



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 13, 2015 at 7:00 p.m. at the Troy Library. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

In keeping with MCC Board Policy 130.05 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 Board Meeting Minutes – Appendix A - Action

Board Presentation – Billy Adams, Taxidermy

Standing Committees

- * **Budget & Finance Committee**
 - November and December Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**
 - November and December Foundation Fund Statements – **Appendix D**
 - In-Kind Transfer Report – **Appendix E – Action**

- * **Building & Grounds Committee**
 - Facilities Report – **Appendix G**
 - Incident Report – **Appendix H**
 - Request for Transfer of Property from Montgomery County – **Appendix I – Action**

- * **Personnel Committee**
 - Notice of Retirement – Small Business Center Coordinator – **Appendix K**
 - Notice of Resignation – Vice President of Instruction – **Appendix L**

Notice of Termination – Gunsmithing Instructor – **Appendix M**
Recommendation of Employment – Evening Custodian/Maintenance Staff – **Appendix N – Action**
New Position Recommendation – Coordinator of Health and Public Safety Programs - **Appendix O – Action**
Revisions to Salary Plan – **Appendix P – Action**
New Board Policy 206.01 Emeritus Status – **Second Reading – Appendix Q – Action**
Revised Board Policy 328.04 Wellness – **Second Reading – Appendix R – Action**
Revised Board Policy 301.00 Employment, Dismissal and Transfer Policy – **First Reading – Appendix S**
Revised Board Policy – 302.00 Fair Hiring Policy – **First Reading – Appendix T**
Revised Board Policy 315.00 Rates of Pay – **First Reading – Appendix U**
New Board Policy 329.00 Professional Dress and Grooming – **First Reading – Appendix V**
Dress Code Procedure – **Appendix W – Information Only**

- * **Curriculum/Student Services Committee**
 - Update from Vice President of Instruction
 - Curriculum – **Appendix Y**
 - Continuing Education - **Appendix Z**
 - Update from Vice President of Student Services - **Appendix AA**

- * **Legislative/Public Relations Committee**
 - Legislative Update – Dr. Chad Bledsoe
 - 2016 Connect NC Bond – **Appendix AC - Action**
 - Connect NC Training Sessions – **Appendix AD**
 - 2016 Connect NC Bond Resolution – **Appendix AE – Action**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix AF**

- * **Institutional Status Committee**
 - RFP for Legal Services – **Appendix AH – Action**
 - Revisions to By-Laws – **First Reading – Appendix AI**

- * **SGA Report – Stephen Gant, SGA President - Appendix AJ**

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

- * **Chairman’s Report - Claudia Bulthuis**
 - Veteran’s Day Speech – Appendix AL
 - President’s Evaluation
 - Calendar of Events – Appendix AM

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, November 11, 2015

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Phil Absher	Anna Hollers
Claudia Bulthuis	Ronald Kincaid
Gelynda Capel	Gordon Knowles
Paula Covington	Andrea Marshall
Sharon Cupples(via telephone)	Sam Martin
Susan Eggleston	Johnny McKinnon
	Stephen Gant, SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; Cres Stephens, SECU Scholarship recipient; Kaitlin Hallyburton, SECU Scholarship recipient; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed SECU Scholarship recipients, Cres Stephens and Kaitlin Hallyburton; and Jonathan Thill, Dean of Continuing Education.

Mrs. Bulthuis reported that Mary Anderson has announced her retirement. She hopes that there will be some free-lance reporting to cover Montgomery County for the Courier-Tribune.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the Board of Trustee agenda for November 11, 2015. 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 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

Recognition of Continuing Education SECU Scholarship Recipients – Claudia Bulthuis, Chairman

Mrs. Bulthuis reported that two of the five scholarship recipients were able to join the Board this event. She noted that four of the five are women pursuing the healthcare field.

Mrs. Bulthuis introduced Kaitlin Hallyburton who is currently enrolled in the CNA II course. Cres Stephens is currently enrolled in the HVAC program. Mrs. Bulthuis thanked the SECU Foundation for their support of Montgomery Community College.

Approval of October Board Meeting Minutes – Appendix A

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the October Board of Trustees meeting minutes. The motion carried.

Board Presentation – Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison

The October Board presentation was given by Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

STANDING COMMITTEE REPORTS**Budget and Finance Committee – Anna Hollers, Chairman**

The Budget and Finance Committee met earlier this afternoon (see attached minutes – Attachment A) and Mrs. Hollers reported from the committee the following items:

- The committee reviewed the October Local, State, and Institutional Funds Financial Reports and Mrs. Hollers made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the DCC 2-1, 2015-2016 State and Local Budgets and Mrs. Hollers made a motion to approve the DCC 2-1. Coming from committee, this required no second. The motion carried.
- The committee reviewed the Foundation Fund Statements
- The committee heard an update from the Foundation Board meeting held earlier this afternoon.

Building and Grounds Committee – Sam Martin, Chairman

The Building and Grounds Committee met earlier this afternoon (see attached minutes- Attachment B) and Mr. Martin reported from the committee the following items:

- The committee reviewed the Facilities and Incident reports.

- The committee received an update from Dr. Bledsoe regarding the 3-1 report that was approved by the Board last month. Dr. Bledsoe will keep the committee apprised of the status as things move forward.

Personnel Committee – Gelynda Capel, Chairman

The Personnel Committee met earlier this afternoon (see attached minutes – Attachment C) and Mrs. Capel reported from the committee the following items:

- The committee received notice of retirement from the Foundation Director/Grants Writer, Financial Aid Officer, and Maintenance Technician II.
- Mrs. Capel made a motion to approve the recommendation of employment for Mindy Joyner as Biology Instructor. Coming from committee, this required no second. The motion carried.
- Mrs. Capel made a motion to approve the new High School Liaison position. Coming from committee, this required no second. The motion carried.
- Mrs. Capel made a motion to approve the Out of State Travel Request for Dr. Bledsoe to attend the SACSCOC Annual Meeting in Houston, Texas, December 5-8, 2015 and the SHOT Show in Las Vegas, Nevada, January 18-23, 2016. Coming from committee, this required no second. The motion carried.
- The committee reviewed two Board Policies presented for first reading, 206.01 Emeritus Status and 328.04 Wellness.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

The Curriculum/Student Services Committee met earlier this afternoon (see attached minutes – Attachment D) and Mr. Kincaid reported from the committee the following items:

- The committee heard reports from Mr. Gunter regarding Curriculum.
- The committee heard a report from Mrs. Smith regarding Student Services.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

The Legislative/Public Relations Committee met earlier this afternoon (see attached minutes- Attachment E) and Mrs. Marshall reported from the committee the following items:

- The committee received a legislative update from Dr. Bledsoe
- The committee received a Public Relations and Marketing update from Ms. Haywood.

Institutional Status Committee – Johnny McKinnon, Chairman

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and Dr. McKinnon reported from the committee the following items:

- The committee reviewed the 2015 Fact Sheet.

SGA Report – Stephen Gant, SGA President – Appendix X

The Student Government Association report is attached as Appendix X.

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

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

- He noted that the SACS visit he was able to be a part of was very good.
- The NC Committee on Resource Development conference was beneficial.
- There was a meeting with Gardner-Webb University regarding new articulation agreements.
- Dr. Bledsoe and Ms. Roatch were able to meet with Robeson Health Care Center.
- Dr. Bledsoe and Mrs. Haywood will be attending a Crisis Management Communication Workshop tomorrow being hosted by the President's Association.
- The Veterans Day celebration was very nice. Dr. Bledsoe complimented Tammy Owens and Matt Muttarelli for their organization of the event.
- There were positive comments regarding the recommended rule change presented to the State Board of Community Colleges regarding required background checks for gunsmithing students. The current step in the process is an open comment period.

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

Mrs. Bulthuis presented Appendix Z, a calendar of upcoming events.

Mrs. Bulthuis reported on the recent Educational Task Force meeting. The next step will be a report to the three Boards involved, the Montgomery County School Board, MCC Board of Trustees and Montgomery County Commissioners, with a final recommendation.

Mrs. Bulthuis noted how nice the Veterans Day celebration was.

The Board Christmas Dinner will be at the First Bank Conference Room on Main Street on December 9 at 6 p.m. Please bring a guest, a Dirty Santa gift and a covered dish.

Graduation is May 11, 2016.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Martin, to adjourn the meeting at 7:29 p.m. The motion carried.

Claudia Bulthuis, Chairman

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:30 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent**Others Present**

Phil Absher
Gelynda Capel
Paula Covington
Sharon Cupples(via telephone)
Andrea Marshall
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Hollers, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hollers and all committee members were present.

Approval of the October Committee Minutes – Appendix B – Action

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the October Committee minutes. The motion carried.

October Local, State, and Institutional Funds Financial Report – Appendix C – Action

Mrs. McBride reported the following:

- As of October 31, 2015, County fund expenditures were \$234,382, 32% of the total budget.
- Several roof leaks were noticed over the past few weeks. There has been a \$1,500 request to have roof repairs made to the roofs. Flooring will be replaced and painting done in Building 500 over the holiday break, at a cost of approximately \$4,000.
- There are \$45,441 left for Capital Expenditures. This fund continues to build every month.
- As of October 31, 2015, State fund expenditures were \$2,057,476, 28% of the total budget.
- Longevity payments will be requested in December and paid in January.

- As of October 31, 2015, the balance in Institutional Funds was \$843,439.
- As of October 31, 2015, the balance in the STIF account was \$185,677.
- The Textbook Rental balance will be corrected when funds are received from Montgomery County Schools and the MCC Foundation.

On a motion by Mr. Kincaid, seconded by Mr. Knowles, the October Local, State and Institutional Funds Financial Reports were approved. The motion carried.

Approval of the 2-1 – 2015-2016 State and Local Budgets – Appendix D - Action

Mrs. McBride presented Appendix D, the Department of Community Colleges 2-1 report. She reported that the total State budget is \$7,202,805. The total County budget is \$736,080. Total Institutional Funds are \$1,978,981. The total college budget is \$9,917,866.

The College was able to fund a 1% salary increase to all full-time and permanent part-time employees employed as of July 1. The raise will be retroactive back to July 1 and reflected in the November paychecks. Full-time and permanent part-time employees hired before November 1 will receive a \$750 bonus on December 15.

The General Assembly provided community colleges with a compensation reserve fund to help address college concerns about local salaries and challenges with employee recruitment and retention. The college was allotted \$52,000 from this compensation reserve.

Dr. Bledsoe reported that the General Assembly gave specific guidance on how to use the compensation reserve. These funds could be used for merit pay increases, across the board increases, retention or market rate increases or other adjustments deemed necessary by the College. The College agreed to use the funds for a couple different purposes. \$20,000 was used for an across the board raise for all employees. The remaining funds were used to adjust the salary plan. The previous plan had 11 salary levels, the new salary plan has seven. There were employees who were moved to different levels with the new plan and will receive a salary increase at that level.

Ms. Hollers questioned how the salary levels were determined. Dr. Bledsoe noted that the levels are based on the job responsibilities and duties.

Mr. Kincaid asked if the college has a base salary for staff and faculty. Dr. Bledsoe reported that the base for faculty is determined by degree and experience. The staff base salary is divided into seven levels determined by job responsibilities and years of experience.

Mr. Knowles made a motion, seconded by Mrs. Eggleston to approve the DCC 2-1. The motion carried.

October Foundation Fund Statements – Appendix E

Ms. Roatch presented Appendix E, the October Foundation Fund Statements. She reported that the investment account has had a slight rebound over the past month.

Ms. Roatch gave an update from the Foundation Board meeting held earlier today. Two new Foundation Board members were introduced, Bill Hudson and Earl Leake. The 2015 Baby Scholarship was awarded to Ava Cadence Greene. The Board approved the Humanitarian of the Year as Anna and Russ Hollers and Fundraiser of the Year as Gay Roatch. Tammy Owens and Matt Muttarelli did a great job organizing the Veterans Day celebration today. The Foundation will be hosting "A Christmas Memory" performance at the Montgomery County Senior Center November 19 at 11:30 a.m. The Annual Fund Drive Kick off will be February 10 for the Foundation Board and February 1 for the employees. The Golf Tournament will be April 15. The Raffle will be held in late September. The Annual Fund Drive goals will be \$125,000 for donations and \$30,000 for new endowed scholarships.

There being no further business, the meeting adjourned at 5:46 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:46 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
 Claudia Bulthuis, Vice Chairman
 Sharon Cupples (via telephone)
 Anna Hollers
 Ron Kincaid
 Gordon Knowles

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Paula Covington
 Susan Eggleston
 Andrea Marshall
 Johnny McKinnon
 Stephen Gant,
 SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mr. Martin, Chairman, called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present.

Approval of October Committee Minutes – Appendix F – Action

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the minutes from the October committee meeting. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Incident Report – Appendix H

Mrs. McBride presented Appendix H, the Incident Report.

New Business

Dr. Bledsoe reported the college has had some more meetings with the county regarding the construction of the new building. There has been discussion with the county to try to finalize the expected cost of the project. There will be a meeting with Pinnacle Architecture firm next week regarding a site analysis. With these additional meetings, Montgomery County has not signed the

3-1 that was approved by the Board and will not sign the report until a more definite decision is made regarding the cost of the building.

