80,540
Total Curriculum Instruction & Fees	202,309	48,490	26,960	223,838
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	6,073	14,173	82,310
Community Service	1,712	-	-	1,712
Career Readiness	2,173	-	-	2,173
Small Business Center	9,498	(91)	-	9,408
Specific Fees: Occupational Extension	100,491	8,147	4,865	103,773
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	20,269	52,785
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
3 LSTA Grant	-	-	820	(820)
Total Cont Ed/Non-Curriculum Inst & Fees	275,303	32,129	40,127	267,306
4 NCWorks Grant Adult Services/Dislocated Worker	820	27,483	48,860	(20,558)
4 NCWorks Finish Line Grant	(1,104)	724	550	(930)
Total NC Works	(284)	28,207	49,410	(21,488)
Operational Funds	61,997	-	24,585	37,412
5 Sales Tax Utilization	-	-	183,422	(183,422)
Agricultural Expansion	(88,875)	100,000	11,125	-
Total Plant Operation & Maintenance	(26,878)	100,000	219,131	(146,010)
Vending	14,268	4,362	3,635	14,995
Bookstore Vending	58,190	5,035	-	63,225
General Store	1,327	12	23	1,316
Parking Fee	28,137	1,758	-	29,896
Student Government Association	38,075	13,741	8,501	43,315
Graduation Fund	2,628	195	-	2,823
Student Ambassador	28,831	1,533	-	30,364

Montgomery Community College
Institutional Funds- Board Report for November 2021

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 11/30/21
Club Accounts	99,304	-	-	99,304
6 Agency Fund	(14,854)	-	-	(14,854)
Funds for Others	4,777	-	-	4,777
Restricted Scholarships Held	4,500	-	-	4,500
Loan Funds Held & Dist	-	-	-	-
Total Proprietary/Other	265,182	26,636	12,158	279,659
3 GEER Scholarship	-	1,407	1,499	(91)
FSEOG	-	11,912	11,912	-
7 Pell Grant	(7,053)	412,821	410,312	(4,545)
8 Education Lottery Scholarship	(50)	12,697	12,661	(14)
9 Golden LEAF	-	9,989	10,552	(563)
NC Community College Grant	915	18,902	18,861	956
High Demand/Low Enrollment	-	700	700	-
10 MCC Foundation Scholarship	1,249	67,940	77,209	(8,020)
Less Than Half-time	-	1,926	420	1,506
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
CARES Act-Student	465	462,968	462,968	465
Total Student Aid- Grants & Scholarships	(4,475)	1,005,763	1,011,594	(10,306)
5 Capital Projects- Sales Tax Utilization	115,025	81,125	217,463	(21,313)
9 Golden LEAF-FY2020-085	(58,733)	58,733	82,250	(82,250)
Total Capital Assets	56,292	139,858	299,713	(103,563)
Total Institutional Funds: First Bank	1,039,818	1,518,812	1,830,379	728,253
STIF Account as of 11/30/21		Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds		24	45,089	45,113
Self Supporting- Continuing Education		6	10,900	10,905
Technology Fees		42	80,056	80,099
Bookstore		33	63,196	63,229
Total Institutional Funds: State Treasury		106	199,241	199,346

- 1 Pell Overpayment(Due from Students)
- 2 Due from Dept. of Ed
- 3 Due from State
- 4 Due from NC Works (WIOA)
- 5 Due from County
- 6 FA Bookstore Charges
- 7 Due from Students
- 8 Due from College Foundation
- 9 Due from Golden Leaf
- 10 Due from MCC Foundation

Montgomery Community College Foundation

Funds Statement FY 2021-2022

Appendix B2

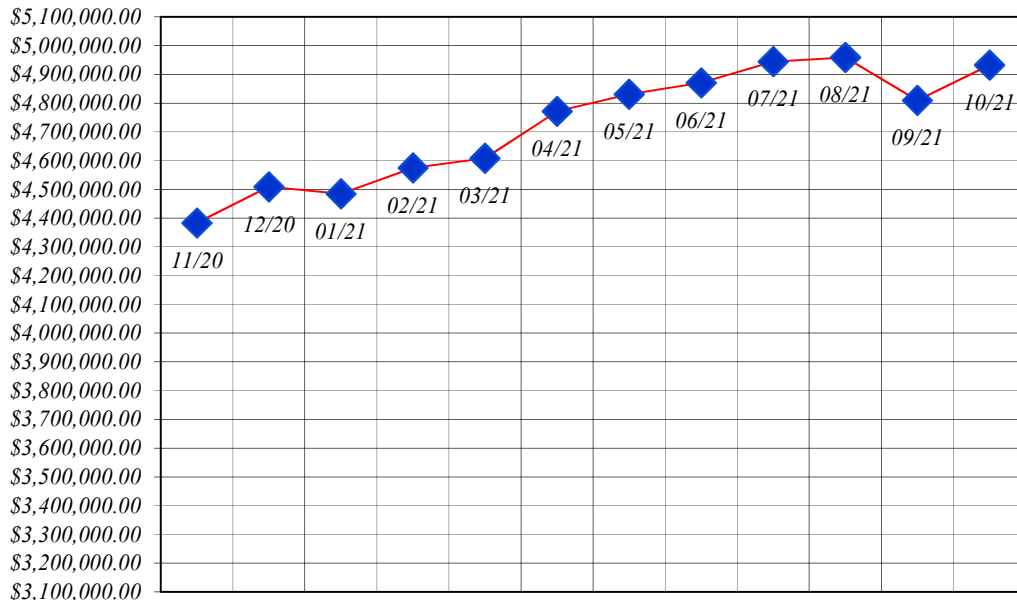
	Fiscal Year To Date 7/1/2021 thru 6/30/2022			
	Wells Fargo	STIF	First Bank	Total

	Month of October 2021			
	Wells Fargo	STIF	First Bank	Total

Beginning Value	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
Receipts				
Interest/Dividends	\$18,666.01	\$166.04	\$6.89	\$18,838.94
Deposits	\$15,715.00	\$23,617.99	\$75,379.01	\$114,712.00
Total Receipts	\$34,381.01	\$23,784.03	\$75,385.90	\$133,550.94
Disbursements				
Fees/Withdrawals	\$74,728.43	\$93,307.64	\$56,062.67	\$224,098.74
Total Disbursements	\$74,728.43	\$93,307.64	\$56,062.67	\$224,098.74
Market Value Net Change	\$151,918.31	\$0.00	\$0.00	\$151,918.31
Ending Value	\$4,427,632.41	\$396,303.23	\$108,144.84	\$4,932,080.48
Net Change	\$111,570.89	(\$69,523.61)	\$19,323.23	\$61,370.51

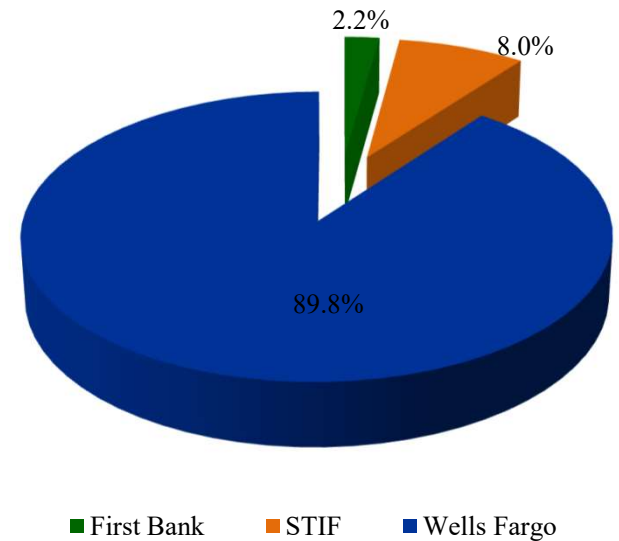
	\$4,310,372.97	\$393,696.66	\$105,627.67	\$4,809,697.30
	\$5,112.81	\$61.92	\$1.86	\$5,176.59
	\$1,570.00	\$3,732.00	17,299.76	\$22,601.76
	\$6,682.81	\$3,793.92	\$17,301.62	\$27,778.35
	\$65,749.07	\$1,187.35	\$14,784.45	\$81,720.87
	\$65,749.07	\$1,187.35	\$14,784.45	\$81,720.87
	\$176,325.70	\$0.00	\$0.00	\$176,325.70
	\$4,427,632.41	\$396,303.23	\$108,144.84	\$4,932,080.48
	\$117,259.44	\$2,606.57	\$2,517.17	\$122,383.18

Foundation Funds Value



November 2020 - October 2021

Foundation Funds Distribution



Montgomery Community College Foundation

Funds Statement FY 2021-2022

Appendix B2

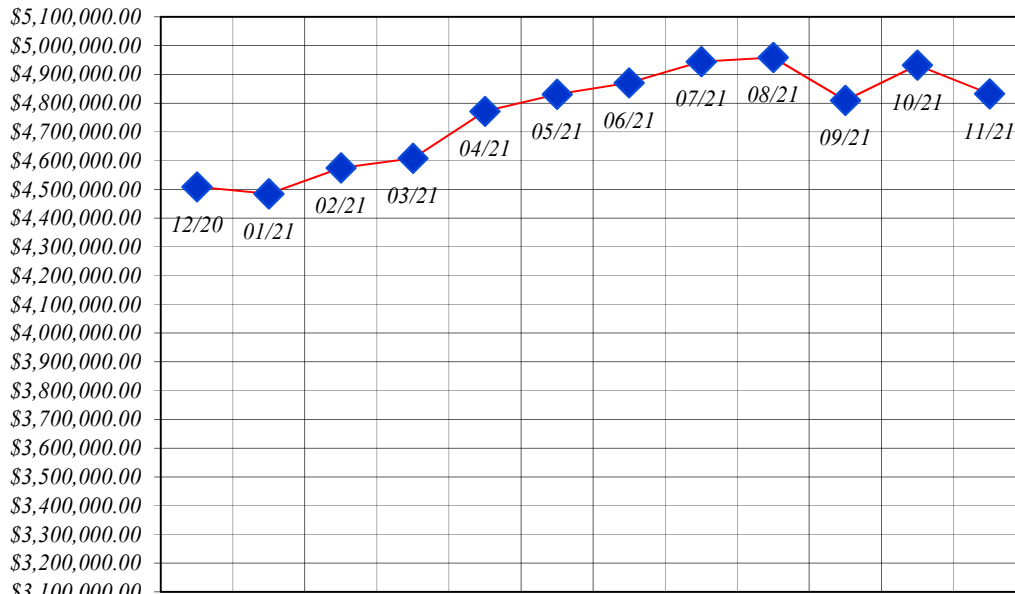
	Fiscal Year To Date 7/1/2021 thru 6/30/2022			
	Wells Fargo	STIF	First Bank	Total

	Month of November 2021			
	Wells Fargo	STIF	First Bank	Total

Beginning Value	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
Receipts				
Interest/Dividends	\$24,821.55	\$215.82	\$8.66	\$25,046.03
Deposits	\$16,980.00	\$28,026.99	\$87,309.01	\$132,316.00
Total Receipts	\$41,801.55	\$28,242.81	\$87,317.67	\$157,362.03
Disbursements				
Fees/Withdrawals	\$77,813.89	\$101,041.84	\$65,920.76	\$244,776.49
Total Disbursements	\$77,813.89	\$101,041.84	\$65,920.76	\$244,776.49
Market Value Net Change	\$48,970.70	\$0.00	\$0.00	\$48,970.70
Ending Value	\$4,329,019.88	\$393,027.81	\$110,218.52	\$4,832,266.21
Net Change	\$12,958.36	(\$72,799.03)	\$21,396.91	(\$38,443.76)

