

Montgomery Community College
Board of Trustees
May 6, 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: +1-646-558-8656

Meeting ID Code: 967 3185 9834

Password: 011874

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

<https://zoom.us/j/96731859834?pwd=Q25DZzlnbmtLdVV1QlQvVkZnZEFwdz09>

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 telephonically on Wednesday, May 6, 2020 at 7:00 p.m. The Board will meet as a committee of the whole.

Call to Order Claudia Bulthuis, Chairman

Welcome.....Claudia Bulthuis

Approval of the Agenda – (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.

Approval of April Board Minutes– Appendix A (Action).....Claudia Bulthuis

Standing Committees

Budget & Finance Committee

- April Financial Reports – **Appendix B-1 (Action)**
- Financial Restrictions – **Appendix B-2**
- March Foundation Fund Statement – **Appendix B-3**
- Closing of General Store

Building & Grounds Committee

- Facilities Report – **Appendix C-1**
 - The Biscoe Center
- Construction Update – **Appendix C-2**
- 3-1 Blair Hall and Outdoor Classroom Renovations – **Appendix C-3 (Action)**
- Closeout 3-1 Building 200 HVAC Replacement – **Appendix C-4 (Action)**
- Closeout 3-1 Industrial Maintenance Building – **Appendix C-5 (Action)**
- Amendment 3-1 Health Sciences Building Project – **Appendix C-6 (Action)**

Personnel Committee

- Personnel Appointment
 - Math Instructor – **Appendix D-1**
- Notice of Resignation
 - Dean of Technology and Learning Resources – **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**
- 2019-2020 Amended Academic Calendar – **Appendix E-4 (Action)**

Legislative/Public Relations Committee

- Legislative Updates
 - Repeal of Temporary Amendment to 1E SBCCC 200.2 – **Appendix F-1**
 - Temporary Amendments for COVID-19 Rules -1C SBCCC 300.2 1E SBCCC 200.2 Waiver – **Appendix F-2**
 - Additional Face-to-Face Instruction for Spring and Summer 2020 Term – **Appendix F-3**
- Public Relations/Marketing Update – **Appendix F-4**

Institutional Status Committee

- Board of Trustee Bylaws – **Appendix G-1 (Second Reading) -- (Action)**

SGA Report

- SGA President’s Message – **Appendix H**
- Virtual Spirit Week – **Appendix H-1**

President’s Report

- Activities Since Previous Board Meeting – **Appendix I**
- Limited resumption of on-campus courses
- Celebration of 2020 graduates
- Summer classes, NRA Classes, Fall term
- Summer Camps

Chairman’s Report

- Trustee Handbook
- Congratulations to our 2020 Graduates! – **Appendix J**
- Calendar of Events – **Appendix J-1**
- LPN Pinning Ceremony, May 5, 2020 at 7:00 p.m. – **Postponed**
- Graduation, May 6, 2020 – **Postponed**
- SCI Graduation, May 9, 2020 – **Postponed**

- **Presidential Evaluation Schedule will be determined**

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

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, April 8, 2020

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was held telephonically on Wednesday, April 8, 2020 and was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman with the following members present:

Present

Claudia Bulthuis
Gelynda Capel
Paula Covington
Dr. Katie Dunlap
George Gilbreath
Robert Harris

Kerry Hensley
Susan Hershberger
Gordon Knowles
Dr. Johnny McKinnon
Bill Price

Absent

Phil Absher
Cole McQuinn, SGA President

Also present were Dr. Chad Bledsoe, President and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance. She noted that the Montgomery County Board of Commissioners designated that today, April 8, 2020, as a day of memorial, prayer and reflection. Mrs. Bulthuis led us in prayer.

Approval of the Agenda - Action

Mrs. Bulthuis noted a change of the agenda made earlier this afternoon. The Blair Hall Renovation Project has been moved from the Budget and Finance Committee to the Building and Grounds Committee.

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda as amended for the April 8, 2020 meeting. The motion carried.

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.

Approval of March Board and Committee Meeting Minutes– Appendix A

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the March Board and Committee Meeting minutes. The motion carried.

STANDING COMMITTEE REPORTS

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

Budget and Finance Committee

March Financial Reports – Appendix B-1 (Action)

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

- As of March 31, 2020, County fund expenditures were \$556,658 or, 71% of the budget. It is expected that the budget will be expended by the year end.
- As of March 31, 2020, there were \$359,407 available for Capital Expenditures.
- As of March 31, 2020, State funds expenditures were \$5,432,095 or, 65% of the budget. It is expected that the budget will be expended by the year end.
- As of March 31, 2020, the Institutional Fund balance was \$556,691.
- As of March 31, 2020, the balance in the STIF account was \$197,290.

Mr. Knowles made a motion, seconded by Dr. Dunlap, to approve the March Financial Funds reports. The motion carried.

February Foundation Fund Statement – Appendix B-2

Dr. Bledsoe presented Appendix B-2, the March Foundation Fund Statement. As of March 31, 2020, the balance of Foundation Funds totaled \$3,865,124.86. The market value declined by \$183,901.64.

Policy 3.2.19, State of Emergency Leave – Appendix B-3 (Action)

Dr. Bledsoe presented Appendix B-3, Policy 3.2.19, State of Emergency Leave for approval. He noted this policy has been shared from Campbell Shatley that addresses emergency leave provided by the State due to the COVID-19 pandemic.

Mr. Price made a motion, seconded by Mr. Knowles, to approve Policy 3.2.19, State of Emergency Leave. The motion carried.

Write Offs – Appendix B-4 (Action)

Dr. Bledsoe presented Appendix B-4, Write Offs for approval. Dr. Bledsoe reported that the total write-offs for this fiscal year are at \$7,123.68 which is down from last year by \$14,595. Collection efforts will still continue indefinitely.

Mr. Knowles made a motion, seconded by Ms. Hensley, to approve the Write Offs as presented. The motion carried.

Foundation Update

Dr. Bledsoe shared that the golf tournament was canceled and that further events are being postponed due to the COVID-19 pandemic.

Building and Grounds Committee

Facilities Report – Appendix C-1

Dr. Bledsoe presented Appendix C-1, the facilities report. The maintenance crew is working a modified schedule due to the Covid-19 mandates. Members of the crew are rotating days and times to limit contact on campus. The grounds are being maintained (mowing, weed eating) while others of the crew are disinfecting entrances, restrooms and classrooms. Also, photos were included of construction that continues on campus.

Construction Update – Appendix C-2

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline. On third hall, ceilings and lighting have been reinstalled. Meanwhile, the area previously occupied by the mailroom, old faculty offices, old Student Services, second hall restrooms, and an area in the center of second hall are being demolished, along with first and second hall ceilings. Electrical, Lighting, and HVAC upgrades are ongoing as areas are opened up. Rebuilding of new walls have begun in both of the new faculty office areas as well as two new classrooms.

Blair Hall Renovation Project #2278 Change Orders – Appendix C-3 (Action)

Dr. Bledsoe presented the changes in Appendix C-3. There are several changes listed and the request is for use of \$35,000 in contingency funds for renovations.

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the Blair Hall Renovation Project #2278 be approved. The motion carried.

Personnel Committee

Personnel Appointment – Appendix D-1

Dr. Bledsoe presented Appendix D-1, the personnel appointment form for Alexa Linnel, Learning Resources Technical Assistant.

Notice of Termination – Appendix D-2

Dr. Bledsoe presented Appendix D-2, notice of termination for Tony Stanford, part-time adjunct instructor, due to job abandonment.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix E-1

Dr. Bledsoe gave an update on Instructional Activities as presented in Appendix E-1. He noted that in Career and Technical Education, HVAC has completed the move from Biscoe the CTE center and will be up and running as soon as classes are able to return to face-to-face. The last two programs to move to the CTE Building, Electrical Systems Technology and Industrial Systems Technology have used the closing of the college to work on moving their programs.

He also noted that the College is collaborating with MCS to work with CCP students who are struggling with converting to online format because of connectivity. We are downloading online assignments onto flash drives and MCS is distributing them to the students. In addition, our counselors and coaches along with MCS personnel are reaching out to students who have not logged in to their online courses to see if they can help them with the process.

Gunsmithing faculty reported they had many events planned for late March and April, but Faculty members are working on coming up with some interesting content for the online Gunsmithing students. They have been producing videos for current classes and then to put on YouTube for promotions in the future and to supplement future classes. They are also coordinating with industry professionals who are willing to do live interviews on WebEx. This is a conversation between the instructor and the interviewee, then a Q&A session for students to ask questions of the professionals. Since WebEx offers recording, this will allow for use with future students as well.

In Arts and Sciences, faculty converted from face-to face to online seamlessly because most of these courses already had online versions to convert the class to online. Phi Theta Kappa (PTK) currently have 24 students who meet the academic requirements to join this Spring who have completed the application process and paid their membership fees. An induction ceremony planned for the Spring Semester is on hold at this point.

Montgomery Community College and Southern Correctional Institution are seeking approval to add a HVAC Certificate at the minimum-security unit in the portable classroom donated by Montgomery County Schools. This requires approval by DPS and State Engineering. Instructors have prepared packets for students to continue studies while the College is unable to instruct face-to-face.

Update on Continuing Education – Appendix E-2

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

In collaboration with Montgomery County Schools and Communities in Schools we were able to secure \$15,000 in funding from DTE Energy and a substantial food donation from Ameriquel Aseptic. These efforts were in response to the urgent food needs of Montgomery County students brought on by the pandemic.

In Foundational Studies, high school equivalency students are adapting well to the online format. Those classes that were unable to transition to an online format received correspondence and activity packets to complete their assignments and maintain their progress in the program.

The Small Business Center has moved all seminars, summits, and counseling services to an online format. The Small Business Center is offering all small businesses additional assistance/resources through multiple organizations to combat the financial impact of the pandemic.

The college has transitioned the groundbreaking Aseptic Processing Technician training program to an online format. The plan is to conduct the lab/hands on portion of the class onsite at Ameriquel Aseptic once the COVID-19 pandemic has subsided.

On March 12, 2020 we had 17 students graduate from the Correctional Officer Basic

Training program.

Update from Vice President of Student Services – Appendix E-3

Dr. Bledsoe gave an update on Student Services activities as presented in Appendix E-3.

He reported that Diana Sanchez, Allie Morgan, and Department Chair of English/Arts/Humanities, Sam Britt, facilitated a Study Strategies for Taking Exams session on March 11 for approximately 24 students enrolled in the Basic Correctional class offered through the Continuing Education division.

Several employees attended the Women Who Work Expo at East Montgomery High School on March 12, where more than 200 students from all 4 grade levels visited with women representing a wide variety of career fields.

Legislative/Public Relations Committee

Legislative Update – NC Community Colleges 2020-21 Budget Priorities – Appendix F-1

Dr. Bledsoe presented Appendix F-1 the NC Community Colleges 2020-21 Budget Priorities. The top three priorities listed were: Support full funding for enrollment growth; move toward competitive pay for community college faculty and staff; and to fund modern and secure IT systems.

Public Relations/Marketing Update – F-2

Dr. Bledsoe presented Appendix F-3, the Public Relations/Marketing Update. Dr. Bledsoe reported that Gunsmithing was featured in the NRA Shooting Illustrated Magazine. The 2019 Annual Report was completed in March and will be presented soon.

Press Releases – Appendix F-3

Dr. Bledsoe presented Appendix F-3, Press Releases.

Mrs. Bulhuis noted Michele Haywood's retirement after 27 years of service to the College and will invite Trustees to her retirement recognition party when a date is set.

Institutional Status Committee

Board of Trustee Bylaws – Appendix G-1 – First Reading

Dr. Bledsoe presented Appendix G-1, the Board of Trustee Bylaws for first reading. Changes from the current Board of Trustee Bylaws are highlighted and will be recommended for approval at the next meeting.

SGA Update

There was nothing to report this month.

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 meetings, both in person and virtual, to discuss COVID-19 and how the college should proceed during the pandemic.
- Graduation has been postponed and a date has not been decided on yet.
- Dr. Bledsoe will send out a public announcement that the College will stay closed through May 15.

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. More information on the President's Evaluation will be shared in the future.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the March 11, 2020 Board meeting at 8:15 p.m. The motion carried.

Claudia Bulthuis, Chairman

	2019-20 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries	251,358	207,725	43,633	83%
Benefits	126,051	104,746	21,305	83%
Contracted Services	13,447	13,197	250	98%
Supplies & Materials	44,757	37,369	7,388	83%
Professional Development (Travel)	2,545	1,267	1,278	50%
Utilities	288,443	218,079	70,364	76%
Repairs & Maintenance	15,465	12,518	2,947	81%
Membership & Dues	2,660	2,520	140	95%
Insurance & Bonding	31,172	2,654	28,518	9%
Other Current Expenses	7,138	6,011	1,127	84%
Non-Capitalized Equipment	964	947	17	98%
Total Current Expense	784,000	607,034	176,966	77%

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's February 2020 Report	672,510
Add: Prior FY Capital Appropriations from County (not sales tax revenue)	175,000
Add: Prior FY Property Tax Allocations from County Report	244,389
Add: FY20 Property Tax Allocation from County Report	61,730
Total Revenue	1,153,630
Less: Prior FY Projects	(723,952)
Less: 2019-20 Projects- Biscoe Ctr Rent (\$20K), Capel Hall Parking Lot Repair (\$1.6K), Utility Vehicle (\$9.9K), I.T. Server Room A/C Units (\$28.9K), Cleaning System (\$3.9K)	(64,404)
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 4/30/20	\$ 365,274

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Salaries- Full Time	4,018,164	3,227,058	791,106	80%
Salaries- Part Time	940,497	747,726	192,771	80%
Salaries- Full Time & Part Time	4,958,661	3,974,784	983,877	80%
Benefits	1,761,893	1,391,854	370,039	79%
Contracted Instruction	59,539	35,958	23,581	60%
Financial/Audit Services	12,692	12,692	-	100%
I.T. Contracted Services	65,500	42,070	23,430	64%
Other Contracted Services	27,456	13,368	14,089	49%
Contracted Services	165,187	104,088	61,099	63%
Supplies & Materials	319,870	183,119	136,751	57%
Professional Development (Travel)	95,383	69,415	25,968	73%
Communications	40,282	35,350	4,932	88%
Equipment Repair	24,256	14,049	10,207	58%
Maintenance Agreements	88,969	67,827	21,142	76%
Equipment Repairs & Maintenance Contracts (I.T. Equipment)	113,225	81,876	31,349	72%
Advertising	59,461	37,861	21,600	64%
Credit Card Electronic Processing	11,680	8,702	2,978	75%
Child Care Assistance Grant	22,862	14,192	8,670	62%
Project Skill-Up-Student Assistance	13,569	4,674	8,895	34%
Other Current Expense	17,212	15,903	1,309	92%
Other Current Services	65,323	43,472	21,851	67%
Software License Renewal	39,628	11,406	28,222	29%
Other I.T. Rentals/ Leases	58,666	57,059	1,607	97%
IT Rentals/Leases/Licenses	98,294	68,464	29,830	70%
Insurance and Bonding	4,700	-	4,700	0%

