

**Montgomery Community College  
Board of Trustees  
November Board Meeting  
November 10, 2021 at 6:00 p.m.  
Hybrid Meeting Information Sheet**

To access the meeting, please call in using the number below, and when prompted, enter the meeting ID code. You may begin calling in as early as 5:30 p.m. to give yourself enough time to troubleshoot if needed.

After you enter the meeting ID code, please state your name so we can hear you when you enter the meeting. Mrs. Bulthuis will take roll at 6:00 p.m.

**Call in number:** +1 646 558 8656    **Meeting ID Code:** 974-2976-7109

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

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

**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, November 10, 2021 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**

**Welcome and Announcements..... Claudia Bulthuis**

**Approval of the Agenda and the October 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**

- September Financial Reports – **Appendix B-1 (Action)**
- September Foundation Fund Statement – **Appendix B-2**
- Grants Update – **Appendix B-3**
- Foundation Update

**Building & Grounds Committee**

- Facilities/Construction Report – **Appendix C-1**
- Timber Harvest Proposal – **Appendix C-2 (Action)**

**Personnel Committee**

- Personnel Appointment
  - Director of the Small Business Center – **Appendix D-1**
  - Nursing Instructor – **Appendix D-2**
  - Nurse Aide Instructor – **Appendix D-3**
  - Accounting Technician – **Appendix D-4**
- Employee Separation
  - Accounting Technician/Accounts Receivable – **Appendix D-5**

**Curriculum/Student Services Committee**

- Update from Vice President of Instruction/Student Services – **Appendix E-1**
  - Instruction, Student Services and Continuing Education

## **Legislative/Public Relations Committee**

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

## **Institutional Status Committee**

- Business Continuity Plan (The plan will be shared separately)
- 2021-2022 Institutional Effectiveness Plan (A link is provided) – **Appendix G-1**
- Board Policy Manual Revisions – **Appendix G-2 (First Reading)**
  - 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 5
    - Policy 5.1.2 – Acceptance of Transfer Students/Credit
    - Policy 5.2.9 – Credit for Prior Learning (New Policy)
  - 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

**SGA Report – Appendix H** ..... Juliana Inman, SGA President

## **President’s Report**

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

**Chairman’s Report**

- Calendar of Events – **Appendix J-1**
  - 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 March 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, October 13, 2021****Call to Order**

The regular meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, October 13, 2021 in the Blair Auditorium of Blair Hall. The meeting was called to order at 6:02 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  
Claudia Bulthuis  
Gelynda Capel **R**  
Susan Eggleston

Robert Harris  
Kerry Hensley  
Gordon Knowles  
Bill Price  
Juliana Inman, SGA President

**Absent**

Dr. Katie Dunlap  
Dr. Philip Jones

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction/Student Services; Jeanette McBride, Vice President of Administrative Services; Kelly Morgan, Director of Marketing, Communications, and Public Relations; Korrie Ervin, Director of Resource Development; Dr. Natalie Winfree, Dean of Arts and Sciences; and Courtney Atkins, Assistant to the President.

Mrs. Bulthuis opened the meeting with prayer.

**Welcome and Announcements**

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

**Roll Call**

Ms. Atkins called the roll.

Mrs. Bennett joined the meeting remote at 6:05 p.m.

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

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the October 13, 2021 meeting and the September 8, 2021 board meeting minutes. On a roll call vote, the motion passed unanimously.

**Board of Ethics**

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 1.4 Conflict of

Interest, and asked if there were any potential or actual conflicts of interest. No conflicts of interest were declared.

## **STANDING COMMITTEE REPORTS**

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

### **Budget and Finance Committee**

#### **August Financial Reports – Appendix B-1 (Action)**

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

- As of August 31, 2021, county fund expenditures were \$145,962, or, 18% of the budget.
- As of August 31, 2021, there were \$455,584 available for capital expenditures in county funds.
- As of August 31, 2021, state fund expenditures were \$1,213,124. The state budget has not been posted, but, spending is in line with August, 2020.
- As of August 31, 2021, the institutional fund balance was \$1,045,660.
- As of August 31, 2021, the balance in the state treasury investment fund account was \$199,267.

Mr. Price asked about outstanding funds in capital expenditures. Mrs. McBride noted that the parking lot repair project is the only project with outstanding funds. Mr. Price asked about the lost revenue listed in institutional funds. Mrs. McBride noted that the lost revenue is for HEERF II funds that the college received for enrollment decline due to COVID. Mr. Price noted that on the institutional fund statement, the agency fund is negative. Mrs. McBride noted that it is listed as negative due to a timing issue and that payment would be posted soon.

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

#### **August Foundation Fund Statement – Appendix B-2**

Dr. Bledsoe presented Appendix B-2, the August Foundation Fund Statement. As of August 31, 2021, the balance of foundation funds totaled \$4,958,789.64. The statement reflects a market increase of \$72,672.83 for the month. The state treasury investment fund account reflects a payment for construction on the firing range funded by a donation received several years ago from the National Shooting Sports Foundation.

#### **Grants Update – Appendix B-3**

Dr. Bledsoe shared Appendix B-3, the Grants Update. The Foundation received \$4,000 from the NRA-East grant. The Montgomery Fund awarded a grant for financial assistance for nurse aide certification. The funds will be used to assist those with financial need to help cover the cost of certification testing. The People Helping People grant from Randolph Electric Membership Corporation was awarded for a success studio. The funds 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.

In-Kind Donation Transfer – Appendix B-4

Dr. Bledsoe presented Appendix B-4, the In-Kind Donation Transfer. He reported that ProShots donated items valued at \$2,500 to the Gunsmithing program so that students may have additional items to work on in their classes.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the In-Kind Donation Transfer. On a roll call vote, the motion passed unanimously.

Shooting Clay Tournament – Appendix B-5

Dr. Bledsoe shared Appendix B-5, the brochure for the Shooting Clay Tournament. The event is scheduled for November 12, 2021, at DeWitt's in Ellerbe, NC.

Foundation Update

Dr. Bledsoe gave an update on the Foundation. The Foundation held a drive-through meal pick up on Friday, October 8, 2021, for the Fall Fundraiser. The Foundation raised an estimated \$28,000 from the event and raised an estimated \$2,000 from the online silent auction. Ray Reynolds won the grand prize of \$5,000. Dr. Bledsoe thanked the group for their efforts in making the fundraiser a success.

**Building and Grounds Committee**

Facilities/Construction Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the Facilities/Construction Report. In Blair Hall, most of the renovations have been completed. Dr. Bledsoe noted that HM Kern has requested payment for the project. All restrooms in Blair Hall have been completed, pending final inspection by the architect and college administration. Construction continues on the greenhouse and the hoop house. There was a delay on construction for the greenhouse due to missing parts in the kit. All of the missing parts have arrived and construction crews are working to complete the project.

Campus Security Report – Appendix C-2 (Action)

Dr. Bledsoe presented Appendix C-2, the Campus Security Report. He noted that MCC publishes a Campus Security Report in October of each year keeping in accordance with the Campus Security Act of 1990, the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (referred to as the "Clery Act"), the Higher Education Opportunity Act of 2008, and the Violence Against Women Reauthorization Act of 2013.

