

Montgomery Community College
Board of Trustees
September 9, 2020 – Telephonic Meeting Information Sheet

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

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

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

Call in number: +1 312 626 6799

Meeting ID Code: 998 9954 6627

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

<https://zoom.us/j/99899546627?pwd=SHl6UjdUdE1EV3dHUmxFcnRGOU9xdz09>

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

**MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES
AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held remotely on Wednesday, September 9, 2020 at 7:00 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulthuis, Chairman

Prayer Claudia Bulthuis

Roll Call Courtney Atkins

Welcome and Announcements Claudia Bulthuis

Approval of the Agenda, August 2020 Board Minutes and the August 19, 2020 Called Meeting Minutes – (Action) Claudia Bulthuis

Board of Ethics Reminder Claudia Bulthuis

In keeping with MCC Board Policy 1.4 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

Standing Committees

Budget & Finance Committee

- August Financial Reports – **Appendix B-1 (Action)**
- July Foundation Fund Statement – **Appendix B-2**

Building & Grounds Committee

- Facilities Report – **Appendix C-1**
- Construction Update – **Appendix C-2**
- Campus Security Report – **Appendix C-3 (Action)**
- Update on Agriculture Greenhouse Construction – **Appendix C-4**
- Naming of Gunsmithing Room – **Appendix C-5 (Action)**

Personnel Committee

- Personnel Appointments
 - Nursing Instructor – **Appendix D-1**
- Notice of Resignation
 - Nursing Instructor – **Appendix D-2**

Curriculum/Student Services Committee

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

Legislative/Public Relations Committee

- Legislative Updates
 - CC20 -055 - Readoption of Temporary Amendments for COVID-19 – **Appendix F-1**
- Marketing Update – **Appendix F-2**

Institutional Status Committee – No Report

SGA Report – Appendix G

President’s Report

- Activities Since Previous Board Meeting – **Appendix H**
 - **COVID-19 Update for the Fall Semester**

Chairman’s Report

- Calendar of Events – **Appendix I**
- Report on Called Meeting – **Appendix J**
- NCACCT Virtual Seminar Report

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, August 12, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held telephonically on Wednesday, August 12, 2020 and was called to order at 7:02 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Phil Absher
Tawanda Bennett
Claudia Bulthuis
Gelynda Capel
Dr. Katie Dunlap
Robert Harris

Kerry Hensley
Susan Hersberger
Dr. Philip Jones
Gordon Knowles
Bill Price

Absent

Ah'Jada Ingram, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Kelly Morgan, Director of Marketing, Communications and Public Relations; Carol Holton, Directors of Institutional Effectiveness/SACSCOC; Korrie Ervin, Director of Resource Development; Grant Hinson, County Commissioner; and Courtney Atkins, Assistant to the President.

Prayer

Mrs. Bulthuis opened the meeting with prayer.

Roll Call

Ms. Atkins called the roll.

Welcome and Announcements

Mrs. Bulthuis welcomed all in attendance including two new trustees, Ms. Tawanda Bennett and Dr. Philip Jones. Mrs. Bulthuis shared a short introduction about the two new Trustees. She also noted that Dr. McKinnon has resigned from the Board of Trustees after serving for 28 years. Ah'Jada Ingram, who was not in attendance, has been selected as the 2020-2021 SGA President. A short introduction of Ms. Ingram will be shared during the SGA Report.

Mrs. Susan Hersberger and Mr. Grant Hinson joined the meeting at 7:05 p.m.

Approval of the Agenda and June 2020 Board Minutes - Action

Mr. Knowles made a motion, seconded by Dr. Dunlap, to approve the agenda for the August 12, 2020 meeting and the June 2020 Board 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.

Election of Officers

Mrs. Capel nominated the following slate of 2020-2021 officers: Claudia Bulthuis, Chairman; Gordon Knowles, Vice-Chairman; Susan Hershberger, Secretary; and Courtney Atkins, Corresponding Secretary. Mrs. Bulthuis asked for nomination from the floor, no other nominations were offered.

Ms. Hensley made a motion, seconded by Mr. Price, to elect the 2020-2021 officers as Claudia Bulthuis, Chairman; Gordon Knowles, Vice-Chairman; Susan Hershberger, Secretary; and Courtney Atkins, Corresponding Secretary. On a roll call vote, the motion passed unanimously.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

June and July Financial Reports – Appendix B-1 (Action)

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

- As of June 30, 2020, County fund expenditures were \$784,000 or, 100% of the budget.
- As of June 30, 2020, there were \$377,393 available for Capital Expenditures. \$6,000 from quarter cent sales tax funds were used to replace windows in Student Services.
- As of June 30, 2020, State funds expenditures were \$522,629 or, 94% of the budget. Of this amount, \$509,418 that moves to the new fiscal year budget.
- As of June 30, 2020, the Institutional Fund balance was \$716,607.
- As of June 30, 2020, the balance in the STIF account was \$198,348.

- As of July 31, 2020, County fund expenditures were \$60,060
- As of July 31, 2020, there were \$388,021 available for Capital Expenditures.
- As of July 31, 2020, State funds expenditures were \$527,744.
- As of July 31, 2020, the Institutional Fund balance was \$746,516.
- As of July 31, 2020, the balance in the STIF account was \$198,523.

Mrs. Hershberger made a motion, seconded by Mr. Price, to approve the June and July Financial Fund reports. On a roll call vote, the motion passed unanimously.

June Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the June Foundation Fund Statement. As of June 30, 2020, the balance of Foundation Funds totaled \$3,950,698.54. The market value increased by \$41,512.33.

Building and Grounds Committee

Facilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the facilities report. The majority of renovations are complete in Blair Hall. The HVAC testing and restrooms are to be finished in the next couple weeks. The new roof top access stairs have been installed. The maintenance crew is in the process of installing safety barricades around the base of the stairs. Several areas around campus are being made ready for students with Plexiglas shields, floor markings, and bottle filler water fountains. The next round of renovations have begun with the demo of the auditorium and the space that will house the new counseling center. Photos were shared with the Trustees.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. Dr. Bledsoe shared that in Blair Hall, the State Construction Office inspection will be conducted to put together a punch list for items needing attention in the last couple weeks of August. In Blair Hall, the second round of renovations will include a new entryway near the newly constructed Student Services and a new Counseling Center. Also, the auditorium will be filled, leveled, and expanded into a new teaching/meeting area. The outdoor amphitheater will be reconstructed to include a shelter and dusk to dawn lighting. Demolition has begun with the auditorium and the space that will house the new counseling center and a general use conference room.

Building 500 Renovations Request – Appendix C-3 (Action)

Dr. Bledsoe presented Appendix C-3, the Building 500 Renovations Request.

Dr. Bledsoe noted that Montgomery Community College will be the host site for 7 upcoming basic training classes through December 2020. Once scheduling is confirmed the College will absorb additional classes post December 2020. The expected class size will range from 20 to 24 students. The basic training program encompasses 240 hours of training. Local law enforcement annual in-service training and specialty classes will be housed at this location. Basic Law Enforcement Training classes will continue to be conducted at this location. The criminal justice program will have an opportunity to utilize larger classroom space when classrooms are available.

The Department of Corrections plans to utilize rooms 500 and 501 for classroom space. The maximum capacity of the rooms will be 20 students. Rooms 502, 502A, 502B, and 502C will be converted into a large mat room and gym. The roll up door would stay in order to easily move in and out a mobile cell and other specialty training items/equipment. Rooms 512 and 513 will become one large classroom to accommodate 24 students. Room 507 and 508 would remain the

same. It is currently a large classroom and mat room. The room is approved to accommodate 24 students.

Dr. Bledsoe asked that the Board approve an amount not to exceed \$71,500.

Mr. Knowles made a motion, seconded by Mr. Price, to approve an amount not to exceed \$71,500 for the Building 500 Renovations Request. On a roll call vote, the motion passed unanimously.

Building 300 HVAC – Appendix C-4 (Action)

Dr. Bledsoe presented Appendix C-4, the Building 300 HVAC Replacement. The College received three quotes for replacement of the HVAC system. Wallace-Dunn had the lowest quote at \$6,743.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the bid of \$6,743 from Wallace-Dunn for the Building 300 HVAC Replacement. On a roll call vote, the motion passed unanimously.

Building 100 HVAC – Appendix C-5 (Action)

Dr. Bledsoe presented Appendix C-5, the Building 100 HVAC Repairs. Dr. Bledsoe presented a photo shared in the Board Packet of the Building 100 HVAC. He noted that the repair would include a pump and motor replacement. The College received three quotes for repairs to Building 100 HVAC. Wallace-Dunn had the lowest quote at \$13,809.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the bid of \$13,809 from Wallace-Dunn for the Building 100 HVAC Repairs. On a roll call vote, the motion passed unanimously.

Personnel Committee

Personnel Appointments – Appendices D-1, D-2, D-3, D-4, D-5 and D-6

Dr. Bledsoe presented Appendices D-1, D-2, D-3, D-4, D-5 and D-6, the personnel appointments of Ann Fortune, English Instructor; Kelly Taylor, English/Communications Instructor; Joleen Moore, Nursing Instructor; Marie Hodges, Nursing Instructor; Lucas Kruger, Sustainable Agriculture Instructor; and Genee Greene, NCWorks Career Center Director.

Notice of Resignation – Appendices D-7, D-8 and D-9

Dr. Bledsoe presented Appendices D-7, D-8 and D-9, the Notice of Resignation from Monette Ayers, NCWorks Career Center Director; Jennifer Gonzales, Controller; and Crystal Thomas, Coordinator of Prison Programs.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix E-1

Dr. Bledsoe presented Appendix E-1, the update on Instructional Activities.

Currently, 10 out of 15 of the 2020 Montgomery Community College LPN graduates have taken the NCLEX exam with nine passing on the first try. The remaining students should complete their test in August and September. In addition, all of the CCP Nurse Aid students who completed the course this spring passed the state test.

Maddie Callicut, a 2020 Early College and MCC graduate has transferred to UNC- Greensboro as a second semester Junior with only 43 credit hours to finish her BS in Speech Pathology. She is planning to stay an extra semester and double major in American Sign Language, but will be able to finish in three semesters. The Early College class as a whole has earned over 5 million dollars in scholarships to continue their education at four-year schools.