	2019-2020 Budget Allotment	Expenditures to Date	Budget Balance	% Budget Expended YTD FY20
Membership & Dues	30,932	18,374	12,558	59%
Minor Equipment Low Risk < \$5K	176,903	76,293	100,610	43%
Minor Equipment High Risk < \$5K	188,520	35,324	153,196	19%
Minor Equipment	365,423	111,617	253,806	31%
Total Current Expense	8,078,634	6,120,274	1,958,360	76%
Equipment	243,639	52,209	191,430	21%
Perkins Equipment	27,063	-	27,063	0%
Books	17,274	10,011	7,263	0%
Equipment & Books	287,976	62,221	225,756	22%
Total Expenses	8,366,610	6,182,495	2,184,115	74%

	2019-20 Revenue	2019-20 Expense	Cash Balance 4/30/20
1 Pell Overpayments	-	-	(6,574)
Veterans Reporting Fee	675	75	1,276
Overhead Receipts 75%	2,726	2,106	14,635
Current General & Miscellaneous	1,116	1,119	12,405
Administrative Support	989	812	-
Overhead Receipts 25%	909	-	10,309
Excess Fee Receipts	1,576	1,468	-
Textbook Rental	22,717	26,818	3,180
College Work Study	21,672	21,672	-
Total Institutional Support	52,380	54,070	35,230
Forestry Program	-	-	8,606
CTE MCS	273,986	273,986	-
Specific Fees	71,310	58,756	97,418
Live Projects: Taxidermy	-	-	349
Self Supporting Curriculum	-	1,576	20,237
Distance Learning	75	9,500	1,224
NC Live Grant	3,000	2,591	409
Technology Fee-Curriculum	18,547	108,085	14,942
Total Curriculum Instruction & Fees	366,918	454,493	143,185
Scrap Metal Fund HVAC	51	-	768
Self Supporting	33,820	31,094	83,052
Community Service	-	-	1,744
Career Readiness	-	-	2,173
Small Business Center	946	-	8,823
Specific Fees: Occupational Extension	19,449	11,815	84,960
Horticulture: Live Project	-	-	878
MCF ESL Child Care	-	-	-
Google I.T. Grant	5,000	-	5,000
Fire Training Center Grant	-	-	12,312
Technology Fee: Continuing Education	-	-	2,008
Total Cont Ed/Non-Curriculum Inst & Fees	59,266	42,909	201,717
NCWorks Grant Adult Services/Dislocated Worker	134,047	142,342	(8,295)
NCWorks Finish Line Grant	5,376	5,879	(503)
2 Total NC Works	139,423	148,221	(8,798)
Operational Funds	831	9,291	48,989
3 Sales Tax Utilization	52,518	54,436	(1,918)
Total Plant Operation & Maintenance	53,349	63,727	47,071
Vending	17,147	16,647	11,487
Bookstore Vending	8,214	6,844	46,575
General Store	16,436	14,175	2,261
Parking Fee	4,536	-	48,850
Student Government Association	28,134	16,126	34,653
Graduation Fund	4,350	-	6,449
Student Ambassador	3,130	105	28,992

	2019-20 Revenue	2019-20 Expense	Cash Balance 4/30/20
Club Accounts	-	-	67,872
4 Agency Fund	-	-	(19,531)
Funds for Others	-	-	8,753
Restricted Scholarships Held	-	-	3,890
Loan Funds Held for Others	-	-	4,546
Total Proprietary/Other	81,947	53,897	244,798
5 FSEOG	20,531	20,531	(664)
6 Pell Grant	1,024,599	1,024,599	(3,887)
Education Lottery Scholarship	19,521	19,521	-
Golden LEAF	13,947	13,947	-
7 NC Community College Grant	72,098	72,098	(78)
High Demand/Low Enrollment	2,081	2,081	-
8 MCC Foundation Scholarship	170,985	171,172	(187)
Wells Fargo Scholarship	500	500	-
Less Than Half-time	540	540	-
SGA President Scholarship	1,500	1,500	-
SECU Scholarships	5,000	5,000	-
Total Student Aid- Grants & Scholarships	1,331,303	1,331,490	(4,816)
Capital Projects- Sales Tax Utilization	9,968	9,968	-
Bond-Bldg 200 HVAC Replacement	19,732	(47,294)	-
Bond-Bldg 100 Int/HVAC/Roof	1,931,138	1,858,506	-
Bond-Capel Hall Office Renovation	-	-	-
Bond-Industrial Maintenance Bldg	468,450	468,450	-
Golden Leaf FY2015-085	72,043	23,475	-
Canon Grant/ Blair Hall Floor	-	-	-
Total Capital Assets	2,501,331	2,313,105	-
Total Institutional Funds: First Bank	4,585,915	4,461,911	658,388
	Interest	Prior Y.E.	Current
STIF Account as of 4/30/20	This Year	Balance	Balance
Operational Funds	731	44,053	44,784
Self Supporting- Continuing Education	102	-	10,826
Technology Fees	1,298	78,216	79,515
Bookstore	1,025	61,744	62,769
Total Institutional Funds: State Treasury	3,157	184,013	197,894

- 1 Pell Overpayment
- 2 Due from NC Works (WIOA & Finish Line Grants)
- 3 Due from County
- 4 Financial Aid Bookstore Charges
- 5-7 Excess Financial Aid
- 8 Due from Foundation

April 27, 2020

TO: Community College Chief Financial Officers

FROM: Elizabeth Grovenstein, Vice President/CFO

RE: Budget Management for Remainder of FY 2019-2020

The Office of State Budget and Management (OSBM) has indicated that the impact of the COVID-19 pandemic on North Carolina's economy has been extreme. In addition, the tax payment deadline extension from April 15 to July 15 will have a significant impact on this fiscal year's tax collections. Consequently, on April 23, 2020, OSBM issued a memo requiring public agencies, including the North Carolina Community College System, to implement budget management measures for the remainder of FY 2019-2020. This memo is intended to provide colleges guidance on the actions the NC Community College System will need to take in order to comply with this directive and manage our remaining fourth quarter finances.

State Spending Restrictions

Effective immediately, OSBM is requiring the implementation of spending restrictions. Please note that these spending restrictions apply to State funds. These spending restrictions **do not apply to federal funds** that flow through State accounts, including federal WIOA Title II Adult Education and Family Literacy Act and Perkins funds, nor do they apply to monies held in college institutional or county funds.

Purchasing

No purchase orders may be issued for goods or services that will require the expenditure of State funds except for 1) supplies, equipment, and materials required for education instruction; 2) mission critical items as determined by the College President or his/her designee; and 3) COVID-19 items only. Purchase orders that have already been signed may continue.

Travel

Once the stay at home order is rescinded, travel and training requirements shall be limited to 1) public safety and health, 2) job requirements, and 3) economic development opportunities. Any

exceptions to this restriction must be specifically approved by the College President as an exception.

Hiring

Vacant permanent or temporary positions shall not be filled with the following allowable exceptions:

1. Prior commitment has been made to the candidate,
2. Community College faculty/instructors who are providing educational instruction,
3. Deemed mission critical by the College President,
4. Vacancies related to COVID-19 activities,
5. Other vacancies specifically approved by the College President as an exception to this directive.

This limitation does not apply to vacancies existing because individuals are on, or obtain, leave without pay in accordance with personnel policies.

Salary Increases

No salary increases, other than promotions, are allowed. This restriction applies to performance-based bonuses and any other salary increases paid with State funding sources.

Cash Management

The economic impact of the pandemic and revenue shift from the tax payment deadline is severely impacting the state's cash position in closing out FY 2019-20. Furthermore, although we have contingency plans, support from the State to manage a potential receipt-shortfall is not assured. We learned on April 24, 2020 that the federal source of funds that would support our System request of a \$25 million reserve for a possible receipt-shortfall, is not allowed to be used for that purpose. If a receipt-shortfall does occur at a level that exceeds our contingency plans, colleges should anticipate receiving limited or no cash for general expense.

Please note that OSBM's memo did not impact capital projects (new construction or repair and renovations) so those projects should continue as planned.

I appreciate everyone's cooperation and patience as we work through this very challenging situation.

cc: Presidents

Montgomery Community College Foundation

Funds Statement FY 2019-2020

	Fiscal Year To Date 7/1/2019 thru 6/30/2020			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total
Beginning Value	\$3,313,176.99	\$459,681.61	\$77,689.77	\$3,850,548.37

	Month of March 2020			
	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,341,968.85	\$450,762.35	\$72,393.66	\$3,865,124.86

Receipts				
Interest/Dividends	\$59,024.09	\$7,012.23	\$11.41	\$66,047.73
Deposits	\$122,925.05	\$97,553.18	\$220,432.51	\$440,910.74
Total Receipts	\$181,949.14	\$104,565.41	\$220,443.92	\$506,958.47

Receipts				
Interest/Dividends	\$7,184.17	\$778.20	\$1.00	\$7,963.37
Deposits	\$6,669.00	\$30,261.74	\$5,312.00	\$42,242.74
Total Receipts	\$13,853.17	\$31,039.94	\$5,313.00	\$50,206.11

Disbursements				
Fees/Withdrawals	\$157,781.74	\$93,690.15	\$251,971.85	\$503,443.74
Total Disbursements	\$157,781.74	\$93,690.15	\$251,971.85	\$503,443.74

Disbursements				
Fees/Withdrawals	\$9,399.76	\$11,245.42	\$31,544.82	\$52,190.00
Total Disbursements	\$9,399.76	\$11,245.42	\$31,544.82	\$52,190.00

Market Value Net Change	(\$335,738.08)	\$0.00	\$0.00	(\$335,738.08)
--------------------------------	----------------	--------	--------	----------------

Market Value Net Change	(\$344,815.95)	\$0.00	\$0.00	(\$344,815.95)
--------------------------------	----------------	--------	--------	----------------

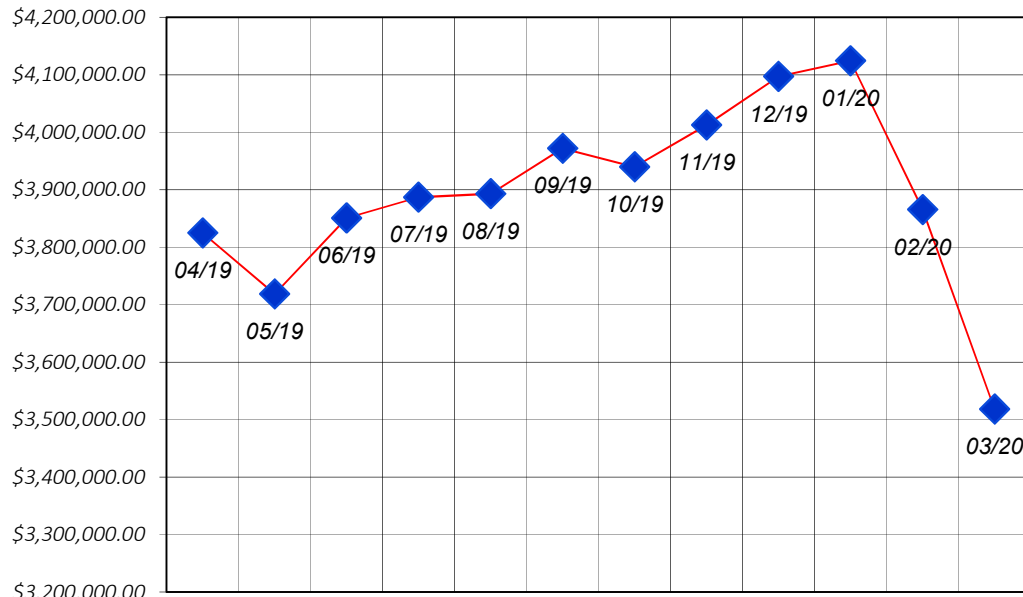
Ending Value	\$3,001,606.31	\$470,556.87	\$46,161.84	\$3,518,325.02
---------------------	----------------	--------------	-------------	----------------

Ending Value	\$3,001,606.31	\$470,556.87	\$46,161.84	\$3,518,325.02
---------------------	----------------	--------------	-------------	----------------

Net Change	(\$311,570.68)	\$10,875.26	(\$31,527.93)	(\$332,223.35)
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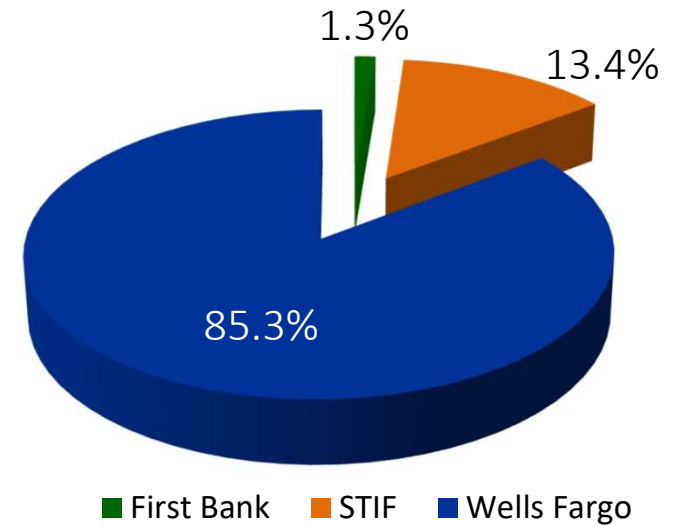
Net Change	(\$340,362.54)	\$19,794.52	(\$26,231.82)	(\$346,799.84)
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Foundation Funds Value



April 2019 - March 2020

Foundation Funds Distribution



Board Report

Facilities

May 2020

Prepared By: Wanda Frick

The renovations of Blair Hall are moving forward with hallways getting new lights, ceilings, paint, and cove base. Two new faculty office areas will soon be complete. Classrooms are being added or getting a facelift (new lighting, ceilings, paint). Restroom renovations are well under way. The new boilers, tanks, and pumps for heating have been installed with piping being installed.







The maintenance crew is continuing a modified schedule due to the Covid-19 mandates. Members of the crew are rotating days and times to limit contact on campus. The grounds are being maintained (mowing, weed eating) while others of the crew are disinfecting entrances, restrooms and classrooms. The crew is scheduling the handling of work orders as the orders are received.

**Montgomery Community College
Construction Update
May 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) Third hall ceilings and lighting have been reinstalled with painting and cove base complete. Meanwhile, the area previously occupied by the mailroom, old faculty offices, old Student Services, all restrooms, and an area in the center of 2nd hall are being rebuilt, along with 1st and 2nd hall ceilings. Electrical, Lighting, and HVAC upgrades are ongoing as areas are opened up. Sheet rock, prep and painting of new walls have begun in both of the new faculty office areas as well as two new classrooms. New boilers and accessories have been installed with piping in progress.