Dr. Bledsoe noted that there is an incident reported in the log from 2018 of a student having an illegal substance on campus. In 2018, there were two reports of burglary for two computers being stolen during campus renovations. In 2020, an incident was reported for a student having a weapon on campus.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the Campus Security Report. On a roll call vote, the motion passed unanimously.

Facility Master Plan – Appendix C-3

Dr. Bledsoe presented Appendix C-3, the Facility Master Plan. He noted that the plan is presented annually and that administration held the report in anticipation of receiving documents from the State used to update the information. Those reports have not been received and the plan is being presented as the date of April, 2021. The report will be presented again next spring with updated information.

Mr. Price suggested bolding the terms “employing and retaining” listed in goal four and bolding the sentence of “systematic institutional planning and evidence-based assessment” in goal six of the college goals.

Mrs. Bulthuis asked about adding the CTE Building to the facility master plan in the future. Mrs. McBride noted that the CTE Building will be listed in the square footage of the plan at the next presentation.

**Personnel Committee**

Notice of Resignation – Appendix D-1

Dr. Bledsoe shared Appendix D-1, the Notice of Resignation for Donna Harwood, Nurse Aide Program Coordinator.

Personnel Appointment – Appendices D-2 – D-5

Dr. Bledsoe shared Appendices D-2 – D-5, Personnel Appointments. New appointments include Cynthia Huneycutt, Accounting Technician/Accounts Receivable; Laura MacCoy, Student Success and Retention Specialist; Jordan McDuffie, Taxidermy Instructor; and Emily Tucker, Director of the Small Business Center.

Mr. Price noted that he appreciates that administration recognizes salary commensurate with experience when hiring new employees.

Mrs. Bennett joined the meeting in person at 6:32 p.m.

**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.

Instruction

Dr. Bledsoe shared an update from Instruction. He reported that the Dental Assisting Program is currently working to complete their accrediting report in preparation for their on-site visit in December.



### Student Services

Dr. Bledsoe shared an update from Student Services. The Admissions and Retention staff has worked with the SGA to plan and deliver a number of programs this fall. Those included are National Advising Day held on October 5, 2021, as an opportunity for students and their advisor to connect and start preparation for spring semester scheduling. The annual Manufacturing Day program is scheduled for October 28, 2021 in the CTE Building. The high school recruiting tour began on September 30, 2021 and will run through early November. During that time, staff will be visiting a number of high schools while on tour.

### Continuing Education

Dr. Bledsoe shared an update from Continuing Education. He reported that six students are completing phase one of Montgomery Community College's Water School. Upon completion of phase one, students will be eligible to take their wastewater treatment operator grades one and two exam. Phase two will prepare students for the wastewater treatment operator grades three and four exam.

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

### Summer Class Visitation Report – Appendix E-2

Dr. Bledsoe shared Appendix E-2, the Summer Class Visitation Report from Continuing Education. He noted that the report is presented regularly to the Board in accordance with college Policy 504, Internal Audit Plan. He noted that 50% of off campus classes and 25% of on campus classes are to be visited during the semester. The report reflects that instructors exceeded those percentage goals.

### **Legislative/Public Relations Committee**

#### Legislative Updates

Dr. Bledsoe reported that Senate and House representatives have sent a budget to the Governor for review.

#### Marketing Update – Appendix F-1

Dr. Bledsoe shared Appendix F-1, the Marketing update. He noted the press releases published in the Montgomery Herald. Dr. Bledsoe noted that Mrs. Morgan is working to update brochures on campus and the new brochures that are complete were shared with the Trustees.

### **Institutional Status Committee**

There was no update from the committee. Ms. Hensley asked about the next SACS accreditation and Dr. Bledsoe noted that the institution will be reaffirmed in 2024 and that administration is in process of review. More information on the accreditation process will be shared with the Trustees in 2022.

**SGA Report – Appendix G**

Ms. Inman shared Appendix G, the SGA Report. She reported that the SGA, along with the student services staff, sponsored the Montgomery Community College Hispanic Heritage Month activities on September 28, 2021. There were a number of activities including domino games, Hispanic candies, and name that flag. Students and employees also enjoyed the local food trucks who participated. Snack attack was held today, October 13, 2021, to mark the last 8-weeks left of the semester. The annual Veterans Day Remembrance ceremony is scheduled for November 10, 2021 at 10:00 a.m. at the amphitheater. A Fall Festival will be held at the college on November 18, 2021. Activities, inflatables, games and food are planned for the day.

**President’s Report – Dr. Chad Bledsoe – Appendix H-1**

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

- Dr. Bledsoe shared that MCC held a 9/11 remembrance ceremony in Blair Auditorium where students and staff participated by laying a wreath and having a moment of silence.
- In preparation for SACS accreditation, there have been several QEP meetings held with more meetings scheduled in the future.
- Dr. Bledsoe attended an open house event for Precision Textiles on September 21, 2022.
- Dr. Bledsoe shared a COVID-19 update. He reported that October cases are decreasing. Currently, there has only been one positive case and one unconfirmed case.

**Chairman’s Report – Claudia Bulthuis, Chairman – Appendix I-1**

Mrs. Bulthuis gave an update on the NCACCT Seminar that was held on September 22-24, 2021, in Wilmington, NC. She shared information on the opening session presentation by Dr. Helen Benjamin on diversity, equity, and inclusion.

Mrs. Bulthuis noted that during the ethics training, discussion was held on open meeting laws. Mrs. Bulthuis and Dr. Bledsoe will be reviewing MCC procedures to remain current.

Mrs. Bulthuis presented Appendix I-1, the calendar of events. In addition to the calendar, she noted the following:

- Mrs. Bulthuis reminded Trustees that the next NCACCT Seminar will be held on March 30-April 1, 2022 in Raleigh, NC.
- Mrs. Bulthuis shared that graduation will be held on May 11, 2021.

Mr. Knowles made a motion, seconded by Mr. Price, to adjourn the October 13, 2021 Board meeting at 6:56 p.m. The motion carried.

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Claudia Bulthuis, Chairman

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

**Wednesday, October 13, 2021**

<b><u>Board Members</u></b>	<b><u>Approval of the Agenda and Minutes</u></b>	<b><u>Financial Reports</u></b>	<b><u>In-Kind Donation Report</u></b>	<b><u>Campus Security Report</u></b>
Phil Absher	Yes	Yes	Yes	Yes
Tawanda Bennett	Yes <b>R</b>	Yes <b>R</b>	Yes <b>R</b>	Yes
Claudia Bulthuis	Yes	Yes	Yes	Yes
Gelynda Capel <b>R</b>	Yes	Yes	Yes	Yes
Dr. Katie Dunlap	Absent	Absent	Absent	Absent
Susan Eggleston	Yes	Yes	Yes	Yes
Robert Harris	Yes	Yes	Yes	Yes
Kerry Hensley	Yes	Yes	Yes	Yes
Dr. Philip Jones	Absent	Absent	Absent	Absent
Gordon Knowles	Yes	Yes	Yes	Yes
Bill Price	Yes	Yes	Yes	Yes
Juliana Inman, SGA President	Non-voting member	Non-voting member	Non-voting member	Non-voting member