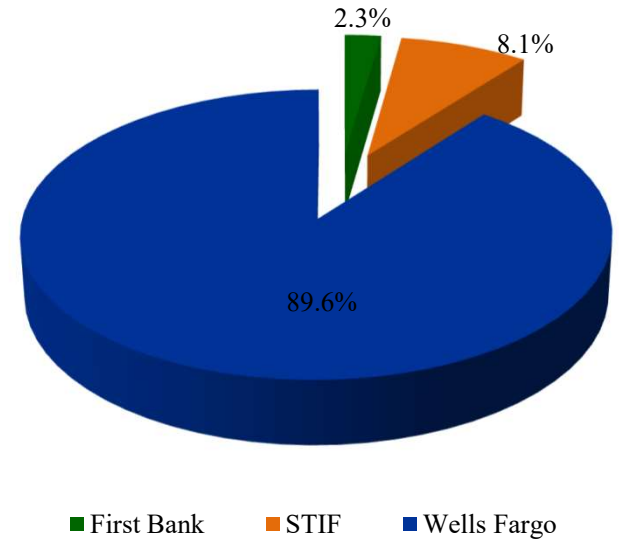
	\$4,427,632.41	\$396,303.23	\$108,144.84	\$4,932,080.48
	\$6,155.54	\$49.78	\$1.77	\$6,207.09
	\$1,265.00	\$4,409.00	11,930.00	\$17,604.00
	\$7,420.54	\$4,458.78	\$11,931.77	\$23,811.09
	\$3,085.46	\$7,734.20	\$9,858.09	\$20,677.75
	\$3,085.46	\$7,734.20	\$9,858.09	\$20,677.75
	(\$102,947.61)	\$0.00	\$0.00	(\$102,947.61)
	\$4,329,019.88	\$393,027.81	\$110,218.52	\$4,832,266.21
	(\$98,612.53)	(\$3,275.42)	\$2,073.68	(\$99,814.27)

Foundation Funds Value



December 2020 - November 2021

Foundation Funds Distribution



Grants Applied or in Process 2021					
Cannon Funds	Metal Finishing Lab Renovation	To renovate the former welding space in Blair Hall into a metal finishing lab to be used for sandblasting, metal drinding, painting, application of manganese phosphate and black oxide, finishing and fabrication of various projects and mediums to be used by the Metal Engraving, Knifemaking, Welding and Gunsmithing Programs.	1 Year	Total Project \$165,000 (\$100,000 Requested from Cannon Fund \$15,000 Received from Bear Creek Arsenal \$50,000 MCC Equipment Fund)	Submitted October, 2021 Approved 12/8/2021
National Rifle Association (2)	Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E)	Merit Scholarships Merit Scholarships	1 year	\$8,000	Submitted November, 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

**Montgomery Community College
Facilities and Construction
Update January 2022**

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**

The main structures of the greenhouse and hoop house have been erected. The construction team has begun building and installing the agricultural systems for the greenhouse. The general contractor will be submitting a quote for installation of additional equipment and utilities in the hoop house. Below is a picture of the greenhouse with tables and drip system installed.

- Budget: (Golden Leaf) \$375,000 (County Agricultural Expansion) \$100,000
- Disbursed to Date: (Golden Leaf) \$215,983 (County Agricultural Expansion) \$46,288



Facilities

The new range has railroad ties installed at the bottom of the berm to control erosion and new poles for targets.



Personnel Appointment

Name of Person	Elizabeth Tedder
Position	Accounting Technician/Accounts Receivable
Position Category	Staff – Level 5
Salary	\$30,624
Date of Employment	December 1, 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 County Early College	2017-2020	High School Diploma
Montgomery Community College	2018-2020	Associate in Arts

Work Experience

Employer	Dates of Employment	Position/Title
Communities in Schools	04/2021 - Present	Elementary School Student Support Specialist
Montgomery Community College	08/2020 – 03/2021	Blackboard Tutor
CVS Pharmacy	06/2020 – 08/2021	Pharmacy Technician

Hiring Committee

Person	Position
Tonya Luck	Director of Financial Services
Touger Vang	Director of Learning Resources / Professional Development Coordinator
Stephanie Weishner	Dean of Technology and Learning Resources
Diana Sanchez	Dean of Career and Technical Programs
Mallory Smith	Distance Learning Coordinator
Genee Greene	NC Works Career Center Director

Personnel Appointment

Name of Person	Amy M. Goodwin
Position	Director of Human Resources
Position Category	Staff – Level 3
Salary	\$55,008
Date of Employment	11/15/2021
Budget Information	11-120-97-511300-40200

Position Description

The Director of Human Resources manages the human resources office providing leadership and direction to ensure the necessary services are provided in a highly motivated, cooperative, courteous and professional manner and that these services support the mission and goals of the college. This position contributes as a strategic partner in the accomplishment of departmental plans through initiatives that attract and retain talent, develop employees and leaders, and align organizational goals and objectives. In addition, the position is responsible for payroll preparation and benefits administration.

Education and Certifications

School/Certification	Years Attended	Degree
UNC Greensboro	1987 - 1989	Bachelor of Science – Business Administration
East Carolina University	1985 - 1987	Transfer to UNCG

Work Experience

Employer	Dates of Employment	Position/Title
Carlton Scale, Greensboro, NC	August 1994 – Current	Human Resources & Admin Manager, Payroll Manager

Hiring Committee

Person	Position
Jeanette McBride	Vice President of Administrative Services
Genee Greene	NCWorks Career Development Director
Greg Taylor	Director of Institutional Effectiveness
Tonya Luck	Director of Financial Services
Mallory Smith	Distance Learning Coordinator
Leonard Fagan	Gunsmithing Instructor

Personnel Appointment

Name of Person	Sharia Barber
Position	NCWorks Customer Service Specialist
Position Category	Staff – Level 6
Salary	\$30,216
Date of Employment	
Budget Information	02-425-00-515000-15001

Position Description

The NC Works Customer Service Specialist must be able to work in NCWorks Online, Microsoft Word, Excel, and other software applications necessary to support the operations of the Career Center and Continuing Education programs. The use of e-mail and the internet is required. Excellent oral and written communication skills are a must in providing accurate information to visitors, telephone, and e-mail inquiries. This position will require the ability to provide career support services, multitask, manage time, and set priorities in order to meet deadlines.

Education and Certifications

School/Certification	Years Attended	Degree
Liberty University	2012 – 2018	Bachelor of Science Business Administration
West Montgomery High School	1998-2001	Diploma

Work Experience

Employer	Dates of Employment	Position/Title
Amazon	7/28/2020 – Present	FC Associate I Direct
Stanly County Schools	9/17/2019 – Present	EC One on One Staff
Abundant Life	1/1/2018 – 9/13/2019	Direct Care Staff

Hiring Committee

Person	Position
Natalie Winfree	Dean of Arts and Science
Mark Dye	Director of Gunsmithing & Metal Engraving
Diana Sanchez	Counselor & Title 9 Coordinator
Lindsey Tedder	Assistant to the Dean of Continuing Education
Jessica Hamilton	Director of Business & Industry Services

Personnel Appointment

Name of Person	Ashley Saunders
Position	FT 9-month Nursing Instructor
Position Category	Faculty
Salary	\$52,000
Date of Employment	01/01/22
Budget Information	11.220-20-513000-22343

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
Appalachian University	Graduated 08/2015	Bachelor of Science in Nursing
Sandhills Community College	2009-2010	LPN Program

Work Experience

Employer	Dates of Employment	Position/Title
Community Home Care and Hospice	10/2014 – Present	Director of Operations
“	06/2013 – 10/2014	RN Case Manager
“	08/2011 – 06/2013	LPN - PRN
“	11/2010 – 02/2011	LPN/Wound Care Nurse

Hiring Committee

Person	Position
Amy Friary	Dean of Health and Human Services
Korrie Ervin	Director of Resource Development
Wendy Vaughn	Director of Nursing
Lee Proctor	VP of Instruction & Student Services
Shaquille Little	CCP Retention & Success Specialist

Personnel Appointment

Name of Person	Amanda (Mandy) Boulware
Position	Learning Resources Technical Assistant
Position Category	Staff – Level 6
Salary	\$28,128
Date of Employment	01/01/2022
Budget Information	11-430-97-515000-80201 46% & 11-410-97-515000-20600 54%

Position Description

The Learning Resources Technical Assistant provides technical support to students, staff, and faculty utilizing computers in the library and CATS lab. This position oversees the textbook inventory for CCP and Early College students. Technical support in the book ordering process for students and coordinating with MCC faculty and book vendor representatives in the textbook adoption process are key responsibilities of this position.

Education and Certifications

School/Certification	Years Attended	Degree
Lenior Community College	2015-2017	Associate in Arts – General Education
Richmond Community College	2004-2006	Transfer Program

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community Schools	09/2019 – Current	Media Assistant
Richmond County Schools	07/2017 – 07/2019	Teacher Assistant
Excel Learning Center	08/2012 – 04/2017	Lead Teacher

Hiring Committee

Person	Position
Touger Vang	Director of Learning Resources / Professional Development Coordinator
Genee Greene	NCWorks Career Development Director
Stephanie Weishner	Dean of Technology and Learning Resources
Diana Sanchez	Counselor / Title IX Coordinator
Mallory Smith	Distance Learning Coordinator

Personnel Appointment

Name of Person	Alicia B Higgins
Position	VA Financial Aid Specialist
Position Category	Staff – Level 5
Salary	\$40,000
Date of Employment	01/01/2022
Budget Information	11-510-97-515000-50504

Position Description

The Financial Aid Assistant's responsibilities involve dealing with a variety of clients and routine activities. The outcomes from the duties associated with this position impact students, faculty, and staff, as well as external clients of the college. Unanticipated problems should be deferred to the supervisor.

Education and Certifications

School/Certification	Years Attended	Degree
West Montgomery High School	1993-1997	High School Diploma

Work Experience

Employer	Dates of Employment	Position/Title
Stanly County DSS	03/2014 – Present	Income Maintenance Caseworker III
Montgomery County DSS	11/1998 – 03/2014	Income Maintenance Caseworker II

Hiring Committee

Person	Position
Doni Hatchel	Director Financial Aid
Diana Sanchez	Counselor
Tonya Luck	Director Financial Services
Lynn Epps	Director Admissions and Retention
Touger Vang	Director Learning Resources / Professional Dev Coordinator
Michelle Grit	Interim Dean of Student Services

Personnel Appointment

Name of Person	Marcus Ervin
Position	Director of Facilities
Position Category	Staff – Level 2
Salary	\$49,884
Date of Employment	01/01/2022 Promotion
Budget Information	21-610-97-514000-60000

Position Description

The essential function of the position is to operate and maintain all facilities in a safe and efficient manner. This position is responsible for maintaining a preventative maintenance schedule, responding to immediate needs, project management of repairs and renovations, and maintaining a Capital Improvement Plan for facility upgrades. Also responsible for ensuring facilities are compliant with all federal and state rules and regulations and reducing utility costs. He/she will assist the Vice President of Administration in the preparation and management of the local budget. This position also serves as The Safety Team Administrator and will oversee security of campus.