- Budget: \$3,895,000 (NC Bond) \$150,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$2,784,270 (Golden Leaf) \$150,000

- **Capel Hall (200) HVAC Replacement**

Project is currently complete. All repairs have been completed and the project has been submitted for close out with final payment pending.

- Budgeted: \$1,028,371
- Disbursed to Date: \$980,377

- **Blair Hall, 3rd Hall Gunsmithing, Bladesmithing, Woodworking Program Renovations**

The HVAC and replacement of the garage doors has been completed. The contractor for the arms room has completed the panels in the room. Project is 100% complete. Awaiting final reimbursement from Golden Leaf of \$80,000.

- Budget: \$250,000 (Golden Leaf)
- Disbursed to Date: \$250,000

- **Industrial Maintenance Building**

Construction on the Industrial Maintenance Building is complete. The project has been submitted for close out with final payment pending.

- Budget: \$495,000
- Disbursed to Date: \$468,450

- **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 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. The 3-1 form will be submitted to the State Construction Office for approval once approval is received from the MCC Board of Trustees.

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

**Montgomery Community College
Building Project Timeline**

Project Name	Projected/Actual Cost		2019									2020			
	NC Connect Bond	Other	April	May	June	July	August	September	October	November	December	January	February	March	April
Capel Hall Roof Replacement (Complete)	\$ 174,430														
Capel Hall HVAC Replacement	\$ 1,075,000		Construction		Complete										
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	\$ 495,000		(3-1)	State Board	Design/Build Bid	Construction									Complete
Building 500 Roof (Original Building - 1987)		\$ 23,887													
Building 500 Renovation (timeline TBD)	\$ 25,000														
Building 500 HVAC (timeline TBD)	\$ 75,000														
Building 300 HVAC (timeline TBD)	\$ 75,000														
Firing Range Expansion		TBD								Construction		Complete			
Blair Hall 3rd Hall HVAC (Complete)		\$ 250,000	Construction Bid	Construction			Complete								
Blair Hall Renovation	\$ 3,895,000	\$ 150,000													
Roof Replacement (Complete)			Complete												
Interior Renovation / HVAC (excl. 3rd hall)			SCO Review	Construction Bid		SCO Review		Construction							
Blair Hall Entrance & Outdoor Amphitheater Renovations			(3-1)												
Blair Hall Entrance and Unassigned Funds	\$ 237,087														
Total Cost	\$ 6,334,537	\$ 430,764													

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project
 Amended Project
 Final – Project Close Out
 Select appropriate submission

College Montgomery Community College
Project Name Blair Hall and Outdoor Amphitheater Renovations **NCCCS Project No.** 2542
Campus Main Campus - MCC **County** Montgomery

I. TYPE OF PROJECT:

- New Facility Roof Replacement Infrastructure Repairs
 Renovation of Existing Facility HVAC Addition to Existing Facility
 Life Safety ADA Compliance

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **if you checked "Amended Project" please clearly state in description below reason for project amendment.**

Renovation of Student Services Entrance, Auditorium/Classroom, Amphitheater/Outdoor Classroom and Counseling Center in Blair Hall Building 100 (Houses Student Services, Classrooms and labs used for General Education and Continuing Education, Computer Labs, Business Office, Nursing Simulation Lab, and an Auditorium) (64,090 Square Feet)

Entryway - A new entryway constructed to define a specific, designated entrance for students and visitors to campus. A new Student Services area was renovated in a prior project and this new entryway will help with directing individuals into the main building (Blair Hall). Auditorium

- The current space is tiered and unusable per ADA guidelines. The area will be filled with aggregate, entry doors/area enlarged, and floor concreted to make a level meeting/classroom area.

Amphitheater - The current amphitheater has sunken in areas and structure is not safe/stable. The structure will be demolished and a new outdoor teaching area/amphitheater built with shelter and dusk-to-dawn lighting. Counseling

Center - An existing office area will be renovated for a new Counseling Center. The existing Counseling Center was displaced during current renovations of new classrooms.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) _____

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract \$450,000.00

2. Other Contracts _____

Subtotal Contracts..... _____

3. Designer's Fees..... _____

4. Contingency..... \$29,961.97

5. Other Fees _____

Subtotal Fees _____

Subtotal "B" \$479,961.97

C. OTHER COST

1. Initial Equipment (not in III B) _____

2. Miscellaneous(specify) _____

3. Worked Performed by Owner
(material only, not staff salary) _____

Subtotal "C"..... \$479,961.97

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$479,961.97

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____

2. Duly Authorized Bonds - County... _____

3. Donations..... _____

4. Federal Funds (USDA, EDA, ETC.) _____

5. Other (parking fees, vending, rental,
bookstore,) _____

Subtotal "A"..... _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS (112 Report -Memo) _____

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

1. Budget Code 40720 \$20,675.71

2. Budget Code 46620 \$459,286.26

3. Budget Code _____ _____

Subtotal "E" \$479,961.97

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$479,961.97

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$\$479,961.97 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 5/6/20

- As part of this certification, the Board of Trustees certify that any equipment purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project
 Amended Project
 Final – Project Close Out
 Select appropriate submission

College Montgomery Community College

Project Name Building 200 - HVAC Replacement NCCCS Project No. 2242

Campus Main County Mont

I. TYPE OF PROJECT:

- New Facility Roof Replacement Infrastructure Repairs
 Renovation of Existing Facility HVAC Addition to Existing Facility
 Life Safety ADA Compliance

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1.

HVAC Replacement, Building 200 (Houses Learning Resource Center, Tiered Classrooms used for General Education and Continuing Education, Computer Labs and a large Multi-purpose Room)

1. Provide and install two (2) new 100 ton CGAM chillers.
2. Provide and install forty (40) new single duct variable air volume boxes.
3. Provide and install four (4) new pumps and variable speed drives.
4. Provide and install four (4) new rooftop air handling units.
5. Provide and install (2) new 96% condensing boilers.
6. Provide and install new propane tank and accessories.
7. Provide and install new wireless controls system, includes Enterprise system upgrade.

The lowest construction bid for this project was over budget by \$177.1K. Value engineering options were considered bringing the overage to \$67.1K. Requesting additional \$75K to cover construction and additional contingency. The document presented to the Montgomery Community College Board of Trustees is attached and was approved on February 14, 2018 at the regular monthly meeting.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) _____
Subtotal "A" \$0.00

B. CONSTRUCTION

1. General Contract \$945,871.00
 2. Other Contracts _____
 Subtotal Contracts..... _____
 3. Designer's Fees..... \$82,500.00
 4. Contingency..... \$0.00
 5. Other Fees _____
 Subtotal Fees _____
 Subtotal "B" \$1,028,371.00

C. OTHER COST

1. Initial Equipment (not in III B)..... _____
 2. Miscellaneous(specify) _____
 Worked Performed by Owner
 3. (material only, not staff salary) _____
Subtotal "C" \$0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$1,028,371.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____
 2. Duly Authorized Bonds - County... _____
 3. Donations..... _____
 4. Federal Funds (USDA, EDA, ETC.) _____
 5. Other (parking fees, vending, rental, bookstore,) _____
Subtotal "A" _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS (112 Report -Memo)..... _____

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

1. Budget Code 46620 \$1,028,371.00
 2. Budget Code _____
 3. Budget Code _____
Subtotal "E" \$1,028,371.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$1,028,371.00

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$\$1,028,371.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 5/6/20

- As part of this certification, the Board of Trustees certify that any **equipment purchased with the Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President



North Carolina Department of Administration

Roy Cooper, Governor
Machelle Sanders, Secretary

State Construction Office
Latif Kaid, P.E., Director

April 23, 2020

Devita & Associates, Inc.
PO BOX 1596
Greenville, SC 29602

RE: Montgomery Community College
Building 200 HVAC Replacement - Main Campus
SCO # 16-16476-01
NCCCS # 2242

Enclosed are four (4) copies of the proposed Amendment No. 1 to the Design Agreement for the above referenced project. If you are in agreement, please execute the documents on behalf of your firm and forward to the Owner (**Montgomery Community College**).

By copy of this letter we are requesting the Owner, if he concurs, to complete the execution, return one copy to you, forward one copy to us, forward one copy to the NC Community College System, and retain the remaining copy for his files.

Sincerely,

A handwritten signature in black ink, appearing to read "RMS", written over a white background.

Ryan M. Scruggs
Design Contracts Coordinator

Enclosures

CC: Jeanette McBride (Montgomery CC)
Dorrine Fokes (NCCCS)

28-1

Mailing Address:
1307 Mail Service Center
Raleigh, NC 27699-1307

Telephone (919)807-4100
Fax (919)807-4110
State Courier #56-02-01

Location:
301 N. Wilmington St. Suite 450
Raleigh, North Carolina 27601

Montgomery Community College

Building 200 HVAC Replacement - Main Campus

SCO # 16-16476-01

ARTICLE 14

SUPPLEMENTAL AGREEMENT

Amendment # 1: (April-23-2020)

For a reduction in services due to providing a Credit to the Owner for reduced construction administration services, the lump sum fee is hereby decreased by \$2,000 to a new total of \$82,500.

IN WITNESS WHEREOF the Owner and the Designer have executed this Agreement, the day and year first above written.

Designer
Devita & Associates, Inc.

Witness:

Reginald B. Reynolds

By: Darren C. Springer, President

Date: 4/24/2020

Owner
The Trustees of Montgomery Community College

Witness:

By: _____
(Name & Title)

Date: _____

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project
 Amended Project
 Final – Project Close Out
 Select appropriate submission

College Montgomery Community College

Project Name Industrial Maintenance Building NCCCS Project No. _____

Campus 2484 County Montgomery

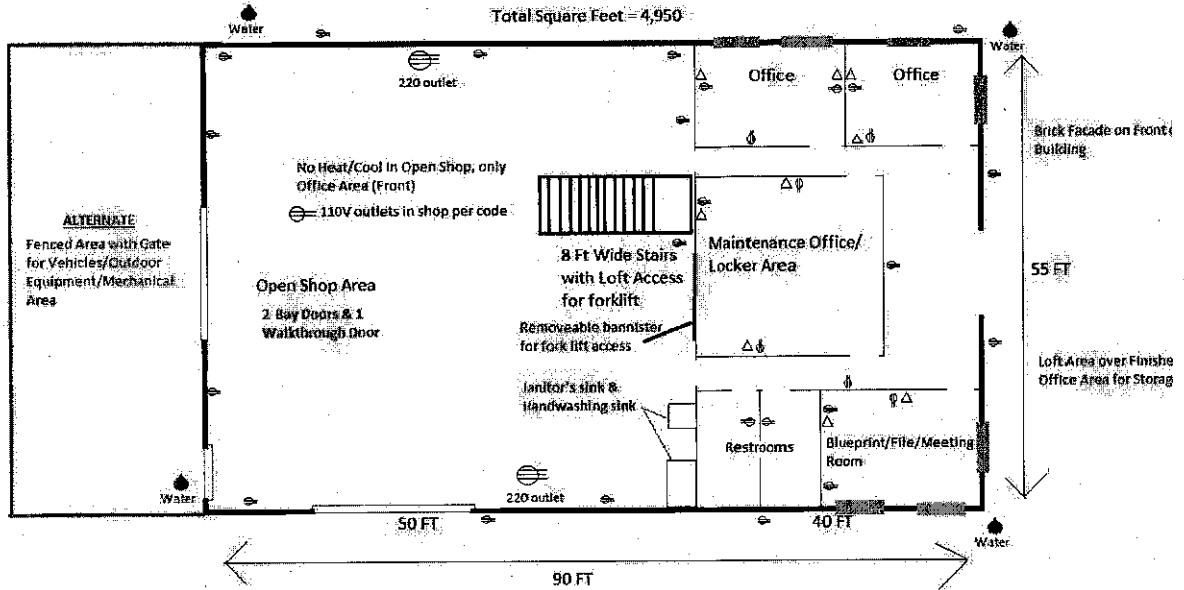
I. TYPE OF PROJECT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1.

This project is for a design-build contract of an industrial/maintenance building to allow current maintenance and facilities space to be reassigned to classrooms and labs from the college's primary instructional building. Due to areas on campus either being renovated or expanded to add additional classrooms and labs, several storage/maintenance areas were displaced. College administration's plan is to construct a lower cost maintenance building for facilities staff and reassign already constructed industrial space to curriculum programs, such as nursing and taxidermy. The new space can also be used for forklift training, emergency services and basic law enforcement training.

This is to be a turn-key project for a proposed metal building to be approximately 4,950 square feet. The building will have a finished front area and an unfinished open shop area in the rear of the building. Above the finished front area, an open loft will be used for campus supply storage.



In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B) _____

Subtotal "A"..... _____

B. CONSTRUCTION

- 1. General Contract \$494,430.00

- 2. Other Contracts _____

Subtotal Contracts..... _____

- 3. Designer's Fees..... _____

- 4. Contingency..... _____

- 5. Other Fees _____

Subtotal Fees _____

Subtotal "B" \$494,430.00

C. OTHER COST

- 1. Initial Equipment (not in III B)..... _____

- 2. Miscellaneous(specify) _____

- 3. Worked Performed by Owner

- (material only, not staff salary) _____

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$494,430.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation..... _____

- 2. Duly Authorized Bonds - County... _____

- 3. Donations..... _____

- 4. Federal Funds (USDA, EDA, ETC.) _____

- 5. Other (parking fees, vending, rental, bookstore,) _____

Subtotal "A" _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS (112 Report -Memo)..... _____

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

- 1. Budget Code 46620 \$494,430.00

- 2. Budget Code _____

- 3. Budget Code _____

Subtotal "E" \$494,430.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$494,430.00

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$\$494,430.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 5/6/20

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project
 Amended Project
 Final – Project Close Out
 Select appropriate submission

College Montgomery Community College

Project Name Advanced Planning for Health Sciences NCCCS Project No. 1701

Campus Main County Montgomery

I. TYPE OF PROJECT:

- New Facility
 Roof Replacement
 Infrastructure Repairs
 Renovation of Existing Facility
 HVAC
 Addition to Existing Facility
 Life Safety
 ADA Compliance

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **if you checked "Amended Project" please clearly state in description below reason for project amendment.**

Requesting this project be abandoned and the remaining funds of \$20,675.71 applied to new first priority Project #2542-"Blair Hall (Bldg 100) and Outdoor Amphitheater Renovations". This is our final bond project to renovate remaining areas of our main building to include: counseling center, student services entrance, auditorium/classroom, and outdoor amphitheater/classroom.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B) _____

Subtotal "A"..... _____

B. CONSTRUCTION

- 1. General Contract _____

- 2. Other Contracts _____

Subtotal Contracts..... _____

- 3. Designer's Fees..... \$69,324.29

- 4. Contingency..... _____

- 5. Other Fees _____

Subtotal Fees _____

Subtotal "B" \$69,324.29

C. OTHER COST

- 1. Initial Equipment (not in III B) _____

- 2. Miscellaneous(specify) _____

- 3. Worked Performed by Owner
(material only, not staff salary) _____

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$69,324.29

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation..... _____

- 2. Duly Authorized Bonds - County... _____

- 3. Donations..... _____

- 4. Federal Funds (USDA, EDA, ETC.) _____

- 5. Other (parking fees, vending, rental,
bookstore,) _____

Subtotal "A"..... _____

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS (112 Report -Memo) _____

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

- 1. Budget Code 40720 \$69,324.29

- 2. Budget Code _____

- 3. Budget Code _____

Subtotal "E" \$69,324.29

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$69,324.29

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$69324.29 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 5/6/20

- As part of this certification, the Board of Trustees certify that any **equipment purchased with the Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Personnel Appointment

Name of Person	Warren Colavito
Position	Full-Time Math Faculty
Position Category	9 month Faculty
Salary	\$42,390
Effective Date of Employment	August 13, 2020
Budget Information	11-220-97-513000-22232

Position Description:

Full-time Math Instructor position to teach all levels of mathematics with an emphasis on Calculus and higher mathematics. Experience utilizing technology within the classroom along with Learning Managements Systems (Blackboard), and knowledge of the community college system preferred.