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

Appendix B-1

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries	256,455	63,152	193,303	25%
Benefits	130,872	34,670	96,202	26%
Contracted Services	16,496	4,459	12,037	27%
Supplies & Materials	45,132	3,253	41,879	7%
Professional Development (Travel)	1,200	132	1,068	11%
Utilities	295,716	85,448	210,268	29%
Repairs & Maintenance	19,878	9,488	10,390	48%
Membership & Dues	2,713	820	1,893	30%
Insurance & Bonding	38,751	487	38,264	1%
Other Current Expenses	7,804	1,447	6,357	19%
Non-Capitalized Equipment	983	-	983	0%
<b>Total Current Expense</b>	<b>816,000</b>	<b>203,356</b>	<b>612,644</b>	<b>25%</b>

**RESTRICTED SALES TAX FUNDS (Held by County)**

Life-to-date Revenues as of State's July 2021 Report	855,350
Add: Prior FY Property Tax Allocations from County Report	378,435
Add: FY22 Property Tax Allocation from County Report	1,093
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
<b>Total Revenue</b>	<b>1,409,878</b>
Less: Prior FY Projects	(940,404)
Less: 2021-22 Projects	(1,287)
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 09/30/2021</b>	<b>\$ 468,187</b>

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

	2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
Salaries- Full Time		987,197		
Salaries- Part Time		178,393		
<b>Salaries- Full Time &amp; Part Time</b>		<b>1,165,591</b>		
<b>Benefits</b>		<b>448,689</b>		
Contracted Instruction		11,015		
Financial/Audit Services		309		
I.T. Contracted Services		-		
Other Contracted Services		510		
<b>Contracted Services</b>		<b>11,834</b>		
<b>Supplies &amp; Materials</b>		<b>39,753</b>		
<b>Professional Development &amp; Travel</b>		<b>8,328</b>		
<b>Communications</b>		<b>12,178</b>		
Equipment Repair		2,030		
Maintenance Agreements		13,005		
<b>Equipment Repairs &amp; Maintenance Contracts (I.T. Equipment)</b>		<b>15,035</b>		
<b>Advertising</b>		<b>10,865</b>		
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		
<b>Other Current Services</b>		<b>20,307</b>		
Software License Renewal		6,673		
Other I.T. Rentals/ Leases		52,522		
<b>IT Rentals/Leases/Licenses</b>		<b>59,195</b>		
<b>Insurance and Bonding</b>		<b>-</b>		

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

2021-2022 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY22
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<b>Membership &amp; Dues</b>	6,086
<b>1 Minor Equipment</b>	(6,453)

<b>Total Current Expense</b>	<b>1,791,408</b>
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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
<b>Equipment &amp; Books</b>	<b>14,814</b>

<b>Total Expenses</b>	<b>1,806,222</b>
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**Note:** State budget has not been received as of September 30, 2021. Spending is in-line with September 2020.

1 Sale of surplus gunsmithing equipment - lathe and mill

**Montgomery Community College**  
**Institutional Funds- Board Report for September 2021**

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 09/30/21
1 Pell Overpayments	(5,683)	-	-	(5,683)
Veterans Reporting Fee	1,987	-	-	1,987
Overhead Receipts 75%	14,508	95	759	13,843
Current General & Miscellaneous	18,194	281	281	18,194
Administrative Support	1,074	478	1,552	-
Overhead Receipts 25%	11,456	32	-	11,488
Excess Fee Receipts	-	-	-	-
Textbook Rental	41,624	50	5,603	36,070
2 College Work Study	-	611	1,005	(394)
CARES Act-Institutional	-	109,769	109,769	-
Lost Revenue HEERF II	183,588	-	26,485	157,102
<b>Total Institutional Support</b>	<b>266,746</b>	<b>111,316</b>	<b>145,455</b>	<b>232,607</b>
Forestry Program	6,456	-	-	6,456
Specific Fees	104,391	34,924	25	139,290
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	7,349	252	79,684
<b>Total Curriculum Instruction &amp; Fees</b>	<b>202,309</b>	<b>42,273</b>	<b>277</b>	<b>244,304</b>
Scrap Metal Fund HVAC	768	-	-	768
Self Supporting	90,410	9,802	9,899	90,313
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	6,946	4,460	102,977
Horticulture: Live Project	878	-	-	878
CE Grants/Scholarships	55,054	18,000	17,116	55,938
Fire Training Center Grant	12,312	-	-	12,312
Technology Fee: Continuing Education	2,008	-	-	2,008
<b>Total Cont Ed/Non-Curriculum Inst &amp; Fees</b>	<b>275,303</b>	<b>34,920</b>	<b>31,475</b>	<b>278,749</b>
3 NCWorks Grant Adult Services/Dislocated Worker	(16,100)	30,623	27,483	(12,960)
3 NCWorks Finish Line Grant	(1,104)	724	-	(380)
<b>Total NC Works</b>	<b>(17,204)</b>	<b>31,347</b>	<b>27,483</b>	<b>(13,340)</b>
Operational Funds	61,997	-	14,446	47,551
4 Sales Tax Utilization	-	-	837	(837)
Agricultural Expansion	(88,875)	100,000	-	11,125
<b>Total Plant Operation &amp; Maintenance</b>	<b>(26,878)</b>	<b>100,000</b>	<b>15,283</b>	<b>57,839</b>
Vending	14,268	1,561	3,109	12,720
Bookstore Vending	58,504	386	-	58,889
General Store	1,327	12	23	1,316
Parking Fee	28,137	1,543	-	29,680
Student Government Association	38,075	12,071	4,716	45,430

**Montgomery Community College**  
**Institutional Funds- Board Report for September 2021**

	2021-22 Beginning Balance	2021-22 Revenue	2021-22 Expense	Cash Balance 09/30/21
Graduation Fund	2,628	185	-	2,813
Student Ambassador	28,831	1,350	-	30,180
Club Accounts	75,171	-	-	75,171
Agency Fund	41,493	-	-	41,493
Funds for Others	6,324	-	-	6,324
Restricted Scholarships Held	4,714	-	-	4,714
Loan Funds Held & Dist	-	-	-	-
<b>Total Proprietary/Other</b>	<b>299,471</b>	<b>17,107</b>	<b>7,848</b>	<b>308,730</b>
GEER Scholarship	-	1,407	1,407	-
FSEOG	145	152	152	145
5 Pell Grant	793	382,878	387,630	(3,959)
6 Education Lottery Scholarship	-	-	11,650	(11,650)
7 Golden LEAF	-	9,753	10,315	(563)
6 NC Community College Grant	-	-	15,212	(15,212)
8 MCC Foundation Scholarship	1,249	-	67,940	(66,692)
SGA President Scholarship	-	750	750	-
SECU Scholarships	-	3,750	3,750	-
<b>Total Student Aid- Grants &amp; Scholarships</b>	<b>2,187</b>	<b>398,690</b>	<b>498,806</b>	<b>(97,930)</b>
Capital Projects- Sales Tax Utilization	115,025	70,000	185,025	-
Golden LEAF-FY2020-085	(58,733)	58,733	-	-
<b>Total Capital Assets</b>	<b>56,292</b>	<b>128,733</b>	<b>185,025</b>	<b>-</b>
<b>Total Institutional Funds: First Bank</b>	<b>1,058,227</b>	<b>864,384</b>	<b>911,653</b>	<b>1,010,959</b>

STIF Account as of 09/30/21	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	11	45,089	45,100
Self Supporting- Continuing Education	3	10,900	10,902
Technology Fees	20	80,056	80,076
Bookstore	16	63,196	63,212
<b>Total Institutional Funds: State Treasury</b>	<b>49</b>	<b>199,241</b>	<b>199,290</b>