Education and Certifications

School/Certification	Years Attended	Degree
Stanly Community College	2004	HVAC
Randolph Community College	2004	Electrical
North American Technician Excellence, et al.	On-going	Various HVAC Technical Certifications

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	02/2011 – Present	Lead Maintenance Technician – HVAC / Maint Supervisor
Wallace-Dunn HVAC	03/2004 – 01/2011	Service Technician

Employee Separation Form

Name of Person	Melinda Hill
Position	Director of Human Resources
Position Category	Staff – Level 3
Salary	\$47,028
Date of Employment	February 1, 2021
Date of Separation	November 10, 2021
Reason	Voluntary Resignation

Position Description:

The Director of Human Resources manages the human resources office providing leadership and direction to ensure the necessary services are provided in a highly motivated, cooperative, courteous and professional manner and that these services support the mission and goals of the college. This position contributes as a strategic partner in the accomplishment of departmental plans through initiatives that attract and retain talent, develop employees and leaders, and align organizational goals and objectives. In addition, the position is responsible for payroll preparation and benefits administration.

Notes:

Employee Separation Form

Name of Person	Robin I. Gibson
Position	Nursing Faculty
Position Category	Faculty
Salary	\$52,002
Date of Employment	July 25, 2017
Date of Separation	November 30, 2021
Reason	Retirement

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.

Employee Separation Form

Name of Person	Wanda Frick
Position	Director of Facilities
Position Category	Staff – Level 2
Salary	49,884
Date of Employment	September 24, 2012
Date of Separation	December 31, 2021
Reason	Retirement

Position Description:

The essential function of the position is to operate and maintain all facilities in a safe and efficient manner. This position is responsible for maintaining a preventative maintenance schedule, responding to immediate needs, project management of repairs and renovations, and maintaining a Capital Improvement Plan for facility upgrades. Also responsible for ensuring facilities are compliant with all federal and state rules and regulations and reducing utility costs. He/she will assist the Vice President of Administration in the preparation and management of the local budget. This position also serves as The Safety Team Administrator and will oversee security of campus.

Employee Separation Form

Name of Person	Mar'kisha Martin
Position	Custodian
Position Category	Non-Exempt – Level III
Salary	\$23,544
Date of Employment	May 15, 2018
Date of Separation	December 15, 2021
Reason	Job Abandonment

Position Description:

This position is responsible for the day-to-day cleanliness of classrooms, offices, restrooms, and hallways, etc. In addition, he/she serves on various teams/committees to enhance services provided by all divisions.

Employee Separation Form

Name of Person	Lucas Mingin
Position	Lead Maintenance Technician/Electrical
Position Category	Non-Exempt – Level I
Salary	\$30,000
Date of Employment	January 2, 2020
Date of Separation	December 31, 2021
Reason	Voluntary Resignation

Position Description:

The Lead Maintenance Technician will be responsible for all of the preventative, predictive, and emergency maintenance and repair of all of the electrical systems on campus. The position will assume the team leader role for electrical projects.

Board Report Instruction and Student Services January 12, 2022

Instruction

Health and Human Services

The Health programs coordinated the fall blood drive in December. The event collected 22 pints of blood during this critical time of year. The Dental Assisting Program had an onsite review of the program in early December. Congratulations to Lori McAllister and her faculty and students on preparing for the visit and having a successful visit in spite of the fact that due to Lori's accident she had to remote in for the visit. The reviewers requested follow-up one item and Lori is working to provide that information as soon as possible. The Human Services program will again coordinate the MLK service project for the College. Volunteers will be building food packets again for members of the community in need of food support.

Career and Technical Education

Installation of the equipment and supplies for the greenhouse is slated for completion in January. The instructor and students hope to be in the greenhouse for Spring semester classes. The technical programs in the CTE are including a component of machining in their programs to allow students to get a better understanding of what is involved in machining as a program of study.

Arts and Sciences

Dr. Natalie Winfree completed work on her PSY 150 class to earn Quality Matters Certification of the course. The Quality Matters program provides professional development, a set of rubrics, and a course peer review process that work together to support faculty in improving the quality of online and blended courses.

Gunsmithing

The faculty and students are preparing for their annual participation in the National Shooting Sports Federations "Shot Show" in Las Vegas in late January. The group will include 16 students and 2 faculty members. Beretta has donated over 300 guns to the program for students to use in GSM classes. This is the largest single donation of firearms to the College.

Student Services

The student services staff coordinated the College's participation in the Tree of Hope of Montgomery County. Students, faculty and staff participated by providing Christmas gifts for children in need in the county. In addition, this year's Door Decoration Competition proceeds were donated to Tree of Hope. The contest raised nearly \$50 dollars in "votes" with Student Services being declared the winner!

Admission and Retention

The Admission and Retention staff along with students continued to be involved in local activities and parades in the community. They continue to put "community" into Montgomery Community College by participating in the Troy, Star and Mt. Gilead Christmas Parades. Thank you to the automotive students for getting the College ambulance and BLET "shined up" for the events.

Counseling and Disability Services

The College continues to offer counseling and tutoring services to students who are still adjusting to the return of face-to-face learning. The need for these services have continued to increase as students deal with the anxiety caused by the pandemic. The College is expanding the “early warning” networks to try and reach students with learning and other issues to offer support during critical times.

Continuing Education**Business & Industry Services**

Continuing Education faculty provided CPR and safety training to 47 Jordan Lumber employees at no cost through the Customized Training program. Jordan Lumber also added two new electrical apprentices and one industrial systems technology apprentice. This brings the total number of apprentices sponsored by a local manufacturer to 19.

College and Career Readiness (CCR)

Beginning January 10, 2022 staff will be “embedded” at Candor Town Hall every Monday throughout the spring term from 1:00 p.m. to 5:00 p.m. to market our programs and services. This is phase two of our efforts to meet the community where they are.

Health & Public Safety

The College received approval to offer Drone Technology and Pharmacy Tech as a Continuing Education Career and College Promise pathways. This new opportunity will allow high school students the ability to complete a college level short term training program while earning high school credit.

Heritage Crafts

The fall semester yielded the program's highest enrollment as a Continuing Education program, with 70 students. The spring semester is on pace to surpass this milestone.

NCWorks

The College collaborated with Custom Knitting Company of Biscoe and on boarded six On-the-Job Training (OJT) participants. Through OJT, a wage reimbursement incentive is provided to a business to help offset the cost of training a new employee with limited skills. Wage reimbursement ranges from 50 to 75 percent, depending upon the size of the business. The positions include Boarding Machine Operators, Machine Technicians, and Warehouse Managers, all of which now have the opportunity to obtain full-time employment following the completion of the OJT program.

Small Business Center (SBC)

Montgomery Community College’s Small Business Center recently updated social media pages and had an 80% increase in “likes”. The SBC distributed a survey to existing small business owners requesting feedback on their needs and preferred seminar format. The majority of small business owners indicated they wanted seminars on financing and preferred virtual seminars as opposed to in person seminars.

Montgomery Community College Academic Calendar 2022-2023

Fall Semester 2022

August 10 (Wed)	9 month Contract Begin
August 10	Quality Trails
August 11 (Thurs)	Late Registration
August 12	Divisional Work Day
August 15 (Mon)	Classes Begin
August 22 (Mon)	15-week Classes Begin
September 5	Labor Day Holiday
October 10-11	Fall Break
November 23 - 26	Thanksgiving Break
December 12 (Mon)	Classes End
December 13	Grades Due
December 14– January 3	Christmas Break

Spring Semester 2023

January 3– 4	Spring Quality Trails
January 5	Late Registration
January 6	Divisional Work Day
January 9	Classes Begin
January 16	MLK Holiday
January 17	15-week Classes Begin
March 7 - 11	Spring Break
April 10	Easter Break
May 8	Classes End
May 10	Graduation
May 10	9 month Contracts End

Summer Semester 2023

May 17	Classes Begin
May 29	Memorial Day
July 3 – 8	Independence Day holiday break
July 19	Term Ends

November 2, 2021

Board Report - Marketing Update – January, 2022 Meeting

Foundational Initiatives (new tools and resources needed for success)

Health & Human Services Brochure - complete

Skilled Trades Brochure - underway

Promotional Activities (events and advertising we purchased)

Heritage Crafts Launch (11/2, 11/9)

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

Longleaf Funding Expansion

Foundation Shooting Clay Tournament

Manufacturing Day

Quality Matters Designation- Psychology

Press Pickups

New SBC Director

SBC/SCA Partnership

Forestry Competition

Manufacturing Day

Quality Matters- Psych Class



Social Media Statistics (Facebook)

2021-2022	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Reactions	New metric		941	1011	567							
Comments/Shares	New metric		187	204	102							
Reached	6,760	6,958	10,312	11,417	6,350							
Engaged	1,568	989	2,252	2,056	2,188							
New Followers	26	34	25	42	14							
Total Followers					3,198							

Policy 2.1.7 - Communicable Diseases and Occupational Exposure to Bloodborne Pathogens (cross reference Policy 3.4.5)

COMMUNICABLE DISEASE

Communicable diseases, those that have serious effects on human health, can pose a threat to the College community. The College will take all reasonable measures to ensure the safety of members of the College community during global and local infectious disease events.

“Communicable disease” is defined as an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly, or indirectly through an intermediate plant or animal host, vector, or the inanimate environment. Examples of communicable disease include, but are not limited to, acquired immunodeficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, coronavirus, and other viral diseases that reach a pandemic level, and for purposes of this Policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

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

A. Procedure

1. All information and records that identify a ~~person~~ a student or employee as having a communicable disease shall be strictly confidential and shall not be shared or disclosed to others without express permission from the student or employee.
2. Disclosure of medical information shall be made by the President, or his/her designee, only to those on a need-to-know basis in order to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of ~~medical confidential student or personnel~~ information on or by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from, or termination of an individual’s employment with the College.
4. A person who knows or has a reasonable basis for believing that s/he is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.

5. Faculty and staff of the College and employees of contractors, or contracted services, who are infected with a communicable disease are urged to notify the appropriate Dean/Director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate Dean/Director for the same reason.
6. A person infected with a communicable disease (including the AIDS virus whether active AIDS, AIDS-Related Complex, or undetectable viral load) will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of the College community.
7. Included in making decisions in individual cases which restrict access to employment or a student's education, programs or activities shall be the College President, Legal Counsel for the College, the Deans/Directors, the individual's personal physician, and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, including AIDS.
9. Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources.

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

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

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

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

B. Immunizations

Prior to admission or employment, the College may require students and employees to be immunized from certain communicable diseases, including but not limited to measles, mumps, rubella, tetanus, varicella, and meningitis. Students and employees are excused from providing proof of one or more of the required vaccinations if the student or employee has one of the following:

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

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

C. Public Health Incidents

Should influenza, or any other communicable disease, reach a pandemic level, the President shall regularly monitor the situation by communicating with federal, state and/or local health officials and by reviewing media sources. Additionally, the President shall inform the Board of Trustees of the situation and actions taken to mitigate impacts at the College.