Mr. Martin asked if the college is in danger of not meeting deadlines for the Golden Leaf grant with this delay. Dr. Bledsoe noted his concern over the grant and reported that the college is monitoring the status of the grant and will do its best to meet the requirements of the grant. Currently, there has been no word from Golden Leaf regarding funding concerns.

Dr. Bledsoe reported that the projected cost of the building will be decreased from a \$10 million project to a \$7 million project. With this being the case, the early college may be housed on campus in renovated classroom space.

Mrs. Bulthuis reported that the site assessment will be paid for by the county.

Dr. Bledsoe reported that the 3-1 form that was approved by the Board of Trustees at the September meeting is the first step in the construction process and must be filed with the State Construction Office.

Mr. Martin noted that the College has done what we can do and we are now waiting on others for the project to move forward.

There being no further business, the meeting adjourned at 5:52 p.m.

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:52 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Sharon Cupples, Vice Chairman (via telephone)
Phil Absher
Claudia Bulhuis
Paula Covington
Anna Hollers

Absent**Others Present**

Susan Eggleston
Ron Kincaid
Gordon Knowles
Andrea Marshall
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Capel, Chairman, called the meeting to order.

Committee roll was taken by Chairman Capel and all committee members were present.

Approval of October Committee Minutes – Appendix K – Action

Mrs. Covington made a motion, seconded by Mrs. Hollers, to approve the minutes from the October committee meeting. The motion carried.

Notice of Retirements

Foundation Director/Grants Writer – Appendix J
Financial Aid Officer – Appendix K
Maintenance Technician II – Appendix L

Mrs. Capel presented the retirement notifications from Gay Roatch, Foundation Director/Grants Writer; Kathy Kennedy, Financial Aid Officer; and Roger McIntyre, Maintenance Technician II.

Recommendation of Employment – Biology Instructor – Appendix M – Action

Mrs. Capel presented the recommendation of employment of Dr. Mindy Joyner as Biology Instructor. Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the recommendation of employment of Mindy Joyner as Biology Instructor. The motion carried.

New Position Recommendation – Appendix N – Action

Mrs. Capel presented Appendix N, the recommendation for a new position for a High School Liaison.

Mrs. Hollers made a motion, seconded by Mr. Absher, to approve the High School Liaison as a new position. During discussion, Mrs. Hollers expressed her pleasure with the addition of this new position. Dr. Bledsoe reported that this position will work to develop a relationship with the two public high schools to promote Montgomery Community College. The position will oversee the Career and College Promise program and eventually be the liaison for the Early College. Following discussion, the motion carried.

Out of State Travel Request –

Dr. Chad Bledsoe to attend SACSCOC Annual Meeting, Houston, Texas, December 5-8, 2015 – Action

Dr. Chad Bledsoe to attend the SHOT Show, Las Vegas, NV, January 18-23, 2016- Action

Mrs. Covington made a motion, seconded by Mrs. Hollers, to approve the Out of State Travel Request for Dr. Bledsoe to attend the SACSCOC Annual Meeting in Houston, Texas, December 5-8, 2015 and the SHOT Show in Las Vegas, Nevada, January 18-23, 2016. The motion carried.

206.01 Emeritus Status – First Reading – Appendix O

Mrs. Capel presented Appendix O, new Board Policy 206.01 Emeritus Status for a first reading.

Mrs. Bulthuis reported that with several people who have given so much to the college this award would be a nice way to recognize them for their efforts. She noted that this is also in preparation for the college's 50th anniversary.

Revised Board Policy 328.04 Wellness - First Reading - Appendix P

Mrs. Capel presented Appendix P, revised Board Policy 328.04 Wellness for a first reading.

There being no further business, the meeting adjourned at 5:57 p.m.

Attachment D**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:57 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples (via telephone)
Andrea Marshall

Absent**Others Present**

Gelynda Capel
Paula Covington
Susan Eggleston
Anna Hollers
Gordon Knowles
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mr. Kincaid, Chairman, called the meeting to order.

Committee roll was taken by Chairman Kincaid and all committee members were present.

Approval of October Committee Minutes – Appendix Q – Action

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the October Committee minutes. The motion carried.

Update from Vice President of Instruction – Randy Gunter – Appendix R

Mr. Gunter gave an update on instructional activities as presented in Appendix R.

Update from Vice President of Student Services – Appendix S

Mrs. Smith gave an update on student services activities as presented in Appendix S.

There being no further business, Mrs. Marshall made a motion, seconded by Mr. Absher, to adjourn the meeting at 6:05 p.m. The motion carried.

Attachment E**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 6:05 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent**Others Present**

Phil Absher
Sharon Cupples(via telephonte)
Susan Eggleston
Anna Hollers
Ron Kincaid
Gordon Knowles
Sam Martin
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Marshall, Chairman, called the meeting to order.

Committee roll was taken by Chairman Marshall and all committee members were present.

Approval of October Committee Minutes – Appendix R – Action

Mrs. Marshall reported that there is a correction to the minutes. In the sentence, “Dr. Bledsoe presented Appendix U, the Bond Proposal. If approved the college would receive over \$6 million for new construction.” The word “new” will be deleted.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the corrected October Committee minutes. The motion carried. The corrected minutes will be presented to the full Board.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported since the budget has been received there is no legislative action at this time. In January, preparation will begin for the 2016-2017 budget cycle.

Public Relations/Marketing Update – Michele Haywood – Appendix U

Mrs. Haywood presented Appendix U, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:11 p.m.

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 6:11 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
Sam Martin

Absent**Others Present**

Gelynda Capel
Paula Covington
Sharon Cupples(via telephone)
Anna Hollers
Ron Kincaid
Gordon Knowles
Andrea Marshall
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Dr. McKinnon, Chairman, called the meeting to order.

Committee roll was taken by Chairman McKinnon and all committee members were present.

Approval of October Committee Minutes – Appendix V – Action

Mrs. Eggleston made a motion, seconded by Mr. Absher, to approve the October Committee minutes. The motion carried.

2015 Fact Book – Appendix W (The full 2015 Fact Book is available for viewing at www.montgomery.edu)

Dr. McKinnon presented Appendix W, the 2015 Fact Book and distributed the 2015 Fact Sheet.

Mrs. Holton reported that the Fact Book is a compilation of various statistics about enrollment and the college population.

There being no further business, the meeting adjourned at 6:13 p.m.

Budget & Finance Committee
Wednesday, January 13, 2016
5:30 p.m.

Committee Members

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Agenda Items

- ❖ **Call to Order - Anna Hollers, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix B – Action**
- ❖ **November and December Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **November and December Foundation Fund Statements – Appendix D**
- ❖ **In-Kind Transfer Report – Appendix E – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:30 p.m. in the College Boardroom.

Present

Anna Hollers, Chairman
Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent**Others Present**

Phil Absher
Gelynda Capel
Paula Covington
Sharon Cupples(via telephone)
Andrea Marshall
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Hollers, Chairman, called the meeting to order.

Committee roll was taken by Chairman Hollers and all committee members were present.

Approval of the October Committee Minutes – Appendix B – Action

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the October Committee minutes. The motion carried.

October Local, State, and Institutional Funds Financial Report – Appendix C – Action

Mrs. McBride reported the following:

- As of October 31, 2015, County fund expenditures were \$234,382, 32% of the total budget.
- Several roof leaks were noticed over the past few weeks. There has been a \$1,500 request to have roof repairs made to the roofs. Flooring will be replaced and painting done in Building 500 over the holiday break, at a cost of approximately \$4,000.
- There are \$45,441 left for Capital Expenditures. This fund continues to build every month.
- As of October 31, 2015, State fund expenditures were \$2,057,476, 28% of the total budget.
- Longevity payments will be requested in December and paid in January.

- As of October 31, 2015, the balance in Institutional Funds was \$843,439.
- As of October 31, 2015, the balance in the STIF account was \$185,677.
- The Textbook Rental balance will be corrected when funds are received from Montgomery County Schools and the MCC Foundation.

On a motion by Mr. Kincaid, seconded by Mr. Knowles, the October Local, State and Institutional Funds Financial Reports were approved. The motion carried.

Approval of the 2-1 – 2015-2016 State and Local Budgets – Appendix D - Action

Mrs. McBride presented Appendix D, the Department of Community Colleges 2-1 report. She reported that the total State budget is \$7,202,805. The total County budget is \$736,080. Total Institutional Funds are \$1,978,981. The total college budget is \$9,917,866.

The College was able to fund a 1% salary increase to all full-time and permanent part-time employees employed as of July 1. The raise will be retroactive back to July 1 and reflected in the November paychecks. Full-time and permanent part-time employees hired before November 1 will receive a \$750 bonus on December 15.

The General Assembly provided community colleges with a compensation reserve fund to help address college concerns about local salaries and challenges with employee recruitment and retention. The college was allotted \$52,000 from this compensation reserve.

Dr. Bledsoe reported that the General Assembly gave specific guidance on how to use the compensation reserve. These funds could be used for merit pay increases, across the board increases, retention or market rate increases or other adjustments deemed necessary by the College. The College agreed to use the funds for a couple different purposes. \$20,000 was used for an across the board raise for all employees. The remaining funds were used to adjust the salary plan. The previous plan had 11 salary levels, the new salary plan has seven. There were employees who were moved to different levels with the new plan and will receive a salary increase at that level.

Ms. Hollers questioned how the salary levels were determined. Dr. Bledsoe noted that the levels are based on the job responsibilities and duties.

Mr. Kincaid asked if the college has a base salary for staff and faculty. Dr. Bledsoe reported that the base for faculty is determined by degree and experience. The staff base salary is divided into seven levels determined by job responsibilities and years of experience.

Mr. Knowles made a motion, seconded by Mrs. Eggleston to approve the DCC 2-1. The motion carried.

October Foundation Fund Statements – Appendix E

Ms. Roatch presented Appendix E, the October Foundation Fund Statements. She reported that the investment account has had a slight rebound over the past month.

Ms. Roatch gave an update from the Foundation Board meeting held earlier today. Two new Foundation Board members were introduced, Bill Hudson and Earl Leake. The 2015 Baby Scholarship was awarded to Ava Cadence Greene. The Board approved the Humanitarian of the Year as Anna and Russ Hollers and Fundraiser of the Year as Gay Roatch. Tammy Owens and Matt Muttarelli did a great job organizing the Veterans Day celebration today. The Foundation will be hosting "A Christmas Memory" performance at the Montgomery County Senior Center November 19 at 11:30 a.m. The Annual Fund Drive Kick off will be February 10 for the Foundation Board and February 1 for the employees. The Golf Tournament will be April 15. The Raffle will be held in late September. The Annual Fund Drive goals will be \$125,000 for donations and \$30,000 for new endowed scholarships.

There being no further business, the meeting adjourned at 5:46 p.m.

**Montgomery Community College
County Funds - Board Report for November 2015**

County Funds - NOVEMBER 2015		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	2,500	3,500	42%
514000	FT Svc/Maint/Skilled Craft	158,020	16,815	65,810	92,210	42%
514050	Supvr Svc/Maint/Skilled Craft	78,644	6,680	32,140	46,504	41%
518100	Social Security	18,527	1,792	7,630	10,897	41%
518200	Retirement	35,338	3,613	15,331	20,007	43%
518300	Medical Insurance	44,005	3,576	17,094	26,911	39%
518700	Longevity Payments	3,019	91	2,535	484	84%
519090	Waste Removal/Recycling	13,000	2,975	8,004	4,996	62%
519120	Lawns and Grounds Service	2,000	-	1,200	800	60%
519110	Pest Control Svcs Agreement	850	-	250	600	29%
521000	Custodial Supplies	13,300	1,291	5,522	7,778	42%
522000	Maintenance Supplies	13,000	2,560	6,690	6,310	51%
524000	Repair Supplies	10,000	1,198	4,541	5,459	45%
525000	Gas/Travel/Reimbursement	1,000	(245)	537	463	54%
531500	Regisistration Fees	500	-	-	500	0%
532200	Telephone	17,300	6,310	10,409	6,891	60%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	50,000	-	1,112	48,889	2%
533200	Water	7,500	-	5,353	2,147	71%
533300	Electricity	185,000	14,817	95,785	89,215	52%
533400	Garbage/Sewage Disposal	5,000	508	2,422	2,578	48%
535100	Equipment Repair	3,000	-	959	2,041	32%
535200	Repairs to Facilities	19,896	-	4,818	15,078	24%
535201	Repairs to Grounds-Supplies	2,000	-	240	1,760	12%
535400	Service Contracts	11,438	276	4,425	7,013	39%
539200	PR-President's Office	500	-	164	336	33%
539500	Other Current Expense	2,367	-	545	1,822	23%
543000	Lease/Rental Other Equipment	666	70	174	492	
545000	Property Insurance	13,900	-	-	13,900	0%
545100	Motor Vehicle Insurance	2,300	-	(25)	2,325	-1%
545200	Liability Insurance	3,000	-	(44)	3,044	-1%
545201	Workers Comp	11,000	-	-	11,000	0%
545301	Life Insurance	1,820	178	876	944	48%
546100	Membership & Dues	1,800	-	-	1,800	0%
Total Current Expense		736,080	63,004	297,386	438,694	40%