Fall will continue to be a challenge with COVID issues and the need to teach both face-to-face and online. The majority of the courses this fall will be “blended” or “hybrid” courses with portions of the content being delivered online. This is a challenge for some of our faculty to continue to provide quality educational experiences that are rich in content. Sam Britt, Department Chair for Arts/Humanities/Communication and Director of the First-Year Experience is being given course release time this fall to work with faculty and students to enhance the online learning environment. Sam will work with faculty to identify and utilize tools that will help them better communicate with and instruct students in the blended environment. This release time is funded with CARES Act funds.

The Spring semester with its starts and stops was difficult for a number of programs including the BLET program. Because BLET instruction must be done face-to-face to meet state standards, the program was sidelined for over 3 months waiting on conditions to improve to allow for safe face-to-face instructions. Through the hard work of the students and their dedicated faculty, all 11 students passed the state exam and are now qualified to be law enforcement officers.

Faculty will return to campus for the 2020-2021 academic year on Thursday, August 13. The return for Quality Trails will be different this year. The majority of this professional development time will be completed remotely or online to continue to social distance. In addition, the majority of the faculty will be returning to new offices that were constructed while they were teaching remotely.

Update on Continuing Education – Appendix E-2

Dr. Bledsoe gave an update on Continuing Education activities as presented in Appendix E-2.

Jon Galloway, sports writer for the Montgomery Herald, saw the advertisement for a Montgomery Community College's new Aseptic Processing Technician course that was being offered in collaboration with Ameriquel. Jon was awarded a scholarship and enrolled in the program. Midway through the course AmeriQual Aseptic extended him a full time position. At the course graduation Jon had nothing but great things to say about the positive environment and experience he had. Mr. Galloway is very appreciative to receive this opportunity.

Foundational Studies have been collaborating with the Health and Human Services division to launch an integrated education and training (IET) program. An IET program helps students develop or refresh basic skills such as math, reading, or spoken English while simultaneously training for an in-demand occupation or industry.

The Small Business Center completed their 2019-2020 annual report. Highlights of the report include: Three businesses were established through the direct support of the SBC. 12 jobs were created through the direct support of the SBC. The SBC Hosted 55 events that brought in a total of 382 attendees. They counseled 34 clients.

2019-2020 Class Visitation Report – Appendix E-3

Dr. Bledsoe presented Appendix E-3, the 2019-2020 Class Visitation Report from Continuing Education.

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

Dr. Bledsoe gave an update on Student Services activities as presented in Appendix E-4.

To celebrate our graduates during this Covid-19 year, we held our first-ever graduation drive-thru events on July 30 and July 31. The College had congratulatory banners and signs all around the main parking lot where the procession moved through. We had approximately 50 graduates drive through Thursday evening and another 25 Friday morning. Somewhere between 25-30 MCC staff, faculty, and administrators were on hand at each event to make some noise as each graduate exited his or her vehicle to have their photo taken standing in front of the memorial bell. Judging by the smiles on the graduates' faces, we believe they truly enjoyed and appreciated the opportunity to participate in this unprecedented graduation activity.

Student Fee Chart – Appendix E-4 (Action)

Dr. Bledsoe presented Appendix E-4, the Student Fee Chart for approval. He noted that the only change to the Student Fee Chart is the AND/ATI program fee increased to \$2,550, or \$510 a semester. That is reflected on the Student Fee Chart.

Mr. Price made a motion, seconded by Mr. Knowles, to approve the Student Fee Chart. On a roll call vote, the motion passed unanimously.

Legislative/Public Relations Committee

Legislative Updates – Appendix F-1 and Appendix F-2

CC20-053 – Memo of Emergency Leave Provision #6 – Appendix F-1

Dr. Bledsoe presented Appendix F-1, CC20-053 – Memo of Emergency Leave Provision #6.

On July 14, 2020, the Office of State Human Resources (OSHR) adopted Emergency Leave Provision #6. It is effective August 1, 2020 through December 31, 2020. When it becomes effective, it will replace all prior Emergency Leave Provisions. The state will no longer provide supplemental leave to employees who need to be out of the office for reasons not covered by the Families First Coronavirus Response Act (FFCRA). In other words, Emergency Leave can only be taken if it is for a qualified FFCRA reason. Employees can take the amount of their unused FFCRA leave and can use other accrued leave to supplement FFCRA leave amounts through December 31, 2020.

CC20-046 – Fiscal Year 2020-2021 Budget Management – Appendix F-2

Dr. Bledsoe presented Appendix F-2, CC20-046 – Fiscal Year 2020-2021 Budget Management.

The Office of State Budget and Management (OSBM) has communicated that there is a revenue shortfall for FY 2020-2021 due to the impact of the COVID-19 pandemic on North Carolina's economy and State tax collections. Consequently, OSBM issued a memo on June 3, 2020 requiring public agencies, including the North Carolina Community College System, to continue to implement budget management measures in FY 2020-2021. Restrictions on state spending as well as purchasing, travel, hiring and salary increases were shared with the Board.

Marketing/Public Relations Update – Appendix F-3

Dr. Bledsoe reported that Kelly Morgan, Director of Marketing, Communications and Public Relations has prepared several campaign fliers for the College. She has also noted the press releases and stories that have been shared. In addition, she provided several updates to the current MCC logo.

Institutional Status CommitteeUpdate to Board Policies – Appendix G-1 (Action)

Dr. Bledsoe presented updates to Policy 3.3.3, Code of Employee Conduct; Policy 3.3.7, Discrimination and Harassment; and Policy 5.3.4, Discrimination and Harassment. Those updates are from Campbell Shatley and include updates on wording.

Mr. Knowles made a motion, seconded by Kerry Hensley, to approve the Update to Board Policy 3.3.3, Policy 3.3.7, and Policy 5.4.3. On a roll call vote, the motion passed unanimously.

SGA Report – Appendix H

Mrs. Bulthuis shared that Ah'Jada Ingram is our 2020-2021 SGA President. Our 2020-2021 Student Ambassadors are Lew Jones, Michael Gardner, Grayson Byrd, and Jasmine Calloway.

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

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

- Dr. Bledsoe shared that he has held several virtual meetings at the State and local level to stay up to date on the COVID-19 pandemic.
- Peter Hans, NCCCS President has resigned and has accepted the role as President with the UNC system.
- The Back to School Bash drive through event was held on August 8, 2020.
- Dr. Bledsoe shared the service awards with the Board.
- The Foundation non raffle event will be held in September. The Trustees will receive tickets in the mail to purchase or to sell.

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

Mrs. Bulthuis presented Appendix J, the calendar of events; she noted that due to the COVID-19 pandemic, upcoming events have been cancelled. In addition to the calendar, she noted the following:

- Mrs. Bulthuis and Courtney Atkins completed the Trustee Handbook.
- Mrs. Bulthuis recognized Dr. Johnny McKinnon. He has served for 28 years on the Board of Trustees.
- The Board of Trustees will have a called meeting on Wednesday, August 19, to complete the President's Evaluation.
- The NCACCT Virtual Seminar will be held on August 28. Courtney Atkins will be registering Trustees who would like to participate in this event.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Capel, to adjourn the August 12, 2020 Board meeting at 8:39 p.m. The motion carried.

Claudia Bulthuis, Chairman

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

Wednesday, August 12, 2020

<u>Board Members</u>	<u>Agenda and June Minutes</u>	<u>Election of Officers</u>	<u>Financial Reports</u>	<u>Building 500 Renovations</u>	<u>Building 300 HVAC</u>	<u>Student Fee Chart</u>	<u>Update to Board Policies</u>	<u>Adjourn</u>
Phil Absher	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Tawanda Bennett	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Claudia Bulthuis	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gelynda Capel	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. Katie Dunlap	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Robert Harris	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Kerry Hensley	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Susan Hershberger	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dr. Philip Jones	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Gordon Knowles	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Price	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Ah’Jada Ingram, SGA President	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent

Minutes

Called Meeting of the Board of Trustees Montgomery Community College

Wednesday, August 19, 2020

Call to Order

The called meeting of the Board of Trustees of Montgomery Community College was held on Wednesday, August 19, 2020 in the Multi-Purpose Room and was called to order at 7:09 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel (via telephone)
Robert Harris
Kerry Hensley
Dr. Philip Jones

Gordon Knowles
Bill Price

Absent

Tawanda Bennett
Dr. Katie Dunlap
Susan Hershberger

Also present was Dr. Chad Bledsoe, President

Roll Call

Mrs. Bulthuis called the roll.

Welcome

Mrs. Bulthuis welcomed all in attendance.

Moment of Silence

The Board observed a moment of silence on behalf of the County and those affected by the coronavirus.

Approval of the Agenda - Action

The following two items were added to the agenda for the meeting: the roll call and the report from closed session.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda as amended for the August 19, 2020 called meeting. On a roll call vote, the motion passed unanimously.

Board of Ethics Reminder

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

the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time. No conflicts were declared.

Mr. Price made a motion, seconded by Mr. Knowles, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 at 7:16 p.m. to discuss the Presidential Evaluation. On a roll call vote, the motion passed unanimously.

Closed Session – Presidential Evaluation

Dr. Bledsoe exited the room at 7:16 p.m. Dr. Bledsoe returned to the meeting at 8:01 p.m.

Mr. Knowles made a motion, seconded by Mr. Price, to return to open session at 8:15 p.m. On a roll call vote, the motion passed unanimously.

Report from Closed Session

No action was taken in closed session. During closed session, the Board reviewed and discussed Dr. Bledsoe's evaluation including his contract with the College. The Board shared with Dr. Bledsoe their discussion on his 2020 evaluation. All of the reporting requirements as outlined in 1C SBCCC 300.2 were met and the Presidents Evaluation was concluded.

Mr. Knowles made a motion, seconded by Ms. Hensley, that the required report on Dr. Bledsoe's evaluation be sent to the NC State Board of Community Colleges. On a roll call vote, the motion passed unanimously.

The meeting was adjourned.