Education and Certifications

School/Certification	Years Attended	Degree
Appalachian State U.	Graduated 12/19	M.A. Mathematics
Appalachian State U.	Graduated 8/18	B.S. Mathematics
Lee Early College/Central Carolina C.C.	Graduated 12/14	Associate in Science

Work Experience

Employer	Dates of Employment	Position/Title
Appalachian State U.	1/2020 - Present	Lecturer
Appalachian State U.	8/18 – 12/19	Graduate Teaching Assistant

Professional Participation/Honors:

- NC Mathematics Association of 2 Year Colleges
- Graduate Student Ambassador at Appalachian State U. 8/19 - 12/19

Hiring Committee

Person	Position
Dr. Natalie Winfree	Dean of Arts and Science
Mr. Lee Proctor	Vice President of Instruction
Ms. Rebekah Bunting	Department Chair, Science and Mathematics
Ms. Lynn Epps	Director of Educational Partnerships
Ms. Melisa Bond	Director of Human Resources

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Warren Colavito, checked his background, and found him qualified for the position. Upon recommendation from the Hiring Committee, I approve Warren Colavito for the Full Time 9-month Math Faculty position.

Chad A. Bledsoe

Chad A. Bledsoe
President

Employee Separation Form

Name of Person	Cindy Ellison
Position	Dean of Technology and Learning Resources
Position Category	Level 2
Salary	\$64,224 Annually
Effective Date of Employment	July 14, 2014
End Date of Separation	May 31, 2020
Reason	Voluntarily Resigned - Other Employment

Position Description:

Notes:

Chad A. Bledsoe

Chad A. Bledsoe
President

Board Report
Vice President of Instruction
May, 2020

The College received the **\$10,000 prison start-up funds** again this year. The funds will automatically roll over through June 2021. These funds will be used to start-up new classes. The plan is to offer a HVAC certificate at the minimum unit and Custodial Technician certification at the Closed-Custody facility.

Summer Term– The College is requesting that due to the pandemic that summer school dates be “pushed back” to a start date of June 15 thru August 10 (see attachment). The late start will hopefully allow the College to complete the Summer term without interruptions and allow several programs to complete work from the Spring needed to progress to summer courses. Currently, Fall is schedule to start August 19, with faculty returning for the term on August 12. The moving of Summer Term has impacted some of our NRA short courses, but we are working to reschedule them and to utilize space in the CTE Building.

The medical and technical programs are developing schedules to allow students to complete missing lab/shop hours during May and early June. This will require monitoring, reducing class size to allow for social distancing. Mask will worn by all and temperatures will be taken each day. The plan is to complete these hours in late May and early June prior to the delayed start of summer school. Clinical space is still pending facilities opening up for students. Lab simulation will be used as much as possible.

The Educational Partnership staff as well as the success coaches continue to “check in” with students and help them navigate the completion of courses for Spring Semester. They email, contact by phone, and work with MCS personnel to reach students who are having problems completing their work at home.

The traditional scheduled classes completed on May 4. The NCCCS has provided to additional grades for this pandemic – IE and WE. IE – incomplete because of emergency will all students up to a year to complete the courses they were unable to complete because of the move to online on March 17. WE – withdrawal because of emergency will allow students to apply for the CARERS scholarship money made available by the CARERS Act. CTE classes on the MCS schedule will complete on June 11.

Faculty continue to take advantage of the **Professional Development online** during the pandemic. Thank you to the Library and Distance Learning staff for providing those opportunities.

Work has begun on **preparing courses** for Fall semester that are better designed to handle moving to all online if the College is forced to close face-to-face classes at any point during the fall. Our faculty did a great job of making changes to get through the spring, but we want to be better prepared for future events.

Due to the uncertainty of the next couple of months, the College will not be offering summer camps this summer. We will continue to look for ways to interact with potential students and the community in the months ahead that will provide safe activities for all involved.

May Board Report
Continuing Education Department
May, 2020

Community Impact:

- In collaboration with the Montgomery County Fund we were able to secure \$10,000 in funding from DTE Energy to support first responders and healthcare workers needs during the pandemic.

NCWorks

- NCWorks has been very busy helping employees and employers with COVID-19 related issues.
- Staff is working remotely, and have directed over 150 people to the correct resources for filing for unemployment. Staff is also personally reaching out to employers to see if they need any assistance. Although we have many employers laying off people, they have expressed that the closings are temporary and they hope to be back up and running after the state restrictions are lifted.
- Workforce Investment and Opportunity Act (WIOA) customers are being served virtually and case management contacts have been increased to make sure students are receiving information and support during COVID-19.

Foundational Studies

- All medium closed custody students have been shipped to another prison and will not be able to complete their high school equivalency program this semester. We are unsure when they are coming back.
- All instructors are participating in the six course, distance learning series provided through essential education.

Small Business Center

- Continuing to offer all small businesses additional assistance/resources through multiple organizations to combat the financial impact of the pandemic.
- Advertised our services in the Montgomery Herald and the Speckled Paw.

Business & Industry Services

- Utilizing \$5,000 received from Jobs For The Future (JFF) we are offering a Google IT Support Professional Certificate training program virtually to our IT Department at no cost. The IT Support Professional Certificate is a first-of-its kind program with highly interactive content, exclusively developed by Google. This free training opportunity will be offered to the general public beginning June 1, 2020.

Regional Apprenticeship Coordinator

- Registered 4 employers in Stanly County to be automotive technician apprenticeship sponsors. They are looking to partner with MCC to enroll new apprentices.

MCC Board of Trustees – May 6, 2020 Update from the Student Services Division

Highlights & Previews

Just as in other divisions at MCC, work goes on in Student Services as we continue to move through the current situation. Staff members are mailing out inquiry packets, processing admission and financial aid applications, receiving and issuing transcripts, following up with new students, checking on current students, and attending all sorts of webinars on a variety of topics related to student support.

It seems strange to all of us that our graduation ceremony isn't taking place this month. While we hope to be able to enjoy a traditional ceremony later this summer, we are looking into the option of developing a virtual ceremony as an alternative . . . just in case a face-to-face event in the near future is not feasible.

We miss seeing our students on campus!

Montgomery Community College Academic Calendar 2019-20

Updated 05/06/20

Fall Semester 2019

August 12	9 month Contract Begin
August 12-13	Quality Trails
August 14	Late Registration
August 15	Divisional Work Day
August 19	Classes Begin
September 2	Labor Day Holiday
October 14-15	Fall Break
November 27 - 30	Thanksgiving Break
December 16	Classes End
December 17	Grades Due
December 18 – January 1	Christmas Break

Spring Semester 2020

January 2	Late Registration
January 3	Divisional Work Day
January 6	Classes Begin
January 20	MLK Holiday
March 3 - 7	Spring Break
April 13	Easter Break
May 4	Classes End
May 6	Graduation
May 8	9 month Contracts End

Summer Semester 2020

June 15	Classes Begin
July 6	Independence Day Holiday
August 10	Term Ends

20 April 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:** **Repeal of the March 2020 Temporary Amendment to
1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**

On 17 April 2020, the State Board of Community Colleges (SBCC) repealed the 19 March 2020 temporary amendment to **1E SBCCC 200.2 - Time Due, Deferred Payment, Failure to Pay.**

The March 2020 temporary amendment gave colleges the flexibility to apply tuition, registration fees, and other fees paid for Spring 2020 courses to future courses if a student was unable to complete a Spring 2020 course due to circumstances associated with COVID-19. This amendment was passed prior to the federal CARES act, which contains funding for direct emergency aid grants to students and other funds for institutional use that can be used to give tuition grants to students who were unable to complete a Spring 2020 course due to circumstances associated with COVID-19.

For your convenience, a copy of the repealed amendment is attached to this memorandum.

**CC20-031
E-mail Copy**

Attachments



1 **State Board of Community Colleges Code**
 2 **TITLE 1. COMMUNITY COLLEGES**

3
 4 **CHAPTER E. STUDENT TUITION AND FEES**

5
 6 **SUBCHAPTER 200. GENERAL PROVISIONS**

7
 8 **1E SBCCC 200.2 Time Due, Deferred Payment, Failure to Pay**

9 (a) Time Due. If a student registers on or before the first date of a course section, tuition,
 10 registration fees, and other fees required for enrollment are due on a specific date
 11 prescribed by the college that is on or before the first date of the course section. If a
 12 student registers after the first date of the course section, tuition, registration fees, and
 13 other fees required for enrollment are due at the time of the student's registration. A
 14 student may satisfy the requirement for payment due through one or more of the
 15 following methods:

16 (1) Directly paying the college.

17 (2) Demonstrating to the college's satisfaction that the student is eligible for financial
 18 aid or other third-party payment.

19 (3) Entering into a deferred payment plan authorized by 1E SBCCC 200.2(b).

20 (4) Providing evidence of eligibility for a tuition or registration fee waiver consistent
 21 with 1E SBCCC 800.

22 ~~(5) For students unable to complete one or more Spring 2020 course sections due to~~
 23 ~~circumstances arising from the COVID-19 outbreak, a college may apply the~~
 24 ~~tuition, registration fees, and other fees paid by the student for those course~~
 25 ~~sections to offset the tuition, registration fees, and other fees for course sections~~
 26 ~~the student enrolls in during the Summer 2020, Fall 2020, or Spring 2021 terms.~~

27 To ensure tuition receipts are deposited to the credit of the fiscal year in which the Fall
 28 academic term occurs, colleges shall begin collecting curriculum tuition payments for
 29 the Fall academic term on or after July 1 of that year.

30 (b) Deferred Payment. The college may, with approval of the board of trustees, prescribe
 31 written procedures to permit short-term deferred payment or payment in installments;

1 provided, however, that payment in full is due by the end of the academic term. For
2 the purposes of this section, "short term" is defined as a period that does not extend
3 beyond the last day of the academic term.

4 (c) Failure to Pay. Unless otherwise prohibited by law, colleges may not enroll or
5 distribute an academic credential to a student with an outstanding balance for tuition
6 or registration fees except under the following circumstances:

7 (1) The college anticipates that the outstanding balance will be paid using pending
8 financial aid;

9 (2) A person or organization demonstrates to the satisfaction of the college the ability
10 to pay the outstanding obligation and guarantees in writing to pay the balance if
11 the student fails to do so;

12 (3) A student is registered in a course section offered for the benefit of a company or
13 agency. For the purpose of this rule, company or agency specific course sections
14 are courses where the company pays the tuition or registration, and courses where
15 attendance in the course section is limited to employees of the company or agency;

16 (4) A student is classified as a captive or co-opted student pursuant to 1D SBCCC
17 700.98(a); or

18 (5) A student is registered in a course that is on a specialized course list approved by
19 the State Board of Community Colleges and supports the organizational training
20 needs for entities specified in G.S. 115D-5(b)(2).

21 (6) The college, in its discretion, determines that the outstanding balance is due to a
22 COVID-19 related reason.

23 Unless otherwise prohibited by law, colleges may withhold transcripts of grades and
24 any other service pending resolution of outstanding monetary obligations. This
25 statement shall not be construed to prohibit a college's board of trustees from adding
26 more stringent provisions that are allowable under law regarding outstanding
27 monetary balances.

28
29 *History Note:* Authority G.S. 115D-5; G.S. 115D-39;

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

31 Amended Eff. [February 1, 2015](#).

- 1 *Temporary Amendment Eff. [March 19, 2020.](#)*
- 2 *Temporary Amendment Repealed Eff. April 17, 2020.*

20 April 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:** **Temporary Amendments and a Rule Waiver in Response to COVID-19**
- **1C SBCCC 300.2 – Evaluation of Presidents**
 - **1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**
 - **Waiver of 1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers**

On 17 April 2020, the State Board of Community Colleges (SBCC) adopted temporary amendments to **1C SBCCC 300.2 – Evaluation of Presidents** and **1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**. The State Board also voted to waive **1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers**. The State Board adopted the temporary amendments and the waiver to give colleges additional flexibility in responding to the impacts associated with the COVID-19 outbreak.

- **Temporary Amendment of 1C SBCCC 300.2 – Evaluation of Presidents**
 - This change extends the reporting deadline for college president evaluations from June 30 to August 31.
- **Temporary Amendment of 1E SBCCC 200.2 – Time Due, Deferred Payment, Failure to Pay**
 - This change gives colleges the ability to enroll or distribute an academic credential to a student with an outstanding balance if the college determines that the balance is due to a COVID-19 related reason.

- **Waiver of 1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers**
 - Colleges must maintain minimum budget FTE numbers at multi-campus centers (MCCs) to continue to receive MCC funding. Due to COVID-19, colleges have moved a large portion of their instruction online. For MCCs, online-only instruction is not counted in budget FTE numbers. Colleges may have other COVID-19 related reasons for temporary drops in budget FTE counts at MCCs as well. Waiving this provision would allow colleges to maintain the same level of MCC funding in Fiscal Year 2020-2021.

The temporary amendments and the waiver will become effective on 20 April 2020. The temporary amendments will remain in place for 180 days or until rescinded by the State Board. The waiver is in place for the Fiscal Year 2020 – 2021 budget allocations. The State Board may extend these durations, 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.