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



# Montgomery Community College Foundation

## Funds Statement FY 2021-2022

Appendix B-2

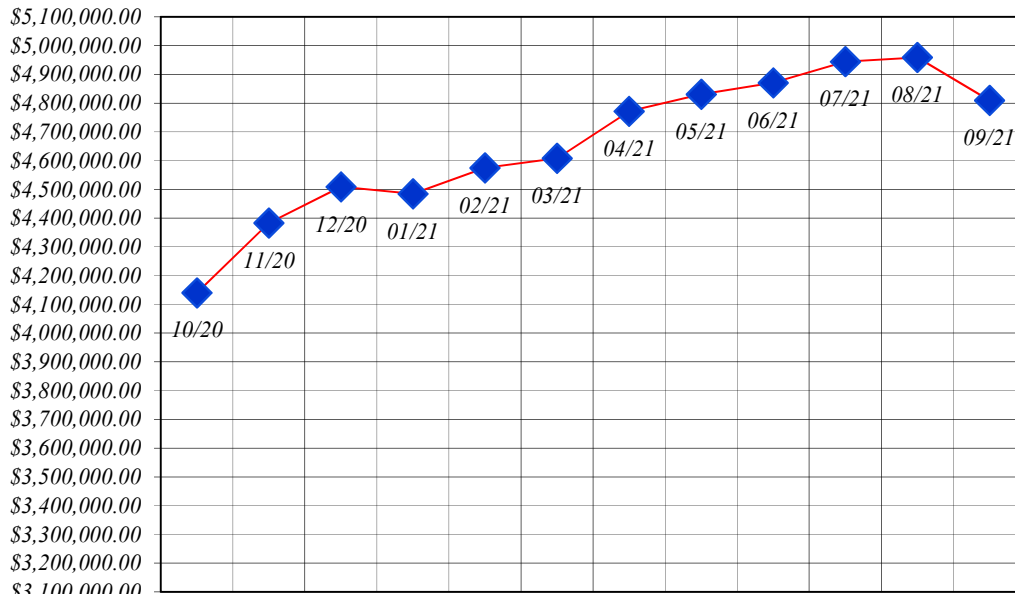
	Fiscal Year To Date 7/1/2021 thru 6/30/2022			
	Wells Fargo	STIF	First Bank	Total

	Month of September 2021			
	Wells Fargo	STIF	First Bank	Total

<b>Beginning Value</b>	\$4,316,061.52	\$465,826.84	\$88,821.61	\$4,870,709.97
<b>Receipts</b>				
Interest/Dividends	\$13,553.20	\$104.12	\$5.03	\$13,662.35
Deposits	\$14,145.00	\$19,885.99	\$58,079.25	\$92,110.24
<b>Total Receipts</b>	\$27,698.20	\$19,990.11	\$58,084.28	\$105,772.59
<b>Disbursements</b>				
Fees/Withdrawals	\$8,979.36	\$92,120.29	\$41,278.22	\$142,377.87
<b>Total Disbursements</b>	\$8,979.36	\$92,120.29	\$41,278.22	\$142,377.87
<b>Market Value Net Change</b>	(\$24,407.39)	\$0.00	\$0.00	(\$24,407.39)
<b>Ending Value</b>	\$4,310,372.97	\$393,696.66	\$105,627.67	\$4,809,697.30
<b>Net Change</b>	(\$5,688.55)	(\$72,130.18)	\$16,806.06	(\$61,012.67)

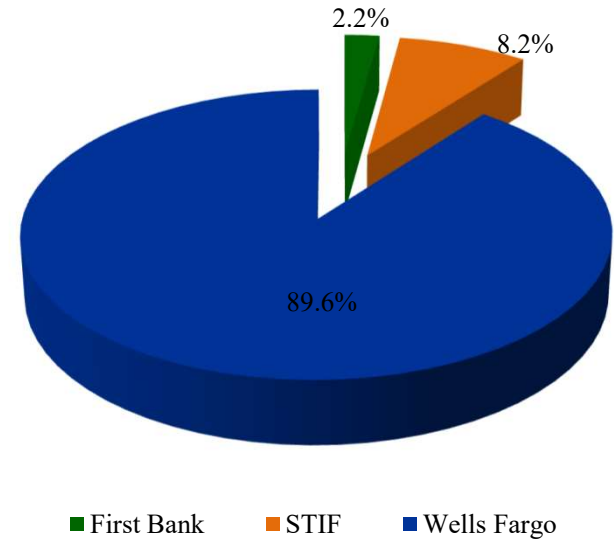
	\$4,454,025.54	\$395,810.75	\$108,953.35	\$4,958,789.64
	\$5,238.90	\$46.20	\$1.69	\$5,286.79
	\$12,540.00	\$17,209.25	35,155.00	\$64,904.25
	\$17,778.90	\$17,255.45	\$35,156.69	\$70,191.04
	\$2,572.62	\$19,369.54	\$38,482.37	\$60,424.53
	\$2,572.62	\$19,369.54	\$38,482.37	\$60,424.53
	(\$158,858.85)	\$0.00	\$0.00	(\$158,858.85)
	<b>\$4,310,372.97</b>	<b>\$393,696.66</b>	<b>\$105,627.67</b>	<b>\$4,809,697.30</b>
	(\$143,652.57)	(\$2,114.09)	(\$3,325.68)	(\$149,092.34)

### Foundation Funds Value



October 2020 - September 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
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 November, 2021

### Construction

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

1<sup>st</sup> phase for roof replacement – The roofing project has been completed.

2<sup>nd</sup> 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. Utility crews are trenching and connecting the electrical, plumbing, and gas for the main greenhouse. The construction team has begun building and installing the agricultural systems for the greenhouse.

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



### Facilities

The maintenance crew has been performing several repairs and performing maintenance on the grounds. Below, Lucas Mingin repairs an external wall pack on Capel Hall.