Claudia Bulhuis, Chairman

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

Appendix B-1

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries		41,526		
Benefits		24,107		
Contracted Services		2,657		
Supplies & Materials		7,034		
Professional Development (Travel)		0		
Utilities		45,187		
Repairs & Maintenance		6,942		
Membership & Dues		0		
Insurance & Bonding		70		
Other Current Expenses		778		
Non-Capitalized Equipment		0		
* Total Current Expense	784,000	128,300	655,700	16%

* **Note: Annual County Budget will be \$784,000(same as previous year) and will be posted in detail in September financials.**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's June 2020 Report	711,772
Add: Prior FY Property Tax Allocations from County Report	308,200
Add: FY20 Property Tax Allocation from County Report	172
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	<u>175,000</u>
Total Revenue	1,195,144
Less: Prior FY Projects	(796,395)
Less: 2020-21 Projects-	-
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 7/31/20	<u>\$ 398,749</u>

Montgomery Community College
State Funds - Board Report for August 2020

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Salaries- Full Time		654,602		
Salaries- Part Time		110,759		
Salaries- Full Time & Part Time		765,360		
Benefits		310,905		
Contracted Instruction		2,225		
Financial/Audit Services		0		
I.T. Contracted Services		0		
Other Contracted Services		2,600		
Contracted Services		4,825		
Supplies & Materials		18,945		
Professional Development (Travel)		2,927		
Communications		10,382		
Equipment Repair		218		
Maintenance Agreements		4,715		
Equipment Repairs & Maintenance Contracts (I.T. Equipment)		4,933		
Advertising		3,540		
Credit Card Electronic Processing		1,096		
Child Care Assistance Grant		0		
Project Skill-Up-Student Assistance		0		
Other Current Expense		1,751		
Other Current Services		2,847		
Software License Renewal		27		
Other I.T. Rentals/ Leases		8,735		
IT Rentals/Leases/Licenses		8,762		
Insurance and Bonding		0		

Montgomery Community College
State Funds - Board Report for August 2020

	2020-2021 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY21
Membership & Dues		650		
Minor Equipment Low Risk < \$5K		6,574		
Minor Equipment High Risk < \$5K		2,331		
Minor Equipment		8,904		
Total Current Expense		1,142,980		
Equipment		(47)		
Perkins Equipment		0		
Books		0		
Equipment & Books		(47)		
Total Expenses		1,142,933		

Note: State budget and carryforwards received late August. Will be posted in September financials.

Montgomery Community College
Institutional Funds- Board Report for August 2020

	2020-21 Revenue	2020-21 Expense	Cash Balance 8/31/20
1 Pell Overpayments	-	-	(8,840)
Veterans Reporting Fee	-	-	1,276
Overhead Receipts 75%	29	539	13,226
Current General & Miscellaneous	277	277	15,473
Administrative Support	262	1,323	-
Overhead Receipts 25%	10	-	10,458
Excess Fee Receipts	27	27	-
Textbook Rental	225	2,808	16,656
College Work Study	798	798	-
Total Institutional Support	1,627	5,772	48,248
Forestry Program	-	-	7,106
CTE MCS	-	-	-
Specific Fees	11,685	-	106,834
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	27	20,157
Distance Learning	8	-	1,224
NC Live Grant	-	-	409
Technology Fee-Curriculum	5,124	129	59,504
Total Curriculum Instruction & Fees	16,817	155	195,582
Scrap Metal Fund HVAC	-	-	768
Self Supporting	(2,000)	2,450	77,450
Community Service	-	-	1,712
Career Readiness	-	-	2,173
Small Business Center	144	-	8,967
Specific Fees: Occupational Extension	1,064	-	85,152
Horticulture: Live Project	-	-	878
Google I.T. Grant	-	720	1,806
SECU Bridge to Careers	18,000	-	18,000
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
CARES Act-Institutional	35,644	35,644	-
Total Cont Ed/Non-Curriculum Inst & Fees	52,851	38,813	211,225
2 NCWorks Grant Adult Services/Dislocated Worker	10,422	18,907	(8,485)
NCWorks Finish Line Grant	286	286	-
Total NC Works	10,708	19,193	(8,485)
Operational Funds	291	3,129	71,280
Sales Tax Utilization	-	-	-
Total Plant Operation & Maintenance	291	3,129	71,280
Vending	122	119	11,549
Bookstore Vending	473	-	49,178
General Store	14	(763)	1,092
Parking Fee	951	-	50,051
Student Government Association	6,079	353	40,578
Graduation Fund	185	68	1,876
Student Ambassador	736	101	29,711

Montgomery Community College
Institutional Funds- Board Report for August 2020

	2020-21 Revenue	2020-21 Expense	Cash Balance 8/31/20
Club Accounts	-	-	68,951
3 Agency Fund	-	-	(17,571)
Funds for Others	-	-	7,586
Restricted Scholarships Held	-	-	3,815
Loan Funds Held for Others	-	-	-
Total Proprietary/Other	8,560	(122)	246,815
FSEOG	-	-	-
4 Pell Grant	119,312	119,312	(891)
Education Lottery Scholarship	1,716	-	1,716
Golden LEAF	12,743	-	-
NC Community College Grant	277	-	277
High Demand/Low Enrollment	-	-	-
MCC Foundation Scholarship	-	2,620	-
Wells Fargo Scholarship	-	-	-
Less Than Half-time	-	-	-
SGA President Scholarship	-	-	-
SECU Scholarships	-	-	-
CARES Act	-	-	-
Total Student Aid- Grants & Scholarships	134,049	121,932	1,102
Capital Projects- Sales Tax Utilization	-	-	-
Bond-Bldg 200 HVAC Replacement	-	-	-
Bond-Bldg 100 Int/HVAC/Roof	237,581	237,581	-
Bond-Capel Hall Office Renovation	-	-	-
Bond-Industrial Maintenance Bldg	-	-	-
Golden Leaf FY2015-085	-	-	-
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	237,581	237,581	-
Total Institutional Funds: First Bank	462,483	426,454	765,767

STIF Account as of 8/31/20	Interest This Year	Prior Y.E. Balance	Current Balance
Operational Funds	73	44,867	44,960
Self Supporting- Continuing Education	10	10,851	10,860
Technology Fees	130	79,697	79,827
Bookstore	103	62,913	63,015
Total Institutional Funds: State Treasury	315	198,328	198,663

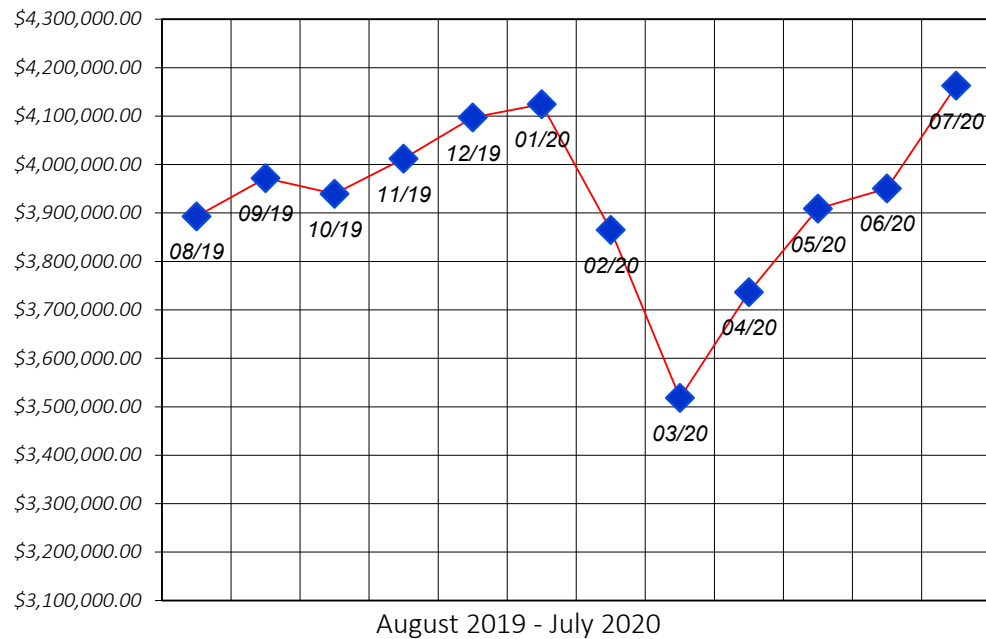
- 1 Pell Overpayment(Due from Students)
- 2 Due from NC Works (WIOA)
- 3 Financial Aid Bookstore Charges
- 4 PELL Adjustments

Montgomery Community College Foundation

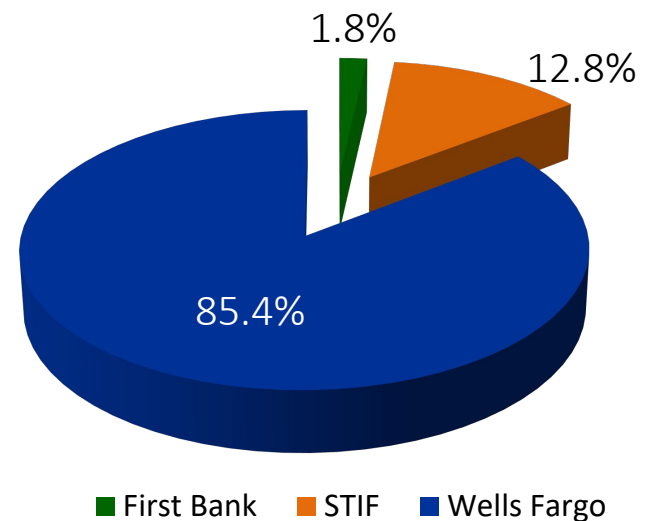
Funds Statement FY 2020-2021

	Fiscal Year To Date 7/1/2020 thru 6/30/2021				Month of July 2020			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,416,364.57	\$470,452.83	\$63,881.14	\$3,950,698.54	\$3,416,364.57	\$470,452.83	\$63,881.14	\$3,950,698.54
Receipts								
Interest/Dividends	\$5,609.28	\$446.70	\$1.40	\$6,057.38	\$5,609.28	\$446.70	\$1.40	\$6,057.38
Deposits	\$18,867.36	\$60,258.00	\$90,503.36	\$169,628.72	\$18,867.36	\$60,258.00	\$90,503.36	\$169,628.72
Total Receipts	\$24,476.64	\$60,704.70	\$90,504.76	\$175,686.10	\$24,476.64	\$60,704.70	\$90,504.76	\$175,686.10
Disbursements								
Fees/Withdrawals	\$3,537.72	\$213.61	\$79,625.36	\$83,376.69	\$3,537.72	\$213.61	\$79,625.36	\$83,376.69
Total Disbursements	\$3,537.72	\$213.61	\$79,625.36	\$83,376.69	\$3,537.72	\$213.61	\$79,625.36	\$83,376.69
Market Value Net Change	\$119,676.52	\$0.00	\$0.00	\$119,676.52	\$119,676.52	\$0.00	\$0.00	\$119,676.52
Ending Value	\$3,556,980.01	\$530,943.92	\$74,760.54	\$4,162,684.47	\$3,556,980.01	\$530,943.92	\$74,760.54	\$4,162,684.47
Net Change	\$140,615.44	\$60,491.09	\$10,879.40	\$211,985.93	\$140,615.44	\$60,491.09	\$10,879.40	\$211,985.93

Foundation Funds Value



Foundation Funds Distribution



Board Report

Facilities

September 2020

Prepared By: Wanda Frick

Construction is continuing on the new Counseling Center with sheetrock being finished and new ceilings installed. The area is also receiving new LED lighting.