**Montgomery Community College
County Funds - Board Report for November 2015**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's September 2015 Report	\$ 245,005
Less: 2012-13 Projects Renovation of Old Bookstore to Testing Center	(11,537)
Less: 2013-14 Projects Firing Range Upgrade	(8,820)
Flooring Upgrades - Carpet Tiles (installed by staff)	(8,705)
Sidewalk Upgrades	(5,060)
Parking Lot Resurfacing (Bldg 200 East)	(29,118)
Flooring Upgrades - VCT Tiles (installed by outside vendor)	(2,179)
Less: 2015-16 Projects Multi-purpose Room Project	<u>(301,942)</u>
Sub-total Life-to-date Revenues less Submitted Projects	(122,356)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	<u>100,000</u>
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11-30-15	<u>\$ 52,644</u>

Montgomery Community College
State Funds - Board Report for November 2015

State Funds - NOVEMBER 2015	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	136,961	11,351	56,755	80,206	41%
511200 FT Senior Administrator	225,090	21,442	92,850	132,240	41%
511300 FT Professional Staff	996,266	82,322	393,342	602,924	39%
511310 PT Professional Staff	147,861	4,452	27,288	120,573	18%
512000 FT Support	93,882	7,944	38,180	55,702	41%
512010 PT Support	15,400	1,346	5,155	10,245	33%
512040 30 Hour Support	27,203	2,412	11,100	16,103	41%
513000 FT Faculty	1,827,128	160,621	716,827	1,110,301	39%
513010 PT Faculty	935,264	91,476	317,265	618,000	34%
513030 PT Teaching Assistant	1,500	-	-	1,500	0%
513040 30 Hour Faculty	118,955	9,694	45,299	73,656	38%
515000 FT Technical/Paraprofessional	340,397	29,639	138,611	201,787	41%
515010 PT Technical/Paraprofessional	63,413	3,735	24,497	38,916	39%
516020 Student Salaries - Inst	2,700	720	720	1,980	27%
518100 Social Security	374,448	31,713	137,354	237,094	37%
518200 Retirement	573,820	52,785	238,264	335,556	42%
518300 Medical Insurance	434,370	35,725	172,925	261,445	40%
518500 Unemployment Compensation	10,233	10,233	10,233	-	100%
1 518700 Longevity Payments	1,986	8,617	31,628	(29,642)	
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	8,991	1,036	3,704	5,287	41%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	55,971	2,100	23,101	32,871	41%
519700 Personal Service - 3rd Party	3,180	-	-	3,180	0%
523XXX Copies & Instructional Supplies	181,602	5,406	42,329	139,273	23%
527000 Other Supplies	55,985	1,627	4,441	51,544	8%
531110 In-State Ground Transportation	15,961	1,990	5,157	10,805	32%
531130 In-State Other Transportation	200	-	-	200	0%
531140 In-State Lodging	15,786	1,813	4,619	11,167	29%
531150 In-State Meals	4,369	238	720	3,649	16%
531210 Out-of-State Ground Transportation	2,254	11	549	1,705	24%
531220 Out-of-State Air Transportation	6,004	-	3,827	2,177	64%
531240 Out-of-State Lodging	7,071	-	1,092	5,979	15%
531250 Out-of-State Meals	2,339	162	245	2,094	10%
531410 Board/Non-emp Transportation	3,168	-	1,949	1,219	62%
531500 Registration Fees	20,925	710	6,952	13,973	33%
532100 Postage	13,500	1,873	2,943	10,557	22%
535100 Equipment Repair	33,587	1,291	3,952	29,635	12%
535400 Service Contracts	1,332	-	(553)	1,885	-42%
535430 Maint Agreement-Equipment	6,744	-	1,862	4,882	28%
535450 Maint Agreement-NonWAN - Curr	22,579	2,125	12,290	10,289	54%
535470 Maint Agreement-NonWAN - ConEd	1,209	-	(553)	1,762	-46%
535494 Maint. Agree.-Server Sf	8,000	-	-	8,000	0%
535495 Maint. Agree.-Server	4,000	-	-	4,000	0%
537000 Advertising	50,792	6,152	13,846	36,946	27%
537100 Advertise Vacant Positions	17,000	1,110	4,410	12,590	26%

**Montgomery Community College
State Funds - Board Report for November 2015**

State Funds - NOVEMBER 2015	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
539400 Magazine/Newspaper Subscriptions	3,591	2,732	2,986	605	83%
539500 Other Current Expense	1,135	-	60	1,075	5%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,698	1,618	3,168	19,530	14%
544010 Software License Renewal	95,348	6,906	45,595	49,753	48%
544020 Laptop Application Software	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,375	-	912	1,463	38%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	17,856	-	3,096	14,760	17%
546200 Accreditation Expense	1,200	-	1,200	-	100%
548000 NEIT	322	-	-	322	0%
555100 Minor Equip Low Risk < \$5K	3,510	-	3,510	(0)	100%
2 555200 Minor Equip High Risk < \$5K	-	(4,922)	(4,922)	4,922	
Total Current Expense	7,036,943	600,205	2,654,860	4,382,083	38%
551000 Office Equipment	42,407	-	-	42,407	0%
553000 Educational Equipment	267,338	7,830	7,830	259,508	3%
555100 Minor Equipment Low Risk	15,594	-	(182)	15,776	-1%
555200 Minor Equipment High Risk	2,407	-	2,408	(1)	100%
556100 Books	25,000	20	616	24,384	2%
Total Capital Expense	352,746	7,850	10,671	342,075	3%
Total Expenses	7,389,689	608,055	2,665,531	4,724,158	36%

Montgomery Community College
Institutional Funds - Board Report for November 2015

Institutional Funds - NOVEMBER 2015	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	-	-	-	-	128
01-128 Veterans Reporting Fee	-	-	-	-	69
01-132 Overhead Receipts 75%	119	346	582	1,118	20,002
01-133 Current General & Misc	-	-	25	249	6,293
01-134 Admin Support	1,156	1,156	4,840	4,840	-
01-135 Overhead Receipts 25%	39	-	193	-	5,795
01-142 Textbook Rental - CCP	6,475	-	6,900	8,037	44
01-222 Forestry Program	1	-	4	300	23,873
01-291 Specific Fees: Medical Asst.	15	-	156	-	2,192
01-291 Specific Fees: Electronics	75	-	275	-	1,300
01-291 Specific Fees: Gunsmithing	1	-	5,100	-	39,160
01-291 Specific Fees: Pottery	656	482	2,890	2,332	41,237
01-291 Specific Fees: Taxidermy	50	-	300	-	13,962
01-291 Specific Fees - LP	200	-	2,550	-	6,316
01-291 Specific Fees: Dental	78	-	1,125	-	3,765
01-291 Specific Fees: NET/TEAS	1,008	-	2,256	4,000	2,138
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	-	-	517
01-315 Self Supporting	1,571	3,056	15,620	10,467	30,792
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	22	390	393	1,477
01-363 Small Business Center	-	-	496	193	8,771
01-391 Specific Fees: Occ. Ext	106	-	755	3,548	14,651
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	913	2,907	3,106	14,370	13,131
01-715 Vending	523	523	3,689	3,689	-
01-810 Temp Loan	-	-	-	-	(92)
02-131 College Work Study	3,302	3,302	7,185	7,185	-
02-228 Self Supp. Curriculum	51	169	3,615	11,459	27,979
02-229 Distance Learning	5	-	27	-	-
02-292 Tech Fee-Curr	612	1,131	9,754	5,575	90,454
1 02-383 Fire Training Center Grant	-	4,770	6,631	14,223	(710)
02-392 Tech Fee: Con Ed	(40)	-	235	-	1,953
2 02-429 Vo-Ed PT Curriculum Support	-	773	-	3,765	(3,765)
3 02-511 Voc-Ed Counseling	-	1,228	-	5,909	(5,909)
02-821 Dept. of Ed. Drawdowns	-	-	-	-	2,513
02-823 FSEOG	-	-	7,875	7,875	-
4 02-824 Pell Grant	15,437	14,878	544,570	544,570	(2,513)
02-831 Education Lottery Scholarships	725	725	16,750	16,750	-
02-833 Golden LEAF	-	5,250	6,034	5,250	784
02-835 NC Community College Grant	387	387	25,369	24,429	940
02-836 High Demand/Low Enrollment	-	-	1,078	1,078	-
02-837 MCC Foundation Scholarships	-	-	83,079	82,579	500
02-839 Less Than Half-time	-	-	1,485	210	1,275
02-841 MCC Club Scholarships	-	-	500	500	-
02-842 SGA President Scholarships	-	-	750	750	-
02-845 SECU Scholarships	-	-	3,750	3,750	-

Montgomery Community College
Institutional Funds - Board Report for November 2015

Institutional Funds - NOVEMBER 2015	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-227 Daycare Center	-	-	-	-	118
05-715 Vending	926	1,333	2,868	7,410	19,148
05-716 Bookstore Vending	2	893	9,183	4,362	52,596
05-720 Bookstore	32	-	154	-	-
05-721 General Store	2,061	912	17,659	19,994	4,246
05-730 Campus Food Service	1,680	1,680	1,680	1,680	-
05-740 Parking Fee	134	-	2,243	-	26,924
05-770 Student Government Association	889	193	15,424	2,886	23,141
05-771 Graduation Fund	40	-	200	-	3,987
05-774 Student Ambassador	102	-	1,738	166	25,605
07-942 Duke Energy Grant	-	-	-	-	250,000
09-772 Club Accounts	-	-	-	-	99,755
5 09-773 Bookstore Agency Fund	-	-	-	-	(6,949)
6 09-775 Funds Held for Others	-	-	-	-	(2,608)
09-776 Restricted Scholarships Held	-	-	-	-	2,461
Total Institutional Funds: First Bank	39,332	46,115	821,086	825,888	852,947

STIF Account as of 11/30/15

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	23	110	41,932	42,042
02-229 Distance Learning	5	27	10,137	10,163
02-292 Technology Fees	40	195	74,451	74,646
05-720 Bookstore	32	154	58,771	58,925
Total Institutional Funds: State Treasury	100	486	185,291	185,777

NOTES:

- 1 Fire Training Grant - To be Reimbursed by NC Forest Service (Raleigh)
- 2 Randolph Community College (PERKINS)
- 3 Randolph Community College (PERKINS)
- 4 To be Reimbursed by DOE (PELL)
- 5 Financial Aid Charges for Books
- 6 Ameriflex Charges for Employees

**Montgomery Community College
County Funds - Board Report for December 2015**

County Funds - DECEMBER 2015		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101	Car Allowance	6,000	500	3,000	3,000	50%
514000	FT Svc/Maint/Skilled Craft	158,020	15,075	80,885	77,135	51%
514050	Supvr Svc/Maint/Skilled Craft	78,644	7,882	40,022	38,622	51%
518100	Social Security	18,527	1,752	9,382	9,145	51%
518200	Retirement	35,338	2,667	17,998	17,340	51%
518300	Medical Insurance	44,005	3,161	20,255	23,750	46%
518700	Longevity Payments	3,019	-	2,535	484	84%
519090	Waste Removal/Recycling	13,000	1,151	9,155	3,845	70%
519120	Lawns and Grounds Service	2,000	-	1,200	800	60%
519110	Pest Control Svcs Agreement	850	-	250	600	29%
521000	Custodial Supplies	13,300	387	5,909	7,391	44%
522000	Maintenance Supplies	13,000	283	6,973	6,027	54%
524000	Repair Supplies	10,000	46	4,587	5,413	46%
525000	Gas/Travel/Reimbursement	1,000	(117)	420	580	42%
531500	Regisistration Fees	500	-	-	500	0%
532200	Telephone	17,300	535	10,944	6,356	63%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	50,000	140	1,252	48,748	3%
533200	Water	7,500	628	5,981	1,519	80%
533300	Electricity	185,000	13,468	109,253	75,747	59%
533400	Garbage/Sewage Disposal	5,000	508	2,929	2,071	59%
535100	Equipment Repair	3,000	-	959	2,041	32%
535200	Repairs to Facilities	19,896	-	4,818	15,078	24%
535201	Repairs to Grounds-Supplies	2,000	-	240	1,760	12%
535400	Service Contracts	11,438	526	4,950	6,488	43%
539200	PR-President's Office	500	-	164	336	33%
539500	Other Current Expense	2,367	-	545	1,822	23%
543000	Lease/Rental Other Equipment	666	70	245	421	37%
545000	Property Insurance	13,900	-	-	13,900	0%
545100	Motor Vehicle Insurance	2,300	-	(25)	2,325	-1%
545200	Liability Insurance	3,000	-	(44)	3,044	-1%
545201	Workers Comp	11,000	-	-	11,000	0%
545301	Life Insurance	1,820	178	1,054	766	58%
546100	Membership & Dues	1,800	-	-	1,800	0%
Total Current Expense		736,080	48,839	346,225	389,855	47%