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

1. Close the College or certain College buildings and/or programs temporarily;
2. Limit or prohibit employee travel and/or student field trips;
3. Prohibit those infected with a communicable disease from coming onto the College campus;

4. To the extent allowed by law, requiring or encouraging employees and students to receive testing and immunizations (not already required by the College) that prevent the spread of a communicable disease before coming back onto the College campus; and
5. Other specific actions deemed necessary for the safety of the College community.

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

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

II. OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

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

A. Reasonably Anticipated Occupational Exposure

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

B. Universal Precautions

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

C. Testing

An employee who suspects that s/he has had exposure to blood or body fluid may request to be tested, at the College's expense, provided that the suspected exposure poses a significant risk of transmission, as defined in the rules of the Commission for Health Services. The HIV and HBV testing of a person who is the source of an exposure that poses a significant risk of transmission will be conducted in accordance with 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV). The College will strictly adhere to existing confidentiality rules and laws regarding employees with communicable diseases, including HIV or HIV-associated conditions.

D. Exposure Control Compliance

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

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

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

Adopted: March 11, 2020;

Amended: ***

Legal Reference: 29 CFR §1910.1030; 10A NCAC 41A; 10A NC Administrative Code 41A .0202 (4) (HIV) and 41A .0203(b)(3) (HBV) **1C SBCCC 200.94**

Cross Reference: Policy 3.4.5

Policy 2.1.9 - Sex Offender Information

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

~~Registered sex offenders are prohibited from entering College buildings, or sections of buildings, intended primarily for the teaching, use, or supervision of minors. The President may designate which buildings, or sections of buildings, are intended for the teaching, use or supervision of minors (i.e. day cares, early college).~~

Adopted: March 11, 2020

Amended: ***

Legal Reference: P.L. 106-386

Policy 2.3.8 - College Records (cross reference policy 7.1.3)

I. GENERAL POLICY

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

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

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

II. NORTH CAROLINA PUBLIC RECORDS ACT

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

III. RECORDS CUSTODIAN

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

The College’s overall records custodian is the Vice President of Instruction and Student Services and inquiries regarding the College’s records should be directed to this office; however, inquiries regarding student records should first be made to the Dean of Student Services¹ and inquiries regarding personnel records should first be made to the Director of Human Resources². For clarification as to electronic records, see Policy 7.3 – Electronic Records Retention.

VI. LITIGATION HOLD

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

VIII. RECORD DISPOSITION

Records may only be disposed of in accordance with the Schedule. Prior to the disposition of any record or record group after the applicable retention period, the records custodian will create and maintain a destruction log.

Adopted: March 11, 2020

Amended: ***

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

Cross Reference Policy 7.1.3

Policy 3.1.5 - Re-employment of Retired State Employees

~~It is the College's policy to re-employ retirees of the State of North Carolina when such employment is necessary for the College's efficient and effective operation. Such employment will be authorized by the President.~~

~~The College recognizes that a retired state employee has valuable experience to offer. The College further recognizes that the age of the College and the longevity of many employees will predicate an increase in retirements. A retiree of the Teachers' and State Employees' Retirement System ("TSERS") is subject to earnings limitations. The purpose of this Policy is to define and authorize benefits to be available to employees in this classification when the restricted earnings will be less than the employee will earn under the College salary plan. Retirees are subject to a mandatory six (6) month waiting period before re-employment may occur.~~

~~The College recognizes that a retired state employee has valuable experience to offer. The College further recognizes that the age of the College and the longevity of many employees will predicate an increase in retirements.~~

~~The College may employ retirees of the State of North Carolina when such employment is necessary for the College's efficient and effective operation. Such employment will be authorized by the President. Retirees are subject to a mandatory six (6) month waiting period before re-employment may occur. A retiree of the Teachers' and State Employees' Retirement System ("TSERS") is subject to earnings limitations, as established by TSERS. Further, the College shall not arrange post-retirement employment with any person currently employed by the College, or other TSERS-participating agency or local government. A retiree may only be employed in an interim, part-time, temporary, or fee-for-service position and may not be employed in a position that requires membership in TSERS.~~

~~The purpose of this Policy is to define and authorize benefits to be available to employees in this classification when the restricted earnings will be less than the employee will earn under the College salary plan.~~

A. Benefits – Leave Accruals

Full-time employees who are also retirees of the TSERS will earn annual leave and sick leave under the same guidelines as active full-time employees.

B. Benefits – Longevity Pay

A full-time employee who is also a retiree of the TSERS is eligible for longevity pay subject to the earnings limitation.

C. Health Insurance

If a re-hired retiree returns to work and, as a result of the position and hours worked, qualifies for an offer of health insurance by the College, TSERS will transfer health insurance responsibilities back to the College and the retiree-employee will receive the legal, mandated health insurance coverage from the College as required by law.

Adopted: April 10, 2019

Amended: ***

Legal Reference: 1C SBCCC 300.4

Policy 3.1.9 - President – Hiring and Duties**I. President Selection Process**

A. When a presidential vacancy occurs or is anticipated, the Board shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.

B. In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.

C. The Board shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.

D. While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:

1. Social security number verification,
2. Criminal history check,
3. Civil litigation history check,
4. Education verification,
5. Employment verification, and
6. Personal credit history check.

E. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.

F. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.

G. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

H. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.

I. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.

J. **Until the SBCC votes to approve the final candidate and communicates its approval to the College, the College may not publicly communicate or publicly confirm or deny the name of the final candidate submitted to the SBCC for approval.**

K. The College shall not execute a contract prior to SBCC action to approve the Board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

II. Contract

The President shall receive a contract and **the** Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

III. Duties

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

Adopted: April 10, 2019

Amended: ***

Legal Reference: N.C.G.S. § 115D-20; 1C SBCCC 300.1

Policy 3.2.2 - Longevity Pay

I. Upon completion of at least ten (10) years of total qualifying service with the College in a full-time, permanent position or part-time, permanent position (employed at least nine (9) months per year and for at least thirty (30) hours per week), an employee is eligible for Longevity Pay.

II. Qualifying service is based on a month-for-month computation of employment with:

A. An institution in the North Carolina Community College System or a school administrative unit regardless of the source of salary and including state, local or other paid employment.

1. Employment for a full school year is equivalent to one full calendar year (credit for a partial year is given on a month-for-month basis).
2. In no event will an employee earn more than a year of aggregate service credit in a twelve (12) month period.
3. If an employee is in pay status for one-half (i.e., working, exhausting leave, workers' compensation, or military leave) or more of the regularly scheduled workdays in a month, credit shall be given for the entire month.

B. Departments, agencies, and institutions of the State of North Carolina (e.g., State Department of Administration, North Carolina Department of Revenue, University of North Carolina, North Carolina Community College System, State Department of Public Instruction).

C. Other governmental units which are now agencies of the State of North Carolina (e.g., county highway maintenance forces, War Manpower Commission, the Judicial System).

D. County agricultural extension service.

E. Local mental health, public health, social services, or civil preparedness agencies in North Carolina, if such employment is subject to the State Personnel Act.

F. Authorized military leave.

1. Credit for military leave is granted only for persons who were employees of the State of North Carolina or other agencies listed in Section 2(a)-(e) herein who were granted leave without pay:

- a. for a period of involuntary service plus ninety (90) days or for a period of voluntary enlistment for up to four years, plus ninety (90) days, so long as they returned to employment in a covered agency within the ninety (90) days; or
- b. for a period of active duty for service, alerts, or required annual training while in the National Guard or in a military reserve program.

- 2. Employees who enlist for more than four years or who re-enlist shall not be eligible for longevity consideration for military leave.
- 3. Employees hospitalized for a service-connected disability or injury shall be granted additional leave without pay for the period of hospitalization plus ninety (90) days or for twelve (12) months, whichever is shorter. The hospitalization must commence before reinstatement into qualifying service for the provisions of this part to apply.

III. Aggregate service to the State of North Carolina for the longevity pay plan does not include:

- A. Temporary service, that is, service by an employee who works in a temporary position, or who is working temporarily in the absence of a full-time regular employee on leave of absence.
- B. Periods of out-of-state employment with other states, schools, colleges or universities.
- C. Periods of employment with agencies of the federal government.
- D. Periods of military service other than those categories described above.
- E. Periods of employment for employers other than the State of North Carolina even though credit in the North Carolina Retirement System has been purchased for such employment.

IV. Annual longevity pay amounts are based on the length of aggregate service to the State of North Carolina, community colleges, and public schools as designated herein and a percentage of the employee's annual rate of pay on the date of eligibility.

- A. Longevity pay amounts are computed by multiplying the employee's annual base salary rate as of the eligibility date by the appropriate percentage, rounded to the nearest dollar, in accordance with the following table:

YEARS OF AGGREGATE STATE SERVICE LONGEVITY PAY RATE

10 but less than 15 years	1.50 %
15 but less than 20 years	2.25 %
20 but less than 25 years	3.25 %
25 or more years	4.50%

B. Longevity pay is not considered a part of annual base or contract pay nor is it to be represented in personnel and payroll records as part of annual base salary. (Salary increases effective on the same date as longevity eligibility date shall be incorporated in the base pay before computing longevity).

V. The payment of longevity pay to eligible employees is automatic. Payment shall be made in a lump sum subject to all statutory deductions, during the monthly pay period in which the employee has satisfied all eligibility requirements.

A. Eligible employees on worker's compensation leave shall receive longevity payment in the same manner as if they were working.

B. If an employee retires, resigns, dies, or is otherwise separated on or after the date of becoming eligible for a longevity payment, the full payment shall be made to the employee or to the estate of the employee in the event of death.

C. If on the effective date of these procedures, an employee has completed the qualifying length of service but is between eligibility dates, longevity payment will be made on the next longevity anniversary date.

D. If the employee has worked part but not all of one year since qualifying for longevity payment, the employee shall receive a prorated payment in the event of: 1. separation from the College; or 2. change in employment status to temporary part-time or to a position not covered in the Policy.

E. If an employee separates from the College and receives a partial longevity payment and is employed by another community college, school administrative unit, or state agency, the balance of the longevity payment shall be made upon completion of additional service totaling twelve (12) months for an employee having a 12-month period of employment or upon completion of a lesser term for a teacher other than a 12-month contract. The balance due is computed on the annual salary being paid at the completion of the requirement.

F. If an eligible employee at the time of separation has a fraction of a year toward the next higher percentage rate, payment shall be based on the higher rate; however, the basic eligibility for longevity requirement must have been satisfied before this provision can apply.

G. Leave without pay in excess of half the work days in a month (with the exception of authorized military leave and worker's compensation leave) will delay the longevity anniversary date on a month-for-month basis.

~~VI. Longevity pay shall be made from the same source of funds in the same prorated amounts from which the employee's regular annual salary is paid (e.g., state, federal, local fund).~~

~~A. The Trustees may provide longevity payments to employees from other than state allotted funds.~~

~~B. Only personnel employed in positions allotted by the formula in Rule 1H SBCCC 200.87(d) shall receive longevity from the longevity reserve. An additional allocation will be made for this purpose.~~

~~C. Employees in state allotted positions paid with state allotted funds other than regular formula allotments shall receive longevity pay from the same source of funds as their salary payment.~~

Longevity pay shall be made from the same source of funds in the same prorated amounts from which the employee's regular annual salary is paid (e.g., state, federal, local fund). The Trustees may provide longevity payments to employees from other than state allotted funds.