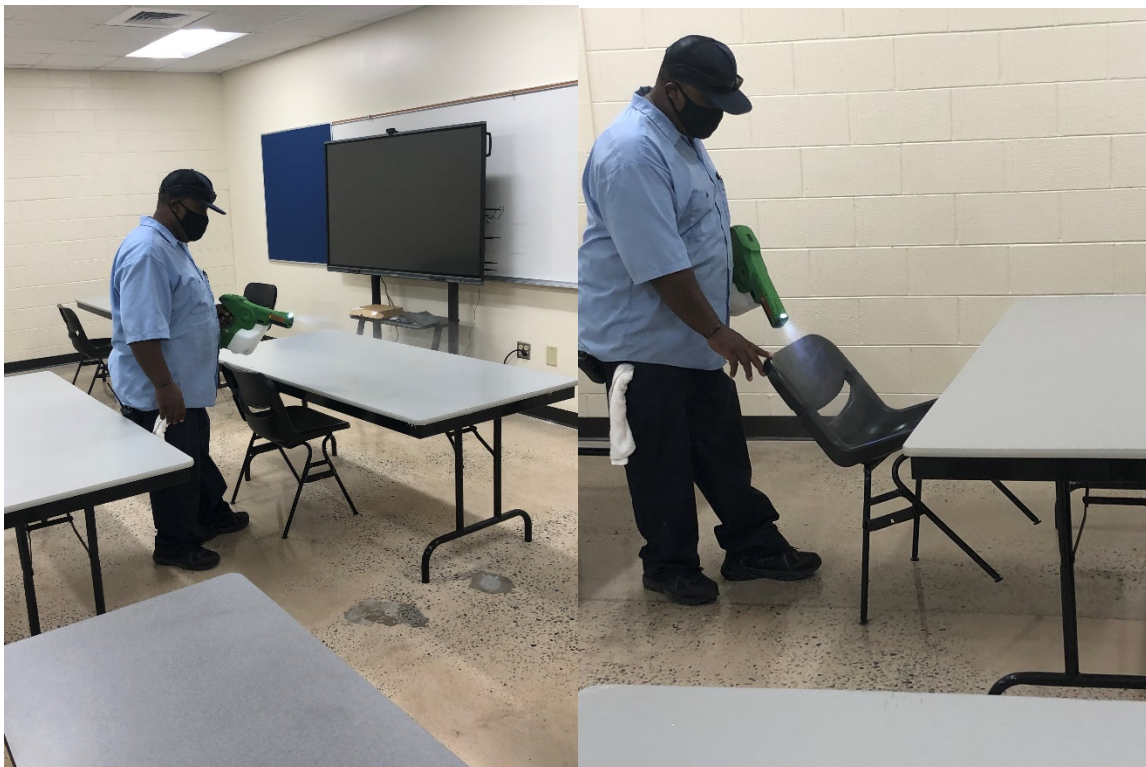


The auditorium has been filled. An existing electrical panel has been relocated with new power and data outlets to be installed in the floor before concrete is poured.



The maintenance crew has been busy with projects and campus cleaning. Below Lucas Mingin uses a torch to cut old bolts from the step area at Building 500 where a new sidewalk has been installed.

Mark Little shows the new handheld sanitizing sprayer used for disinfecting areas.



**Montgomery Community College
Construction Update
September 2020**

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

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

2nd phase (building renovations and HVAC upgrades) Most of the renovations have been completed.

The restrooms are waiting for punch list corrections. The State Construction Office inspection will be conducted to put together a punch list for items needing attention in September.

- Budget: \$3,895,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$3,448,151 (Golden Leaf) \$150,000

- **Blair Hall & Outdoor Amphitheatre Renovations**

The 2nd round of renovations will include a new entryway near the newly constructed Student Services and a new Counseling Center. Also, the auditorium has been filled, an electrical panel relocated, and new power & data outlets installed in the floor before concrete will be poured. The outdoor amphitheater will be reconstructed to include a shelter and dusk to dawn lighting. The new counseling center and a general use conference room have been framed and sheetrock installed. The area is receiving a new ceiling and LED lighting.

- Budget: \$459,286 (NC Bond) \$20,676 (Adv Planning Grant)
- Disbursed to Date: \$0

Montgomery Community College
Building Project Timeline

	Projected/Actual Cost		2020											
Project Name	NC Connect Bond	Other	January	February	March	April	May	June	July	August	September	October	November	December
Capel Hall Roof Replacement (Complete)	\$ 174,430													
Capel Hall HVAC Replacement (Complete)	\$ 1,018,556													
Center for Workforce Development (Complete)	\$ 111,449													
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877												
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565													
Capel Hall Office Renovations (Complete)	\$ 47,006													
Industrial Maintenance Building (Complete)	\$ 494,430		Construction			Complete								
Building 500 Roof (Original Building - 1987)		\$ 23,887												
Firing Range Expansion		TBD												
Road Between Blair Hall and Bldg 500		\$ 50,645							Construction		Complete			
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000												
Blair Hall Renovation	\$ 3,895,000	\$ 150,000												
Roof Replacement (Complete)														
Interior Renovation / HVAC (excl. 3rd hall)			Construction								Complete			
Blair Hall & Outdoor Amphitheater Renovations	\$ 459,286	\$ 20,676					(3-1)	Construction Bid	Construction					Complete
Unassigned Funds	\$ 9,815													
Total Cost	\$ 6,334,537	\$ 502,085												

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

Montgomery Community College

Campus Security Report 2020



**Annual Report
October 1, 2020**

CAMPUS SECURITY REPORT (CSR) 201

STATEMENT OF INTENT

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

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

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

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

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

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

Topics in Order of Presentation

- College Policy on Campus Crime
- Securities and Access to Campus Facilities
- Emergency Plan
- Emergency Call Telephones
- Campus Crime Reporting
- Investigations
- Daily Crime Log
- Maintenance of Campus Facilities
- Prevention and Awareness
- Crime Statistics 2017-2019
- Timely Warning Policy
- Drug-Free Workplace Policy
- Health Risks
- Sexual Offense/Harassment Policy
- Weapons & Dangerous Instruments Policy
- Glossary/Resources

COLLEGE POLICY ON CAMPUS CRIME

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

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

SECURITIES AND ACCESS TO CAMPUS FACILITIES

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

MCC utilizes a proactive approach to law and order through the Security Director and the Montgomery County Sheriff's Department, who provides the College with a full-time School Resource Officer. In addition, off-duty, armed deputies with the Montgomery County Sheriff's Department are employed on a part-time basis by the College to patrol campus and are empowered to protect the college community by enforcing federal, state, and municipal laws, and college rules and regulations. In situations where an officer is not on campus and law enforcement authority is required, the Montgomery County Sheriff's Department will be contacted.

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

The college campus is closed from 11 pm until 7 am, Monday through Saturday. Additionally, the college campus is closed from 6 pm Saturday until 7 am Monday and on holidays. Electronic security systems are located throughout the campus. Students are not permitted to use classrooms and laboratories after scheduled class hours unless supervised by the appropriate faculty/staff member.

EMERGENCY PLAN

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

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

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

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

EMERGENCY CALL TELEPHONES

Montgomery Community College is equipped with "Blue Light" non-dial outdoor emergency telephones located at strategic points on campus. These phones are easily identified by their columns topped with blue lights. When the red button is pushed, the caller is in immediate contact with the switchboard operator and/or MCC Security during normal business hours. These phones are for emergency use only.

CAMPUS CRIME REPORTING

During the hours of operation (Monday – Thursday 7:30 am – 9:00 pm, Friday 7:30 am – 3:00 pm), individuals may voluntarily report a crime/emergency by notifying the switchboard

operator at the Information Desk in Building 100, who shall immediately contact MCC Security, or a Campus Security Authority and begin following the appropriate procedures outlined in the *MCC Emergency Action Plan*. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents.

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

INVESTIGATIONS

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

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

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

DAILY CRIME LOG

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

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

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

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

MAINTENANCE OF CAMPUS FACILITIES

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

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

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

PREVENTION AND AWARENESS

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

CRIME STATISTICS

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

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

<https://www.montgomery.edu/college-information>

Criminal Offenses	Crimes on Campus			Non-Campus Crimes			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0
Arrests For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	1	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0
Disciplinary Action For	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carry, Poss, etc.	0	0	0	0	0	0	0	0	0

Hate Crimes 2017	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2018	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes 2019	Race			Gender			Gender Identity			Religion			Sexual Orientation			Ethnicity			National Origin			Disability		
Type of Offense	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P	O C	N C	P P
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TIMELY WARNING POLICY

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

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

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

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

Timely warnings are issued for the following classifications:

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

Procedure

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

DRUG-FREE WORKPLACE POLICY

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

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

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

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

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

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG AND ALCOHOL ABUSE

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

malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma, and death from overdose.

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

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

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

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

Stimulants (Amphetamines, Cocaine, Ritalin, Dexedrine)

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

Cannabis (Marijuana, Hashish)

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

Hallucinogens (e.g., LSD, PCP)

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

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

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

SEXUAL OFFENSE/HARASSMENT POLICY

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

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

Reporting a Sexual Offense

MCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Vice President of Student Services (910-898-9610 or ext.610), MCC Counseling Services (910-898-9618) the Vice President of Administrative Services (910-898-9630 or Ext. 630), the Receptionist (910-898-9600, Ext. 600), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. MCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.

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

Disciplinary Action for Sexual Offense(s)/Harassment

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

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

The supervisor and the EEO will review and investigate the complaint. Within ten days after receipt of the written complaint, the supervisor and EEO must designate in writing to the employee a meeting time with the employee to review the findings. Days refer to calendar days. When the final day falls on a weekend or holiday, the official day will be the following Monday or day following the respective holiday(s) if applicable. The meeting is to be held within five days of this written notice. At the meeting, facts concerning the complaint are to be presented and a solution established if possible.