**Montgomery Community College
County Funds - Board Report for December 2015**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's October 2015 Report	\$ 250,785
Less: 2012-13 Projects Renovation of Old Bookstore to Testing Center	(11,537)
Less: 2013-14 Projects Firing Range Upgrade	(8,820)
Flooring Upgrades - Carpet Tiles (installed by staff)	(8,705)
Sidewalk Upgrades	(5,060)
Parking Lot Resurfacing (Bldg 200 East)	(29,118)
Flooring Upgrades - VCT Tiles (installed by outside vendor)	(2,179)
Less: 2015-16 Projects Multi-purpose Room Project	<u>(301,942)</u>
Sub-total Life-to-date Revenues less Submitted Projects	(116,576)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	<u>100,000</u>
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12-31-15	<u><u>\$ 58,424</u></u>

**Montgomery Community College
State Funds - Board Report for December 2015**

State Funds - DECEMBER 2015		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100	President	136,961	12,101	68,856	68,105	50%
511200	FT Senior Administrator	225,090	20,820	113,670	111,420	50%
511300	FT Professional Staff	996,525	97,672	491,013	505,512	49%
511310	PT Professional Staff	124,309	5,033	32,321	91,988	26%
512000	FT Support	93,882	9,886	48,066	45,816	51%
512010	PT Support	15,400	1,116	6,270	9,130	41%
512040	30 Hour Support	27,203	2,783	13,883	13,321	51%
513000	FT Faculty	1,827,128	192,968	909,795	917,333	50%
513010	PT Faculty	934,110	75,601	392,866	541,244	42%
513030	PT Teaching Assistant	1,500	520	520	980	35%
513040	30 Hour Faculty	118,955	11,475	56,774	62,181	48%
515000	FT Technical/Paraprofessional	340,397	35,785	174,396	166,002	51%
515010	PT Technical/Paraprofessional	65,413	3,373	27,869	37,544	43%
516020	Student Salaries - Inst	2,700	-	720	1,980	27%
518100	Social Security	374,563	34,116	171,471	203,092	46%
518200	Retirement	573,820	50,278	288,542	285,278	50%
518300	Medical Insurance	434,370	34,656	207,581	226,789	48%
518500	Unemployment Compensation	23,093	12,860	23,093	(0)	100%
1 518700	Longevity Payments	1,986	5,706	37,334	(35,348)	
519000	Legal Services	158	158	158	1	100%
519010	Financial/Audit Service	4,082	-	4,082	-	100%
519040	Administrative Services	8,991	-	3,704	5,287	41%
519142	LAN Support Services	4,500	-	-	4,500	0%
519400	Contracted Instruction	55,863	3,700	26,801	29,063	48%
519700	Personal Service - 3rd Party	3,138	2,592	2,592	546	83%
523XXX	Copies & Instructional Supplies	188,158	6,911	49,240	138,918	26%
527000	Other Supplies	56,093	17,732	22,174	33,919	40%
531110	In-State Ground Transportation	16,311	838	5,995	10,316	37%
531130	In-State Other Transportation	200	-	-	200	0%
531140	In-State Lodging	15,826	1,148	5,767	10,059	36%
531150	In-State Meals	4,269	135	855	3,415	20%
531210	Out-of-State Ground Transportation	2,254	22	571	1,683	25%
531220	Out-of-State Air Transportation	6,004	-	3,827	2,177	64%
531240	Out-of-State Lodging	7,271	894	1,985	5,286	27%
531250	Out-of-State Meals	2,339	185	430	1,909	18%
531410	Board/Non-emp Transportation	3,168	-	1,949	1,219	62%
531500	Registration Fees	21,295	1,350	8,302	12,993	39%
532100	Postage	13,500	1,989	4,932	8,568	37%
535100	Equipment Repair	33,587	112	4,064	29,523	12%
535400	Service Contracts	1,332	-	(553)	1,885	-42%
535430	Maint Agreement-Equipment	6,744	-	1,862	4,882	28%
535450	Maint Agreement-NonWAN - Curr	22,579	6,469	18,759	3,820	83%
535470	Maint Agreement-NonWAN - ConEd	1,209	-	(553)	1,762	-46%
535494	Maint. Agree.-Server Sf	8,000	-	-	8,000	0%
535495	Maint. Agree.-Server	4,000	-	-	4,000	0%
537000	Advertising	50,792	2,515	16,360	34,432	32%

Montgomery Community College
State Funds - Board Report for December 2015

State Funds - DECEMBER 2015	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
537100 Advertise Vacant Positions	17,000	1,913	6,323	10,677	37%
539400 Magazine/Newspaper Subscriptions	3,591	337	3,324	267	93%
539500 Other Current Expense	1,135	-	60	1,075	5%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,698	2,052	5,220	17,478	23%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	96,398	9,796	55,392	41,006	57%
544020 Laptop Application Software	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,375	-	912	1,463	38%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	17,856	541	3,637	14,219	20%
546200 Accreditation Expense	1,200	-	1,200	-	100%
548000 NEIT	63	-	-	63	0%
555100 Minor Equip Low Risk <\$5K	3,510	-	3,510	(0)	100%
555200 Minor Equip High Risk <\$5K	754	5,676	754	(0)	100%
Total Current Expense	7,036,943	673,813	3,328,673	3,708,270	47%
551000 Office Equipment	42,407	-	-	42,407	0%
553000 Educational Equipment	265,453	-	7,830	257,623	3%
555100 Minor Equipment Low Risk	17,479	13,274	13,092	4,387	75%
555200 Minor Equipment High Risk	2,407	-	2,408	(1)	100%
556100 Books	25,000	126	742	24,258	3%
Total Capital Expense	352,746	13,400	24,071	328,675	7%
Total Expenses	7,389,689	687,213	3,352,744	4,036,945	45%

1 Formula funds for Longevity to be allocated by January 2016.

Montgomery Community College
Institutional Funds - Board Report for December 2015

Institutional Funds - DECEMBER 2015	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	-	-	-	-	128
01-128 Veterans Reporting Fee	-	-	-	-	69
01-132 Overhead Receipts 75%	89	56	671	1,175	20,035
01-133 Current General & Misc	25	111	50	361	18,351
01-134 Admin Support	56	56	4,896	4,896	-
01-135 Overhead Receipts 25%	29	-	222	-	5,825
01-142 Textbook Rental - CCP	7,875	-	14,775	8,037	7,919
01-222 Forestry Program	1	-	5	300	23,874
01-291 Specific Fees: Medical Asst.	-	-	156	-	2,192
01-291 Specific Fees: Electronics	-	-	275	-	1,300
01-291 Specific Fees: Gunsmithing	1	-	5,101	-	39,161
01-291 Specific Fees: Pottery	1,656	103	4,546	2,435	42,790
01-291 Specific Fees: Taxidermy	25	-	325	-	13,987
01-291 Specific Fees - LP	150	-	2,700	-	6,466
01-291 Specific Fees: Dental	260	-	1,385	-	4,025
01-291 Specific Fees: NET/TEAS	1,296	-	3,552	4,000	3,434
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	-	-	517
01-315 Self Supporting	14,925	2,291	30,545	12,758	43,425
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	390	393	1,477
01-363 Small Business Center	-	-	496	193	8,771
01-391 Specific Fees: Occ. Ext	6,846	106	7,601	3,654	21,391
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	277	1,059	3,382	15,428	12,322
01-715 Vending	303	303	3,992	3,992	-
01-810 Temp Loan	-	-	-	-	(92)
02-131 College Work Study	2,469	2,469	9,654	9,654	-
02-228 Self Supp. Curriculum	51	36	3,666	11,495	27,994
02-229 Distance Learning	6	-	33	-	-
02-292 Tech Fee-Curr	722	503	10,476	6,078	90,625
02-383 Fire Training Center Grant	9,014	3,918	15,645	18,141	4,385
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
1 02-429 Vo-Ed PT Curriculum Support	-	948	-	4,713	(4,713)
2 02-511 Voc-Ed Counseling	-	1,379	-	7,288	(7,288)
02-821 Dept. of Ed. Drawdowns	-	-	-	-	-
02-823 FSEOG	-	-	7,875	7,875	-
02-824 Pell Grant	24,596	24,596	569,166	569,166	-
02-831 Education Lottery Scholarships	-	-	16,750	16,750	-
02-833 Golden LEAF	-	-	6,034	5,250	784
02-835 NC Community College Grant	1,000	1,000	26,369	25,429	940
02-836 High Demand/Low Enrollment	-	-	1,078	1,078	-
02-837 MCC Foundation Scholarships	-	500	83,079	83,079	-
02-839 Less Than Half-time	-	-	1,485	210	1,275
02-841 MCC Club Scholarships	-	-	500	500	-
02-842 SGA President Scholarships	-	-	750	750	-
02-845 SECU Scholarships	-	-	3,750	3,750	-

Montgomery Community College
Institutional Funds - Board Report for December 2015

Institutional Funds - DECEMBER 2015	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-227 Daycare Center	-	-	-	-	118
05-715 Vending	468	303	3,335	7,713	19,312
05-716 Bookstore Vending	2	1,074	9,185	5,436	51,524
05-720 Bookstore	37	-	191	-	-
05-721 General Store	2,207	1,318	19,867	21,312	5,174
05-730 Campus Food Service	-	-	1,680	1,680	-
05-740 Parking Fee	166	-	2,408	-	27,090
05-770 Student Government Association	1,135	4,350	16,558	7,236	19,860
05-771 Graduation Fund	120	-	320	-	4,107
05-774 Student Ambassador	127	-	1,865	166	25,732
07-942 Duke Energy Grant	-	223,515	-	223,515	26,485
09-772 Club Accounts	-	-	-	-	95,607
3 09-773 Bookstore Agency Fund	-	-	-	-	(5,916)
4 09-775 Funds Held for Others	-	-	-	-	(4,190)
09-776 Restricted Scholarships Held	-	-	-	-	2,461
Total Institutional Funds: First Bank	75,933	269,997	897,019	1,095,885	666,187

STIF Account as of 12/31/15

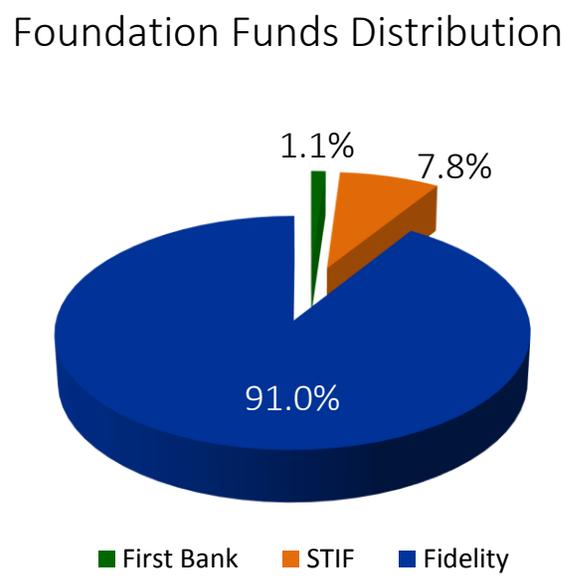
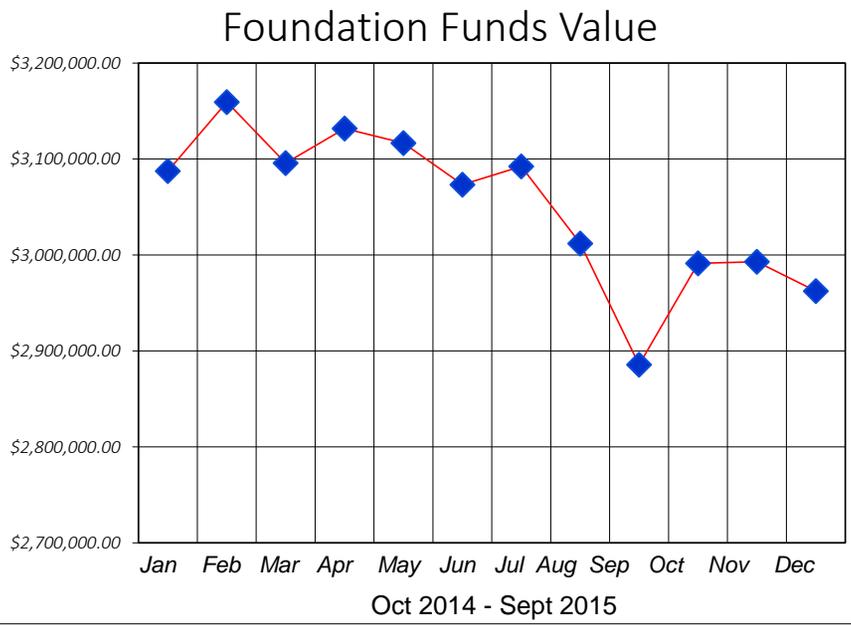
	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	27	136	41,932	42,069
02-229 Distance Learning	6	33	10,137	10,170
02-292 Technology Fees	47	242	74,451	74,693
05-720 Bookstore	37	191	58,771	58,962
Total Institutional Funds: State Treasury	117	603	185,291	185,894