CC20-032
E-mail Copy

Attachments



1 **State Board of Community Colleges Code**
2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER C. PERSONNEL**

5
6 **SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

7
8 **1C SBCCC 300.2 EVALUATION OF PRESIDENTS**

9 (a) Methodology and Instrumentality. Each local board of trustees shall evaluate the
10 performance of its president annually. The evaluation instrument and methodology
11 shall be selected by the local board, but the evaluation shall, at a minimum, include
12 the following categories:

13 (1) General administration;

14 (2) Relationships including:

15 (A) Internal relationships with faculty, staff, students, and trustees; and,

16 (B) External relationships with business and industry, the media, governmental
17 bodies, and the general public;

18 (3) Personal attributes;

19 (4) Personnel administration;

20 (5) Fiscal and facilities administration; and,

21 (6) Academic administration.

22 (b) Reporting Requirements. Prior to ~~June 30~~ August 31 of each year, each college board
23 of trustees shall, in writing, notify the State Board of the following:

24 (1) The time period for which its president was evaluated and the date the evaluation
25 was completed;

26 (2) Description of the methodology used for the evaluation;

27 (3) Certification that the evaluation included a written assessment of the president's
28 performance in each of the categories identified in Paragraph (a) of this Rule;

29 (4) Certification that the full board received a copy and discussed the evaluation
30 results and the results were discussed with the president;

1 (5) Certification that the full board received a copy of and reviewed the president's
2 contract if the president has a contract;

3 (6) A listing of board members in attendance at the meeting when the president's
4 evaluation was conducted; and

5 (7) Certification that appropriate action, as defined by the local board, has been taken
6 if the president's performance is less than satisfactory in any of the categories
7 identified in Paragraph (a) of this Rule.

8 (c) If the president has a contract, local boards of trustees shall note in the meeting
9 minutes that they have reviewed the president's contract.

10
11 *History Note: Authority G.S. 115D-5; 115D-20;*

12 *Eff. September 1, 1993;*

13 *Amended Eff. [October 1, 2018](#), October 1, 2006.*

14 *Eff. [November 5, 2019](#)*

15 *Temporary Amendment Eff. April 20, 2020.*



1 **State Board of Community Colleges Code**
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 13 other fees required for enrollment are due at the time of the student's registration. A
 14 student may satisfy the requirement for payment due through one or more of the
 15 following methods:

16 (1) Directly paying the college.

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 18 aid or other third-party payment.

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20 (4) Providing evidence of eligibility for a tuition or registration fee waiver consistent
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 26 ~~the student enrolls in during the Summer 2020, Fall 2020, or Spring 2021 terms.~~

27 To ensure tuition receipts are deposited to the credit of the fiscal year in which the Fall
 28 academic term occurs, colleges shall begin collecting curriculum tuition payments for
 29 the Fall academic term on or after July 1 of that year.

30 (b) Deferred Payment. The college may, with approval of the board of trustees, prescribe
 31 written procedures to permit short-term deferred payment or payment in installments;

1 provided, however, that payment in full is due by the end of the academic term. For
2 the purposes of this section, “short term” is defined as a period that does not extend
3 beyond the last day of the academic term.

4 (c) Failure to Pay. Unless otherwise prohibited by law, colleges may not enroll or
5 distribute an academic credential to a student with an outstanding balance for tuition
6 or registration fees except under the following circumstances:

7 (1) The college anticipates that the outstanding balance will be paid using pending
8 financial aid;

9 (2) A person or organization demonstrates to the satisfaction of the college the ability
10 to pay the outstanding obligation and guarantees in writing to pay the balance if
11 the student fails to do so;

12 (3) A student is registered in a course section offered for the benefit of a company or
13 agency. For the purpose of this rule, company or agency specific course sections
14 are courses where the company pays the tuition or registration, and courses where
15 attendance in the course section is limited to employees of the company or agency;

16 (4) A student is classified as a captive or co-opted student pursuant to 1D SBCCC
17 700.98(a); or

18 (5) A student is registered in a course that is on a specialized course list approved by
19 the State Board of Community Colleges and supports the organizational training
20 needs for entities specified in G.S. 115D-5(b)(2).

21 (6) The college, in its discretion, determines that the outstanding balance is due to a
22 COVID-19 related reason.

23 Unless otherwise prohibited by law, colleges may withhold transcripts of grades and
24 any other service pending resolution of outstanding monetary obligations. This
25 statement shall not be construed to prohibit a college's board of trustees from adding
26 more stringent provisions that are allowable under law regarding outstanding
27 monetary balances.

28
29 *History Note:* Authority G.S. 115D-5; G.S. 115D-39;
30 Eff. [May 16, 2014](#);
31 Amended Eff. [February 1, 2015](#).

- 1 *Temporary Amendment Eff. [March 19, 2020.](#)*
- 2 *Temporary Amendment Repealed Eff. [April 17, 2020.](#)*
- 3 *Temporary Amendment Eff. April 20, 2020.*

STATE BOARD OF COMMUNITY COLLEGES
Proposed Waiver of 1B SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers

Authority

The State Board can waive provisions of the Code to address unforeseen circumstances. Unlike permanent rulemaking, waivers do not have notice and public comment requirements (1A SBCCC 200.3).

Code Provision at Issue

1G SBCCC 200.3(c)(9) – Establishing Multi-Campus Centers

(c) Establishment and Maintenance. To establish and maintain an MCC designation, colleges must satisfy all of the following criteria:

(9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or basic skills) budget FTE via traditional, blended, or hybrid instruction originating from and delivered at that MCC location. If an MCC drops below the minimum budget FTE (Level 1 MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System Office will provide the college president with a written notification that this drop occurred after that year’s budget allocations are approved by the State Board. If the MCC’s budget FTE remains below the minimum in the subsequent fiscal year, for a Level 1 MCC, the budget allocation for that MCC will be reduced by fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced by 50% of the difference between Level 2 and Level 1 funding. If a Level 2 MCC’s budget FTE continues to remain below the minimum in the third fiscal year, the MCC will be recategorized as a Level 1 MCC and its budget allocation will be decreased to the Level 1 funding. If a Level 1 MCC’s budget FTE continues to remain below the minimum in the third fiscal year, the MCC will no longer be designated as an MCC, and its budget allocation will be eliminated. A college must follow the MCC approval process to re-establish an MCC in any future year.

Reasons for the Waiver

Due to COVID-19, colleges have moved most classes to online-only delivery. There is a strong likelihood that all summer classes will be moved to online-only. The rule above does not allow online-only classes to count towards an MCC’s minimum budget FTE count. Waiving part (c)(9) of this rule would allow colleges to proceed with online-only classes without being penalized for dropping below the MCC minimum budget FTE count. Some colleges may also show a drop in budget FTE at their MCCs due to other COVID-19 related reasons.

Currently, if a MCC drops below a minimum budget FTE level in one fiscal year, the college receives a “warning” notice. If the MCC stays below the minimum budget FTE level in the next fiscal year, the college’s budget allocation for the MCC is reduced. Waiving this provision would prevent colleges from receiving “warning” notices and losing MCC funding due to declines in budget FTE in the upcoming budget allocations for fiscal year 2020-2021.

Conditions and Effects of the Waiver

The waiver would only apply to the upcoming budget allocations for the 2020-2021 fiscal year. The System Office would restart the process of evaluating MCC budget FTE numbers towards the end of the 2020-2021 fiscal year to determine budget allocations for the 2021-2022 fiscal year.

If a college was sent a “warning” notice after budget allocations for fiscal year 2019-2020 that their MCC enrollment dropped below a minimum level, the college will still carry this “warning” status to the next MCC budget FTE evaluation. Therefore, if a MCC remains below the minimum budget FTE level during fiscal year 2020-2021, the college would lose MCC funding as laid out in the rule above in budget allocations for fiscal year 2021-2022.

April 29, 2020

Memorandum

To: Presidents

From: Peter Hans, President
Kimberly Gold, Senior Vice President/Chief Academic Officer

Subject: Allowing Additional Face-to-Face Instruction for Spring and Summer 2020 Terms

This purpose of this memo is to provide modifications to memo CC20-21 – College Guidance for Instructional Response to COVID-19 issued March 18, 2020.

Memo CC20-21 encouraged colleges to cease providing face-to-face instruction no later than March 23 due to the COVID-19 crisis. That memo provided limited exceptions to the suspension of face-to-face instruction to accommodate the need for public safety and health services in response to the COVID crisis.

The purpose of this memo is to provide further guidance on allowable face-to-face instruction for the remainder of the Spring 2020 term and for the Summer 2020 academic term. The guidance in this memo is intended to reflect the definitions of Essential Businesses as prescribed in the Governor’s Executive Order Number 131 dated April 9, 2020.

Starting May 8, 2020 colleges may offer additional face-to-face instruction in the courses listed below, provided that the college can utilize appropriate health protections and social distancing protocols as described by the CDC guidance for Institutes of Higher Education.

This memo adds the following limited exceptions for face-to-face instruction, for the remainder of the Spring 2020 Term as well as the 2020 Summer Term, when appropriate safety measures can be followed:

- Health care courses

- Examples include surgical technology, medical assisting, dialysis, associated lab courses and phlebotomy
- Transportation courses
 - Examples include aviation and truck driver training
- Mission Critical Facility maintenance courses
 - Examples include HVAC, electrical wiring, welding, and plumbing
- Infrastructure courses
 - Examples include electric lineman, construction, and DOT training
- Manufacturing and Customized Training
 - Examples include Bio Processing, Food Processing and Health care supply manufacturing i.e., training that is critical to production processes.

In addition to providing instruction, colleges may choose to offer student and community response services in a face-to-face environment where needed and appropriate. Efforts to protect the health of students and employees should be considered when offering services in a face-to-face manner. Safety measures may include social distancing, protective equipment such as masks and gloves and health screenings where appropriate.

Colleges offering face-to-face instruction and services should consider the following conditions:

- Social distancing can be practiced in the face-to-face environment.
- Appropriate protective equipment and/or health screenings can be provided for students and employees where needed.
- Clinical instruction or work-based learning is allowed by the clinical or work site.
- The student is willing to participate and is not penalized if they choose to delay instruction.
- Faculty and staff are willing to provide services and instruction in a face-to-face environment using appropriate protections.

Additional guidance and exceptions will be provided as the Governor releases information related to reopening phases of the Stay-at-Home Order.

Ads: Uwharrie Bound ads for April & May, MCC Golf Tournament Thank You Ad, Online Learning 4-week classes at MCC ad. Coming in June: full-page graduation ad.

Videos: 10-minute overview of MCC's programs, veterans services and new initiatives for Montgomery Veterans Virtual Roundtable; tribute video for Class of 2020 in Yourspace – to be reposted on Facebook on May 6th.

Yourspace reports: Dept. of Ed. relief for student loan borrowers, Financial Literacy Month tips for student financial health, interactive map helps residents find low-cost/free internet options, beware of malicious email and websites related to coronavirus, Disabled American Veterans COVID-19 relief fund.

New MCC website: Scheduled to go live by May 29th.

Fall 2020 Course Schedule: Plans are still in place for publication to go out at the end of June. Theme: *Together We Care*. Stories focus on MCC graduates in service occupations - education, healthcare, law enforcement - and their work with during the pandemic, also MCC's work with community partners during pandemic. MCC's new core values (CARES) will be introduced.

Facebook Top Posts for April

Total Likes 2686 (Up 9 from 2677 in March)

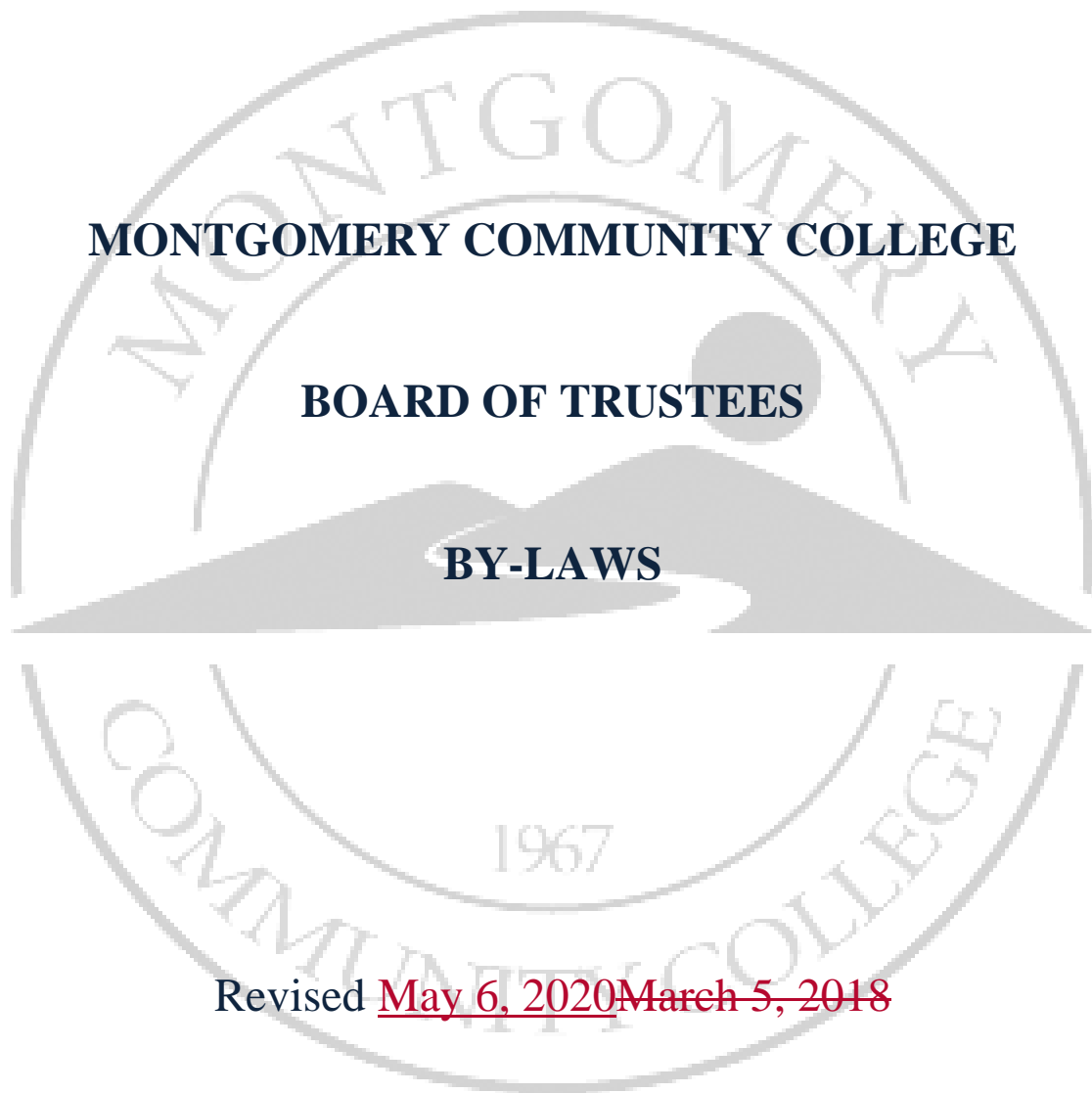
Page	Date	Post	Reach	Engagement	% Engaged
MCC	4/10/20	MCC closing campus until May 15	2616	303	12%
MCC	4/21/20	I.T. students score 100% pass rate	1203	137	11%

MCC Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
233	7205	7	1107	2	2271

Gunsmithing Total Instagram Posts

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Website Clicks	Reach
77	3882	9	215	0	811



Revised May 6, 2020 ~~March 5, 2018~~

MONTGOMERY COMMUNITY COLLEGE
BOARD OF TRUSTEES BY-LAWS
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Board of Trustees By-Laws

ARTICLE 1

Responsibility and Membership

Section 1. Jurisdiction and Responsibility

1. The Board of Trustees of Montgomery Community College is a body corporate established by an act of the North Carolina General Assembly (Chapter 115-A, General Statutes of North Carolina) and it possesses all the powers of a body corporate for the purposes by or that may exist under provisions of the law.
2. The Board of Trustees has responsibility for the development and operation of the college in accordance with the provisions of the law and the standards of the State Board of Community Colleges.
3. The official title of the Board of Trustees, and the corporate name of the college, shall be "The Board of Trustees of Montgomery Community College."
4. Under the law, the Board of Trustees shall hold title to all real and personal property donated to the college or purchased with funds provided by the tax-levying authorities.