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

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

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

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

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

It shall be a Class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This shall not apply to fireworks.

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

It shall be a Class 1 misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if: the person is not a student attending school on the educational property or an employee employed by the school working on the educational property; and the person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or an employee

attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and the firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack with the *limited exception of S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k).

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

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

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

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

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

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

GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

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

Larceny-Theft: The unlawful taking, carrying, loading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

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

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

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

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

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

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

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

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

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

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

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury

involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

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

RESOURCES

MCC has counselors to assist victims with their immediate needs. For counseling services, contact the Counseling and Career Development Center in Student Services (Building 100). Additional resources listed below include medical, emotional, or psychological support services.

Montgomery County:

Aurora Family Counseling Center
507 North Main Street
Troy, NC 27371
(910) 572-3066

Center for Substance Abuse Treatment
National Drug and Alcohol Treatment Referral
(800) 662-HELP (4357)

Crisis Council, Inc.
827 Ophir Avenue (Office)
Troy, NC 27371
Crisis Line Phone: (910) 572-3747
Office: (910) 572-3749

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

FirstHealth EMS
508 Wood Street
Troy, NC 27371
Phone: (910) 571-5499

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

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

Montgomery Co. Emergency Services

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

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

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

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

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

NC Div. of Community Corrections: Intensive Probation
348 North Main Street
Troy, NC 27371
Phone: (910) 576-2802

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

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

In Neighboring Moore County:

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

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

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

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

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

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

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

In Neighboring Stanly County:

Alcoholics Anonymous
Phone: (704) 983-1600

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

Greenhouse Site Selection Golden Leaf Agriculture Project

Funds Available:

- Golden Leaf Funding - \$375,000
- County Funding - \$500,000

Project Goals: (Please note the amounts below are approximations)

- Construct 30 x 96 Greenhouse \$113,000.00
 - County funds will be used for site prep
- Construct 30 x 96 High Tunnel Greenhouse \$100,000.00
 - County funds will be used for site prep
- Purchase Agriculture Equipment \$112,000.00
- Purchase Instructional Supplies \$50,000.00

Site Prep Options

Option #1: Place Greenhouses Adjacent to the CTE Center

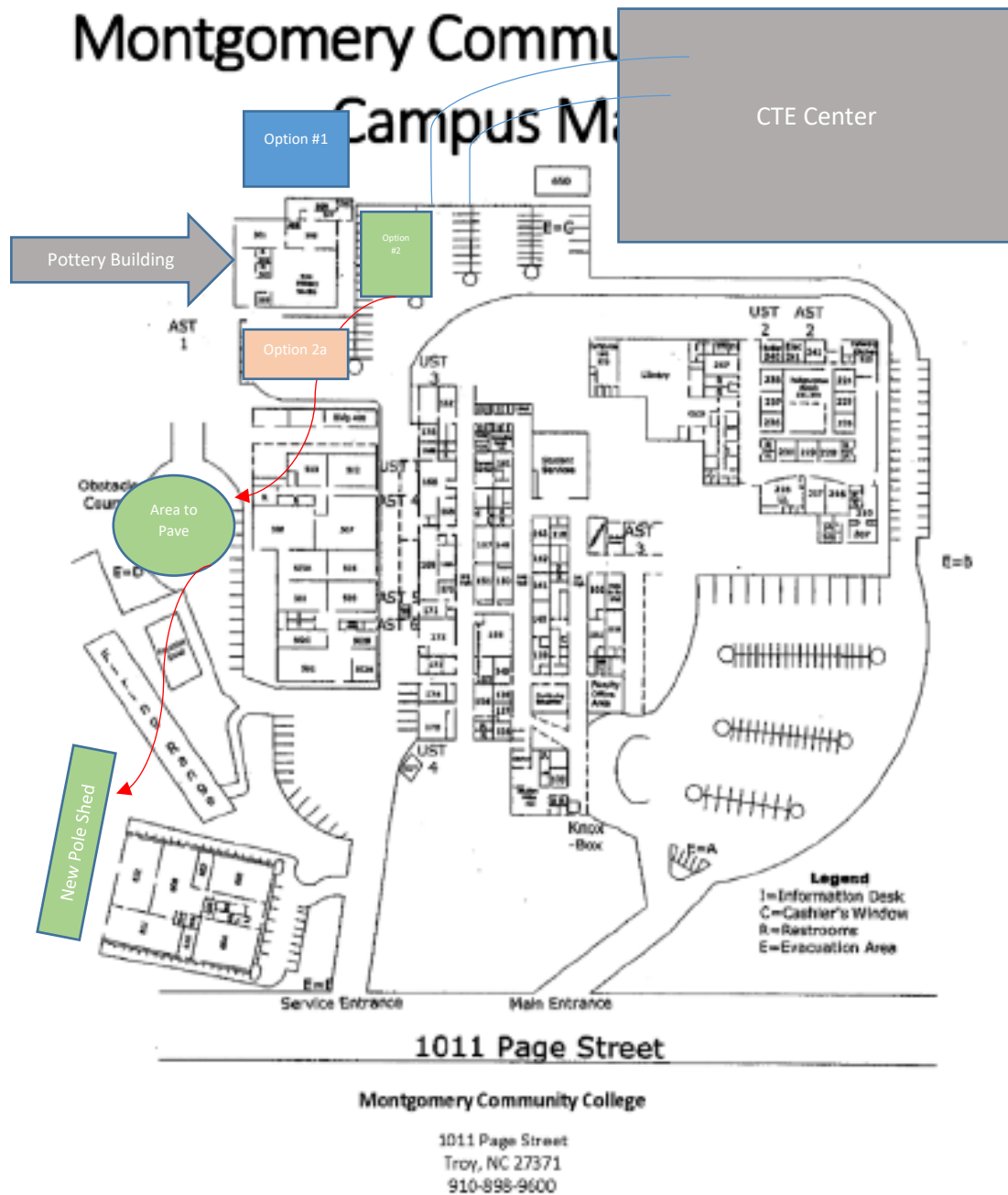
(Please note the amounts listed are unofficial estimates)

- Project Estimated Cost - \$400,000 - \$600,000
- Action: Fill-in area next to the CTE Center and make the site pad ready for greenhouses.
- Pros:
 - Location would be convenient to the CTE Center
 - Would not require modification to other parts of campus
- Cons:
 - Option would require a large amount of dirt and a retaining wall
 - Option would require an architect

Option #2: Place Greenhouses Adjacent to Building 300 (Pottery)

(Please note the amounts listed are unofficial estimates)

- Project Estimated Cost – \$329,000 - \$500,000
- Action: Place greenhouses in the parking lot next to 300 Building
 - Remove the parking lot and prep site for greenhouses (\$100,000)
 - Remove old pole shed behind 500 Building and pave parking lot (\$129,000)
 - Rebuild pole shed behind 600 Building (Forestry) (\$100,000)
- Pros:
 - Less money would be spent on design and fill dirt
 - Funds would provide greenhouse site, new parking lot, and a new pole shed
- Cons:
 - Project is more involved and requires moving multiple areas





Naming Recommendation – Gunsmithing Bluing Room

Current Policy - Montgomery Community College currently has a naming policy, see attached 2.2.4 Naming Policy. As you will note while the naming opportunities are listed, the dollar amounts are not. Historically, the college has not maintained set rates for donations for naming opportunities.

Current Naming - Currently, there are only two rooms on campus that have names associated with them, both are in the Gunsmithing Department. The Midway Arms Room was established after Midway Arms donated an endowment to be used to continuously update the firearms needed for the program. The Brownell's Teaching Lab was named following several gifts from Brownells including the teach lab tables for the classroom.

Background - Bear Creek Arsenal approached the college over the summer and met with Mark Dye, Director of Gunsmithing, and myself and we gave them a tour of the Gunsmithing Program. Bear Creek Arsenal asked what the specific needs were for the Gunsmithing Program at this time. Mark Dye provided a list, which included several options, they selected the Bluing Room Renovation at \$15,000.

Description of Area - Please refer to the attached GSM Area picture. The Bluing Room (170) is being expanded into the old Welding Lab (171). This room will only be used by the Gunsmithing Department and in comparison to other classrooms is smaller than most.

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
NAMING BUILDINGS AND
PROGRAMS**

**POLICY
2.2.4**

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

Purpose

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

Policy Criteria

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

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

Adopted: March 11, 2020

**MONTGOMERY
COMMUNITY COLLEGE**

**ADMINISTRATIVE
NAMING BUILDINGS AND
PROGRAMS**

**PROCEDURE
2.2.4.1**

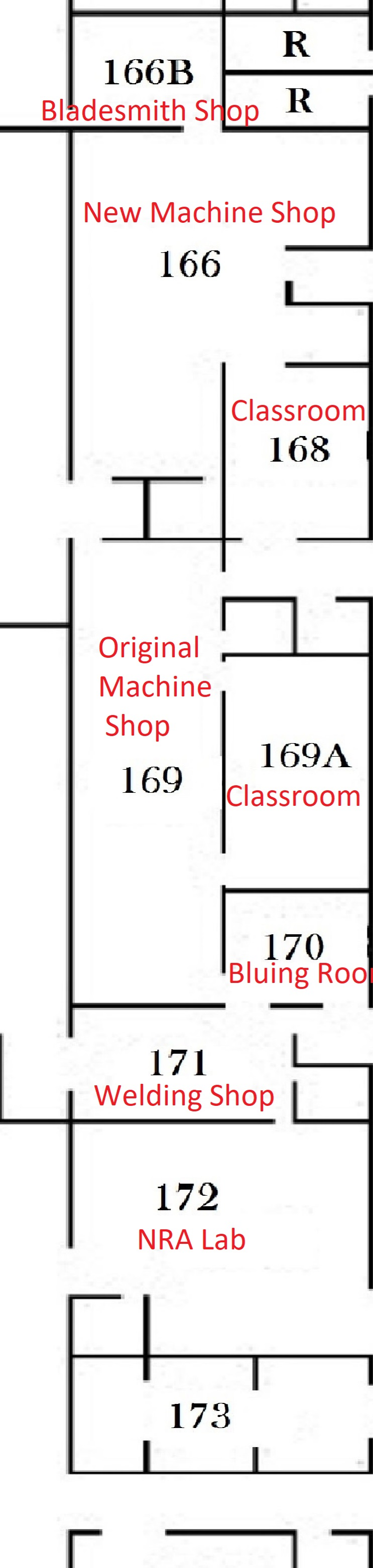
-
- A. The College and the Foundation continually seek private funds to enhance the College's ability to meet the higher education needs of the community. To that end, the College should provide appropriate recognition to donors. Naming recognition may take many forms; however, this policy is intended to establish guidelines when naming programs, buildings, facilities and other campus area for donors or for individual recognition.
- B. Potential nominations for naming buildings, parts of buildings, facilities, programs or endowed chairs will be made to the President. Nominations must be accompanied by a brief written explanation regarding the nomination. Any individual may nominate any person, regardless of whether the person has provided a financial gift to the College, who is in good standing in the community and has demonstrated an exceptional and distinguished service record to the College and/or to the College's mission.
- C. Within two weeks of receipt of the nomination, the President will provide all Board members with the name of the nominee, a copy of the written explanation and a copy of this Policy.
- D. If the Board members determine that there is sufficient interest to consider this person or Organization for a naming right, at the next regular meeting of the Board, the Chairman shall appoint an ad hoc Naming and Recognition Committee ("Committee") of not less than three Board members. The President will be an ex officio, nonvoting member of this Committee. The Chairman may designate any other member of the College staff, the Foundation or the community to serve on the Committee in an ex officio, nonvoting capacity. No individual shall serve on the Committee in any capacity if that individual is a nominee for a naming right.
- E. The Committee shall use whatever means it deems appropriate to determine whether the proposed action is in the College's best long-term interest and whether the contribution of the individual or organization is of such significance to warrant this action. As a guide, the Committee should consider the following:
1. For naming rights based solely on a financial contribution, minimum gift levels are as follows:

Naming Opportunities	Minimum Contribution
New Construction	
Renovation for Existing Building (unnamed)	
Classroom, Laboratory or Conference Room	
Athletic Facility, Court or Field	
New or Existing Outdoor Areas (e.g., walkways, pavilions, garden areas, etc.)	
Endowed Chair or Facility Member	
College Institute or Program	

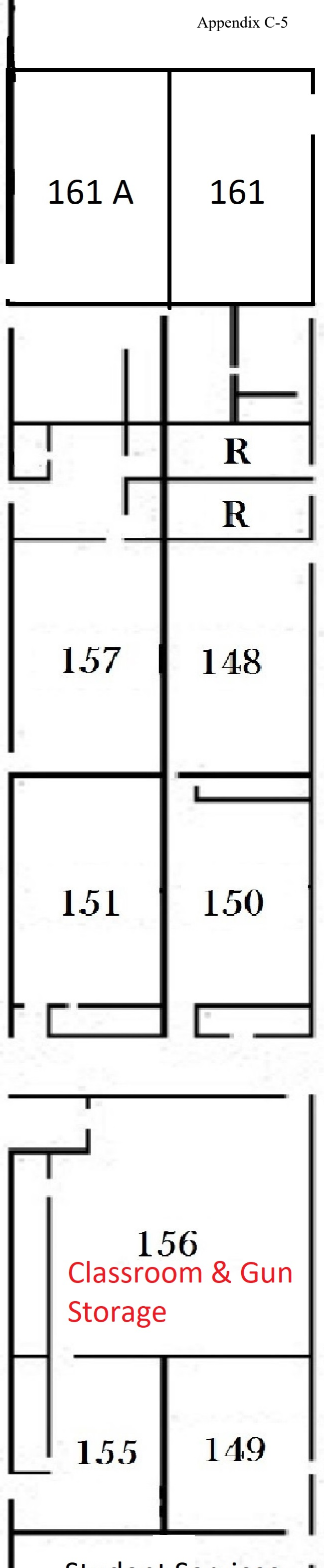
Procedure 2.2.4.1

2. For naming rights based on non-financial contributions, the type and length of service to the College and/or the College's mission and the impact of the individual's service, the individual should have an outstanding reputation and be in good standing in the community and have demonstrated an exceptional and distinguished service record to the College and/or the College's mission.
 3. Regardless of financial or non-financial contributions, College buildings, areas, programs and endowed chairs will only be named for companies, organizations or individuals that reflect favorably upon the College and whose gift or previous service record will or has advanced the College and its mission.
- F. The Committee will make its recommendation to the Board at a regular meeting and the Board will vote in open session to consider the request.
- G. Additional requirements:
1. For naming rights based on financial contributions, the naming will only occur when a cash gift is received, a pledge is satisfied, real estate or stock is converted to cash or a bequest is received. No naming will occur until the full amount necessary to fulfill the financial obligation has been received by the College or the Foundation.
 2. Naming rights shall be for the life of the facility, program or area so long as such is used for the same purpose as when the gift was made. Planned demolition or significant renovation shall terminate the naming recognition unless otherwise designated by the Board.
 3. Should the company, organization or individual making a naming gift come into ethical, moral or legal disrepute in the College or community at large, the College reserves the right to discontinue the use of that name in association with the College.
 4. The College will make arrangements for a commemorative plaque and/or dedication ceremony as appropriate.

Adopted: March 11, 2020



3rd
Hall



2nd
Hall



Personnel Appointment

Name of Person	Wendy Grissom
Position	Nursing Instructor (9 month)
Position Category	Full time
Salary	\$52,000
Effective Date of Employment	September 1, 2020
Budget Information	11-220-20-513000-22348

Position Description:

Full time ADN classroom, lab and clinical instructor

Education and Certifications

School/Certification	Years Attended	Degree
UNC-Wilmington	08/2019-present	Working on MSN (will complete December 2020)
Fayetteville State University	2017	BSN
Sandhills CC	2006-2008	ADN

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery CC	July 2017-present	LPN and ADN clinical instructor
Firsthealth of Carolinas	July 2008-present	Staff nurse, NICU, Med-Surg

Professional Participation/Honors:

RN permanent license and Daisy award honoree 2015 at Firsthealth of Carolinas

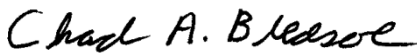
Hiring Committee

Appendix D-1

Person	Position
Wendy Vaughn	Director of Nursing
Amy Friary	Dean of Health and Human Services
Beth Smith	VP of Student Services
Carolyn Saunders	Nursing Instructor
Monette Ayers	NCWorks Career Center Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed 5/19 and 5/29 2020, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Wendy Grissom for the Nursing position.



Chad A. Bledsoe
President

Employee Separation Form

Name of Person	Amber Scott
Position	Nursing Instructor
Position Category	Faculty
Salary	52,002
Effective Date of Employment	August 8, 2019
End Date of Separation	August 31, 2020
Reason	Personal Reasons

Position Description:

Notes:

Chad A. Bledsoe
Dr. Chad A. Bledsoe, President

**Board Report
Vice President of Instruction
September 2020**

Blended classes continue this fall. The majority of students are choosing to learn online so far this fall. Faculty continue to meet class for those who wish to come to class and provide online opportunities for those who want to learn from home. Sam Britt continues to work with faculty to improve the online experience for students. The Career and Technical Faculty have worked hard to integrate their courses on Blackboard and look for additional ways to get students involved. The addition of new “GO PRO” cameras will allow faculty “hands free” recording when filming technical projects. Mallory Smith has provided valuable Blackboard support and faculty member David Klass, who has used the Clear Touch boards to record lectures in the past, is providing workshops for other faculty. Faculty are sharing skills and “lessons learned” to improve the learning experience of students.

Basic Law Enforcement Training – BLET currently has 16 students enrolled and 3 – 4 students still working on completing their paperwork. The class numbers are comparable to last year’s record class and continues to be a testament to the quality of the program and all of Pete Herron’s hard work at recruiting. Class begin September 9.

Taxidermy day and evening classes have seen an influx of new students this fall with 20 students enrolled in the program between curriculum and continuing education. The class this fall includes students from as far as Alaska and five female students. Thank you again to **Carolina All Out** for promoting the programs at the College. The crew was on campus in early August to film a segment with Len Fagan and the Gunsmithing program for an upcoming episode.

The renovations to the **Corrections and Law Enforcement training facilities in 500** have begun. The remodeling will allow the College to host two concurrent Basic Corrections Officer Training classes, professional development course for current Corrections Officers, BLET classes, and ongoing Law Enforcement Officer training for current local law enforcement officers once the renovations are completed.

The Early College begin this fall with 68 new freshmen along with 67 sophomores, 58 juniors, 56 seniors, and 14 5-year seniors. This brings the total this fall to 263 and the largest annual enrollment in the MCEC. The students, like all of us, are working hard to keep connected in these difficult times. The **Educational Partnership staff** is reaching out to all CCP students to check in with them and to make sure that students have access to the resources they need to be successful.

Board Report
Continuing Education Department
September, 2020

Student Success Story: EMT Program

- Our recent EMT Basic and Advanced Basic courses that finished this past Spring are producing numerous success stories with several students gaining employment with Montgomery County FirstHealth EMS. Students Jordan Taylor and Misty Wood who achieved their Basic and Advanced Basic EMT here at MCC gained employment at FirstHealth and recently completed the FirstHealth Paramedic Academy to become state certified Paramedics.

College and Career Readiness

- Now offering 100% online high school equivalency class options through the recent purchase of Aztec software. Students still have multiple learning options such as in person instruction, alternative learning packets, and hybrid courses that allow students flexibility to be successful.

Small Business Center (SBC)

- Completed the LEAD program (Leadership Enhancement and Development) through the SBDC (Small Business and Technology Development Center).
- Working closely with MCC's Director of Business & Industry Services and Montgomery County Schools to identify businesses that are able to offer free WiFi options to students near their business.

Business & Industry Services

- In partnership with the SECU we are providing 4 full scholarships to 4 Wallace and Dunn Heating & Air employees to receive advanced heating and air training.

Workforce Innovation and Opportunity Act (WIOA)

- Collaborating with the Director of Educational Partnerships to deploy a recruitment campaign to enroll high school students into the Youth WIOA program also referred to as the NEXTGen Youth program. NextGen serves youth who require additional assistance to enter or complete an education program or to secure or hold employment. Both in-school youth (ISY) and out-of-school youth (OSY) who have a documented barrier may be eligible to receive services.

MCC Board of Trustees – September 9, 2020

Update from the Student Services Division

Using Covid-19 relief funds made available from the State of North Carolina, we have hired a part-time technology tutor to help students learn how to use the educational tools available to them in Blackboard, our online learning management system. The tutor will help any student needing additional help, but a primary focus is on helping students new to online learning. We hope to hire at least one more technology tutor soon.