NOTES:

- 1 Randolph Community College (PERKINS)**
- 2 Randolph Community College (PERKINS)**
- 3 Financial Aid Charges for Books**
- 4 Ameriflex Charges for Employees**

Montgomery Community College Foundation Funds Statement FY 2015-2016

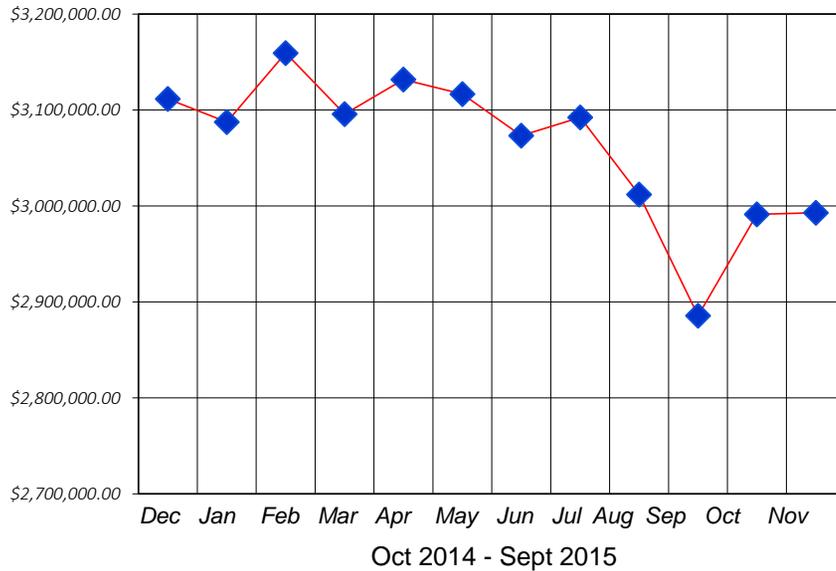
	Fiscal Year To Date 7/1/2015 thru 12/31/2015				Month of December 2015			
	Fidelity Bank	STIF	First Bank	Total	Fidelity Bank	STIF	First Bank	Total
Beginning Value	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,732,922.16	\$229,779.78	\$30,316.55	\$2,993,018.49
Receipts								
Interest/Gains	\$46,535.08	\$787.80	\$2.87	\$47,325.75	\$29,044.91	\$145.70	\$0.52	\$29,191.13
Deposits	\$51,661.12	\$24,278.86	\$113,405.08	\$189,345.06	\$12,909.24	\$2,828.86	\$21,806.10	\$37,544.20
Total Receipts	\$98,196.20	\$25,066.66	\$113,407.95	\$236,670.81	\$41,954.15	\$2,974.56	\$21,806.62	\$66,735.33
Disbursements								
Withdrawals/Fees	\$60,991.98	\$51,374.44	\$99,687.07	\$212,053.49	\$2,045.37	\$545.85	\$18,752.97	\$21,344.19
Total Disbursements	\$60,991.98	\$51,374.44	\$99,687.07	\$212,053.49	\$2,045.37	\$545.85	\$18,752.97	\$21,344.19
Market Value Net Change	(\$135,461.58)	\$0.00	\$0.00	(\$135,461.58)	(\$76,028.40)	\$0.00	\$0.00	(\$76,028.40)
Ending Value	\$2,696,802.54	\$232,208.49	\$33,370.20	\$2,962,381.23	\$2,696,802.54	\$232,208.49	\$33,370.20	\$2,962,381.23
Net Change	(\$98,257.36)	(\$26,307.78)	\$13,720.88	(\$110,844.26)	(\$36,119.62)	\$2,428.71	\$3,053.65	(\$30,637.26)



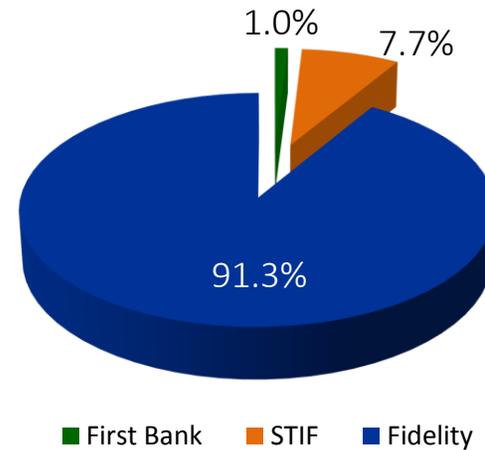
Montgomery Community College Foundation Funds Statement FY 2015-2016

	Fiscal Year To Date 7/1/2015 thru 11/30/2015				Month of November, 2015			
	Fidelity Bank	STIF	First Bank	Total	Fidelity Bank	STIF	First Bank	Total
Beginning Value	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,730,582.66	\$230,572.78	\$30,269.92	\$2,991,425.36
Receipts								
Interest/Gains	\$17,490.17	\$642.10	\$2.35	\$18,134.62	\$2,248.89	\$123.96	\$0.47	\$2,373.32
Deposits	\$38,751.88	\$21,450.00	\$91,598.98	\$151,800.86	\$4,136.16	\$698.00	\$7,329.16	\$12,163.32
Total Receipts	\$56,242.05	\$22,092.10	\$91,601.33	\$169,935.48	\$6,385.05	\$821.96	\$7,329.63	\$14,536.64
Disbursements								
Withdrawals/Fees	\$58,946.61	\$50,828.59	\$80,934.10	\$190,709.30	\$2,032.00	\$1,614.96	\$7,283.00	\$10,929.96
Total Disbursements	\$58,946.61	\$50,828.59	\$80,934.10	\$190,709.30	\$2,032.00	\$1,614.96	\$7,283.00	\$10,929.96
Market Value Net Change	(\$59,433.18)	\$0.00	\$0.00	(\$59,433.18)	(\$2,013.55)	\$0.00	\$0.00	(\$2,013.55)
Ending Value	\$2,732,922.16	\$229,779.78	\$30,316.55	\$2,993,018.49	\$2,732,922.16	\$229,779.78	\$30,316.55	\$2,993,018.49
Net Change	(\$62,137.74)	(\$28,736.49)	\$10,667.23	(\$80,207.00)	\$2,339.50	(\$793.00)	\$46.63	\$1,593.13

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
December 2015
Foundation Office

Approximate Value	Item		Transfer To
\$2,500.00	Automation Direct	Other Modules	Electrical Systems Technology
	1 Click C0-00DR Micro PLC	1 H2-CTRIO	
	1 F0-04TRS relay output card	1 F2-CP128	
	2 DR06 PLC's , 1 D0-06DD1,1 D)-06DR	3 F2-04THN	
	1 F0-04AD-1 Analog card	1 D2-16NA	
	1 D0-01MC	2 D2-32ND3	
	1 H2-CTRIOF0_04AD2DA-1 Analog card	1 D2-08ND3	
		1 F2-04AD-1	
	Series 205 modules	1 D2-16TA2-2	
	1 CPU DL230	1 D2-08TD1	
	4 CPU DL240	5 D2-12TA	
	1 CPU DL250	1 D2-08TA	
		1 D20-8TR	
	Output Cards	1 D2-04TD1	
	10 F2-08TRS	2 D2-08TD1	
	1 D2-04TRS	1 D2-16TD2-2	
	11 D@-08TR	1 H2-ECOM	
		1 H2-ENET	
	Analog Cards	2 H2-CTRIO	
	2 F2-02DA-1	1 D2-CTRIO	
	1 F2-08AD-1	1 D405 PLC with	
	4 F2-02DAS-2	1 D4-6 slot Base	
	1 F2-02DAS-1	1 D4-430 CPU	
	1 F2-04AD-1	1 D4-32ND3-1 Input card	
		1 D4--08 TR output card	
	Allen Bradley	1 D4-D0-4ad2da analog card	
	1 1766L32BWA 1400 series PLC	1 F0-ad1 card analog	
	1 1762-L40 1200 series PLC	1 DL05 PLC model DR-D	
	1 1761 Cbl PM02 Pc to PLC cable3	1 FO-04 TRS output card	
	1 1763 Connecting cable	1 DO0-06 DR PLC	
		1 F0-04AD-1 analog card	
	1 DO-04 MC card		
	1 F0-04AD2DA card		
\$2,500.00	TOTAL		

Building & Grounds Committee
Wednesday, January 13, 2016
5:45 p.m.

Committee Members

Sam Martin, Chairman
Claudia Bulthuis, Vice Chairman
Sharon Cupples
Anna Hollers
Ron Kincaid
Gordon Knowles

Agenda Items:

- ❖ **Call to Order - Sam Martin, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Incident Report – Appendix H**
- ❖ **Request for Transfer of Property from Montgomery County – Appendix I – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:46 p.m. in the College Boardroom.

Present

Sam Martin, Chairman
 Claudia Bulthuis, Vice Chairman
 Sharon Cupples (via telephone)
 Anna Hollers
 Ron Kincaid
 Gordon Knowles

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Paula Covington
 Susan Eggleston
 Andrea Marshall
 Johnny McKinnon
 Stephen Gant,
 SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mr. Martin, Chairman, called the meeting to order.

Committee roll was taken by Chairman Martin and all committee members were present.

Approval of October Committee Minutes – Appendix F – Action

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the minutes from the October committee meeting. The motion carried.

Facilities Report – Appendix G

Mrs. McBride presented Appendix G, the facilities report.

Incident Report – Appendix H

Mrs. McBride presented Appendix H, the Incident Report.

New Business

Dr. Bledsoe reported the college has had some more meetings with the county regarding the construction of the new building. There has been discussion with the county to try to finalize the expected cost of the project. There will be a meeting with Pinnacle Architecture firm next week regarding a site analysis. With these additional meetings, Montgomery County has not signed the

3-1 that was approved by the Board and will not sign the report until a more definite decision is made regarding the cost of the building.

Mr. Martin asked if the college is in danger of not meeting deadlines for the Golden Leaf grant with this delay. Dr. Bledsoe noted his concern over the grant and reported that the college is monitoring the status of the grant and will do its best to meet the requirements of the grant. Currently, there has been no word from Golden Leaf regarding funding concerns.

Dr. Bledsoe reported that the projected cost of the building will be decreased from a \$10 million project to a \$7 million project. With this being the case, the early college may be housed on campus in renovated classroom space.

Mrs. Bulthuis reported that the site assessment will be paid for by the county.

Dr. Bledsoe reported that the 3-1 form that was approved by the Board of Trustees at the September meeting is the first step in the construction process and must be filed with the State Construction Office.

Mr. Martin noted that the College has done what we can do and we are now waiting on others for the project to move forward.

There being no further business, the meeting adjourned at 5:52 p.m.

Board Report

Facilities

January 2016

Prepared By: Wanda Frick

Director of Facilities

Over the break, the carpet in the **BLET** classroom and interior hallway was removed, the concrete stained, and polished. The walls in these areas were patched, painted and new cove base was installed.





Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Property damage (vehicle)	11/20/2015/10:45am	11/17/2015/2-4:50pm	Building 600 Front Entrance



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

January 13, 2016

Mr. Jim Matheny
Chairman, Montgomery County Commissioners
P.O. Box 425
Troy, NC 27371

Dear Chairman Matheny and Commissioners,

Montgomery Community College staff have been notified that the financial obligation for the property associated with Building 200 was satisfied in September 2015.

