



MONTGOMERY COMMUNITY COLLEGE

ADVISORY BOARD HANDBOOK

2024-2025

IN APPRECIATION

Montgomery Community College (MCC) extends its heartfelt gratitude to you for accepting the role of an advisory board member. The advisory boards are the vital force of the college. Your contribution of time and expertise as an advisory board member will aid us in enhancing and broadening our educational programs and services. We look forward to your assistance in identifying the evolving needs and interests of Montgomery County's residents.

This handbook is designed to provide useful information to you. It details the objectives, functions, and operational procedures associated with advisory board activities. Specific information about the College and the program you are involved with will be shared during your regular meetings by the Department Chair.

Your invitation to serve as an MCC advisory board member is a testament to your knowledge, expertise, leadership, professionalism, and dedication to excellence. You are the crucial connection that enables the community college to effectively serve our constituents. We appreciate your involvement and thank you for partnering with Montgomery Community College in our mission to deliver relevant, high-quality programs and services.

THE COLLEGE AT A GLANCE

Montgomery Community College is governed by a thirteen-member Board of Trustees. Four trustees are appointed by the Montgomery County Commissioners. Four Trustees are appointed by the NC House of Representatives upon the recommendation of the Speaker of the House. Four Trustees are appointed by the NC Senate upon recommendation of the President Pro-Tem. The President of the Student Government Association serves as an ex-officio non-voting member. The twelve appointed members serve four-year terms with staggered rotations. The Board elects from its membership a Chairman and Vice-Chairman. The Board also elects a Secretary who may be a trustee. The Board of Trustees meets on the second Wednesday of each month with exceptions of July and December. The Chairman of the Board and the President may call unscheduled meetings.

The President is the Chief Executive Officer and is responsible for the entire operation of the College within the established policies and procedures and under the direction of the Board of Trustees, their bylaws, and the State Board of Committee Colleges. The president also serves as a liaison between the Trustees and the college's employees.

Montgomery Community College was first accredited by the Southern Association of Colleges and Schools in 1978 and was most recently reaccredited in 2023.

The mission of Montgomery Community College is to provide life-long educational opportunities that prepare individuals for existing and emerging careers and personal growth including basic skills, occupational, associate, and pre-baccalaureate programs; support economic development by offering workforce training and retraining; improve the quality of life for individuals and the community; and address changing local, state, national and global needs.

Equal employment opportunity and affirmative action are of utmost importance to the mission of Montgomery Community College. As a result, the College has a Diversity Committee to help the administration, faculty, staff, and student populations recognize, welcome, and appreciate diversity as an integral part of life.

The College operates with an Open-Door Policy in order to serve anyone who has a high school diploma or GED or who is 18 years old or older in keeping with his/her needs and goals. However, there may be restrictions on admissions to specific programs. It should be noted that these restrictions are flexible enough to allow students to improve their educational skills and earn admission to programs of their choice. Some programs have limits on enrollment that can be accepted at any given time. The College reserves the right to adhere to these limits. The College can, in some cases, enroll students and offer them the required general education and related courses in their desired program while waiting admission to a specific program.

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

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

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with the law, four additional Trustees were appointed by the Governor on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees). In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149 acre tract of land donated by Col. Joseph Reese Blair. The new campus was dedicated on June 12, 1977. In the spring of 1982, an 8,753 square foot addition was completed on the building. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Blair Hall in honor of the Blair family.

The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission of Colleges of the Southern Association of Colleges and Schools affirmed its accreditation. The Commission reaffirmed the college's accreditation in December 1983, 1993, 2004, 2014, and 2023. Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly.

In 1987, capital funds were used to build the 4,400 square-foot Heat Pump Skills Center, a regional training facility for the air conditioning and heating industry. It was later equipped with a PLC lab and converted for the Electrical and Industrial Systems Technology programs. In 2004, the building underwent a 3,012 square foot renovation to facilitate the Criminal Justice and Basic Law Enforcement programs.

In 1990, Montgomery County allocated \$25,000 to build a classroom building for the Pottery program. The Montgomery Community College maintenance department completed much of the work to save on costs and the 3,000-square-foot Pottery Building opened to students in September 1990.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space

utilized for an electronic library, an interactive classroom to transmit and receive, live video and data, and multimedia classrooms/laboratories.

In 2004, Building 500 on the MCC campus underwent a 3,000 square feet renovation which now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs. In 2009, new construction of a building for the Forest Management Technologies program added approximately 6,400 square feet to the campus. Classrooms and labs in Building 100 formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

In 2009, a 6,400 square foot building was added for the Forest Management Technology Program. Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide learning labs for the Dental Assisting program. The campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

In 2017, through a collaboration between Montgomery County Schools and Montgomery Community College, Montgomery County Early College High School was established and was located in the BITRC. In August 2017 the Montgomery Community College Board of Trustees voted to name the building Capel Hall in honor of longtime benefactors Arron and Gelynda Capel.

In 2020, the College unveiled a new and convenient Student Services Suite and a new student Counseling Center. Blair Auditorium was completed, having its floor raised to street level. The College's Pottery Department added a new HVAC system, and outdoor projects included a new salt kiln. The Forestry Program built a new equipment shed adjacent to its building with security fencing, and there is a newly paved parking lot behind Building 500. Exterior upgrades to campus included a new sheltered amphitheater for outdoor gatherings, and a decorative masonry archway to welcome guests to campus.