VII. The President shall:

A. Determine the quality of qualifying service and the longevity anniversary date for each eligible employee.

B. Furnish to the State Board, on forms prescribed by NCCCS, data necessary for a determination of the cost of the longevity pay plan from state funds.

VIII. The State President shall determine the total cost of the longevity pay plan from data submitted by each community college. The State President shall advise the State Board whether funds available for longevity pay are adequate. If funds are not adequate, the State President shall submit ~~to the State Board, for its approval, a prorated reduction of all rates in order to cause the longevity payments to remain within the total available funds.~~ a budget revision to the State Budget Officer requesting additional funds from other available sources within State Aid.

Adopted: May 8, 2019

Amended: ***

Legal Reference: 1C SBCC 400.8

Policy 3.2.14 - Military Leave

Pursuant to federal and state law, military leave shall be granted to College employees for certain periods of service in the uniformed services.

- A. Military Leave with pay shall be granted to members of the uniformed services of the U.S. Armed Forces for certain periods of active duty training and for State military duty. Such leave shall be granted to full-time, part-time, regular, provisional, trainee, and probationary employees for up to one hundred twenty (120) working hours **annually per federal fiscal year (Oct. 1 – Sept. 30)** for any type of active duty not considered to be “Extended Active Duty”.
- B. Leave with Pay for Reserve Active Duty. Members of the uniformed services reserve components who are called to “Involuntary Active Duty” shall receive up to thirty (30) calendar days of leave with pay. After the thirty (30) day period, members shall receive differential pay for any period of involuntary service. This pay shall be the difference between military basic pay and the employee’s annual College salary, if military pay is the lesser.
- C. Retention and Continuation of Benefits During Leave with and without Pay. Retention and/or continuation of benefits are dependent upon the type and duration of leave granted and is determined on an individual basis.
- D. Additional Leave Requirements. Members of the uniformed services are granted leave with pay for infrequent special activities in the interest of the State when so ordered by the Governor or his/her authorized representative. Members shall be granted leave with pay for active State duty for periods not exceeding thirty (30) consecutive calendar days; for periods in excess of thirty (30) calendar days, employees shall be entitled to military leave with differential pay.
- E. Military Leave without pay shall be granted for the following periods:
 - 1. Regularly scheduled unit assemblies usually occurring on weekends and referred to as “drills”;
 - 2. Duties resulting from disciplinary actions imposed by military authorities;
 - 3. Unscheduled or incidental military activities such as volunteer work at military facilities, unofficial military activities, etc.;
 - 4. Inactive duty training, “drills” performed for the convenience of the member, such as equivalent training, split unit assemblies, make-up drills, etc.;
 - 5. Extended active duty for a period not to exceed five (5) years;
 - 6. Full time National Guard duty (usually a three (3) year contract);
 - 7. Initial active duty for training (initial enlistment); and/or
 - 8. Certain periods of incapacity in a medical facility resulting from injuries sustained while on active or inactive duty.

F. Reinstatement/Reemployment from Military Duty. Members of the uniformed services shall have reinstatement/reemployment rights as defined by prevailing law and/or guidelines established by Federal and State law.

No agent or employee of the College shall discriminate against any College employee or applicant for employment because of their membership, application for membership, performance of service, application for service, or obligation for service in the Uniformed Services. The President is authorized to develop procedures consistent with this policy.

Adopted: May 8, 2019

Amended: ***

Legal Reference: Uniformed Services and Reemployment Act of 1994; N.C.G.S. 127A-116; and 25 NCAC 01E.0802; 1C SBCCC 400.7

Policy 3.3.3 - Code of Employee Conduct

All College employees shall adhere to the following Code of Conduct. Failure to adhere to the Code of Conduct may subject the employee to disciplinary action, suspension or dismissal as outlined in Policy 3.3.4 – Employee Disciplinary Action, Suspension and Dismissal or, for cases of unlawful discrimination or harassment, Policy 3.3.7 – Discrimination and Harassment. Employees may be disciplined for conduct that occurs outside of work if such conduct brings disrepute to the employee or College or negatively affects the employee’s ability to perform his or her job.

All employees shall:

1. Comply with all statutes, regulations and Board of Trustee policies.
2. Direct all complaints regarding the work environment to the appropriate supervisors and/or file grievances instead of acting to undermine or diminish the authority of co-workers and supervisors.
3. Avoid confrontations with co-workers or students, including but not limited to, engaging in actions or conversations which the employee knows or should know will result in an actual disruption.
4. Comply with all administrative directives in a timely and professional manner, including written directives regarding specific issues or behaviors.
5. Perform all assigned and/or accepted extracurricular and non-instructional duties in a timely and professional manner.
6. Participate in and complete any professional development activities required by the College.
7. Attend and participate in all required staff meetings and other required meetings.
8. Complete and transmit all required reports and other documentation in a timely and professional manner.
9. Dress appropriately for job duties and in accordance with Montgomery Community College policy and supervisor’s directives.
10. Arrive to work on time.
11. Maintain a courteous and professional attitude when working with other staff members, students and visitors.
12. Exercise proper care and maintenance of College property.
13. Avoid conflicts of interest.

The following are examples of professional and personal conduct that may serve as grounds for disciplinary action, including suspension, demotion or termination. This list is illustrative and not all-inclusive.

I. Performance of Duties

1. Inadequate performance and/or failure to perform duties.
2. Physical or mental incapability for performing duties.
3. Improper use of College property or equipment.
4. Failure to maintain satisfactory and harmonious working relationship with the public and/or employees.
5. Improper use of leave.
6. Failure to report for duty at the assigned time and place.
7. Failure to obtain or maintain a current license, certificate or credential required by law as a condition for employment.
8. Refusal to accept a reasonable and proper assignment from an authorized supervisor.

II. Personal Conduct

1. Gross misconduct, immorality and/or lascivious behavior that has a negative impact on the College and/or on the employee's ability to perform their job.
2. Conviction, arrest, indictment or charge that: (i) poses a threat to the physical safety of students or personnel; (ii) demonstrates that the employee does not have the integrity or honesty to fulfill his or her employment duties with the College; and/or (iii) creates a substantial disruption to the ordinary operation of the College.
3. Improper use, misappropriation and/or theft of College property (including College funds).
4. Falsified job information or omitting material information in order to secure employment with the College.
5. Participation in any action that would in any way seriously disrupt or disturb the College's normal operations.
6. Trespassing at any trustee or employee's home for the purpose of harassing or forcing dialogue or discussion from the occupants.
7. Willful damage or destruction of College property.
8. Willful acts that would endanger the lives and property of others.
9. Possession of unauthorized firearms or lethal weapons on the College's property.
10. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
11. Reporting to work under the influence of alcohol or an illegal or unauthorized controlled substance or partaking of such items while on the campus.
12. Acceptance of gifts in exchange for favors or influences related to the College.
13. Disclosing confidential information from official records to an unauthorized person or entity.
14. Engaging in employment or activities that constitute a conflict of interest to the College.
15. Taking part in political management or political campaigns prohibited by law.
16. Any form of unlawful discrimination or harassment.
17. Deliberately or willfully making false, misleading or ambiguous statements in connection with any official College business, official records or about College

employees or students.

18. Violent acts, threats of violence (direct or implied), stalking, or physical intimidation towards College employees or students.

19. Violating the College's technology acceptable use policies and procedures.

20. Violations of College policies and procedures.

III. Employee and Student Relationships

Romantic or sexual relationships between College employees and students are prohibited if (a) the employee and the student have an academic relationship; (b) if the student is still enrolled in high school; or (c) the student is under the age of eighteen. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships will be subject to disciplinary action up to and including termination of employment.

Romantic or sexual relationships between College employees and students that do not violate the above provision but that otherwise impair the College employee's effectiveness, disrupts the workplace/learning environment, and/or impairs the public confidence in the College will be subject to disciplinary action up to and including termination of employment or expulsion from the College.

Adopted: June 12, 2019

Amended: ***

Policy 3.3.4 - Disciplinary Action, Suspension and Dismissal

All disciplinary action is intended to be progressive in nature. However, the type of disciplinary action will be based on the factual situation as well as the nature, severity and type of offense. If warranted by the facts and situation, even for first time offenses, administrators/supervisors may recommend dismissal.

Except as stated elsewhere in the policy, employees shall receive two (2) warnings for minor performance or conduct issues: first, an oral warning with a follow-up letter from the supervisor to the employee documenting the deficiencies in performance or conduct which were discussed and the improvement(s) required; second, a written warning/reprimand which will serve notice upon the employee that a continuation of the deficiencies in performance or conduct may result in disciplinary action which may include dismissal.

I. WARNINGS

A. Verbal Warnings with Follow-Up Letter

1. The employee's supervisor shall meet with the employee and review with the employee exactly what is expected of him/her and explain to the employee how s/he has not met the College's expectations.
2. The supervisor shall provide the employee an opportunity to explain his/her actions.
3. The supervisor shall make recommendations for corrections and establish a reasonable period of time for the employee to correct the issues.
4. The supervisor shall provide the employee a letter regarding the oral warning and the College's expectations. A copy of the letter, and all subsequent letters, shall be included in the employee's personnel file.

B. Written Warnings

After giving an verbal warning and allowing for the established period of time to correct the issues outlined in the supervisor's follow-up letter to the employee, if the employee has not corrected the issues, the supervisor shall meet with the employee for the purpose of delivering a written warning. The written warning shall further document the continued issues and shall state that if the employee does not immediately correct the issues, the employee may be subject to additional disciplinary action which could include dismissal. Before issuing to the employee the written warning, the President, Human Resources, and any intermediate superior/supervisor shall review the contents of the letter. A copy of the written warning, and all subsequent letters, shall also be included in the employee's personnel file.

C. Serious Misconduct

For serious misconduct, as determined by the President, an employee may be subject to termination or other disciplinary action without first receiving oral or written warnings.

II. SUSPENSION

Suspensions may be used in two ways: as an independent discipline action or in conjunction with an investigation and dismissal proceedings.

A. Independent Discipline Action

1. If a supervisor determines that an employee's actions warrant suspension, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President and Human Resources. The Vice President shall review the report and provide his/her written recommendation to the President.
2. The President shall determine whether or not to suspend an employee with or without pay. The President may make such determination without a recommendation from a supervisor and/or Vice President. The President may choose other disciplinary action as well.
3. The President shall meet with the employee and give the employee an opportunity to be heard. After hearing from the employee, the President shall make a determination regarding the suspension, whether it shall be paid or unpaid and the length of the suspension. The President or the employee's supervisor shall inform the employee of the President's determination. The President shall prepare a follow-up written statement providing the circumstances and facts which led to the suspension. A copy of the letter shall be included in the employee's personnel file. In cases where the employee's continued presence on campus is not in the College's best interest or a health or safety issue, the President may immediately suspend the employee with pay. Prior to changing any paid suspension to unpaid suspension, the President shall meet with the employee and provide the employee with an opportunity to be heard.
4. When an employee is suspended, s/he shall leave the College property at once and is not allowed to return until the end of the suspension unless authorized by the President.
5. Failure of the employee to report back to work when requested, or at the suspension expiration date, will be considered a voluntary resignation of his/her employment and any subsequent reinstatement or re-employment shall be on the basis of new employment.