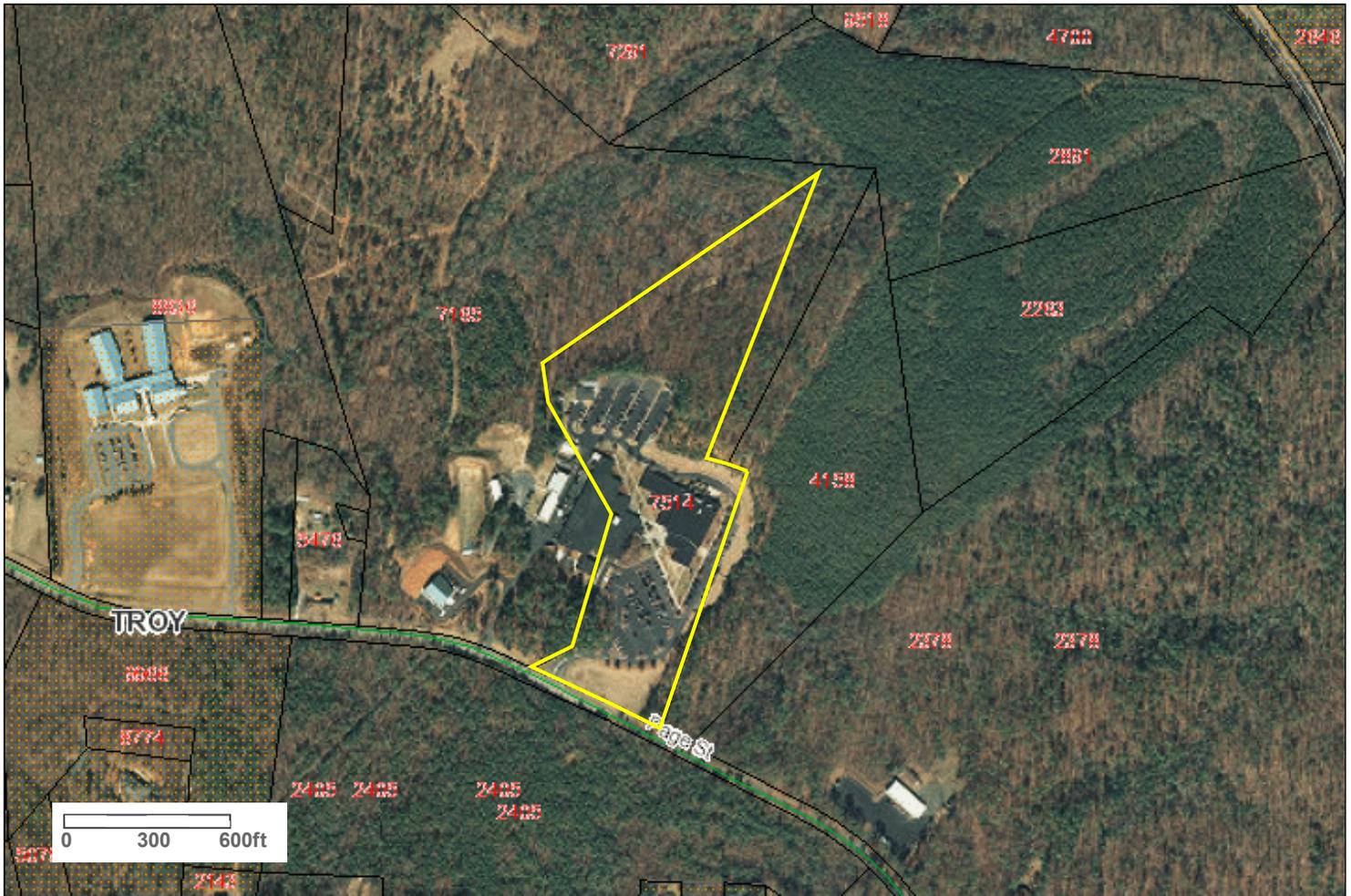
In accordance with North Carolina General Statute 115D-15.1(b) "the county shall transfer the property back to the board of trustees of the community college when any financing agreement entered into by the county to finance the additions, improvements, renovations and repairs has been satisfied." The Board of Trustees of Montgomery Community College requests that the County Commissioners transfer the property associated with the construction of Building 200 on the Montgomery Community College campus back to the College Board of Trustees.

Please send notification when the transfer of Parcel Number 754800097514 has been completed to the Montgomery Community College Board of Trustees.

Your attention to this matter is greatly appreciated.

Sincerely,

Claudia B. Bulthuis
Chairman
Montgomery Community College



Montgomery County, NC

Disclaimer: The information contained on this page is taken from aerial mapping, tax mapping, and public records and is NOT to be construed or used as a survey or 'legal description'. Only a licensed professional land surveyor can legally determine precise locations, elevations, length and direction of a line, and areas.

Parcels

Parcel Number: 7548 00 09 7514
Full PIN: 754800097514
Name 1: MONTGOMERY COUNTY
Address 1: PO BOX 425
City: TROY
State: NC
Zip: 27371
Road Name: PAGE
Road Type: ST
Tax District: COUNTY ONLY
Township: TROY
Vol. Fire: FIRE DS TROJAN-TROY RUR

Neighborhood: TROY
Legal 1: MCC LEARNING CENTER
Legal 3: MCC LEARNING CENTER
Deed Book: 309
Deed Page: 161
Deed Year: 1995
Transfer Date: 19950901
Deed Acres: 20.89
Sale Instr: WD
QufiCode: N
Land Value: 244695
Major Imp Value: 4684605

Total Value: 4929300
Land Use: N
Appr Code: 28
Appr Desc: SCHOOL
Class Code: 7
Class Desc: COMMERCIAL
Year Built: 1997
Grade: B-005
Finished Area: 44344
Num Baths: 0.9
Multiple Imp: 001

Attributes at point: N: 589863, E: 1740930

Fire Districts Name: Troy	Townships Name: TROY	Proposed Voting Commissioner's Districts District: 2
Zoning Zoning: City City: TROY	Troy Zoning Zone Code: R15	Voting District Precincts Name: T2

<http://www.webgis.net> Anderson & Associates, Inc. <http://www.andassoc.com>

init: start
init: done

Personnel Committee
Wednesday, January 13, 2016
5:50 p.m.

Committee Members

Gelynda Capel, Chairman
Sharon Cupples, Vice Chairman
Phil Absher
Claudia Bulhuis
Paula Covington
Anna Hollers

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix J – Action**
- ❖ **Notice of Retirement – Small Business Center Coordinator - Appendix K**
- ❖ **Notice of Resignation – Vice President of Instruction – Appendix L**
- ❖ **Notice of Termination – Gunsmithing Instructor – Appendix M**
- ❖ **Recommendation of Employment – Evening Custodian/Maintenance Staff – Appendix N – Action**
- ❖ **New Position Recommendation – Coordinator of Health and Public Safety Programs - Appendix O – Action**
- ❖ **Revisions to Salary Plan – Appendix P – Action**

- ❖ **New Board Policy – 206.01 Emeritus Status – Second Reading – Appendix Q – Action**
- ❖ **Revised Board Policy – 328.04 Wellness – Second Reading – Appendix R – Action**
- ❖ **Revised Board Policy – 301.00 Employment, Dismissal and Transfer Policy – First Reading – Appendix S**
- ❖ **Revised Board Policy – 302.00 Fair Hiring Policy – First Reading Appendix T**
- ❖ **Revised Board Policy – 315.00 Rates of Pay – First Reading – Appendix U**
- ❖ **New Board Policy 329.00 Professional Dress and Grooming – First Reading – Appendix V**
- ❖ **Dress Code Procedure – Appendix W – Information Only**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:52 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Sharon Cupples, Vice Chairman (via telephone)
Phil Absher
Claudia Bulhuis
Paula Covington
Anna Hollers

Absent**Others Present**

Susan Eggleston
Ron Kincaid
Gordon Knowles
Andrea Marshall
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Capel, Chairman, called the meeting to order.

Committee roll was taken by Chairman Capel and all committee members were present.

Approval of October Committee Minutes – Appendix K – Action

Mrs. Covington made a motion, seconded by Mrs. Hollers, to approve the minutes from the October committee meeting. The motion carried.

Notice of Retirements

Foundation Director/Grants Writer – Appendix J
Financial Aid Officer – Appendix K
Maintenance Technician II – Appendix L

Mrs. Capel presented the retirement notifications from Gay Roatch, Foundation Director/Grants Writer; Kathy Kennedy, Financial Aid Officer; and Roger McIntyre, Maintenance Technician II.

Recommendation of Employment – Biology Instructor – Appendix M – Action

Mrs. Capel presented the recommendation of employment of Dr. Mindy Joyner as Biology Instructor. Mrs. Hollers made a motion, seconded by Mrs. Covington, to approve the recommendation of employment of Mindy Joyner as Biology Instructor. The motion carried.

New Position Recommendation – Appendix N – Action

Mrs. Capel presented Appendix N, the recommendation for a new position for a High School Liaison.

Mrs. Hollers made a motion, seconded by Mr. Absher, to approve the High School Liaison as a new position. During discussion, Mrs. Hollers expressed her pleasure with the addition of this new position. Dr. Bledsoe reported that this position will work to develop a relationship with the two public high schools to promote Montgomery Community College. The position will oversee the Career and College Promise program and eventually be the liaison for the Early College. Following discussion, the motion carried.

Out of State Travel Request –

Dr. Chad Bledsoe to attend SACSCOC Annual Meeting, Houston, Texas, December 5-8, 2015 – Action

Dr. Chad Bledsoe to attend the SHOT Show, Las Vegas, NV, January 18-23, 2016- Action

Mrs. Covington made a motion, seconded by Mrs. Hollers, to approve the Out of State Travel Request for Dr. Bledsoe to attend the SACSCOC Annual Meeting in Houston, Texas, December 5-8, 2015 and the SHOT Show in Las Vegas, Nevada, January 18-23, 2016. The motion carried.

206.01 Emeritus Status – First Reading – Appendix O

Mrs. Capel presented Appendix O, new Board Policy 206.01 Emeritus Status for a first reading.

Mrs. Bulthuis reported that with several people who have given so much to the college this award would be a nice way to recognize them for their efforts. She noted that this is also in preparation for the college's 50th anniversary.

Revised Board Policy 328.04 Wellness - First Reading - Appendix P

Mrs. Capel presented Appendix P, revised Board Policy 328.04 Wellness for a first reading.

There being no further business, the meeting adjourned at 5:57 p.m.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

December 2, 2015

Mr. Richard Hinson
1011 Page Street
Troy, NC 27371

Dear Mr. Hinson:

I am in receipt of your letter dated December 1, 2015 announcing your retirement on February 1, 2016. I accept your letter notifying me of your retirement as Small Business Center Director. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

I would also like to offer to you an exit interview with me at your convenience. This would be an opportunity for you to share your impressions of Montgomery Community College, including ways we might improve our services to our students and community.

Please contact Ms. Melisa Bond for advice about the resignation procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.
President

Richard M. Hinson
419 Temple Terrace Lane
Star, NC 27356

December 1, 2015

Dr. Chad Bledsoe, President
Montgomery Community College
1011 Page Street
Troy, NC 27371

Dear Dr. Bledsoe:

Please accept this letter as official notification of my retirement as the Small Business Center Director of Montgomery Community College, effective February 1, 2016.

I sincerely thank everyone at MCC for providing me with the opportunity to serve the citizens of Montgomery County in this position for the past 12 years. I have thoroughly enjoyed helping people improve their business skills and helping Small Business Center Clients develop business plans and start their own business ventures. I have enjoyed working with everyone at MCC and I will miss this fellowship very much.

I will be glad to assist with the transition to a new Small Business Center Director in any way that will help MCC to maintain the integrity of this program.

Best Regards,

A handwritten signature in cursive script that reads "Richard M. Hinson".

Richard M. Hinson

Copy: Jonathan Thill

December 11, 2015

Dr. Chad Bledsoe, President
Montgomery Community College
1011 Page Street
Troy, NC 27371

Dear Dr. Bledsoe,

This letter is my official notification of my decision to resign as the Vice President of Instruction on January 12, 2016.

I have genuinely enjoyed my employment at Montgomery Community College, the relationships with my co-workers, and the experiences that this institution has provided me. I have, also, thoroughly enjoyed working with our programming and helping our students. This is one of the toughest employment decisions to make and I will miss my MCC family in this transition.

Please let me know what I can do to help make this impending transition as smooth as possible.

Best regards,

A handwritten signature in black ink, appearing to read "Randy Gunter". The signature is written in a cursive style with a large, sweeping flourish at the end.

Randy Gunter



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

December 11, 2015

Mr. Randy Gunter
1011 Page Street
Troy, NC 27371

Dear Mr. Gunter:

I am in receipt of your letter dated December 11, 2015 announcing your resignation on January 12, 2016. I accept your letter notifying me of your resignation as Vice President of Instruction. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

I would also like to offer to you an exit interview with me at your convenience. This would be an opportunity for you to share your impressions of Montgomery Community College, including ways we might improve our services to our students and community.

Please contact Ms. Melisa Bond for advice about the resignation procedure for employees at the college. If I can ever be of assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.
President



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

November 19, 2015

Mr. Brian Casey
1011 Page Street
Troy, NC 27371

Dear Mr. Casey:

In accordance with the Montgomery Community College Board Policy manual, due to your insubordination and unprofessional conduct, I have determined you are in violation of Board policy 304.00 Types of Employment Status. This letter is to document your dismissal as Gunsmithing Instructor.

Due to the severity of this issue, your dismissal is effective immediately, and you are not to return to campus. You will be given the opportunity to collect your personal belongings under supervision and at the time specified by the College.

Board Policy 312.01 outlines your right to appeal this decision.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.
President



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

Memorandum

To: Dr. Chad Bledsoe, President

From: Wanda Frick, Director of Facilities

Subject: Recommendation of full time employment

Date: December 17, 2015

The committee charged with interviewing and selecting candidates for the position of Evening Custodian/Maintenance Staff would like to recommend Bill Collins for the position. Mr. Collins has over 9 years of custodial experience and 5 years of mechanical repair experience. Pending board approval, we would like to recommend that Mr. Collins begin employment on 1/4/2016 at an annual salary of \$24,204.00 plus benefits.

Thank you for your consideration,

Wanda Frick



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

December 17, 2015

Mr. Bill Collins
388 Cedar Lodge Road
Asheboro, NC 27205

Dear Mr. Collins:

Following the interview process for the position of Evening Custodian/Maintenance Staff, I am pleased to inform you that it was the unanimous decision of the Selection Committee to offer you this position, pending Board approval at its January 2016 meeting. Following Board approval, you will receive notification of their ratification of this offer.