ROLE & FUNCTION OF AN ADVISORY BOARD

An advisory board ensures our programs align with the workforce development needs of our service areas. This board helps determine the program's compliance with effectiveness criteria including Critical Success Factors and Performance Measures, and other accountability standards which are set by the North Carolina Community College System, the State Board of Community Colleges, the North Carolina Legislature, and the Southern Association of Colleges and Schools Commission on Colleges.

Advisory Board members are expected to:

- Familiarize themselves with Montgomery Community College and the relevant program or service area.
- Regularly attend meetings, engage in advisory board discussions, and serve on subcommittees as needed.
- Keep the College department chair and administration updated on new developments in business and industry.
- Address any issues presented to the advisory board and participate in analytical reviews of the program.
- Identify business partners to support the program and evaluate the advisory board's meetings and work.
- Provide recommendations to the College for program improvement where necessary.

MEETINGS

All individual program advisory boards will meet annually. Individual program meetings may occur more often according to specific situations and needs. These interim meetings will be called by the chairperson of the appropriate program.

All meetings should be conducted with a planned and published agenda. The responsibility for the development of the agenda for the individual program meetings lies with the chairperson and department chair. The agenda should be communicated to the members with notification of the meeting. This provides members the opportunity to come to the meeting prepared to take an active part in the discussion. Minutes should be distributed to all members and placed on file at the college.

While department chairs, instructors, and other college personnel may actively participate in the meetings, best results are achieved when advisory board members are actively involved.

MEMBERSHIP GUIDELINES

Most individual program advisory boards have 5-10 members, but the number may vary depending on the program. Broad representation should be included. A representative from any new industry moving into the area should be appointed to the appropriate advisory board at the earliest opportunity. Full and part-time Montgomery Community College faculty or staff may serve as ex-officio, non-voting members of an advisory board and/or its secretary.

APPOINTMENT AND TERMS OF MEMBERSHIP

The advisory boards recommend new members. The department chair of the board confirms the individual's willingness to serve.

Members are normally appointed for a three-year term on staggered replacement so that there will constantly be experienced members serving on the board. Members may serve longer than three years if reappointed by the board.

ROLE AND FUNCTIONS OF THE ADVISORY BOARD

The advisory board's role is purely advisory in nature. The board's functions are to advise and assist in program planning, rather than to establish policy.

Each advisory board should advise on the development, operations and evaluation of the program by assisting in determining:

- occupations in greatest demand;
- jobs within an occupation for which training is needed;
- need for up-grade training for persons already employed;
- new areas in which training should be developed;
- programs to be established, discontinued, expanded or revised;
- relevant program and course content;
- employability skills needed (human relations skills);
- provisions for students with disabilities;
- proper use and safety of tools and facilities;
- notification to department chair and/or college placement office of job openings;
- employment for graduates;
- development of community awareness of the program facilities and equipment;
- marketing and recruiting activities (current and potential);
- co-sponsorship of open house or career events;
- program equipment compared to that currently used by industry;
- schedules for replacement of equipment;
- reviews of faculty in regards to quantity of experience, educational requirements, professional licenses, etc.;
- potential instructors; and
- diversity plan.

Each advisory board should review annually:

- college mission and goals;
- annual program evaluation;
- student evaluation;
- evaluation of the quality of instruction and program objectives; and
- the diversity plan.

RESPONSIBILITIES OF ADVISORY BOARD MEMBERS

Each member is expected to:

- become knowledgeable about Montgomery Community College, its curriculum, and specifically of the program with which he/she is affiliated;
- attend meetings, serve on sub-committees when requested;
- study carefully any problems that can come before the advisory board;
- keep the instructional staff informed of any problems within the curriculum and of new developments in business and industry that could or should affect program implementation;
- conduct an annual program evaluation of facilities, curriculum, faculty, and quality of instruction and submit a written report to the Department Chair; and
- aid the College in maintaining a high-quality educational program.

ORGANIZATION AND LEADERSHIP

The Department Chair, Division Dean, or designee serves as the Advisory Board **Chairperson** whose duties are to:

- preside at meetings;
- assist with planning the agenda;
- work closely with college officials;
- appoint sub-committees;
- ensure annual evaluation is completed and copies are submitted to the Department Chair, designated Division Dean, and Vice President of Instruction and Student Services prior to and/or following the annual meeting.

A designated faculty member or other designee serves as the **Recording Secretary** whose duties are to:

- announce meetings;
- communicate any other information;
- record and mail copies of the minutes to all board members and the Department Chair, designated Division Dean, Vice President of Instruction and Student Services, and Dean of Institutional Advancement;
- keep minutes on file.

CONTRIBUTIONS OF ADVISORY BOARDS

An advisory board's purpose is to advise the College on the educational and training needs in the workplace. This purpose can be achieved and expedited by direct and specific communication between the boards and the College; therefore, each advisory board should complete an annual written evaluation in conjunction with the department chair. Advisory board evaluation should address:

- program and course content
- quality of the instruction
- equipment and facilities
- pass/fail rates where appropriate
- number of students who obtain employment in their field of study and/or continue their studies at a four-year college
- needs that impact the specific program, other programs, and /or institutional planning and a plan of action for addressing relevant needs
- methods of recruitment
- recommendations for changes or improvements

These evaluations performed by persons with specific occupational knowledge and expertise can provide the vital link between the College and the community.

Advisory boards keep the College informed of changes in technology, business, industry and government in order that the College can establish and maintain up-to-date educational programs. Interested, competent, and concerned citizens as advisory board members are the most productive and effective means for creating a community based educational institution.