B. Suspension to Allow for an Investigation

The President may suspend an employee, with pay, for up to ninety (90) days while conducting his/her investigation as to whether or not the employee engaged in conduct that would warrant dismissal or other disciplinary action. At the end of the ninety (90)

day period, the President shall dismiss the employee, reinstate the employee or implement another disciplinary action. For good cause, the President may extend the ninety (90) day suspension period.

III. DISMISSAL

A. At Will Employees

1. If a supervisor determines that an employee's actions warrant dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor and Human Resources, provide the written report to the President. The President may decide to terminate an employee without a recommendation from the immediate supervisor or appropriate Vice President.
2. If necessary, the President may suspend the employee pursuant to Section II (B). After reviewing the written report, the President shall either dismiss the matter or meet with the employee and provide the employee with an opportunity to be heard. If, after the meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice of dismissal. The notice shall be included in the employee's personnel file.
3. An employee may appeal the President's decision to impose suspension without pay and/or dismissal to the Board of Trustees pursuant to Policy 3.3.6; however, the suspension or dismissal shall not be tolled pending the appeal. The employee's only basis for appeal is if the President's actions were based on Impermissible Grounds (as defined in Policy 3.3.5) in violation of state or federal law or if the actions were based on the employee's race, religion, color, national origin, sex, gender, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws.

B. Contract Employees

1. If a supervisor determines that an employee's actions warrant dismissal, the supervisor shall prepare and provide a written report, with a summary supporting that determination, to the appropriate Vice President who shall, after meeting and consulting with the supervisor and Human Resources, provide the written report to the President. If necessary, the President shall suspend the employee pursuant to Section II (B). The President or designee may further investigate the alleged conduct.
2. At the conclusion of his/her investigation and after review of the written report, the President shall either dismiss the matter or meet with the employee and present him/her with a written notice of charges and provide the employee with an opportunity to respond. If, after the written notice of charges meeting, the President decides to dismiss the employee, the President shall provide the employee with written notice that the employee is being dismissed and the

reasons for the dismissal. The notice shall be included in the employee's personnel file.

3. For serious misconduct, the President may skip any of the procedures in Subsection 1 herein and immediately meet with the employee and provide a written notice of charges.

Legal Reference:

Adopted: June 12, 2019

Adopted: ***

Policy 3.3.7 - Discrimination and Harassment (cross reference Policy 5.3.4)

The College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, ~~gender~~, gender identity ~~or expression~~, **sexual orientation**, pregnancy, disability, genetic information, age, political affiliation or veterans' status in the administration in any of its academic programs and employment practices.

For issues related to **sexual and gender harassment, discrimination and violence**, Title IX **Sexual Harassment** see Procedures

3.3.7.1 – Sexual Harassment and Sexual Violence.

For issues related to all other types of unlawful discrimination and harassment, see Procedures 3.3.7.2 – Unlawful Discrimination and Harassment.

Adopted: June 12, 2019

Amended: ***

Cross Reference: Policy 5.3.4

Legal Reference: **Title VI and** Title VII of the Civil Rights Act of 1964; The Americans with Disabilities **Act of 1990**; Section 504 of the Rehabilitations Act of 1973; The Age Discrimination in Employment Act of 1967; Equal Pay Act of 1963; Title II of the Genetic Information Nondiscrimination Act of 2008; Title IX of the Higher Education Amendments of 1972; Lily Ledbetter Act; NC Equal Employment Practices Act; NC Retaliatory Employment Discrimination Act; Jeanne Clery Disclosure Act of Campus Security Policy and Campus Statistic Act of 1990; Campus Sexual Assault Victim's Bill of Rights of 1992; Violence Against Women Act of 1994; Campus Sexual Violence Elimination Act of 2013.

Policy 4.2.5 - Field Trips

Field trips are considered a very important aid in the communication of knowledge, ideas, and understanding to students. Instructors are encouraged to plan and make use of this teaching aid. The following regulations should be observed:

A. Planning

1. Field trips are to be planned in advance, with pre-instruction, post-discussion and evaluation being of prime importance in the planning.
2. The industry, business or destination visited should be engaged in practices which demonstrate something related to the subject matter being covered in the course.
3. All arrangements are to be made by the instructor in advance of the trip.
4. Transportation shall be arranged by the instructor. Students must bear the cost of transportation unless travel is being otherwise arranged by the College in advance.
5. When students on a field trip are to miss classes taught by other instructors at the College, prior approval is to be obtained from the instructors involved. Instructors may exchange class meeting times to make up hours lost if approved.
6. An approved Field Trip Form must be submitted and approved by the Dean or designee and appropriate Vice President at least five (5) days prior to the field trip.
7. Field trips that include minors require additional documentation and approval.

B. Use of Program Area Travel Funds

1. Each program area will be assigned a travel budget for the fiscal year. The Dean or designee is responsible for coordinating and regulating the use of these funds. All requests for use of the funds should be directed to the Program Director/Chairperson prior to the planned trip. Requests for travel reimbursement from State funds, which do not have prior approval by the Program Director/Chairperson and the appropriate Vice President, will not be honored.
2. For in-state travel, out-of-state travel, or other special action, a Travel Authorization Form must be submitted along with the Field Trip Form.

C. Voluntary Educational Travel

1. The College may offer students and employees the opportunity to participate in educational travel experiences that are not a requirement of any course or degree or diploma program. The purpose of these trips is to provide educational experiences for students and employees. Student and employee participation in these trips is voluntary.
2. All voluntary educational travel must be approved by the President prior to the College soliciting staff or students to participate.

3. The College, either directly or through a third-party travel agency, may charge students and employees participating in the trip the actual cost of all travel expenses, including but not limited to: transportation, lodging, food, travel insurance, taxes, activities and tours, and administrative costs. The College shall have no obligation to refund, in whole or in part, any participant for any amount of money paid directly to the College or a third party for a trip that is cancelled or postponed for any reason. If the College collects and holds money for an authorized trip and that trip is cancelled by the College, the College shall reimburse participants any remaining funds held in the trip account.
4. All trip participants are expected to sign a waiver releasing the College from liability for any injury or loss occurring during a trip. It is recommended that participants purchase travel insurance for all international travel and all travel lasting more than three (3) days.

Adopted: September 9, 2019

Amended: ***

Policy 5.1.2 - Acceptance of Transfer Students/Credit

A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein. For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to the possible need for a demonstration of skills will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of Instruction.

C. The responsibility for determining transfer credit from other colleges and universities rests with the Director of Enrollment. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be

imposed in certain situations, such as for allied health program courses. Student Services and the appropriate Dean will maintain a list of courses that have time limits for transfer.

D. When a student transfers from a post-secondary institution to the College, the following steps will be implemented:

1. The student completes the Residency Determination Service process (if not completed at previous school), submits an application for admission, and provides an official high school or high school equivalency transcript and an official transcript from any other post-secondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.
2. The Director of Enrollment evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The Director will consult with the appropriate faculty member(s) and/or Dean if there are questions about the transfer-ability of credit.
3. The student is given placement test(s), if applicable.
4. The student continues with registration procedure.

~~The College recognizes the following additional opportunities for awarding transfer credits:~~

- ~~1. College Board Advanced Placement Program ("AP"): College course credit may be granted to students who pass the AP examinations with a score of three, four or five. Students must submit a College Board AP score report to the Enrollment Office for consideration of granting college credit.~~
- ~~2. College Level Examination Program ("CLEP"): College course credit may be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Office for consideration of granting college credit.~~
- ~~3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for training they received through military service. Students seeking credit for military training must submit a Joint Services Transcript ("JST"), an academically accepted document approved by the American Council on Education ("ACE"), to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Director of Enrollment will review and apply appropriate course credit. The Vice President of Student Services will be consulted if there is need for further discussion regarding proposed course credit.~~

4. E. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. The student must request that the Director of Enrollment review his/her Continuing Education or other non-curriculum work for possible transfer credit. Students must have earned a minimum letter grade of a "C", passed the final assessment with a proficiency of 70% or better, or successfully passed the applicable credentialing exam. Continuing Education grades of S or P will be considered for credit. The appropriate Dean for each division will approve non-curriculum course material prior to curriculum credit being officially granted. Proficiency examinations may be required before transfer credits are awarded for CEUs (Continuing Education Units). Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements.

To review additional opportunities for awarding credits for prior learning, see the College's Policy on Credits for Prior Learning, Policy 5.2.9.

Adopted: January 8, 2020

Amended: ***

COMMUNITY COLLEGE	CREDITS FOR PRIOR LEARNING	POLICY 5.2.9
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The College may award Credits for Prior Learning (“CPL”) as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship
2. Certification and licensures
3. Courses listed in high school to community college articulation agreements
4. Military education and training
5. Standardized examinations
6. Challenge exams/Proficiency
7. Portfolio assessment
8. Public Safety Training ("PST") prefix courses

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes at the College’s standards for awarding credit for the corresponding curriculum course. The College shall award CPL in a manner consistent with State Board regulations.

To be eligible to receive CPL, students must 1) meet all admission requirements for their program of study; 2) be enrolled in a curriculum program to which the credit will directly apply; and 3) request a prior learning assessment consistent with Procedure 5.2.9.1.

A. CREDIT THROUGH APPRENTICESHIP¹

The College shall award CPL based on statewide articulation as approved by the Curriculum Course Review Committee for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

The College, participating employer, and North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Upon successful completion of a registered apprenticeship, the individual will receive work-based learning course credit.

B. CREDIT THROUGH CERTIFICATION AND LICENSURES

Students seeking CPL via industry recognized and/or state regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the designated college official or office for consideration. Designated faculty/staff should review the request form and supporting documentation to determine whether the student is eligible to receive academic credit.

¹ ApprenticeshipNC is responsible for implementing equal opportunity standards relating to apprenticeship, and the State Board of Community Colleges has incorporated and adopted federal regulations in Title 29, Part 30 of the Code of Federal Regulations to implement equal opportunity in apprenticeships. Consult with your local attorney if you have questions about federal apprenticeship compliance obligations.

Students are responsible for providing evidence of their valid (non-expired) certification(s) which must have been issued within five (5) years prior to their request for articulated credit. Students must be enrolled in the associated program to receive course credit.

C. HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT CREDITS

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit. Transcripts of high school courses must be submitted to the College.

D. MILITARY EDUCATION AND TRAINING

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact Student Services for more information.

E. STANDARDIZED EXAMINATIONS

The College may award CPL credit for the following standardized examinations:

1. College Board Advanced Placement Program (“AP”): College course credit will be granted to students who pass the AP examinations with a score of three, four or five.
2. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
3. College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.
4. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
5. International Baccalaureate Diploma Programme: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

F. REQUESTING CHALLENGE/PROFICIENCY EXAMINATION

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.

Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

G. PORTFOLIO ASSESSMENT PROCESS

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is “a formal communication” presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

To submit a portfolio for assessment, students must contact the department offering the course and follow the schedule established by the department. Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

H. CREDIT THROUGH PUBLIC SAFETY TRAINING PREFIX COURSES

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Adopted:

Legal Reference: N.C.G.S. § 115D-5; 1D SBCCC 800.1; 4A SBCCC 100.1; 4B SBCCC 100.1

Policy 6.1.1 - Tuition and Fees

I. TUITION AND FEES GENERAL REQUIREMENTS

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

II. TUITION AND REGISTRATION FEE WAIVERS

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

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

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

III. LOCAL FEES

A. Authorization

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

B. Local Fee Waiver

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

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

C. Authorized Local Fees

1. Student Activity Fee

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

2. Instructional Technology Fee

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

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

3. Parking Fee

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

4. Required Specific Fees

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

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

5. Other Fees

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

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

6. Excess Receipts

The fees collected under subsection 4 and 5 above, receipts shall be used for the purpose for which they are charged. If the receipts exceed expenditures for the purpose for which they are charged, the College shall use excess receipts to support the costs of either instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

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

IV. TUITION AND FEE DEFERMENT

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

A. Students wanting to enroll but lacking funds to pay tuition and fees must meet one of three criteria to defer their payment beyond the payment deadline set by the registrar's office:

1. Must have applied for financial aid by the application deadline set by the financial aid office and, through preliminary review, appear to qualify for assistance;
2. Must provide (or have their sponsor provide) documentation in writing from a valid third-party agency that the student may be sponsored by the thirdparty agency once a final review is complete; or
3. Must enroll in a payment plan to satisfy the outstanding balance through a third-party provider contracted by the College. All balances must be paid before the last day of the semester.

B. Students who have not completed all requirements by the financial aid office, not supplied a final authorization from their third-party agency or who fail to pay the balance owed by the end of the semester will be subject to the following restrictions until payment in full has been received or until assistance is granted to satisfy the account balance:

1. Grades for the term shall be withheld;
2. Transcripts shall not be released;
3. Registration for future terms shall not be permitted; and
4. Permission to participate in graduation shall be denied.

C. Students with outstanding balances shall be notified by a Statement of Account showing the account balance and the nature of the charges and shall be dealt with pursuant to Policy 6.2.9 – Debt Collection.

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

Fee Waiver Reference Guide

Adopted: January 9, 2019

Amended: ***

Policy 6.1.4 - Tuition/Fee Refunds

I. CURRICULUM TUITION/FEE REFUNDS

DEFINITIONS

~~A. Academic Period—an academic term or subdivision of an academic term during which the College schedules a set of course sections.~~

~~B. Non-regularly scheduled course section—is any of the following: a) a class where a definitive beginning and ending time is not determined; b) a class offered in a learning laboratory type setting; c) a self-paced class; d) a class in which a student may enroll during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.~~

~~C. Off cycle course section—a regularly scheduled course section that is not offered consistent with an academic period.~~

~~D Officially Withdraw—the removal of a student from a course section by one of the following methods:~~

~~1. The student notifies the authorized College official, as defined by the College’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in the College’s published procedures for withdrawal; or~~

~~2. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.~~

~~E. On-cycle course section—a regularly scheduled course section that is offered consistent with an academic period.~~

~~F. Regularly scheduled course section—is a class that meets any of the following criteria: a) assigned definite beginning and ending times; b) specific days the class meets is predetermined; c) specific schedule is included on the College’s Master Schedule or other official College documents; d) class hours are assigned consistent with the College’s catalog; or e) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience.~~

1. Academic Period – an academic term or subdivision of an academic term during which the College schedules a set of course sections.
2. Non-regularly scheduled course section – is any of the following: a) a class where a definitive beginning and ending time is not determined; b) a class offered in a learning laboratory type setting; c) a self-paced class; d) a class in which a student may enroll

during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.

3. Off-cycle course section – a regularly scheduled course section that is not offered consistent with an academic period.
4. Officially Withdraw – the removal of a student from a course section by one of the following methods:
 - a. The student notifies the authorized College official, as defined by the College’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in the College’s published procedures for withdrawal; or
 - b. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.
5. On-cycle course section – a regularly scheduled course section that is offered consistent with an academic period.
6. Regularly scheduled course section – is a class that meets any of the following criteria:
 - a) assigned definite beginning and ending times; b) specific days the class meets is predetermined; c) specific schedule is included on the College’s Master Schedule or other official College documents; d) class hours are assigned consistent with the College’s catalog; or e) identified class time and dates are the same for all students registered for the class excluding clinical or cooperative work experience.
7. Census Date – The date marking the end of the add/drop period for a course section, as determined by the College in compliance with the State Board of Community Colleges Code.

~~II. CURRICULUM TUITION/FEE REFUNDS~~

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

A. Refunds for On-Cycle Course Sections

1. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the student officially withdraws or is officially withdrawn by the College prior to the first day of the academic period as noted on the College calendar.
2. The College shall provide a one hundred percent (100%) refund to the student for both tuition and fees if the College cancels the course section in which the student is registered.

3. After an on-cycle course section begins, the College shall provide a seventy-five (75%) percent refund to the student for tuition only if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the academic period.¹

B. Refunds for Off-Cycle Sections

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

C. Non-Regularly Scheduled Course Sections

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

III. II. CONTINUING EDUCATION TUITION/FEE REFUNDS

DEFINITIONS

1. Non-regularly scheduled course section – is any of the following: a) a course section where a definitive beginning and ending time is not determined; b) a course section offered in a learning laboratory type setting; c) a self-paced course section; d) a course

section in which a student may enroll during the initial College registration period or at any time during the semester; or e) any class not meeting the criteria for a regularly scheduled class.

2. Officially Withdraw – the removal of a student from a course section by one of the following methods:
 - a. The student notifies the authorized College official, as defined by the College’s published procedures for withdrawal, of the student’s intent to dis-enroll in a course section as outlined in the College’s published procedures for withdrawal; or
 - b. The College removes the student from the course section because the College cancels the course section or for any other reason authorized by written College policy.
3. Regularly scheduled course section – is a course section that meets all of the following criteria:
 - a. Has an assigned definite beginning and ending times;
 - b. Has specific predetermined days and times the course section meets;
 - c. Students may enroll during the initial registration period or any time prior to the census date;
 - d. The course section is consistent with the course standards pursuant to 1D SBCCC 300.5(c) ; or
 - e. Times and dates are the same for all students registered for the course section excluding clinical or cooperative work experience.
4. Independently Scheduled Course Section – is a course sections that meets all of the following criteria:
 - a. Where the begin and end times of the course are not defined;
 - b. Instructional content is delivered asynchronously; and
 - c. A student may enroll during the College’s initial registration period or enroll at any time prior to the census date of the course section.
5. Census Date – The date marking the end of the add/drop period for a course section, as determined by the College in compliance with the State Board of Community Colleges Code.

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

- A. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the student officially withdraws or is officially withdrawn by the College from the course section prior to the first course section meeting.

B. The College shall provide a one hundred percent (100%) refund to the student for tuition and fees if the College cancels the course section in which the student is registered.

C. After a regularly scheduled course section begins, the College shall provide a seventy-five percent (75%) refund of tuition only upon the request of the student if the student officially withdraws or is officially withdrawn by the College from the course section prior to or on the ten percent (10%) point of the scheduled hours of the course section. This section applies to all course sections except those course sections that begin and end on the same calendar day. The College shall not provide a student a refund using State funds after the start of a course section that begins and ends on the same calendar day.

D. After a non-regularly scheduled course section begins, the College shall provide seventy-five percent (75%) refund of tuition only upon the request of the student if the student withdraws or is withdrawn by the College from the course section prior to or on the tenth (10th) calendar day after the start of the course section.

~~IV.~~ III. OTHER REFUND CIRCUMSTANCES

A. Death of a Student

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

B. Military Refund

Upon request of the student, the College shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the Colleges' bookstore operations to the extent allowable under the College's buy back procedures.
3. The College shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the College, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

C. Self-Supporting Tuition and Fees

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

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

Adopted: January 9, 2019

Amended: ***

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

Policy 6.2.2 – Insurance

I. Fire, Flood, and Casualty Insurance – College Buildings

~~A. For all College buildings and equipment and other contents therein that is State property, the College shall secure and maintain fire and casualty insurance as proscribed in N.C.G.S. §§ 115D-58.11(a).~~

~~B. The County shall provide to the College the funds necessary to purchase such fire and casualty insurance.~~

~~C. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.~~

- A. The College shall insure each building to the extent of not less than eighty percent (80%) of the current insurable value as determined by the insured and insurer against fire, lightning, windstorm, hail, explosion, aircraft or vehicles, riot or civil commotion, smoke, vandalism, sprinkler leakage, sinkhole collapse, volcanic action, falling objects, weight of snow, ice or sleet, or water damage.
- B. The College shall insure each building and its contents to the extent of not less than eighty percent (80%) of the current insurable value, as determined by the insurer and the insured, of each of its insurable buildings against flood when that property is located, or becomes located in, an area identified on the latest Flood Insurance Rate Map produced by the Federal Emergency Management Agency as area that will be inundated by the flood event having a one percent (1%) chance of being equaled or exceeded in any given year.
- C. For all College equipment and other contents of College buildings therein that is State or College property, the College shall secure and maintain fire and casualty insurance as proscribed in N.C.G.S. §§ 115D-58.11(a).
- D. The County shall provide to the College the funds necessary to purchase such fire, flood, and casualty insurance.
- E. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina.

II. Liability Insurance

- A. The College, on the Trustees' behalf, may purchase liability insurance to adequately insure the Trustees against any and all liability for any damages by reasons of death or injury to person or property proximately caused by the negligence or torts of the

College's agents and employees when acting within the scope of their authority or the course of their employment.

B. All insurance must be purchased from companies duly licensed and authorized to sell insurance in North Carolina or from other qualified companies to sell insurance as determined by the N.C. Department of Insurance.

C. The College is authorized to pay as a necessary expense the lawful premiums of the retained liability insurance.

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

Adopted: January 9, 2019

Amended: ***

Policy 6.2.3 - Surety Bonds

The following categories of employees shall be bonded by a surety company authorized to do business in North Carolina at an amount, to be determined by the President, which sufficiently protects the College's property and funds:

1. All employees authorized to draw or approve checks or vouchers drawn on local funds;
2. All employees authorized or permitted to receive College funds from whatever source; and
3. All employees responsible for or authorized to handle College property. The College shall provide the funds necessary for the payment of the premiums of such bonds.

In lieu of a surety bond for the above employees, the Board of Trustees may obtain and maintain adequate insurance coverage sufficient for the protection of institutional funds and property. The College shall provide the funds necessary for the payment of the premiums of such bonds.

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

Adopted: January 9, 2019

Amended: ***

Policy 7.1.3 - Electronic Records Retention (cross reference policy 2.3.8)

I. INTRODUCTION

This Policy governs the College's retention of electronic records, including electronic mail ("email") and instant messages. The Policy is intended to provide guidance on the need for retention of electronic records and messages sent and received by College employees. The College will retain and destroy electronic records, including email and instant messages, in accordance with this Policy, [the State Guidelines for Managing Trustworthy Digital Public Records](#), and the approved Record Retention and Disposition Schedule ~~and the approved Record Retention and Disposition Schedule~~ ("the Schedule") for community colleges adopted by the North Carolina Department of Cultural Resources and the North Carolina Department of Community Colleges. For the purposes of this Policy, the term "electronic records" is defined to include electronic mail and instant messages.

[This Policy will be reevaluated every five \(5\) years, or upon the implementation of a new information technology system, and will be updated as required.](#)

II. NORTH CAROLINA PUBLIC RECORDS ACT

Electronic records made or received in connection with the transaction of public business are public records pursuant to the North Carolina Public Records Act, as defined by the North Carolina Public Records Act, N.C.G.S. § 132-1 et seq. Examples of electronic records that are public records include, but are not limited to: messages that include information about policies or directives, official business correspondence, official reports, or material that has historic or legal value.