As you are aware, the position is a 12-month, full-time appointment. Pursuant to Board Policy #304, this appointment shall be for a one-year probationary period. Following this period of time, the position will be considered non-probationary. Your scheduled salary will be \$24,204 annually with all appropriate benefits. The effective date of this offer is January 4, 2016.

If you are in agreement with the above offer and conditions, please respond with an acceptance letter to my attention.

Congratulations on this appointment and I look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe".

Chad A. Bledsoe, Ph.D.
President

JOB DESCRIPTION
COORDINATOR OF HEALTH AND PUBLIC SAFETY PROGRAMS
October 28, 2015

I. MINIMUM QUALIFICATIONS

Master's Degree in Adult Education, Public Administration, or related field; minimum of three (3) years community college experience preferred. Technology skills should include office computer applications and e-communications.

II. JOB REQUIREMENTS

The Coordinator of Health and Public Safety Programs reports to the Dean of Continuing Education and serves as coordinator of several Continuing Education programs, services, and activities that are supportive of the purpose and mission of the college. The position provides guidance for program development and maintains accurate documentation for data reporting and accountability processes

The Coordinator works closely with departmental staff to coordinate, market, deliver, and report Continuing Education courses associated with state-mandated fire, law, and emergency medical service training

The Coordinator works closely with departmental staff to coordinate, market, deliver, and report Continuing Education courses that prepare students for careers in healthcare

The Coordinator collaborates with the Gunsmithing program to host a variety of non-degree courses, including those with the National Rifle Association

The Coordinator is a liaison between Montgomery Community College and local healthcare, law, fire, and emergency service agencies, and as such serves as the primary contact and responder for associated education and training needs.

The Coordinator will perform other duties related to the needs of the college as assigned by the Dean of Continuing Education.

III. DIFFICULTY OF WORK

Work is not repetitive, but is constantly changing and is related to changes and assessed needs, interests, and expectations of the business community and public at large. The Coordinator for Health and Public Safety Programs must stay informed on State Board of Community Colleges code changes and any other relevant changes that may impact programs under their direction.

IV. RESPONSIBILITY

The Coordinator for Health and Public Safety Programs is responsible for the development and delivery of Continuing Education programs that: 1) train student to enter careers in healthcare, and/or 2) provide state-mandated training opportunities for members of fire, law, and emergency service agencies. The position is responsible for ensuring compliance with State Board of Community Colleges code and for ensuring all reporting and operational mandates are met without exception.

V. PERSONAL RELATIONSHIPS

The Coordinator for Health and Public Safety Programs works with local health and public safety agencies, healthcare providers, and individuals to determine program needs. It is essential for the position to maintain collaborative relationships with local fire, law, and emergency service agencies in effort to ensure said agencies' education and training needs are met. The position must also maintain effective contact with North Carolina Community College System Office personnel related to health and public safety programs. This position will work closely with the Dean of Continuing Education and other Continuing Education Coordinators to ensure all community needs are met.

VI. POSITION EVALUATION

This position is evaluated annually by the Dean of Continuing Education according the Montgomery Community College Personnel Evaluation Policy.

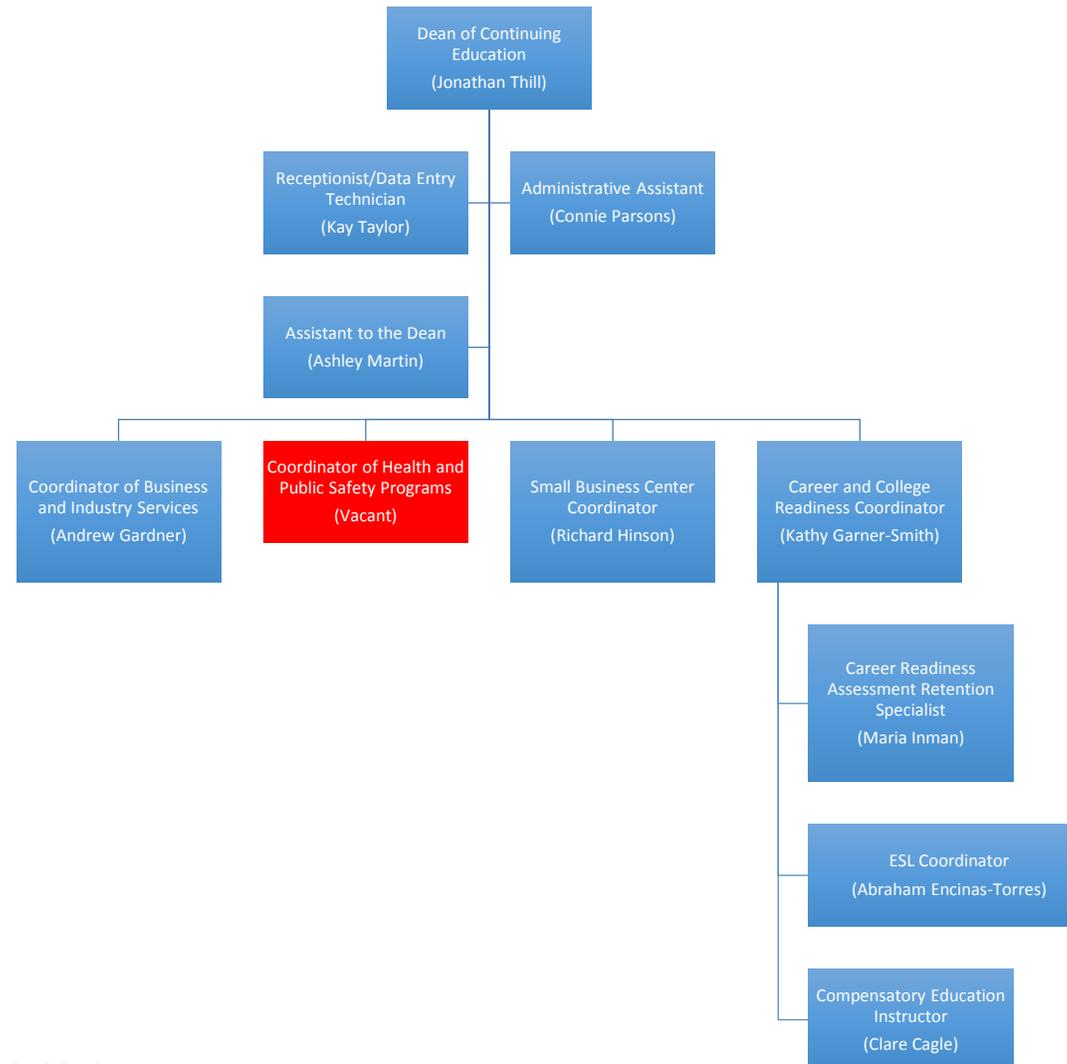
VII. PROCEDURE REQUIREMENTS FOR EMPLOYMENT

- A. Montgomery Community College Application for employment
- B. Official academic transcripts from all colleges attended
- C. Resume including list of references
- D. Prior state service form (if applicable) or appropriate documented work record
- E. I-9 Citizenship Verification Form
- F. Federal and State Withholding Forms

EOE

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.

Instruction (Continuing Education)



SALARY LEVELS – Exempt

Level 1	Vice President of Instruction Vice President of Administrative Services Vice President of Student Services
Level 2	Dean of Continuing Education
Level 3	Director of Distance Learning Director of Information Technology Director of Facilities Director of Financial Aid Director of Learning Resources
Level 4	Accountant Coordinator of Institutional Effectiveness Counselor Director of Resource Development System Administrator Public Information Officer Purchasing Officer/Evening Coordinator Coordinator of Campus Life Coordinator of Business and Industry Services Coordinator of Prison Programming Director of Small Business Center Human Resources Coordinator Enrollment Coordinator College and Career Readiness Coordinator
Level 5	Assistant to the President ESL Coordinator/Instructor Compensatory Ed Instructor Financial Aid Officer Maintenance Supervisor
Level 6	Accounts Receivable Specialist Accounts Payable Specialist Assistant to the VP of Instruction Assistant to the Dean of Continuing Education Financial Aid Assistant System Technician Bookstore Liaison/Student Activities Assistant
Level 7	Retention Assessment Specialist Enrollment Specialist Special Programs Assistant

SALARY LEVELS – Non-Exempt

Level I	Lead Maintenance Tech/Electrical
Level II	Administrative Assistant/Allied Health/Instructional Faculty Administrative Assistant/Switchboard Administrative Assistant/Continuing Education Library Technical Assistant Receptionist/Data Entry Clerk Maintenance Technician Evening Custodian/Maintenance
Level III	Custodian Groundskeeper/Maintenance

**MONTHLY NON-INSTRUCTIONAL SALARIES – FORMULA
APT LEVELS 1-7**

LEVEL	MONTHLY +	-----YEARS OF EXPERIENCE-----					
		1 - 4	5	10	15	20	
1	\$6250	+	0	125	313	469	625
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
2	\$4700	+	0	94	235	353	470
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
3	\$4070	+	0	81	204	305	407
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
4	\$3502	+	0	70	175	263	350
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
5	\$2818	+	0	56	141	211	282
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
6	\$2500	+	0	50	125	188	250
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
7	\$2290	+	0	46	115	172	229
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%

CT LEVELS I-III

I	\$2131	+	0	43	107	160	213
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
II	\$2017	+	0	40	101	151	202
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%
III	\$1903	+	0	38	95	143	190
(Percentage Increase for YOE)			0.0%	2.0%	5.0%	7.5%	10.0%

Temporary PT

Per Hour Rate	\$7.65	+	.25	.50	.75	1.00	1.75
(Percentage Increase for YOE)			3.3%	6.5%	9.8%	13.1%	22.9%

PT Staff Positions

Library Assistant - \$10.00/hr.
 Evening Receptionist - \$9.00/hr.
 Cats Lab Assistant - \$10.00/hr.

Recommended New Policy

206.01 Emeritus Status

Emeritus Status

In recognition of outstanding commitment and service to Montgomery Community College, the Board of Trustees may, at its discretion, grant emeritus status to one of its past members, a past member of the Montgomery Community College Foundation Board, or a past employee of the college. This award may be presented posthumously.

Procedure for Granting Former Trustee or Foundation Board Member Emeritus Status

A former Trustee or Foundation Board Member of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be nominated by a current member of the Trustees, routed through the Office of the President. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

Procedure for Granting Former Employee Emeritus Status

A former employee of Montgomery Community College may be granted Emeritus status if he/she is deemed qualified by a majority favorable vote by the current Trustees of Montgomery Community College.

The candidate must be recommended by a current employee and nominated by the President of Montgomery Community College. Nomination must be made within three years of termination of service to the college. After ascertaining the candidate meets the qualifications set forth by the Board of Trustees, the Chair will present the letter of nomination to the Board along with his/her recommendation.

Qualifications for Nomination of Emeritus Status

1. The candidate has served as a Board Member or Employee of Montgomery Community College for at least 15 cumulative years.
2. The candidate demonstrated active involvement in College affairs.
3. The candidate provided outstanding and measurable support for the mission, programs, and constituents of Montgomery Community College.
4. The candidate is no longer serving Montgomery Community College in an official capacity and has no plans to return to active service.

Privileges

Individuals granted emeritus status may enjoy the following privileges

1. Listed in the College catalog
2. Their name on a plaque honoring individuals with emeritus status
3. Special invitations to college events
4. Other recognitions deemed appropriate by the Board of Trustees

Current Policy

328.04 Wellness

Montgomery Community College supports the physical health and well-being of its employees. Employees may use up to thirty (30) minutes of each working day to participate in approved wellness activities on campus such as walking for fitness, participation in exercise class, and use of the campus weight room when the wellness committee has an approved activity.

Use of the weight room located in Building 500 will be limited to full-time and permanent part-time Montgomery Community College employees, Basic Law Enforcement Training (BLET) instructors and students, and students enrolled in curriculum or continuing education courses of which physical education is a required component.

BLET students may utilize the facility during classroom instruction related to physical training and at other times as deemed appropriate by the BLET Director.

Students enrolled in curriculum or continuing education courses, other than BLET, must be under the direct supervision of a certified instructor.

Employees may utilize the facility at times when it is not being used for instructional purposes. A signed risk and release form must be on file in the personnel office prior to any employee using the facility.

No equipment shall be removed from the facility without permission of the BLET Director.

Recommended Changes

328.04 Wellness

Montgomery Community College supports the physical health and well-being of its employees. Employees may use up to thirty (30) minutes of each working day to participate in ~~approved~~ wellness activities on campus **as approved by their supervisor. such as Activities may include** walking for fitness, participation in exercise class, and use of the campus weight room ~~when the wellness committee has an approved activity.~~

Use of the weight room located in Building 500 will be limited to full-time and permanent part-time Montgomery Community College employees, Basic Law Enforcement Training (BLET) instructors and students, and students enrolled in curriculum or continuing education courses of which physical education is a required component.

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Students enrolled in curriculum or continuing education courses, other than BLET, must be under the direct supervision of a certified instructor.

Employees may utilize the facility at times when it is not being used for instructional purposes. A signed risk and release form must be on file in the personnel office prior to any employee using the facility.