**Montgomery Community College  
Timber Harvest Proposal**

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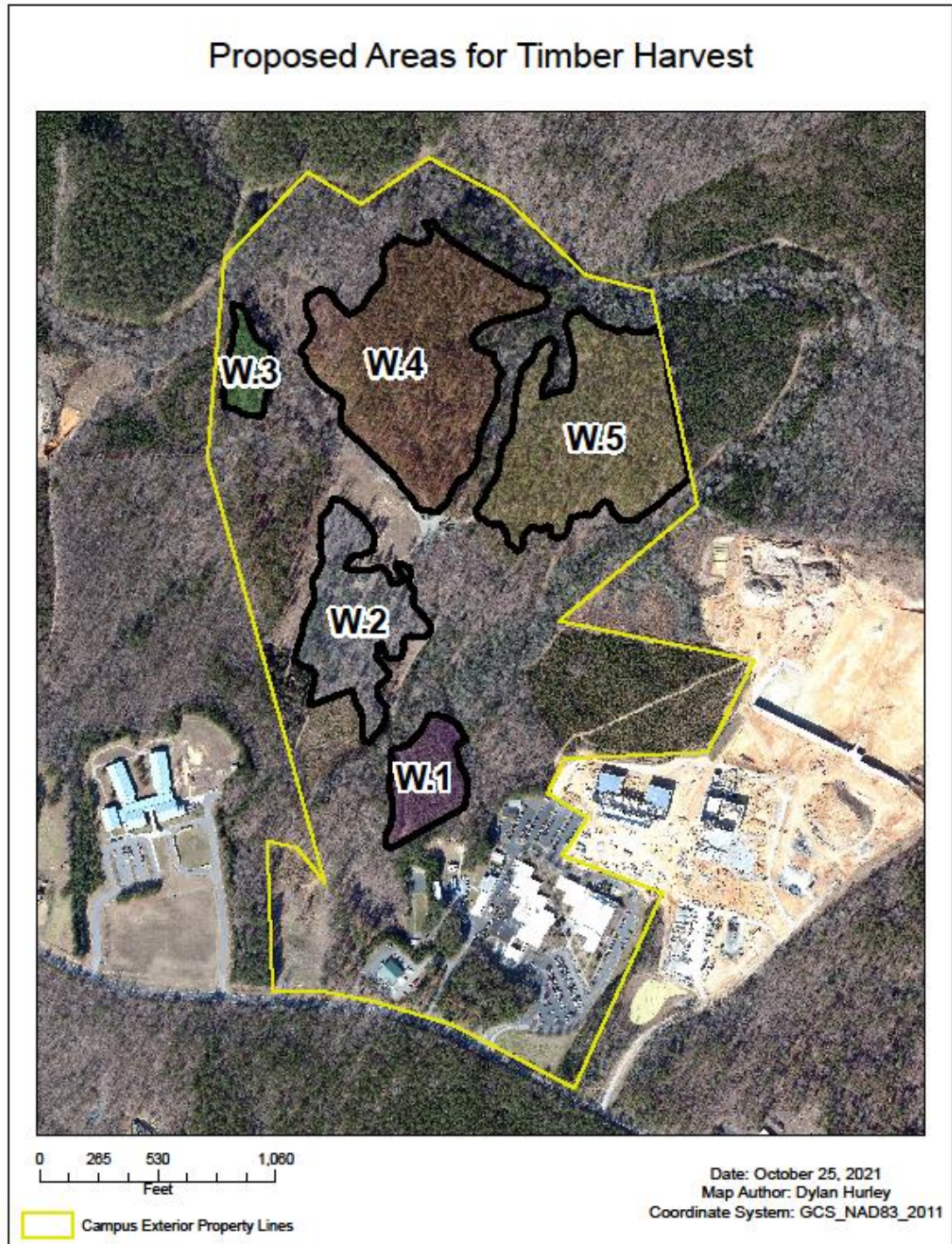
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**Introduction:**

This proposal identifies five specific areas on campus that are in need of various forms of timber harvest.

The proposal will explain the unique justification for timber harvest in each area. Additionally, this proposal will provide details related to the management visions of each area moving beyond the proposed timber harvest.



***Figure 1: Proposed Areas of Timber Harvest***

**Background:**

The Montgomery Community College Campus forest contains a mosaic of timber stands. These stands vary in land area from as little as 1.1 acres to as large as 35.1 acres. Campus stands have progressed over time through a combination of hands-on lab exercises with students, but also with the help of logging contractors and landowner service contractors.

The stands outlined in this proposal have progressed to a point such that a combination of factors limit the utility of the stands and/or have resulted in the stands becoming progressively less healthy over time. These factors include;

- Necessary operations cannot be conducted in a timely manner by the scale of student exercises
- Necessary operations are in stands that are too small in land area to interest logging contractors if not marketed with other stands
- Stands have reached the age where natural death has become a concern

In terms of educational value and forest health, the scheduling of the proposed operations has been put-off as long as possible. The mosaic nature of small stands across campus is necessary to maximize student exposure to a variety of forest stand types. However, maintaining these educational benefits will require this level of intervention every 15 – 20 years. Given this mosaic of small stands, marketing timber harvest in the proposed areas will be quite unique compared to traditional timber sales.

**Common Methods of Timber Sale:****Lump-Sum, Sealed-Bid:**

This method of sale involves the seller receiving offers to buy the timber in total by process of sealed-bid. Generally, the buyer purchases the timber deed from the seller, and the seller no longer owns the standing timber for a contracted period of time.

Lump-sum, sealed-bid sales are the most common way of selling stands of timber that will be clearcut harvested. Locally, clearcut timber sales are generally sold by lump-sum, sealed-bid only when the area of sale is a minimum contiguous 30 acres, or the area of sale contains high-valued timber.

This method of timber sale is not conducive to stands of timber that will be partially harvested, as methods of partial timber harvest are not aligned with the concept of surrendering your timber deed.

**Unit-Sale:**

This method of sale involves the seller receiving stumpage prices on a per unit basis. In this method of sale, the buyer pays for the timber as it is cut instead of a lump-sum payment prior to timber harvest. No timber deed is exchanged in a unit-sale.

Multiple prospective buyers may offer unit-prices through sealed-bid process. However, in terms of total revenue generated from timber harvest, unit-prices alone do not determine the best offer-to-buy.

Ultimately, this method of sale generally allows the seller more flexibility in controlling timber harvest, as the seller maintains ownership of all timber up to the point that it is severed from the stump.

## Description of Proposed Harvest Areas:

### **Area W.1:**

This stand contains +/- 3.1 acres, and was planted in loblolly pine following the previous stand being damaged by Hurricane Fran. Currently, the stand consists of 23-year-old loblolly pine with a minor component of yellow-poplar and red maple.

Due to the size of the stand, contracting timely and practical management operations is nearly impossible.

This stand has been used as a model for conducting inventory work as well as a variety of other forest operations in juvenile pine stands. However, the stand has become overstocked to a point where it is no longer a valuable surrogate for the types of stands we have historically portrayed it as.

The proposal for this stand is to clearcut harvest, and reforest the area in a variety of species that are not common in the area. This will allow us to recover the site from unhealthy growing conditions, and allow students to take part in the establishment of more unique species. Additionally, the establishment of the stand with more unique species will act as a valuable teaching tool for the Dendrology course.

The estimated revenue generated from proposed timber harvest of area W.1 is approximately [REDACTED]



**Figure 2: Proposed Area – W.1**



**Area W.2:**

This stand contains +/- 7.3 acres, and consists primarily of 65+ year old shortleaf pine with a minor overstory component of oak species. The understory is well established in a mixture of red oak species, shortleaf pine, loblolly pine, yellow-poplar, and red maple.

This stand has historically been used as a model example for low stocking, long rotation, southern yellow pine forestry. With that said, we are currently seeing 1-2 overstory trees per year succumb to old age and/or insect attack. Given the forest health concerns, timber harvest is necessary to prevent the campus forest from being home to an example of irresponsible forest management.

The proposal for this stand is to conduct a complete overstory removal, and begin crop-tree selection of already established understory species. Current understory species will be favored as crop trees depending on species type as well as level of establishment – with an ultimate goal of creating a mixed pine-hardwood forest.

The management required to aid in the growth of new crop-trees will be a valuable teaching tool as students will be able to actively involve themselves in the process of cleaning, weeding, and crop-tree selection.