Public records, including electronic records, may not be deleted or otherwise disposed of except in accordance with the Schedule. The content of the electronic record determines its retention requirement.

The content of the email, not the method or device in which it was sent, dictates whether the email is a public record. For example, if an employee has work email on his private, personal email account, that email remains a public record. For this purpose, employees are strongly encouraged to use only their work email address for work emails. In the event that an employee, however, does have work emails on their personal email accounts, they are responsible to properly maintain the email and, if necessary for retention purposes, transfer the email to another medium for proper retention.

III. ELECTRONIC RECORDS CUSTODIAN

Because electronic messages can be sent and forwarded to multiple people, copies of the messages may exist in the accounts of multiple users. In most cases, the author, or originator, of the electronic message is the legal custodian and is responsible for maintaining the "record"

copy. However, cases in which the recipient has altered the message (made changes, added attachments, etc.), or when the message is coming from outside the college; the recipient is the one responsible for retaining the message.

When the custodian of an electronic message leaves the employment of the College, it is the responsibility of the supervisor to ensure all public records remaining on the computer and in the messaging account are retained or disposed of appropriately. The College additionally stores all email and instant messages as a fail-safe archive in the event of system failure or unlawful tampering. All messages which are sent or received using the College's email and instant messaging system are copied and retained by this system for (5) five years. This storage mechanism is intended as a safety measure and does not replace the individual employee's legal responsibility for retaining and archiving electronic messages in accordance with the state of North Carolina's record retention laws.

IV. TYPES OF ELECTRONIC MESSAGES

For retention purposes, email messages generally fall into the following two categories:

- A. Email of limited or transitory value. For example, a message seeking dates for a meeting has little or no value after the meeting. Retaining such messages serves no purpose and takes up space. Messages of limited or transitory value may be deleted when they no longer serve an administrative purpose.
- B. Email containing information having lasting value. Email is sometimes used to transmit records having lasting value. For example, email about interpretations of an agency's policies or regulations may be the only record of that subject matter. Such records should be transferred to another medium and appropriately filed, thus permitting email records to be purged.

V. PROCEDURES FOR COMPLIANCE

While the methods for reviewing, storing or deleting electronic records may vary, compliance with the retention requirements may be accomplished by one of the following:

- A. Retention of Hard Copy. Print the record and store the hard copy in the relevant subject matter file as would be done with any other hard-copy communication.
- B. Electronic Storage of records and email. Electronically store the record or email in a file, on a disk or a server so that it may be maintained and stored according to its content definition under this Policy.

VI. LITIGATION HOLD

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

VII. OUTSIDE INSPECTION

The College recognizes the judicial system may request pretrial discovery of the information technology system used to produce records. The College will honor requests for outside inspection of the system and testing of data by the courts and government representatives. Records must continue to exist when litigation, government investigation, or audit is pending or imminent, or if a court order may prohibit specified records from being destroyed or otherwise rendered unavailable.

VIII. RECORD DISPOSITION

Records may only be disposed of in accordance with the Schedule. Prior to the disposition of any record or record group after the applicable retention period, the records custodian will create and maintain a destruction log.

The President is authorized to adopt procedures to implement this policy.

Adopted: November 13, 2019

Amended: ***

Legal Reference: N.C.G.S. §§ 121-5; 132-1 et seq; Records Retention & Disposition Schedule (~~July 1, 2016~~) (August 23, 2019)

Cross Reference Policy 2.3.8

Policy 7.1.6 - Peer-to-Peer File Sharing

I. PURPOSE

The Digital Millennium Copyright Act of 1998 (“DMCA”) legally protects a copyright holder from the unauthorized use of his or her digital content. Unauthorized use means violating the user agreement or terms of use for the digital content. Illegally sharing and/or reproducing copyrighted materials such as music, videos, documents, software and photos is considered copyright infringement. The Higher Education Opportunity Act (“HEOA”) includes a provision directly related to DMCA.

HEOA ~~holds sets requirements~~ higher education ~~institutions accountable for student to address~~ illegal peer-to-peer (“P2P”) file sharing occurring on College networks. Illegal P2P file sharing is downloading, also known as copying and/or saving, copyrighted material to a hard drive or any other storage device and/or sharing or making it available to other people without the consent of the copyright holder.

P2P applications are used to legitimately share digital content. However, P2P applications can expose the College ~~and individual users on the College’s network~~ to legal liabilities when illegal file sharing occurs. P2P applications can also present a security risk because a downloaded file may actually contain a virus or a malicious program that could target and infect other machines on the network, impact the performance of the network and compromise sensitive/confidential information. The purpose of this Policy is to inform the College community on preventive measures that will help avoid legal liability and security risks resulting from illegal file sharing. This Policy applies to any individual using the College’s computer network.

II. POLICY

Individuals using the College’s computer network will be held accountable for adhering to the following terms and conditions:

- A. Read the user agreement or terms of use for the following digital content in order to make sure you do not use nor share digital material illegally: documents, videos, and games located on the Internet; social networking sites (i.e. YouTube); purchased digital content (i.e., music, software); and peer-to-peer file sharing applications;
- B. Delete unauthorized copyrighted material from your electronic device (i.e. computer, tablet);
- C. Use a legal alternative to unauthorized downloading. The College does not endorse a particular product or service nor is it responsible for any cost or any technology related issues resulting from the use of the legitimate sources;

- D. Disable the file sharing feature for P2P software if you do not have permission to share the digital material (i.e., documents, movies, games, etc.) legally; contact the software vendor for technical support;
- E. Follow the P2P vendor's best practices for securing the computer used for P2P activity (i.e., anti-virus software, a vendor supported operating system, personal firewall, current version of P2P application, etc.); the Federal Trade Commission¹ also has P2P best practices; and
- F. For College-owned assets, P2P software can only be used to promote the College's mission, academic and business needs. Where applicable, P2P software is not allowed on machines that process and/or store confidential/sensitive data. The personal use of P2P applications on College-owned assets for recreational and leisure purposes is prohibited.

III. ENFORCEMENT

Enforcement of this Policy shall include:

- A. Disclosure to students ~~and employees~~ on an annual basis ~~which shall include legal alternatives to illegal file sharing~~;
- B. Monitoring network traffic and limiting network bandwidth; and
- C. Implementing other technology-based deterrents as needed.

In addition to employment and student discipline issued by the College in accordance with applicable policies and procedures (up to and including dismissal/suspension), individuals cited for unauthorized use may be subjected to civil and/or criminal damages such as monetary damages and potential prison time. According to the US Copyright Office², monetary damages can range from \$200 to \$150,000 for each act. Criminal prosecutions may result in a fine of up to \$250,000 and a prison term of up to five (5) years for each act.

Adopted: November 13, 2019

Amended: ***

Legal Reference: 20 U.S.C. §1092, §1094

Cross Reference: Policy 7.2

~~1 URL Link should be fixed but here is the URL: <https://www.consumer.ftc.gov/articles/0016-p2p-file-sharing-risks>~~

~~2 <https://www.copyright.gov/title17/92chap5.html#504>~~



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> QR Code - Section 1 Do Not Write In This Space </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ *(See instructions for exemptions)*

Signature of Employer or Authorized Representative		Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Student Government Association

The SGA sponsored a “Hot Cocoa” break in early December as students prepared for exams. Everyone seemed to enjoy the break and the sugar rush!

**President's Report
January 12, 2022**

Activities since the October Board Meeting

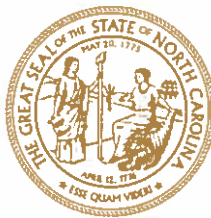
11/11/21	Employee Meeting
11/12/21	Shooting Clays Tournament
11/16/21	VP Meeting
11/17/21	NCACCP Business Meeting
11/18/21	State Board of Community Colleges Meeting
11/19/21	Meeting with State Senator Steve Jarvis and State Representative Ben Moss
12/1/21	Commission on Dental Accreditation (CODA) Meeting
12/3/21 – 12/7/21	SACSCOC Annual meeting
12/3/21	SACSCOC Reaffirmation Planning Meeting
12/15/21	NCACCP Business Meeting
12/15/21	NCACCP Technology Committee Meeting
1/4/22	Quality Trails
1/5/22	SACSCOC Reaffirmation Orientation
1/6/22	New Employee Orientation

Upcoming Activities

1/13/22	Belk Center President's Academy Meeting
1/14/22	Community College Regional Listening Session
1/26/22	First Health Advisory Board Meeting

Board of Trustees Information

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



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

October 22, 2021

Mr. William T. Price
5053 Woodrun on Tillery
Mount Gilead, North Carolina 27306

Dear Bill:

I am pleased to reappoint you to serve as a member of the Montgomery Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2025.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Chad A. Bledsoe

MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 898-9600 · Toll Free (877) 572-6222

County Commissioners Appointees

Gordon Knowles, Mt. Gilead, NC (2022)
910-439-5711(h)

Claudia Bulthuis, Troy, NC (2023)
910-571-6256

Tawanda Bennett, Candor, NC (2024)
910-975-1416

Susan Eggleston, Star, NC (2025)
864-386-0744(c)

Board of Education Appointees

Dr. Philip Jones, Mt. Gilead, NC (2022)
910-439-4113(h)/910-439-9744

Kerry Hensley, Star, NC (2023)
910-572-7557(c)

Phil Absher, Troy, NC (2024)
704-574-1708

Gelynda Capel, Troy, NC (2025)
910-576-9451

Governor Appointees

Robert Harris, Mt. Gilead, NC 27306 (2022) 910-975-1462(c)

Katherine Dunlap, PhD, Star, NC (2023)
910-428-9364

Vacant

Bill Price, Mt. Gilead, NC 27306 (2025)
910-573-0072(c)

Committee Assignments

Budget & Finance Committee

Kerry Hensley, Chair
Bill Price, Vice Chair
Phil Absher
Tawanda Bennett
Gordon Knowles
Claudia Bulthuis

Building & Grounds Committee

Gordon Knowles, Chair
Claudia Bulthuis, Vice Chair
Gelynda Capel
Katie Dunlap
Susan Eggleston
Robert Harris

Personnel Committee

Gelynda Capel, Chair
Phil Absher, Vice Chair
Robert Harris
Kerry Hensley
Philip Jones
Claudia Bulthuis

Curriculum/Student Services Committee

Bill Price, Chairman
Katie Dunlap, Vice Chair
Tawanda Bennett
Susan Eggleston
Philip Jones
Claudia Bulthuis

Legislative/Public Relations Committee

Katie Dunlap, Chair
Claudia Bulthuis, Vice Chair
Tawanda Bennett
Philip Jones
Bill Price

Institutional Status Committee

Robert Harris, Chair
Susan Eggleston, Vice Chair
Gelynda Capel
Philip Jones
Claudia Bulthuis

*Chair of the Board serves as a member of each committee

*SGA President is a non-voting member of each committee

Updated January 2022



Blaze Your Trail

Board of Trustees Calendar of Events

2022

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 6, 2022	8:00 a.m.	Board Retreat/Meeting
September 14, 2022	5:30 p.m.	Committee/Board Meeting
October 12, 2022	5:30 p.m.	Committee/Board Meeting
November 8, 2022	5:30 p.m.	Committee/Board Meeting
December 16, 2022	6:00 p.m.	Board Christmas Dinner