Section 2. Membership

1. The Board shall consist of thirteen members in four groups. The four trustees in Group One shall be appointed by the Montgomery County Board of Education. The four trustees in Group Two shall be appointed by the Board of County Commissioners of Montgomery County. The four trustees in Group Three shall be appointed by the Governor. The one trustee in Group Four shall be the president of the student government and will be an ex officio nonvoting member of the Board of Trustees.
2. The terms of the members of the Board shall be four years. All terms shall commence on July 1 of the appointment year. Each appointing agency shall have an appointment expiring each June 30.
3. Vacancies occurring in any group, for whatever reason, shall be filled for the remainder of the unexpired term by the agency or agencies authorized to select the trustees of the group and in the manner in which regular selections are made.

Section 3. Office of Record

The Board shall maintain its office of record in Montgomery Community College, ~~and the secretary of the Board shall reside in Montgomery County.~~

ARTICLE 2

Officers and Their Duties

Section 1. Election and Term of Office

1. The corporate officers of the Board of Trustees shall be elected at the first regular meeting following the 30th day of June.
2. The Chairman and Vice-Chairman shall be elected by the Board of Trustees from its membership.
3. The Secretary shall be elected by the Board. The Chairman, Vice-Chairman, and the Secretary shall be elected for a period of one year, and shall be eligible for re-election by the Board. The President of the College shall be the executive officer of the Board and he/she shall serve on appointment by and at the pleasure of the Board.

Section 2. The Chairman of the Board of Trustees

The Chairman shall appoint the members of and serve as an ex-officio voting member of all committees of the Board, preside at all meetings of the Board, call meetings of the Board, and discharge all other functions delegated to him/her by the Board.

Section 3. The Vice-Chairman of the Board of Trustees

The Vice-Chairman of the Board shall preside in the absence of the Chairman, perform all duties of the Chairman with full authority during the absence or disability of the Chairman, and shall discharge any other functions delegated to him/her by the Board.

Section 4. The Secretary of the Board of Trustees

1. Upon the recommendation of the Chairman of the Board, the Board shall elect a Secretary.
2. The Board of Trustees designates the Assistant to the President as the corresponding secretary. The corresponding secretary aids the Board secretary in the performance of duties.
3. The Corresponding Secretary shall:
 - a) Keep an accurate record of the proceedings of the Board.
 - b) Have custody of all official records and documents of the Board.
 - c) Prepare and maintain an indexed compilation of all by-laws and amendments thereto, a copy of all policies, procedures, and Regulations of the Board and all amendments thereto.

- d) Issue, upon direction by the Chairman, notice of all meetings of the Board to members of the Board and to the President of the College.
4. The Board may designate a corresponding secretary. The corresponding secretary will aid the Secretary in the performance of duties.

Section 5. The President of the College

1. The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of high quality in accordance with State law and regulations and sound public educational theory and practice.
2. The President shall attend and participate, without vote, in all meetings of the Board of Trustees, except where his/her absence is expressly desired such as Closed Session.
3. The President shall be responsible for all administrative and managerial aspects of the development and operation of the college.
4. The President shall submit recommended policies and public policy decisions to the Board when requested to do so by the Board or when he/she deems it to be in the best interests of the College to do so.
5. The President shall recommend, in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interests of the citizens of Montgomery County and The State of North Carolina, which are educationally and financially feasible and which are not in conflict with the requirements of the Statutes or the standards of the State Board of Community Colleges.
 - a) Organized curricula for the preparation of technicians.
 - b) Courses and curricula in vocational, trade and technical specialty areas.
 - c) Courses and programs in general adult education.
6. The President shall appoint lay-advisory committees for particular programs of the College where needed.
7. The President shall advise all committees at the request of the Chairman of the Committee.
8. The President shall advise the Board on the financial and budgetary needs of the College.
9. The President shall discharge any other functions which the Board may delegate to him/her.

ARTICLE 3

Powers and Duties of the Board of Trustees

Section 1. The Board of Trustees shall:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for employment of the personnel required for the operation of the College upon nomination by the President, subject to standards established by the State Board of Community Colleges.
3. Purchase or receive all land required for the college site and right-of-ways which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40, of the General Statutes. For the purpose of condemnation the determination of the Board as to the amount of land to be taken and the necessity therefore, shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like and to apply them or invest any of them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of State Law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the college by contracting with other public or private educational agencies of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish or discontinue programs of instruction within the college.
8. Require the execution of such studies and take such steps as necessary to insure that the functions of the College are always those, which are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. Approve out-of-state trips for the President.
11. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and by-laws for government and operation of the College under the law and for the discipline of students.
12. Perform a biennial (every two years) yearly self-evaluation to review the functioning, strengths, and concerns of the Board and to determine where improvements may be needed.

ARTICLE 4

Committees

Section 1. Types of Committees and Method of Appointment

The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure and protect the College's welfare. The Chairman shall appoint the members of all committees.

Section 2. Limitation of Authority of Committees

If the Board, in regular or special meeting, authorizes a committee to action on a matter referred to it, the chairman of the committee shall report within a reasonable time to the board the action taken and the action of the committee shall be deemed concluded; otherwise, committee action shall be reported as a recommendation for consideration and action by the Board at a regular or special meeting.

Section 3. Authority of Committees

All committees shall have other functions, regular and special, as the Board may authorize.

Section 4. Buildings and Grounds Committee

The Buildings and Grounds Committee shall consist of four to six members of the Board and the Chairman of the Board shall serve as ex officio member with voting privileges. The Committee shall meet as necessary to discharge its functions and to accomplish any special tasks assigned to it by the Board. The Committee shall have the following regular functions:

1. To carry out, or require to be carried out, studies relating to sites, building, and grounds.
2. To recommend to the Board, after consultation with the President, the College's campus planner and architect.
3. To recommend for inclusion in all planning architectural, and construction contracts all appropriate provisions for the protection of the interests of the College.
4. To recommend to the Board, after consultation with the President, a long-range campus plan and architectural plans for all construction.
5. To make recommendations to the Board after consulting with the President, regarding the immediate and long-range buildings and facilities needs of the College.
6. To recommend to the Board the call for bids on College construction and the awarding of contracts.

7. To make recommendations to the Board, after consultation with the President, regarding plans and programs of maintenance of the campus and its property and regarding the beautification of the campus.
8. To recommend to the Board adequate insurance coverage of buildings and their contents, and for other facilities.
9. To recommend to the Board of Trustees the securing or granting of easements and rights-of-ways.

Section 5. Budget and Finance Committee

The Budget and Finance Committee shall consist of four to six members of the Board of Trustees and the Chairman of the board of Trustees who shall serve as ex officio member with voting privileges. The Budget and Finance Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To make recommendations to the Board regarding the fiscal policies of the College.
2. To receive, study, and recommend to the Board, with such modifications as it deems appropriate, the President's recommended budgets for current operations and capital outlay.
3. To receive, study, and take such action as it deems appropriate, any special or unusual expenditures of any type recommended by the President.
4. To receive, study, and take such action as it deems appropriate on any reports on the budget, purchasing and accounting functions required by it of, or presented to it by, the President.
5. To recommend to the Board policies and decisions regarding the receipt and disposition of any monetary bequests, gifts, and grants and donations, the care of all College securities, and regarding contracts for instructional or research services or other purposes with private or governmental firms, persons, or agencies.
6. To recommend to the Board policies and decisions regarding investment of any surplus or restricted monies.
7. To represent the Board before the Board of County Commissioners, the Legislature, the State Board of Community Colleges, the North Carolina Community College System, and other agencies and offices in matters concerned with the securing of adequate financial support for the needs of the College for current operating expenses and support for its needs for capital outlay.
8. To recommend to the Board a local budget for current expense of the College.
9. To recommend to the Board that issuance of bonds or notes be effected and recommend that special taxes be levied for the purpose of meeting payments of principal and interest on such bonds and notes, when the capital outlay requirements of the College make such action necessary.
10. To recommend to the Board policy to govern the receipt, security depositing, accounting, and expending of all trust and non-trust funds pertaining to the College, in accordance with the law and the State Board of Community Colleges' regulations.

11. To recommend to the Board appropriate bonding policy to govern College employees entrusted with funds of all kinds.
12. To approve, on the recommendation of the President, the transfer of local funds within line items in the budget.
13. To receive and examine the audit of the College books and make such recommendations to the Board as it may deem necessary.
14. From time to time, it shall be the Budget and Finance Committee's responsibility at their discretion, to study the general cost effectiveness of various Montgomery Community College operations, to insure that monies expended at Montgomery Community College are expended in an efficient manner, and to develop those policy recommendations which from time to time may be discovered to further increase the general cost effectiveness of the College.
15. To serve as liaison between the Board of Trustees of Montgomery Community College and Montgomery Community College Foundation, Inc.
16. Review and approve new financial assistance programs for curriculum students upon recommendation of the College's Curriculum & Student Services Committee and the President.

Section 6. Personnel Committee

The Personnel Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Personnel Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions.

1. To recommend to the Board personnel policies, including salary determination, employment procedures, and termination procedures. The following may be considered:
 - a) Those personnel policies, which will maximize quality instruction for the students at Montgomery Community College.
 - b) Those policies which tend to constantly improve the quality of staff and faculty by both hiring practices and internal self-improvement programs.
 - c) Those policies, which will insure that Montgomery Community College is truly an "Equal Opportunity" employer.
 - d) Those policies which will bring to the attention of the President persons in the Montgomery Community College community who are especially well qualified to serve Montgomery Community College in a professional capacity.
 - e) Those policies which foster "esprit de corps", a sense of "fair play", and a general sense of well-being among the staff and faculty of Montgomery Community College.
2. To receive from the President notification of the employment of new hires; and the dismissal, resignation or retirement of employees. To communicate this notification to the Board.
3. To receive from the President recommendations for the establishment of new employee positions. To act up on these recommendations and forward this action to the Board.

4. To serve as a committee to hear personnel who have made written requests for a hearing to this committee through the President.
5. Approve out-of-state travel for the President.

Section 7. Legislative/Public Relations Committee

The Legislative/Public Relations Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Legislative/Public Relations Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

1. To promote activities with local, state and national legislative officials, coordinating activities to keep said officials informed about the college, its needs and its activities.
2. To evaluate the effectiveness of the College's legislative activities and make specific recommendations.
3. To work with those employed in Public Relations, to promote a total understanding between the community and the college.
4. To make specific recommendations to the Board of Trustees regarding public relations programs.
5. To evaluate the effectiveness of the College's public relations and make specific recommendations.
6. To work with the College and the community to aid in the economic development of Montgomery County.

Section 8. Curriculum & Student Services Committee

The Curriculum & Student Services Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Curriculum and Student Services Committee shall, subject to applicable standards of the State Board of Community Colleges, have the following regular functions:

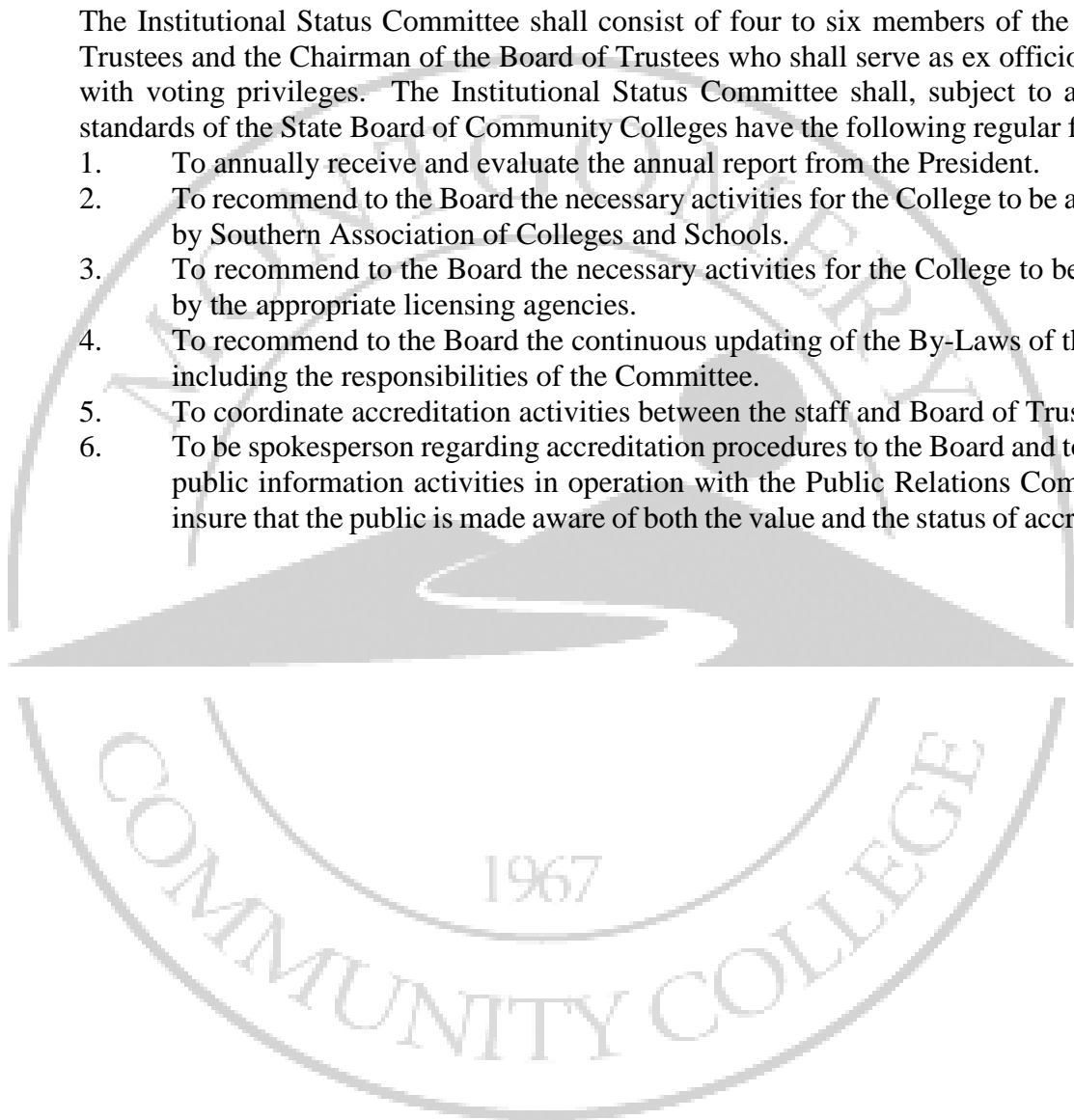
1. To receive recommendations from the President for establishing and terminating curriculums. To evaluate these recommendations and report to the Board of Trustees.
2. To aid the President in establishing Advisory Committees.
3. To recommend to the Budget and Finance Committee the cost of proposed curriculums and programs.
4. To have the responsibility of insuring that the equipment at Montgomery Community College is adequate for the operation and that equipment on hand for educational purposes represent the best and latest models available for such purposes insofar as permitted by budgetary requirements.
5. Establish and recommend requirements for special admission criteria for curriculum programs (i.e. those not stipulated by the North Carolina Community College System).