The estimated revenue generated from proposed timber harvest of area W.2 is approximately [REDACTED]



**Figure 3: Proposed Area - W.2**

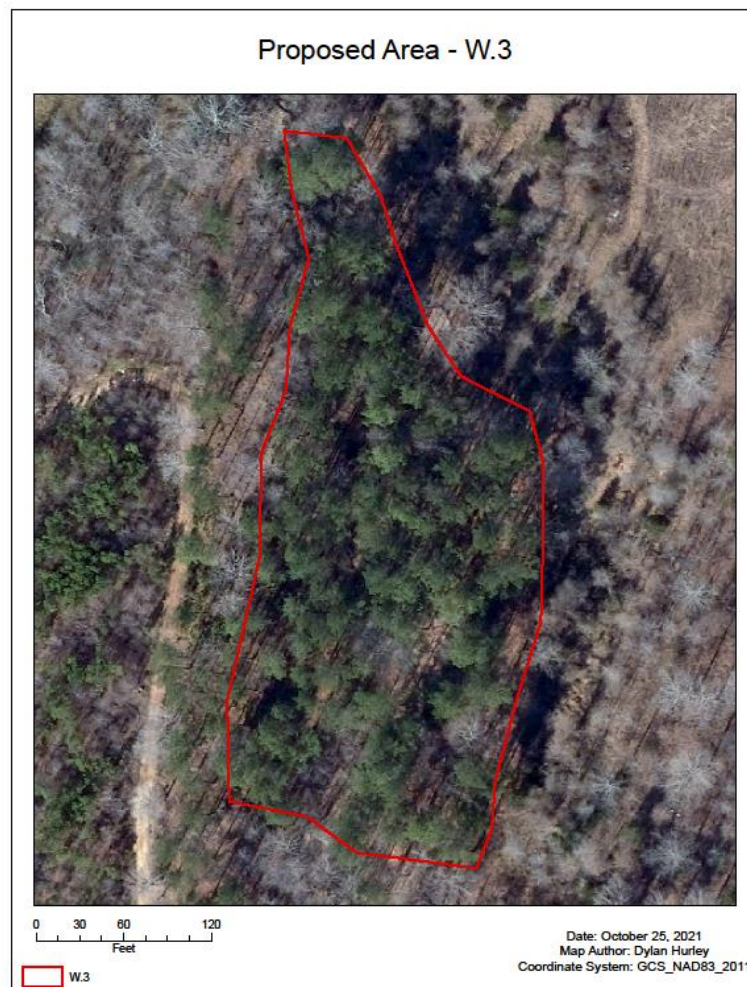
**Area W.3:**

This stand consists of +/- 1.6 acres of overmature, overstocked loblolly pine, and is bisected by an intermittent stream. To the east of this stand is a more-or-less open area that has been managed as a wildlife foodplot.

Given that this stand is entirely in an ecologically sensitive streamside management zone, timber can only be removed by chainsaw during an excessively dry period. These details have limited our ability to effectively control the dynamics of this stand. However, pairing this stand with other proposed areas of timber harvest will increase the marketability of area W.3. Due to the small land area of this stand, as well as its difficulty implementing students labs in the stand, this stand currently offers little unique educational value.

The proposal for this area is to clearcut harvest, and reforest the area with a mixture of valuable wildlife plant species. Following timber harvest, we will initially focus on the establishment of tree species. Once tree species have established, we will transition to the establishment of annual and perennial herbaceous plant species as well as tall grasses. These activities will essentially work to expand the already present wildlife foodplot, as well as providing a better long-term solution for the protection of the stream that passes through area W.3. The educational value of proposed operations will be through the demonstration of timber harvest as a necessary aspect in creating and maintaining a multi-use forest.

The estimated revenue generated from proposed timber harvest of area W.3 is approximately ██████████



**Figure 4: Proposed Area - W.3**

**Area W.4:**

This stand consists of +/- 16.9 acres of 38-year old loblolly pine. While there are minimal health concerns in this stand, the current conditions lend themselves to silvicultural systems that implement the use of natural regeneration. Specifically, the proposed silvicultural system would be classified as a “shelterwood” system.

This stand is currently managed congruently with area W.5. Both stands have more-or-less been managed in harmony with traditional production forestry strategies, however, the implementation of a shelterwood system in area W.4 would increase the diversity of management strategies on campus. With a shelterwood cut being the proposed method of harvest, this would result in approximately 75% of the trees in the stand being removed. The removal of these trees will promote understory conditions that are favorable for seedlings to establish from the seeds of the residual overstory (shelterwood) trees.

The proposed operations will create stand conditions that will allow students to tend to a naturally regenerated crop of pine trees. Natural regeneration is common on public lands, and intimate exposure to this type of management regime will aid in students’ ability to empathize with this brand of forest management. Methods of natural regeneration typically require frequent stand intervention in the early years, and this provides us with nearly endless opportunities for hands-on lab exercises.

The estimated revenue generated from proposed timber harvest of area W.4 is approximately [REDACTED]



**Figure 5: Proposed Area – W.4**

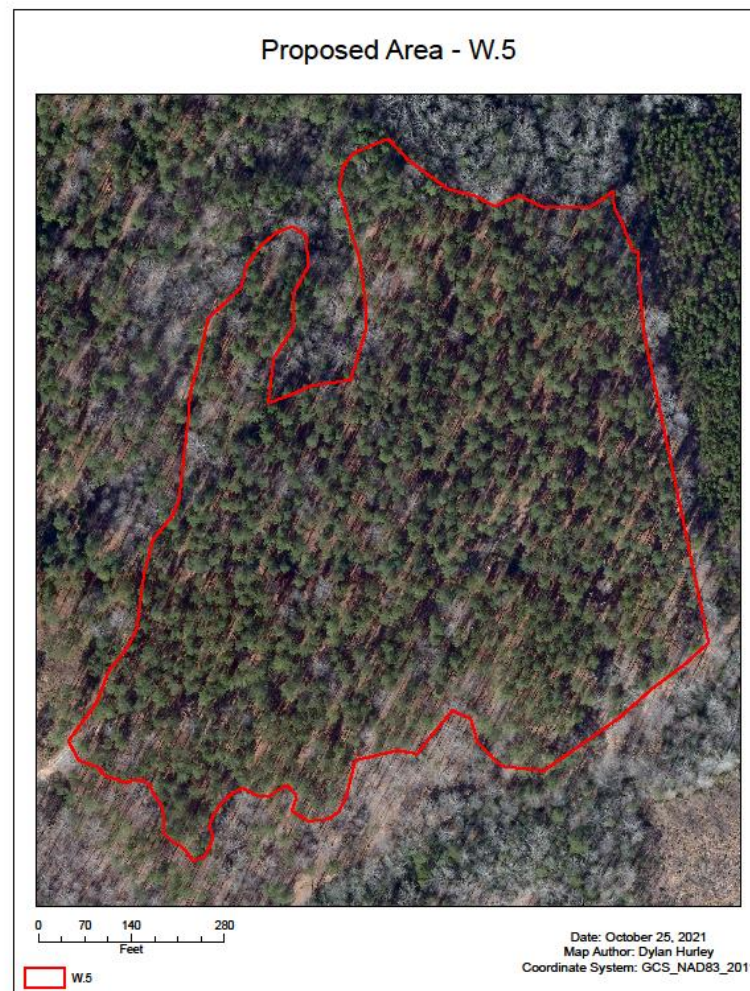
**Area W.5:**

This stand contains +/- 14.2 acres of 38-year old loblolly pine. As stated earlier, at present date, this stand has been managed congruently with area W.4, with the theme of management operations being in harmony with fairly traditional production forestry.