We have just finalized the purchase and installation of the Aviso Student mobile application. On the faculty and staff side, Aviso, which was implemented and rolled out to MCC employees in January, was purchased to serve as an early alert system that is used to monitor students' progress. The Aviso Student mobile app will provide students with access to their individual accounts through a format the majority of them are all accustomed to - - a mobile app available to them on their phones and tablets. We are excited to roll this out to the students over the next several weeks.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM*Dr. William S. Carver, Interim President*

21 August 2020

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Chairs of the Boards of Trustees
Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors,
Business Officers, Continuing Education Officers, Chief Financial Officers,
Financial Aid Officers, Public Information Officers, Registrars, Student
Development Administrators, & Other Interested Parties

FROM: Jonathan R. Harris, *NCCCS General Counsel*

RE: **Extending Four Temporary Amendments in Response to COVID-19**

1G SBCCC 200.1 – General Provisions
1E SBCCC 700.2 – Student Activity Fees
1E SBCCC 700.3 – Instructional Technology Fees
1H SBCCC 300.3 – Bookstore and Bookstore Commissions

On 19 March 2020, the State Board of Community Colleges adopted four temporary amendments in response to the COVID-19 outbreak. The amendments gave colleges flexibility in responding to budgetary and scheduling impacts associated with the outbreak. They were set to expire on 15 September 2020, but the State Board has readopted the amendments, extending them for another 180 days:

- **1G SBCCC 200.1 – General Provisions**
 - The flexibility colleges currently have to make up instructional time due to adverse weather events is extended to emergency events.
- **1E SBCCC 700.2 – Student Activity Fees**
 - This change allows colleges to use student activity fees to address impacts associated with the COVID-19 outbreak.

- **1E SBCCC 700.3 – Instructional Technology Fees**
 - This change allows colleges to use instructional technology fees to address impacts associated with the COVID-19 outbreak. It also allows colleges to use the fees to purchase computers and other technology for the use of college employees.
- **1H SBCCC 300.3 – Bookstore and Bookstore Commissions**
 - This change allows colleges to use excess bookstore revenues to address impacts associated with the COVID-19 outbreak.

The amendments will be extended effective 15 September 2020, to run for another 180 days. The State Board may extend this duration again, if necessary. The temporary amendments will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of each temporary amendment is attached to this memorandum.

CC20-055
E-mail Copy

Attachments

STATE BOARD OF COMMUNITY COLLEGES

Proposed Re-adoption of Four Temporary Amendments Due to COVID-19

Authority

The State Board can adopt temporary amendments to address serious threats to public health and safety (3B SBCCC 400.1). The State Board can also waive provisions of the Code to address unforeseen circumstances where notice and hearing would be contrary to the interest of community college stakeholders (1A SBCCC 200.3).

Reason for the Amendments

The amendments are meant to give colleges additional flexibility in responding to the ongoing impacts associated with COVID-19, including unknown future impacts on college budgets.

Duration of the Amendments

The amendments would become effective on September 15th and will remain in place for 180 days or until rescinded by the State Board.

Summary of the Temporary Amendments

- **1G SBCCC 200.1 – General Provisions**
 - The flexibility colleges currently have to make up instructional time due to adverse weather events would be extended to emergency events.
- **1E SBCCC 700.2 – Student Activity Fees**
 - This change would allow colleges to use student activity fees to address impacts associated with the COVID-19 outbreak.
- **1E SBCCC 700.3 – Instructional Technology Fees**
 - This change would allow colleges to use instructional technology fees to address impacts associated with the COVID-19 outbreak. It would also allow colleges to use the fees to purchase computers and other technology for the use of college employees.
- **1H SBCCC 300.3 – Bookstore and Bookstore Commissions**
 - This change would allow colleges to use excess bookstore revenues to address impacts associated with the COVID-19 outbreak.



State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER G. FULL-TIME EQUIVALENT (FTE)

SUBCHAPTER 200. FTE REPORTING CATEGORIES/CRITERIA

1G SBCCC 200.1 General Provisions

(a) FTE Reporting. As directed by the System Office, colleges shall report FTE enrollment in all course sections scheduled during each academic term reporting period. If a course section is scheduled for a time period that crosses academic term reporting periods, the FTE enrollment shall be reported as follows:

(1) For curriculum course sections that are regularly scheduled, as defined in 1G SBCCC 200.93(b), FTE enrollment shall be reported in the academic term reporting period in which the 10% point of the class falls.

(2) For curriculum course sections that are non-regularly scheduled, as defined in 1G SBCCC 200.93(c), and all continuing education course sections, FTE enrollment shall be reported in the academic term reporting period in which the last day of the course falls.

The System Office shall provide colleges no less than 21 calendar days after the end of the academic term reporting period to submit FTE enrollment data.

(b) Instruction Provided Outside the College's Service Area. Excluding clinical instruction, a college may provide instruction outside its service area, as established per 1A SBCCC 300, only if the appropriate instructional service agreement is executed consistent with 1D SBCCC 300.6 and 1D SBCCC 400.96. If the instructional service agreement provides for the sharing of FTE, the colleges that are party to the agreement shall prorate the number of FTE reported consistent with the provisions of the agreement and the rules of this Chapter.

(c) Making Up Instructional Hours Due to Adverse Weather or Other Emergency Events. A college is responsible for delivering instruction to meet the learning outcomes of each course it provides. If it is not possible or it will not be possible to reschedule all

class hours missed due to adverse weather or other emergency events, the instruction may be made up by other alternatives included in the college's adverse weather policy or other policies, such as online instruction and alternative assignments. In a correctional education setting, a college may make up instructional time by issuing evening and weekend assignments and documenting students' successful completion of the assignments. The college must maintain documentation of how instruction was rescheduled or otherwise made up until released from all compliance reviews.

History Note: Authority G.S. 115D-5;

Eff. [May 1, 2017](#)

Temporary Amendment Eff. [October 19, 2018](#); Temporary Amendment Expired. April 17, 2019;

Amended Eff. [November 1, 2019](#)

Temporary Amendment Eff. [March 19, 2020](#). Temporary Amendment expires on September 15, 2020.

Temporary Amendment Eff. [September 15, 2020](#).

1E SBCCC 700.2 is temporarily amended as follows:



State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER E. STUDENT TUITION AND FEES

SUBCHAPTER 700. LOCAL FEES

1E SBCCC 700.2 Student Activity Fees

(a) Student Activity Fee Rates. The local board of trustees is authorized to establish a fee charged to students to support student activities. The student activity fee shall not exceed \$35 per academic term. Student activity fees shall not be charged to individuals who participate only in meetings or seminars organized by the college. For the purposes of this Subchapter, "meeting or seminar" means a group of people gathered on a one-time basis primarily for discussion under the direction of a leader or resource person(s).

(b) Use of Student Activity Fee Receipts: Colleges shall use student activity fee receipts to support the cost of providing student activities, excluding those activities listed in sub-subsection (3) below.

(1) Permissible Activities: For the purposes of this section, "student activity" means an activity that is provided primarily for the benefit of students and whose participants are primarily students, excluding instruction for which students pay tuition and registration fees. Examples of student activities include the following:

(A) student centers;

(B) student government associations;

(C) student clubs;

(D) student enrichment and student social activities;

(E) student identification cards;

(F) student athletics;

(G) student health services; and

(H) student accident insurance

(2) Permissible expenses: In support of student activities, the college may use student activity fee receipts to support the following types of expenses:

(A) College personnel directly providing student activities, such as student government association staff, student activity coordinators, coaches, club sponsors, or club advisors;

(B) Stipends or scholarships to students who serve as officers of student organizations;

(C) Employee and student travel to student activities held at off-campus locations;

(D) Other purchased goods or services needed to conduct the student activity;

(E) Equipment, including vehicles, used directly for student activities;

(F) Capital improvement projects constructed for student activities, such as student centers, student lounges, and athletic facilities. If a capital improvement project serves multiple purposes, student activity fee receipts may be used to support capital expenditures in proportion to the square footage of the project dedicated to student activities.

(3) Impermissible expenses: Colleges shall not use student activity fee receipts to support personnel and other operating costs related to college employees having positions that are the fiscal responsibility of the State or local governments and do not directly support student activities, including, but not limited to, academic advisors, counselors, recruiters, admissions staff, and security personnel. Colleges shall not use student activity fee receipts for capital improvements projects constructed for purposes other than student activities.

(c) Notwithstanding section (b), a college may use student activity fees to address impacts associated with the COVID-19 outbreak.

History Note: Authority G.S. 115D-5; G.S. 115D-39;

Eff. [May 16, 2014](#).

Temporary Amendment Eff. [March 19, 2020](#). Temporary Amendment expires on September 15, 2020.

Temporary Amendment Eff. [September 15, 2020](#).

1E SBCCC 700.3 is temporarily amended as follows:



State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER E. STUDENT TUITION AND FEES

SUBCHAPTER 700. LOCAL FEES

1E SBCCC 700.3 Instructional Technology Fees

- (a) Fee Rates. The local board of trustees is authorized to establish a fee charged to students to support student access to instructional technology. The instructional technology fee shall not exceed \$48 per academic term for curriculum students and \$5 per course for continuing education students. However, subject to the prior approval of the SBCC, local boards of trustees have the authority to establish an instructional technology fee that exceeds the \$48 per academic term for curriculum students. Instructional technology fees shall not be charged to individuals who participate only in meetings or seminars.
- (b) Use of Fee Receipts. Instructional technology fee receipts shall be used to support costs of procuring, maintaining, and operating instructional technology, including both information technology (hardware and software) used primarily for instructional purposes and specialized instructional equipment necessary for hands-on instruction. Colleges are authorized to use instructional technology fee receipts to hire support positions to operate, maintain, and repair this technology, as well as buy the necessary supplies and materials for operations. In addition, colleges may use technology fee receipts to address impacts associated with the COVID-19 outbreak. ~~Instructional technology fee receipts shall not be used to purchase computers and other technology used primarily by college employees, nor may instructional technology fee receipts be used to support positions that do not directly support this instructional technology.~~

History Note: Authority G.S. 115D-5; G.S. 115D-39;

Eff. [May 16, 2014](#).