6. Concern and action when necessary regarding student extracurricular activities and problems.

Section 9. Institutional Status Committee

The Institutional Status Committee shall consist of four to six members of the Board of Trustees and the Chairman of the Board of Trustees who shall serve as ex officio member with voting privileges. The Institutional Status Committee shall, subject to applicable standards of the State Board of Community Colleges have the following regular functions.

1. To annually receive and evaluate the annual report from the President.
2. To recommend to the Board the necessary activities for the College to be accredited by Southern Association of Colleges and Schools.
3. To recommend to the Board the necessary activities for the College to be licensed by the appropriate licensing agencies.
4. To recommend to the Board the continuous updating of the By-Laws of the Board, including the responsibilities of the Committee.
5. To coordinate accreditation activities between the staff and Board of Trustees.
6. To be spokesperson regarding accreditation procedures to the Board and to develop public information activities in operation with the Public Relations Committee to insure that the public is made aware of both the value and the status of accreditation.



ARTICLE 5

Meetings

Section 1. Regular Meetings

The Board of Trustees shall schedule its time and place of meetings.

Section 2. Special Meetings

1. The Board may hold special meetings as required.
2. The business to be transacted at any special meeting of the Board shall be confined to such matters as have been specified in the call to members and officers of the Board.

Section 3. Notice of Meetings

Members and officers of the Board and the President shall be notified in writing by the Secretary of the time and place of all meetings and the purpose(s) of special meetings at least forty-eight hours in advance of meetings. The individual Trustee may waive notice of meetings.

Section 4. Quorum

Seven members of the Board of Trustees in attendance at meetings shall constitute a quorum for the transaction of business. No business shall be transacted without an affirmative vote of at least four members of the Board. If a Board member cannot attend a board meeting in person, the Board member may attend via telephone, videoconferencing, or other electronic means.

Section 5. Power to Vote

All members of the Board of Trustees in attendance at a meeting, except the Student Government Association representative, may vote on all matters coming before the Board for consideration. Only board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means. No member may vote by proxy.

Section 6. Agenda

1. The President of the College will provide the Chairman with a list of those items to be presented to the Board with his/her recommendations and, where appropriate, with hard or electronic copies of any documents for the press and to be presented as information or for action by the Board. The Chairman shall receive agenda items from the President, Board members, and from all other sources at least four days prior to the meeting for which they were prepared.

2. In emergencies the Chairman, on the request of the President or members of the Board, may add items to the agenda regardless of the date he/she receives such items.

Section 7. Order of Business

The regular order of business at meetings of the Board shall be:

1. Call to Order/Roll Call
2. Approval of the Agenda
3. Board of Ethics Reminder
4. Consideration and disposition of the minutes
5. Board Presentations
6. Committee reports
7. Report by the SGA President
8. Report by the President
9. Report by the Board Chairman
10. Adjournment

Section 8. Parliamentary Rules

Robert's Rules of Order shall be followed in conducting the meetings of the Board unless otherwise provided by the Board.

Section 9. Individual or Group Hearings

It shall be the standing policy of the Board of Trustees of Montgomery Community College to provide for a reasonable public avenue of approach by the College's constituency to the Board of Trustees. The following provisions shall apply to individuals or groups wishing to make an oral presentation:

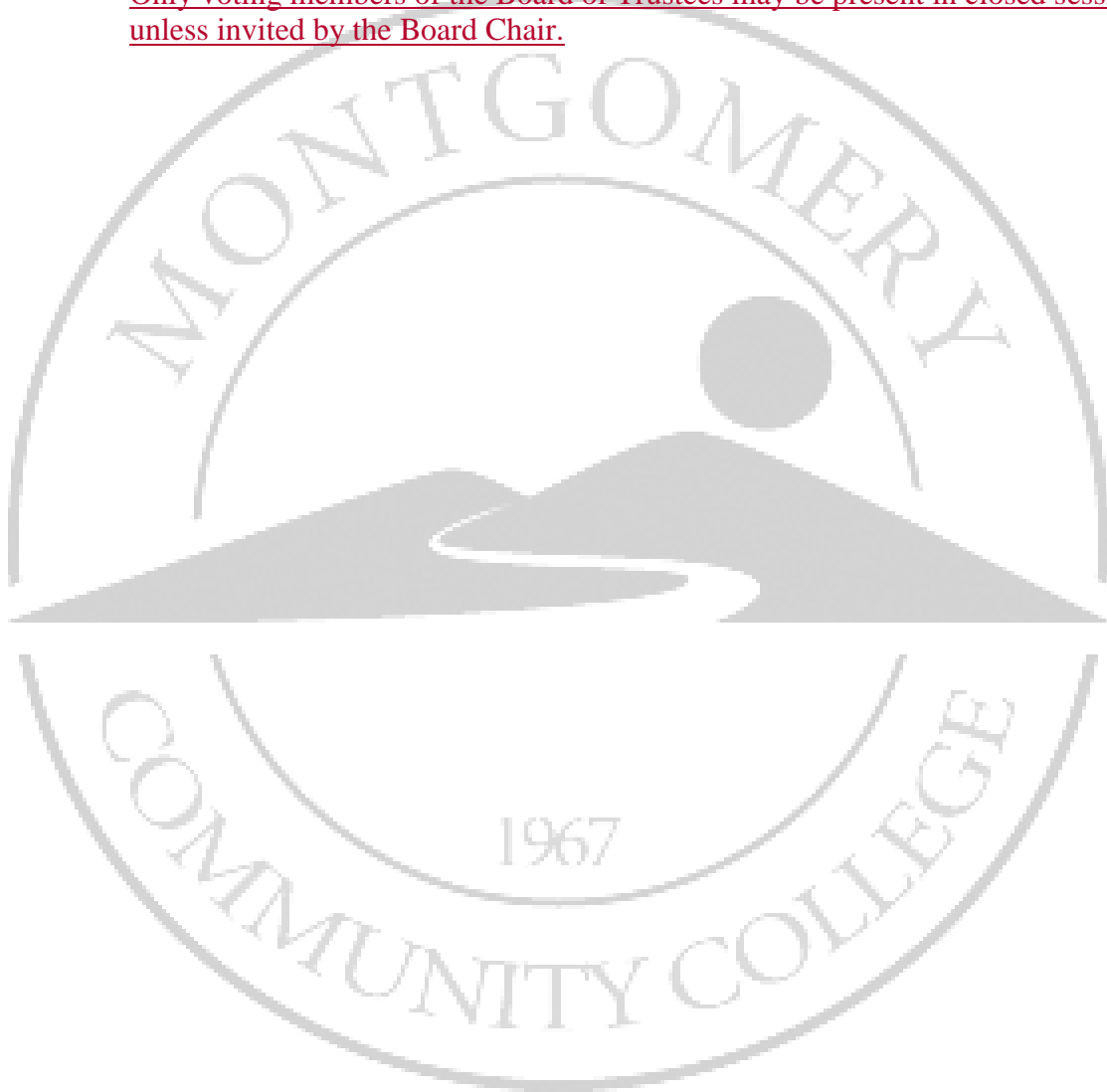
Oral Presentations

1. All requests for oral presentations must be filed with the Chairman of the Board of Trustees at least two weeks (10 business days) prior to the date of the regularly scheduled meeting of the Board of Trustees at which the group or individual requests presentation privileges.
2. Oral presentations shall be limited to five minutes or less.
3. Presenters shall be limited to one topic per presentation.
4. Each group or groups of persons must designate a presenter. The name, address and telephone number of the designated presenter must be furnished to the chairman of the Board of Trustees at the time the request for presentation privilege is presented.
5. A typed, double-spaced copy of the presentation must be furnished to the Chairman of the Board of Trustees at least forty-eight hours prior to the regularly scheduled Board meeting at which the presentation is to be made.
6. Abusive or profane language, gestures, or actions will not be tolerated and may result in sanctions.

7. Robert's Rules of Order will be utilized as a guide but may not supplant the foregoing provisions.

Section 10. Meeting in Closed Sessions

Only voting members of the Board of Trustees may be present in closed session unless invited by the Board Chair.



ARTICLE 6

Administration

Section 1. Coordination within the College

The College shall provide to the citizens of Montgomery County and the State of North Carolina, educational programs of high quality only on the basis of justified need. Programs which are appropriate to a comprehensive community college may be authorized to serve the needs of all or any combination of the following groups, among others:

1. High school dropouts, eighteen years of age or older, who desire to complete high school.
2. Adults who desire high school review.
3. High school graduates who seek to complete an Associate Degree or College Parallel program.
4. High school graduates who seek non-degree occupational training.
5. Adults, employed or unemployed, who desire retraining.
6. Adults, employed or unemployed, who wish to upgrade their skills or who need refresher instruction in their fields.
7. Adults who seek to complete an Associate Degree or Parallel program.
8. Adults who seek occupational training.
9. Adults who are interested in general education instructional services and who do not desire credit.
10. Groups within the community who need short courses for specific purposes.
11. Adults who need instruction to remove literacy deficiencies.

Section 2. Admission to Colleges and Service to Minors summary of State Board of Community College Policies

1. Admission to colleges (2C.0301)
 - a) College shall maintain open-door admission policy for high school graduates or those at least 18 years of age.
 - b) Student admission and placement shall be determined by college officials.
 - c) Admission for emancipated minors shall be the same as for applicants 18 years of age or older (see section on services for minors).
 - d) All programs specifically approved by the State Board of Community Colleges for admission of high schools shall be upheld according to the admission provisions of the approved programs.
2. Services for Minors (2C.0305)
 - a) SBCC shall encourage high school completion.
 - b) Minors, 16 years or older, may be considered as students with special needs.
 - c) May be admitted to an appropriate program if the local public or private education agency determines that admission is the best educational option for the student and if such admission is approved by the college.

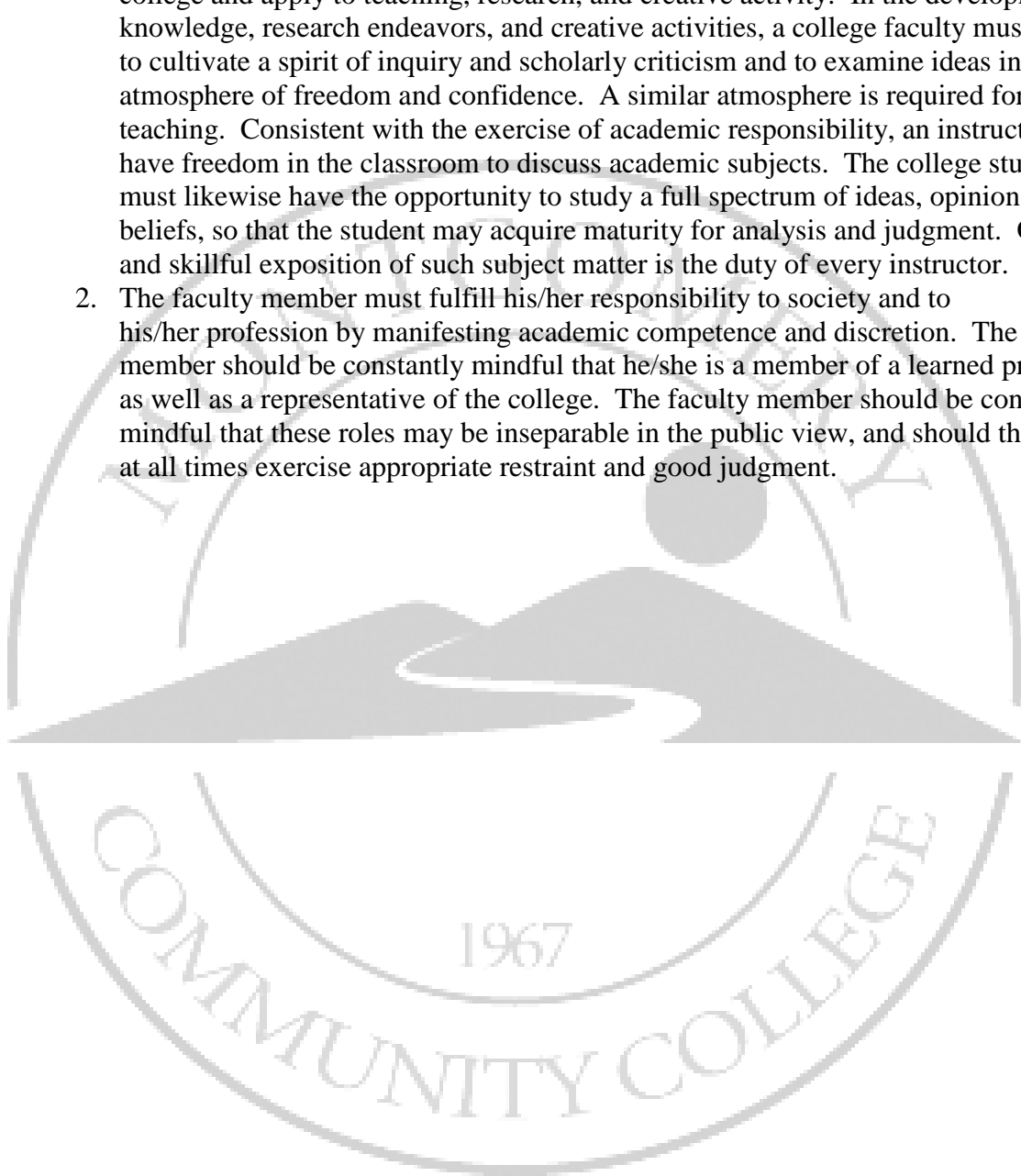
- i. Requirement may be waived if student has been out of school for at least 6 months and application is supported by student's parent, legal guardian, etc. (notarized petition).
- ii. Shall not displace adults; admitted on space available basis. However, once admitted, shall be treated the same as other students.
- d) High school students, 16 years or older, based on policies approved by the college board and local school board, may be admitted concurrently to appropriate courses; except adult high school, under the following conditions.
- e) School Boards and Boards of Trustees may establish cooperative programs to provide college courses to qualified high school students. College credits will be awarded. These programs must be approved by the State Board.
- f) College shall not start classes, offer summer school courses, or offer regular high school courses for high school students.
- g) College may offer to persons of any age non-credit, non-remedial, enrichment courses during the summer term. These shall be self-supporting.
- h) At request of director of a training school having custody of juveniles committed to Division of Youth Services (DHR), a college may offer courses if students meet course admission requirements.
3. Exemption from Payment of Tuition [NCGS 115D-5(b)]
 - a) Tuition is waived for high school students taking college level classes.