The proposal for this stand is to conduct a commercial thinning operation that will aim to remove approximately 25% of the pine volume as well as any scattered hardwood trees in the stand. This thinning will primarily target the removal of trees that have been damaged by prescribed fire as well as trees that show visible signs of decline.

These proposed operations will help to ensure that we continue to have a stand of mature pine trees on campus that is both healthy and large enough to simulate appropriate levels of field inventory work.

The estimated revenue generated from proposed timber harvest of area W.5 is approximately [REDACTED]



**Figure 6: Proposed Area – W.5**

## Summary of Proposal Areas:

Table 1 below concisely summarizes the recommended operations and estimated revenues to result from this proposal.

*Table 1: Summary of Proposed Timber Harvest*

Area	Acres	Current Conditions	Proposed Method of Harvest	Revenue from Harvest	Resulting Conditions	Educational Value of Residual Stand
W.1	3.1	Overstocked, Immature Loblolly Pine	Clearcut	\$ [REDACTED]	Reforestation with More Unique Tree Species	Monitoring the Growth and Establishment of Diverse Species as well as Identifying Species Uncommon to the Area
W.2	7.3	Understocked, Overmature Shortleaf Pine	Overstory Removal	\$ [REDACTED]	Sapling Stand of Mixed Pine/Hardwood Species	Active Involvement in Conversion of a Pine Stand to a Mixed Pine/Hardwood Stand via Methods of Natural Regeneration
W.3	1.6	Overmature, Overstocked Loblolly Pine	Clearcut	\$ [REDACTED]	Mixture of Tree, Herbaceous, and Grass Species that are Considered to be Broadly Beneficial to Wildlife	Demonstration that Timber Harvest should Play a Role in Sound Forest Management Even in Situations where the Overarching Theme is not Generating Revenue
W.4	16.9	38-year old, Well-Stocked Loblolly Pine	Shetlerwood	\$ [REDACTED]	Newly Established Stand of Naturally Regenerated, Even-Aged Loblolly Pine	Hands-On Student-Involvement in a Silvicultural System that is Commonly Implemented on Public Lands
W.5	14.2	38-year old, Well-Stocked Loblolly Pine	Commercial Thinning	\$ [REDACTED]	Healthier, Mature Stand of Loblolly Pine on the Upper-End of Understocked	Prolonging a Stand of Trees that is Currently Heavily Used to Teach Methods of Forest Inventory Work.

---

Estimated Total Revenue from Proposed Timber Harvest      \$ [REDACTED]

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**Recommended Method of Sale:**

The recommended method of sale is a unit-sale. A unit-sale of the timber in the proposed areas will assuredly be the only way to draw interest from any prospective buyer

Given a desired emphasis on maintaining the educational value of the campus forest, it is also my recommendation that only loggers familiar with the proposed methods of timber harvest be considered.

Forestry faculty are familiar with the local logging force, and would be happy to procure offers from prospective buyers.

## Personnel Appointment

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

### Position Description

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

### Education and Certifications

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

### Work Experience

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

### Hiring Committee

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

## Personnel Appointment

<b>Name of Person</b>	Samantha L. Sheets
<b>Position</b>	FT 9-month Nursing Instructor
<b>Position Category</b>	Faculty
<b>Salary</b>	\$54,000
<b>Date of Employment</b>	10/14/2021
<b>Budget Information</b>	11-220-20-513000-22348

### Position Description

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

### Education and Certifications

School/Certification	Years Attended	Degree
Capella University	2018 - 2020	Master of Science in Nursing
Robert Morris University	2016 - 2017	Bachelor of Science in Nursing
Indiana University	2011 - 2015	Bachelor of Science Natural Sciences/Nutrition

### Work Experience

Employer	Dates of Employment	Position/Title
University of North Carolina	January 2021 – Present	Nursing Instructor
First Health Moore Regional Hospital	December 2020 – Present	Staff Nurse
Robert Morris University	August 2020 – December 2020	Nursing Instructor
Bayada Home Health Care	May 2020 – December 2020	Pediatric Home Care Nurse
Children’s National Medical Center	January 2020 – April 2020	Travel Nurse
Brenner’s Children’s Hospital	June 2019 – December 2019	Travel Nurse
UPMC Children’s Hospital	February 2018 – June 2019	Staff 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

<b>Name of Person</b>	Shelia Adams
<b>Position</b>	FT Nurse Aide Lead Instructor (12mths)
<b>Position Category</b>	Faculty
<b>Salary</b>	\$57,000
<b>Date of Employment</b>	10/13/2021
<b>Budget Information</b>	11-220-20-513000-22220

### 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
Queen's University	2002 - 2006	Master of Science – Nursing
Wingate University	1989 - 1992	Bachelor of Science – Nursing
Stanly Community College	1986 - 1987	Associate of Science – Nursing
South Piedmont Comm. College		Practical Nursing

### Work Experience

Employer	Dates of Employment	Position/Title
Richmond Community College	09/2002 – 6/2021	Program Coordinator Nurse Aide I & II Programs
Sandhills Regional Medical Center	1989 - 2009	Registered Nurse – Charge Nurse
Anson County Hospital	1987 - 1992	Registered Nurse – Charge Nurse

### Hiring Committee

Person	Position
Amy Friery	Dean of Health and Human Services
Wendy Vaughn	Director of Nursing
Lee Proctor	Vice President of Instruction & Student Services
Korrie Ervin	Director of Resource Development
Touger Vang	Director of Learning Resources/Professional Development Coordinator

## Personnel Appointment

<b>Name of Person</b>	Dustin Caviness
<b>Position</b>	Accounting Technician
<b>Position Category</b>	Staff – Level 3
<b>Salary</b>	\$56,004
<b>Date of Employment</b>	11/15/2021
<b>Budget Information</b>	11-120-97-511300-40200

### Position Description

The Accounting Technician is responsible for assisting in performing annual assessments of Internal Control over financial reporting and compliance, coordination of Capital Project accounting, assisting with grants administration, assisting with the preparation of financial reporting, and assisting with other Business Office processes.

### Education and Certifications

School/Certification	Years Attended	Degree
UNC Pembroke	2020 – Current	Bachelor of Science – Business Administration & Finance
Stanly Community College	2008 – 2010	Associate of Science

### Work Experience

Employer	Dates of Employment	Position/Title
One Main Financial	April 2016 – Current	Branch Manager
One Main Financial	December 2012 – April 2016	Senior Branch Account Executive
Wells Fargo	March 2010 – November 2012	Teller

### 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

# Employee Separation Form

<b>Name of Person</b>	Cynthia K. Huneycutt
<b>Position</b>	Accounting Technician/Accounts Receivable
<b>Position Category</b>	Staff – Level 4
<b>Salary</b>	\$42,000
<b>Date of Employment</b>	October 11, 2021
<b>Date of Separation</b>	October 14, 2021
<b>Reason</b>	Voluntary Resignation

**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.

## **Board Report Instruction and Student Services November, 2021**

Montgomery County Schools and Montgomery Community College faculty and staff participated in the college's Manufacturing Day event on October 28, 2021. Students from Montgomery Community College, the Central High School, and the Early College had the opportunity to meet with local employers and explore the Career and Technical Education programs at the college.