- 1 Temporary Amendment Eff. [March 19, 2020.](#) Temporary Amendment
- 2 expires on September 15, 2020.
- 3 Temporary Amendment Eff. [September 15, 2020.](#)

1H SBCCC 300.3 is temporarily amended as follows:



State Board of Community Colleges Code

TITLE 1. COMMUNITY COLLEGES

CHAPTER H. FISCAL MANAGEMENT

SUBCHAPTER 300. INSTITUTIONAL FUNDS

1H SBCCC 300.3 Bookstore and Bookstore Commissions

- (a) Bookstore operations. All financial transactions pertaining to bookstore operations shall be accounted for in a proprietary institutional account and kept separate from all other activities of the college. At least every four years, the board of trustees of each college shall review the college's mark-up on textbooks and other instructional materials sold through the bookstore to determine if the mark-up is appropriately balanced between affordability for students and other priorities identified by the local board of trustees.
- (b) Use of bookstore operating revenues. Bookstore receipts shall first be used to support bookstore operating expenses including, but not limited to salaries and benefits of bookstore personnel, purchase of inventory, marketing, supplies, travel, equipment associated with the operation of the bookstore, enhancement of the bookstore, and bookstore facility support costs, such as, utilities, housekeeping, maintenance, and security.
- (c) Excess bookstore revenues. Receipts in excess of the above operating expenses shall be transferred to the appropriate account and expended consistent with the following provisions:
- (1) Funds may be used to support instruction, student support services, student financial aid (e.g. scholarships, grants, loans, Work Study), student refunds, student activities, giveaways to students, curriculum development, program improvement, professional development, instructional equipment, and capital improvements related to facilities associated with the bookstore and student activities. In addition, funds may be used to address impacts associated with the COVID-19 outbreak.

(2) Funds shall not be used to support any supplemental salary, benefit, or other form of compensation for the college president. Funds shall not be used to support administrative costs, promotional giveaways to individuals other than students, entertainment expenses, fundraising expenses, and capital improvements not allowed under (c)(1) above.

History Note: Authority G.S. 115D-5; 115D-58.13;

Eff. [November 1, 2015](#).

Temporary Amendment Eff. [March 19, 2020](#). Temporary Amendment expires on September 15, 2020.

Temporary Amendment Eff. [September 15, 2020](#).

Board Report – Marketing Update

August 2020 Recap

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

Online newsroom is live: www.montgomery.edu/news

The TrailGuide Student Newsletter is redesigned and in circulation via Constant Contact

MCC Linked-In Profile is live:

<https://www.linkedin.com/company/montgomery-community-college>

Promotional Activities (events and advertising we purchased)

NC Forestry Association Ad Third Quarter

Uwharrie Bound Ad for 2021 (plus two stories: Taxidermy and Gunsmithing)

Flowerpath Ad (Enrollment) Montgomery Herald 8/12

Nursing Ad (Enrollment) Montgomery Herald 8/19

Speckled Paw Weekly Sponsorship (Enrollment) Mt. Gilead

Back to School Night, Bag Items 8/6



Parents and grandparents of September babies can submit their infants for consideration to ervink@montgomery.edu. Please include baby's name, date and time of birth. We will contact our winner and provide necessary details. The scholarship will cover two years' of tuition and fees when the child reaches college age.



If you want to learn new skills and build your career, this pandemic could be your chance to give back and care for others.

If you're a caring person with an interest in health care, our country needs you right now. Do you want to grow your skills and invest in your career during this pandemic? We have exciting options for your consideration: Associate Degree in Nursing, Nurse Aid, Dental Assistant, Medical Assistant, Medical Office Administration, Phlebotomy and more.

Call 910-898-9600 today to speak with one of our advisors, or visit www.montgomery.edu to browse our course offerings. Applying is easy and free. You're going to feel great, knowing despite this interruption you're on the path to accomplishing great things by investing in your future in your quest to help others.

Grow your career. Use time well. Give back. MCC is a no-brainer!





Your opportunities
are looking up.

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

Tawanda Bennett Joins Board

Philip Jones Joins Board

Ah'Jada Ingram is New SGA President

MCC Wins Ranking Awards

Campus Transformation Continues

MCC Employee Service Awards

Wolf Taxidermy Project for High School

Bear Creek Arsenal Gift to Gunsmithing School

Press Pickups

8/5	Montgomery Herald	BLET Graduation (1/2 page)
8/19	Montgomery Herald	Bennett Joins Board (1/4 page)
8/26	Stanly News & Press	Jones Joins Board (1/4 page)
8/26	Montgomery Herald	Campus Transformation (1/2 page)

Social Media Statistics (Facebook) for August

	Jul	Aug	Sep	Oct	Nov
New Visitor Pageviews	527	591			
Likes	15	32			
People Reached with Posts	2,424	6,616			
People Engaged With Posts	1,067	1,769			
New Followers	17	34			

**Montgomery Community College
SGA Report
September 9, 2020 Board of Trustees Meeting**

SGA Updates and Highlights

The first SGA meeting of the new academic year is scheduled for September 22. We will offer this first meeting in a face-to-face format, practicing all Covid-19 health and safety protocols, of course. Future meetings may be held virtually through Zoom. One of the challenges facing the SGA this year is finding activities that can be offered in lieu of the traditional activities and events that have taken place for years. Advisor Jessica Latham has been researching some options. She and the SGA Senators, along with the Student Ambassadors, will spend time brainstorming ideas and suggestions.

President's Report September 9, 2020

Activities since the August Board Meeting

8/12/20	Nominating Committee Meeting (Virtual)
8/12/20	Foundation Board Meeting (Virtual)
8/12/20	Meeting with SGA President (Virtual)
8/12/20	Board of Trustees Meeting (Virtual)
8/13/20	Quality Trails (Virtual)
8/14/20	Construction Meeting (Virtual)
8/14/20	ERP Monthly Meeting (Virtual)
8/18/20	Cabinet/Crisis Management Team Meeting (Virtual)
8/19/20	Called Board of Trustees Meeting for Evaluation
8/20/20	State Board Meeting (Virtual)
8/21/20	Review of 2020-2021 Budget Package
8/25/20	VP Meeting (Virtual)
8/26/20	Monthly Construction Meeting (Virtual)
8/28/20	NCACCT Virtual Seminar
9/1/20	Cabinet/Crisis Management Team Meeting (Virtual)
9/8/20	VP Meeting (Virtual)

Upcoming Activities

9/9/20	Board of Trustees Meeting (Virtual)
9/10/20	Employee Meeting (Virtual)
9/11/20	ERP Monthly Meeting (Virtual)

Board of Trustees Information

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



Board of Trustees Calendar of Events **2020-2021**

September 9, 2020	7:00 p.m.	Committee/Board Meeting (Virtual)
September 25, 2020		Foundation Non-Event Raffle (Virtual)
October 5-8, 2020		ACCT Virtual Annual Leadership Congress Seminar
October 14, 2020	5:30 p.m.	Committee/Board Meeting
November 11, 2020	11:30 a.m.	Foundation Board Meeting
November 11, 2020	5:30 p.m.	Committee/Board Meeting
December, 2020		No Board Meeting
December 4, 2020	5:30 p.m.	Board Christmas Dinner
January 13, 2021	5:30 p.m.	Committee/Board Meeting
February 10, 2021	5:30 p.m.	Committee/Board Meeting
March 10, 2021	5:30 p.m.	Committee/Board Meeting
April 14, 2021	5:30 p.m.	Committee/Board Meeting
May 5, 2021	7:00 p.m.	Graduation
May 12, 2021	11:30 a.m.	Foundation Board Meeting
May 12, 2021	5:30 p.m.	Committee/Board Meeting
June 9, 2021	5:30 p.m.	Committee/Board Meeting
July, 2021		No Board Meeting
August 11, 2021	11:30 a.m.	Foundation Board Meeting
August 11, 2021	5:30 p.m.	Committee/Board Meeting



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9600 • FAX: (910) 576-2176

August 25, 2020

Mr. Breeden Blackwell
Chair, State Board of Community Colleges
200 West Jones Street
Raleigh, NC 27603

Dear Chairman Blackwell:

The Montgomery Community College Board of Trustees has conducted a thorough annual evaluation of its College President, Dr. Chad A. Bledsoe. The following is documentation and certification that the reporting requirements as outlined in 1C SBCCC 300.2 have been met:

1. The time period for which its president was evaluated and the date the evaluation was completed.

Dr. Bledsoe was evaluated for the time period of March 15, 2019 to March 14, 2020. The evaluation was completed on August 19, 2020.

2. Description of the methodology used for the evaluation.

A presidential evaluation instrument with a performance based rating scale and a section for comments was presented to the trustees.

At the February 1, 2020 Board meeting, Chairman Bulthuis presented information to the Board of Trustees including results of the direct reports' information, a job description of the President, goals of the President, and a presidential evaluation instrument. This information was distributed to the members present and mailed to the trustees not at the meeting.

Completed instruments were received from 12 of the 12 trustees. Chairman Bulthuis presented a compilation of the evaluation and reviewed the results with the Board of Trustees at the Called Board of Trustees Meeting held on August 19, 2020. Results were shared with Dr. Bledsoe at the August 19, 2020 Called Board of Trustees meeting. A copy of the written compilation shall become part of the president's permanent personnel file.

3. Certification that the evaluation included an assessment of the president's performance in each of the six categories in 1C SBCCC 300.98.

The evaluation instrument contains 31 items arranged in the required six categories with the opportunity for trustees to offer comments. The categories are these: General Administration; Relationship with the Board; Community Relations; Staff and Personnel Relationships; Academic Administration; Personnel Administration; Fiscal/Facilities Administration; and Personal Attributes.

4. Certification that the full board discussed the evaluation results and the results were discussed with the president.

At the Board of Trustees' Called Meeting held on August 19, 2020, the minutes reflect that the Board of Trustees went into Executive Session to discuss the president's evaluation. During the closed session, Chairman Bulthuis reviewed all the evaluations with the Board. A copy of Dr. Bledsoe's contract was distributed to each Trustee and discussed by the Board. Following the discussion with the Board, Chairman Bulthuis and the Trustees then shared the results of the evaluation with Dr. Bledsoe.

5. Certification that appropriate action, as defined by the local board, has been taken if the president's performance is less than satisfactory in any of the categories.

There was no need for the Board to take any action regarding the president's performance.

Thank you for the opportunity to share this information and for your excellent leadership as Chairman of the State Board of Community Colleges.

Sincerely,



Claudia B. Bulthuis

Chairman

Montgomery Community College

Board of Trustees

cc: Mr. Bill Carver, Interim NCCCS President
 Bryan Jenkins, Executive Director of Accountability and State Board Affairs
 Personnel File – Dr. Bledsoe
 MCC Board of Trustees