Section 3. The President of the College

1. The President shall have full authority and responsibility for the operation of the College under the policies and rules and regulations of the Board and of the State Board of Community Colleges within the budgets approved by the Board. The President shall be elected by the Board of Trustees and shall hold office at the pleasure of the Board.
2. The Board shall at all times exercise its control of the College through the President.
3. The President shall have the initiative in shaping and maintaining the educational policies of and the character of the College, and he/she shall recommend changes to be made in the programs and services to be provided.
4. The President shall recommend the items to be included in the current expense budget and the capital outlay budget.
5. The President shall make a written report to the Board of Trustees once each year on the development and operation of the College, with both immediate and long-range recommendations.

Section 4. Academic Freedom and Responsibility

1. Academic freedom and responsibility are essential to the full development of a college and apply to teaching, research, and creative activity. In the development of knowledge, research endeavors, and creative activities, a college faculty must be free to cultivate a spirit of inquiry and scholarly criticism and to examine ideas in an atmosphere of freedom and confidence. A similar atmosphere is required for college teaching. Consistent with the exercise of academic responsibility, an instructor must have freedom in the classroom to discuss academic subjects. The college student must likewise have the opportunity to study a full spectrum of ideas, opinions, and beliefs, so that the student may acquire maturity for analysis and judgment. Objective and skillful exposition of such subject matter is the duty of every instructor.
2. The faculty member must fulfill his/her responsibility to society and to his/her profession by manifesting academic competence and discretion. The faculty member should be constantly mindful that he/she is a member of a learned profession as well as a representative of the college. The faculty member should be constantly mindful that these roles may be inseparable in the public view, and should therefore at all times exercise appropriate restraint and good judgment.



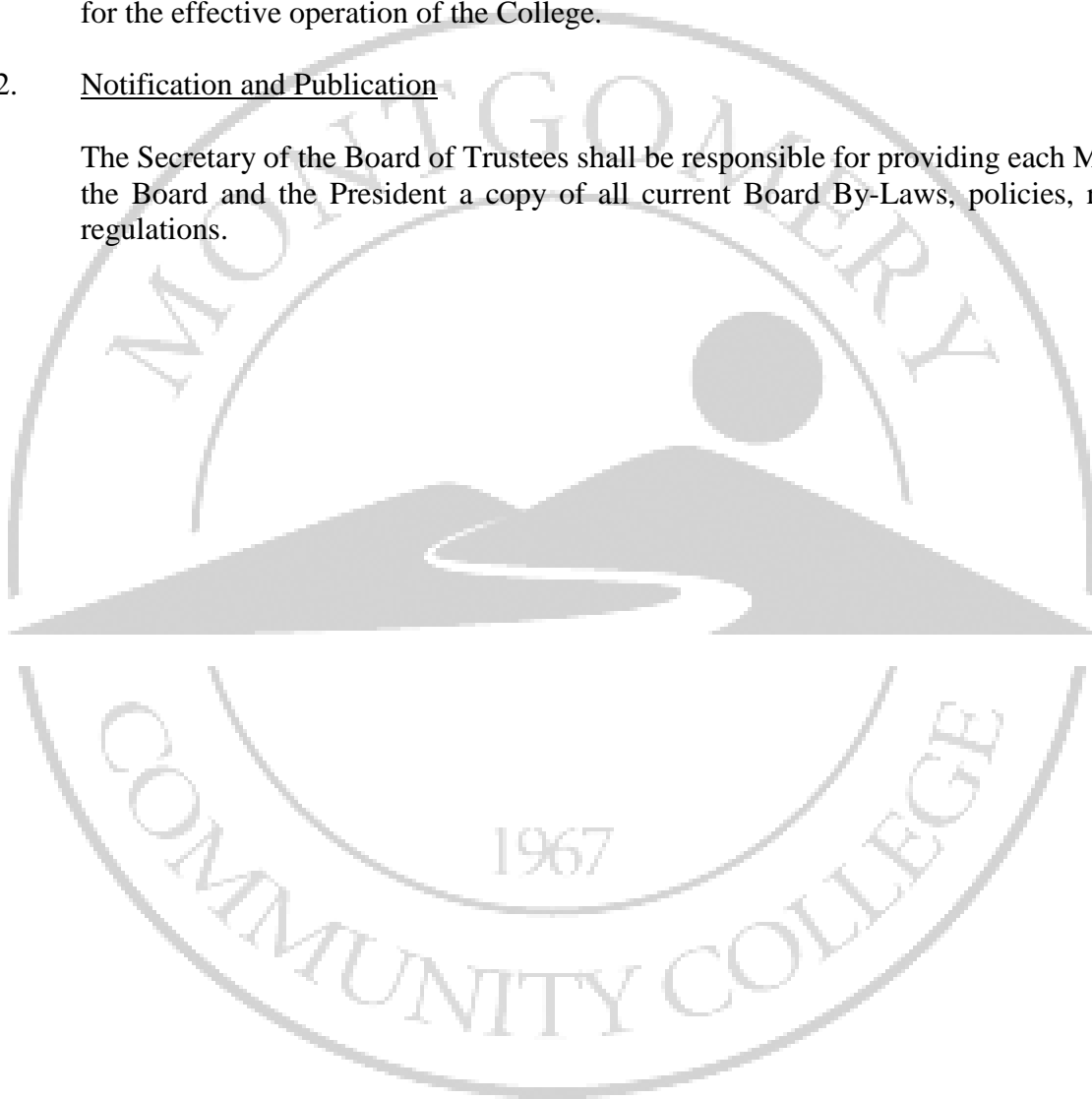
ARTICLE 7
Policies, Rules, and Regulations

Section 1. General Provisions

By an affirmative vote of a majority of all the members of the Board, the Board may make or amend such policies, rules, and regulations as may be authorized by the law and as may be required in its judgment for the effective discharge of its responsibilities and for the effective operation of the College.

Section 2. Notification and Publication

The Secretary of the Board of Trustees shall be responsible for providing each Member of the Board and the President a copy of all current Board By-Laws, policies, rules, and regulations.



ARTICLE 8

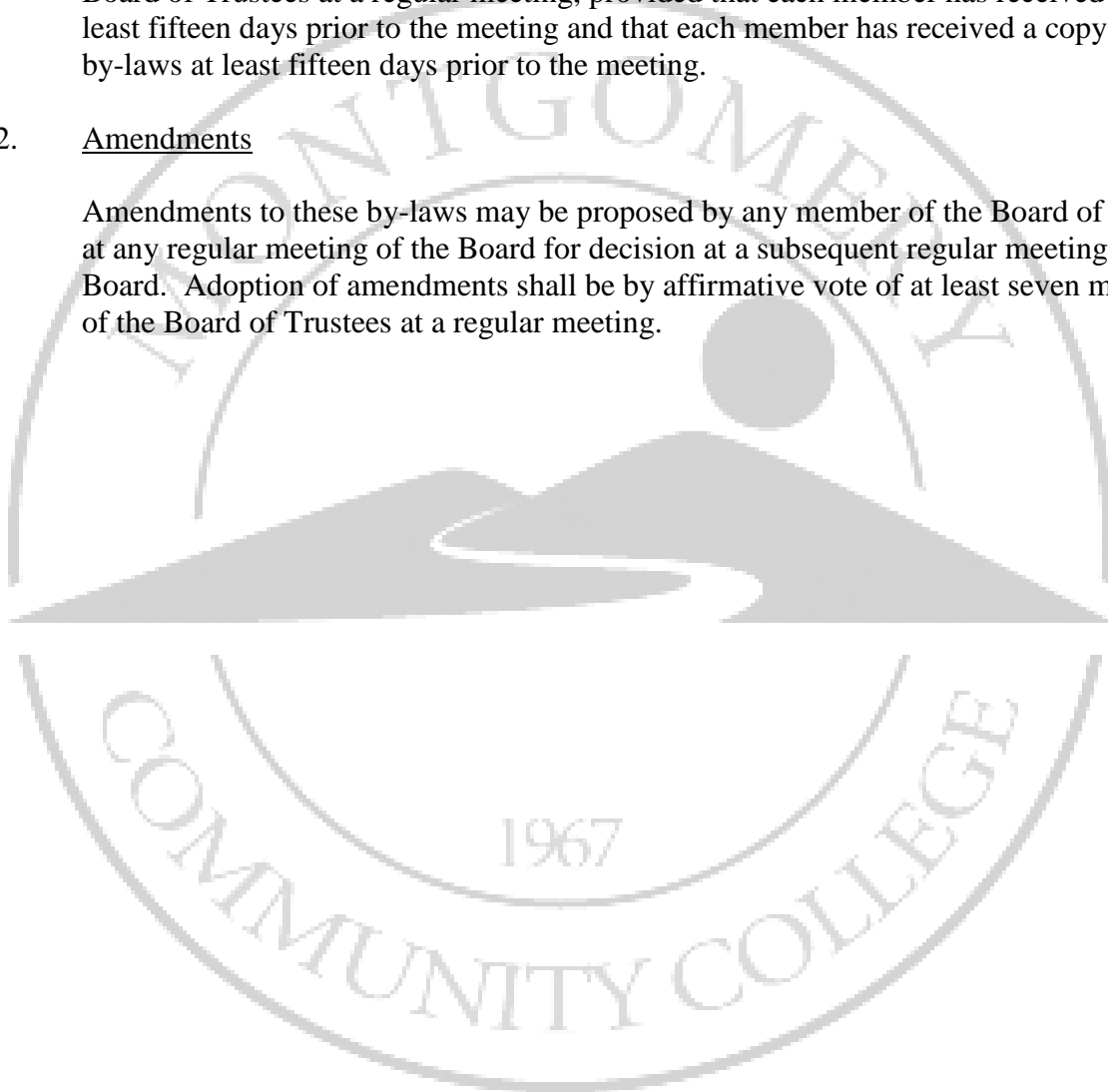
Adoption and Amendment

Section 1. Adoption

Adoption of these by-laws shall be by affirmative vote of at least nine members of the Board of Trustees at a regular meeting, provided that each member has received notice at least fifteen days prior to the meeting and that each member has received a copy of the by-laws at least fifteen days prior to the meeting.

Section 2. Amendments

Amendments to these by-laws may be proposed by any member of the Board of Trustees at any regular meeting of the Board for decision at a subsequent regular meeting of the Board. Adoption of amendments shall be by affirmative vote of at least seven members of the Board of Trustees at a regular meeting.



SGA President's Message



Hello everyone,

This is Cole McQuinn, your MCC SGA President. I genuinely hope you are all doing well and I don't mean that as just staying in and doing your school work, but also staying mentally healthy. I know not being able to go to school and use it as a distraction has forced a lot of us to face our problems head on and these are difficult, stressful times we are facing. I just wanted to say that no matter what issues you're facing right now, you'll get through it and you will be OK! Take this time to get to know yourself personally; work on YOU, make time for your hobbies and grow your natural skills. Also, don't forget the importance of finding healthy coping mechanisms for whatever you're going through. This is a rare time when nothing is in the way of your self-development so use this time wisely. Stay safe everyone!

Best,

Cole

MCC Virtual Spirit Week



Montgomery Community College Virtual Spirit Week Day 2. It's "Picture With Your Pet Day." This is my new pet goose. His name is Pete cause that's what he says all the time . . . "Pete Pete Pete Pete".
#mccspiritweek

**President's Report
May 6, 2020**

Activities since the April Board Meeting

4/8/20	Board of Trustees Meeting by Telephone
4/14/20	Cabinet/Crisis Management Team Meeting (Virtual)
4/16/20	Meeting with the Vice President's (Virtual)
4/20/20	Cabinet/Crisis Management Team Meeting (Virtual)
4/22/20	NC DMVA Montgomery Veterans Virtual Roundtable 2020
4/23/20	Monthly Construction Meeting (Virtual)
4/27/20	Cabinet/Crisis Management Team Meeting (Virtual)
5/4/20	Cabinet/Crisis Management Team Meeting (Virtual)
5/6/20	MCS/MCC Joint meeting
5/6/20	Cabinet/Crisis Management Team Meeting (Virtual)

Upcoming Activities

5/8/20	ERP Executive Steering Committee Monthly Meeting
5/11/20	Cabinet/Crisis Management Team Meeting (Virtual)

Board of Trustees Information

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

Class of 2020
Montgomery Community College

Congratulations!

You have come through the most unique Spring Term in college history. The COVID-19 virus required new skills for the whole college—students, administration, faculty, staff and the Board of Trustees. On-line learning and virtual meetings became the norm. The campus was eerily deserted. Yet the mission to provide education was accomplished. The Board looks forward every year to our May Trustee meeting; graduation follows that meeting each year. When the Board met by telephone on May 6, 2020 we were saddened by the fact that graduation is postponed. You, your family and friends also must feel that disappointment. Until we are able to recognize your accomplishment in person, we offered you sincere appreciation that you met the challenge and achieved your goal.

We celebrate our graduates.

The Board of Trustees
Montgomery Community College



Board of Trustees Calendar of Events
2020-2021

May 6, 2020	7:00 p.m.	Board of Trustees Meeting (Virtual)
May 6, 2020	7:00 p.m.	Graduation
May 8, 2020	1:00 p.m.	SCI Graduation
June 10, 2020	5:30 p.m.	Committee/Board Meeting
June 15-17, 2020		NCACCT Law/Legislative Seminar - Raleigh
July, 2020		No Board Meeting
August 12, 2020	11:30 a.m.	Foundation Board Meeting
August 12, 2020	5:30 p.m.	Committee/Board Meeting
August 26-28, 2020		NCACCT Seminar - Asheville
September 9, 2020	5:30 p.m.	Committee/Board Meeting
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 12, 2020	5:30 p.m.	Committee/Board Meeting