### **Instruction**

#### **Health and Human Services**

Nursing faculty members and students were invited to participate in the Seaboard Festival on October 30, 2021 in Hamlet. They shared information about opportunities in the nursing program.

#### **Career and Technical Education**

Progress continues on the greenhouses as faculty and staff work to establish our first FFA Chapter. The charter group includes 10 interested students.

#### **Arts and Sciences**

Members of the English faculty along with the Counseling Center staff assisted Nursing students in a resume writing workshop. Faculty continue to participate in professional development including the North Carolina Community College Association of Distance Learning Conference. The two-day conference focused on online learning and instruction.

### **Student Services**

#### **Admission and Retention**

Staff participated in a number of community events during the last month, including the Mt. Gilead Fall Festival, Troy and Candor Trunk or Treat events, and others. November events include the Troy Veterans Day Parade and the College Veterans Day Remembrance Ceremony.

#### **Financial Aid**

The Montgomery Community College Financial Aid Night was held, in partnership with Montgomery County Schools and the College Foundation of North Carolina (CFNC) on October 21, 2021 from 4:30 p.m. until 7:30 p.m. in Blair Hall. Over 40 people participated in the workshop provided by Brittany Privott from CFNC.

#### **Counseling and Disability Services**

Diana Sanchez completed the Mental Health First Aid Training instructor course in October and will host, along with Natalie Winfree, the training for faculty and staff in November. The College will host the Carolinas Association of College Registrars and Admissions Officers (CACRAO) College Transfer Fair on November 30, 2021 from 12:00 p.m. until 2:00 p.m. Students will have the opportunity to meet with representatives from over 12 schools.

## Continuing Education

### **Business & Industry Services**

The 27th Leadership Montgomery class commenced this month 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.

### **College and Career Readiness (CCR)**

Prison programming expanded this semester to include High School Equivalency, employability skills, and food service technology classes during the morning, afternoon and evening hours.

### **Health & Public Safety**

All law enforcement officers based in Montgomery County recently completed firearm in-service training. This includes the Sheriff's Department and all municipal police departments. Prehospital Trauma Life Support (PHTLS), a new specialty course was offered. PHTLS promotes critical thinking as the foundation for providing quality care. PHTLS courses improve the quality of trauma care and decrease mortality.

### **Heritage Crafts**

Staff provided various pottery making demonstrations at Mt. Gilead's Fall Festival on October 16, 2021. The festival had an estimated 3,000 to 3,500 visitors. Numerous flyers for upcoming Heritage Craft classes were distributed. Several clay pumpkins were sold and generated close to \$225 in scholarship funds for future pottery students.

### **NCWorks**

Staff hosted a county job fair at Biscoe Park. There were 12 employers present and several job seekers in attendance. In response to the event, employers reported successful leads to connect job seekers to employment within their companies.

### **Small Business Center (SBC)**

Montgomery Community College's Small Business Center is collaborating with the Sandhills Cooperation Association to empower future business leaders in Montgomery County's marginalized communities. Instead of asking entrepreneurs to come to MCC's Page Street campus, SBC staff will conduct outreach initiatives through SCA's network of trusted leaders and the locations they serve.

## Board Report - Marketing Update – November, 2021 Meeting

### Foundational Initiatives (new tools and resources needed for success)

- Gunsmithing Brochure - complete
- Forestry Brochure - complete
- Health & Human Services Brochure - underway

### Promotional Activities (events and advertising we purchased)

- Shooting Clay Tournament ads (10/27 and 11/3)

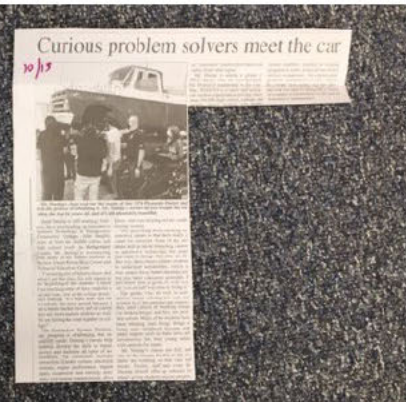
### Press Releases and Stories (sent to media outlets, posted online)

- Heritage Crafts Relaunch
- Automotive/Dunlap Story
- Scotty Moore Transfer Story
- Taxidermy Relaunch Story
- SBC/Emily Tucker Arrival
- SBC Partnership with Sandhill Cooperation Assn



### Press Pickups

- Automotive/Dunlap Story
- Heritage Crafts Relaunch
- Scotty Moore Transfer Story
- Taxidermy Relaunch Story



### Social Media Statistics (Facebook)

2021-2022	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Reactions	New metric		941									
Coments/ Shares	New metric		187									
# Reached	6,760	6,958	10,312									
# Engaged	1,568	989	2,252									
New Followers	26	34	25									
Pageviews	445	330	FB no longer tracking this metric									
Likes	27	28	FB no longer tracking this metric									



## MONTGOMERY COMMUNITY COLLEGE

### 2021-22 Institutional Effectiveness Plan

<https://www.montgomery.edu/about-mcc/institutional-effectiveness/institutional-effectiveness-plan/>

### 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 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.

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 Services<sup>1</sup> and inquiries regarding personnel records should first be made to the Director of Human Resources<sup>2</sup>. 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 Rehabilitation 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: \*\*\*

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 APPRENTICESHIP**

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.

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](http://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.<sup>1</sup>

#### 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/FEES 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 Commission<sup>1</sup> 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 Office<sup>2</sup>, 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>~~

**Student Government Association**

The Student Government Association, along with the Student Services staff, will be hosting the Fall Festival on November 18, 2021 from 11:30 a.m. until 1:30 p.m. on campus. Games, crafts, food trucks, organizational information tables, and hayrides are planned so far.

**President's Report  
November 10, 2021**

**Activities since the October Board Meeting**

10/13/21	Board of Trustees Meeting
10/14/21	Employee Meeting
10/14/21	State Board Meeting
10/14/21	Title IX Meeting
10/14/21	Rotary Meeting
10/18/21	Pfeiffer Meeting
10/19/21	VP Meeting
10/19/21	Sustainable Agriculture Meeting
10/20/21	Golden Leaf Tour
10/21/21	Rotary Meeting
10/26/21	Cabinet Meeting
10/28/21	MCC Construction Meeting
10/29/21	MCC Tour with President Stith
11/2/21	VP Meeting
11/2/21	Rotary Meeting
11/3/21	Canon Foundation Meeting
11/5/21	MCC/MCS Leadership Meeting
11/9/21	Cabinet
11/10/21	Veterans Day Remembrance Ceremony
11/10/21	Board of Trustees Meeting

**Upcoming Activities**

11/11/21	Employee Meeting
11/12/21	Shooting Clays Tournament
11/12/21	ERP Meeting
11/16/21	VP Meeting
11/17/21	CTE Business Advisory Meeting
11/18/21	State Board Meeting
11/22/21	Commission on Dental Accreditation (CODA) Planning Meeting
11/23/21	Cabinet Meeting
11/30/21	VP Meeting
12/3/21	Communities in Schools Board Meeting
12/3/21	SACSCOC Reaffirmation Planning Meeting
12/4/21	SACSCOC Annual Meeting (Virtual)

**Board of Trustees Information**

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



*Blaze Your Trail*

**Board of Trustees Calendar of Events**

**2021-2022**

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