No equipment shall be removed from the facility without permission of the BLET Director.

Current Policy

301.00 Employment, Dismissal and Transfer Policy

The President of Montgomery Community College is delegated the authority to initiate employment, dismissal, and transfer of all employees. Final approval of the foregoing actions must be given by the full Board of Trustees of Montgomery Community College at its next regularly scheduled or called Board meeting. Any newly created position and/or organizational structure changes must have previous Board approval.

This policy excludes all part-time personnel whose hiring, dismissal or transfer is the sole responsibility of the President of Montgomery Community College.

Recommended Changes

301.00 Employment, Dismissal and Transfer Policy

The President of Montgomery Community College is delegated the authority to initiate employment, dismissal, and transfer of all employees. ~~Final approval of the foregoing actions must be given by the full Board of Trustees of Montgomery Community College at its next regularly scheduled or called Board meeting. Any newly created position and/or organizational structure changes must have previous Board approval.~~

~~This policy excludes all part time personnel whose hiring, dismissal or transfer is the sole responsibility of the President of Montgomery Community College.~~

The President may delegate as appropriate to hiring committees or supervisors the responsibility for the recruitment, selection, and recommendation of faculty, administrative, professional, and other employee appointments. Recommendations must be approved by the President. Notification of employment status among college employees is made to the Montgomery Community College Board of Trustees at the next regularly scheduled meeting. Any newly created position and/or organizational structure changes must have previous Board approval.

Current Policy

302.00 Fair Hiring Policy

The College is committed to the following fair hiring process:

1. A meeting with the President and appropriate Vice President will be scheduled to review and update the job description for accuracy of responsibilities and minimum credentials, to determine the salary range and guidelines for advertising, and to determine the timetable for hiring. Additionally, an interview team shall be selected to include no more than two employees in the division with the vacancy and three other employees representing the internal College community. The supervisor for the vacant position or designee shall act as chair of the team.
2. The Vice President/supervisor will notify the Human Resources Coordinator of the vacancy. The Human Resources Coordinator will first advertise the position internally for a period of at least one week. Should the applicant pool be insufficient, the position will be advertised locally, regionally, and in some cases, statewide and nationally. The interview team will meet during the advertising period to draft candidate interview questions.
3. Advertising and receipt of applications shall be the responsibility of the Human Resources Coordinator. All applications will be given to the appropriate Vice President/supervisor. The Human Resources Coordinator will ensure that acknowledgement of receipt letters are sent to all applicants. The interview team shall then review the applications and select candidates for interviews.
4. The interview team will ensure that all candidates selected for interview meet the required qualifications, as advertised.
5. The chair shall schedule and arrange all meetings in the interview process including interviews for selected candidates. The Human Resources Coordinator shall assist with this process.
6. When appropriate, one or two finalists may be selected for a follow-up interview.
7. An investigation of professional references and a criminal background check may be conducted. The Human Resources Coordinator shall assist with this process.
8. Upon completion of the interview process, the Vice President/supervisor shall recommend to the President one (or two) finalist(s) for consideration for employment.
9. The President will make final recommendation of employment and salary to the full Board of Trustees for approval.
10. The President shall issue a new employee contract.

11. Notification letters will be mailed in a timely manner to all applicants not selected and shall be the responsibility of the Human Resources Coordinator.

Recommended Changes

302.00 Fair Hiring Policy

The College is committed to the following fair hiring process:

1. A meeting with the President and appropriate Vice President will be scheduled to review and update the job description for accuracy of responsibilities and minimum credentials, to determine the salary range and guidelines for advertising, and to determine the timetable for hiring. Additionally, an interview team shall be selected to include no more than two employees in the division with the vacancy and three other employees representing the internal College community. The supervisor for the vacant position or designee shall act as chair of the team.
2. The Vice President/supervisor will notify the Human Resources Coordinator of the vacancy. The Human Resources Coordinator will first advertise the position internally for a period of at least one week. Should the applicant pool be insufficient, the position will be advertised locally, regionally, and in some cases, statewide and nationally. The interview team will meet during the advertising period to draft candidate interview questions.
3. Advertising and receipt of applications shall be the responsibility of the Human Resources Coordinator. All applications will be given to the appropriate Vice President/supervisor. The Human Resources Coordinator will ensure that acknowledgement of receipt letters are sent to all applicants. The interview team shall then review the applications and select candidates for interviews.
4. The interview team will ensure that all candidates selected for interview meet the required qualifications, as advertised.
5. The chair shall schedule and arrange all meetings in the interview process including interviews for selected candidates. The Human Resources Coordinator shall assist with this process.
6. When appropriate, one or two finalists may be selected for a follow-up interview.
7. An investigation of professional references and a criminal background check may be conducted. The Human Resources Coordinator shall assist with this process.
8. Upon completion of the interview process, the Vice President/supervisor shall recommend to the President one (or two) finalist(s) for consideration for employment.

9. ~~The President will make final recommendation of employment and salary to the full Board of Trustees for approval.~~ The President has the authority to approve recommendations from the Vice President/supervisor.
10. At the following Board of Trustees meeting the Board will receive notification of employee hires.
11. The President shall issue a new employee contract.
12. Notification letters will be mailed in a timely manner to all applicants not selected and shall be the responsibility of the Human Resources Coordinator.

 Current Policy

315.00 Rates of Pay

The monthly and annual salaries or hourly rates of pay from state or county funds for full and part-time personnel shall be established by the President of the College within a line item budget and as set forth in the College Salary Manual approved by the College Board of Trustees. According to the policy of the State Board of Community Colleges, the state salary of the President will be established in accordance with the state salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county salary of the President. Any adjustment to the line item covering the President's salary must, as is the case with all line items, meet the approval of the County Commissioners and the North Carolina Community College System.

Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the State authorizes such action. Basic salary increments will be provided all full-time employees based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.

Basic salary increments may be provided all part-time employees each year based on premises similar to those outlined in paragraph 1; however, local autonomy shall be the procedure or philosophy under which such salaries are determined. Salary increments for part-time personnel will not necessarily match or follow those provided for full-time personnel.

 Recommended Changes

315.00 Rates of Pay

The monthly and annual salaries or hourly rates of pay from state or county funds for full and part-time personnel shall be established by the President of the College within a line item budget and as set forth in the College Salary Manual. ~~approved by the College Board of Trustees.~~ Updates to the Salary Plan will be presented to the Board of Trustees for approval. According to the policy of the State Board of Community Colleges, the state salary of the President will be established in accordance with the state salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county salary of the President. Any adjustment to the line item covering the President's salary must, as is the case with all line items, meet the approval of the County Commissioners and the North Carolina Community College System.

Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the State authorizes such action. Basic salary increments will be provided all full-time employees based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.

Basic salary increments may be provided all part-time employees each year based on premises similar to those outlined in paragraph 1; however, local autonomy shall be the procedure or

philosophy under which such salaries are determined. Salary increments for part-time personnel will not necessarily match or follow those provided for full-time personnel.

329.00 Professional Dress and Grooming

Employees of Montgomery Community College will maintain professional dress and grooming at all times. Guidelines for professional dress and grooming are outlined in the Dress Code Procedure. Questions regarding dress and grooming should be directed to the Coordinator of Human Resources.

Dress Code Procedure

As employees of a public higher education institution faculty and staff at Montgomery Community College shall maintain as appropriate appearance and professional image to students, general public, corporate supporters and other users of our services and facilities.

Professional appearance, dress, and good hygiene are expected of all faculty & staff at all times, along with the sensible use of perfumes, colognes, or other products that may affect others in close proximity. Hair should be clean, combed, and neatly trimmed or arranged.

What constitutes appropriate dress will vary according to specific job and occasion. Staff whose regular duties entail heavy work or exposure risk should dress as their supervisor or safety standards demand.

The descriptions below are intended to provide general guidelines for faculty and staff. If an employee is unsure of acceptable norms for his/her specific position, he/she should seek guidance from his/her immediate supervisor.

- **Business/Field casual** is acceptable for most occasions for office and faculty personnel. (Examples: field specific uniforms; cotton blend trousers and collared shirt for men; slacks/dress/skirt and blouse/sweater for women).
- **Business attire** presents an appropriate professional image when meeting with external constituents while representing the College. (Examples: suit and tie for men; dress or pantsuit for women).
- **Unacceptable attire** includes, but is not limited to: clothing that is torn, ripped, frayed, tom, wrinkled, or unclean; clothing containing obscene, profane, discriminatory, provocative, or inflammatory words or images; exposed undergarments, t-shirts with slogans (except college logos); denim clothing; sweatpants, sweatshirts, leggings and or stirrups, workout attire (including tennis shoes); cutoffs; beach attire; flip-flops; halter or tank tops; dresses, skirts, or shorts that are excessively short (2 inches or more above the knee); sheer clothing that otherwise is revealing, distracting, or provocative.

Exceptions to the dress code may be granted by the President for special events, on pre-determined occasions, or other situations where casual attire is appropriate.

Curriculum and Student Services Committee
Wednesday, January 13, 2016
6:05 p.m.

Committee Members

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
Andrea Marshall

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix X – Action**
- ❖ **Update from Vice President of Instruction**
Curriculum - Appendix Y
Continuing Education – Appendix Z
- ❖ **Update from Vice President of Student Services – Appendix AA**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment D**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 5:57 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Sam Martin, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples (via telephone)
Andrea Marshall

Absent**Others Present**

Gelynda Capel
Paula Covington
Susan Eggleston
Anna Hollers
Gordon Knowles
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mr. Kincaid, Chairman, called the meeting to order.

Committee roll was taken by Chairman Kincaid and all committee members were present.

Approval of October Committee Minutes – Appendix Q – Action

Mr. Martin made a motion, seconded by Mrs. Marshall, to approve the October Committee minutes. The motion carried.

Update from Vice President of Instruction – Randy Gunter – Appendix R

Mr. Gunter gave an update on instructional activities as presented in Appendix R.

Update from Vice President of Student Services – Appendix S

Mrs. Smith gave an update on student services activities as presented in Appendix S.

There being no further business, Mrs. Marshall made a motion, seconded by Mr. Absher, to adjourn the meeting at 6:05 p.m. The motion carried.

Board Report
Vice President of Instruction
January, 2016

Business Administration/Office Administration – Mike Collins is a finalist in the 2016 NCCCS Excellence in Teaching Award. Mike is a top five finalist and completed a second interview in Raleigh on December 3, 2015. The Office Administration program review completed during December and includes two new certificate options for consideration. The Office Administration Alignment Project, statewide initiative, has met and suggested several program courses for revision or deletion.

Foundational Studies – David Klass was chosen for the Career and College Ready State Leadership team. This team, in conjunction with our DPI partners, will lead our development of the required programming as directed in SL 2015-241, Sec. 30.5(b)(HB 97).

Gunsmithing – Mark Dye and Len Fagan will be presenting at the SHOT Show University in Las Vegas, NV on Monday, January 18, 2016. Their presentation will cover the benefits of adding a gunsmith to a gun shop business. Twenty-five students will also be attending the SHOT Show and a weekend course during the week of January 18.

Quality Trails Professional Development was held on Tuesday, January 5, 2016. Shante Martin, General Counsel North Carolina Community College System, presented on legal issues in the classroom and ADA compliance. Other sessions held related to ADA compliance regarding online instruction and student advising.

I would like to take this opportunity to say that I have never worked with a finer group of people. Thank you for the opportunity to be a part of Montgomery Community College. I appreciate the opportunities that I have been given to work with our students, staff, faculty, board members, community leaders, county schools, and numerous others during my time here at MCC. You will always have a special place in my heart!!

P.S. I sincerely appreciate the honorary doctorate that Ron bestowed upon me back in August 😊.

Randy G.

**Montgomery Community College
Report to the Board of Trustees
Continuing Education Department
January, 2016**

Occupational Extension:

- *Public Safety*
 - Law Enforcement
 - Served all Law Enforcement agencies in the county with required in-service classes; most classes in the Fall focused on Firearms in-service
 - Conducted all the Detention Officer in-service during the Fall semester
 - Dept. of Public Safety- Division of Prisons (Consortium Program)
 - Chainsaw Safety classes for DPS-Maintenance personnel from across the state. Russell Strong (Forestry Program) provided the first class in the Fall Semester with several more classes planned for 2016.
 - Fire and Rescue
 - 6 classes run for Montgomery Co. with most FIP classes in the Badin Lake VFD
 - 19 Firefighter/Tech Rescue/Pump Operations classes run for Stanly County
 - EMS
 - EMT-Basic class running at Mt. Gilead FD (Summer 2015 - Spring 2016)
 - Monthly EMS/Med. Responder CE classes at Lake Tillery FD & Badin Lake Vol. Rescue

Career and College Readiness:

- *Adult Secondary Testing*
 - Total High School Equivalency Completers: 20
 - 17 Paper-Based GED test at SCI
 - 3 HiSet paper-based
- *Program Monitoring Visit*
 - MCC has its regularly scheduled site visit this Spring on a date that has not yet been determined; site visit will review documentation and processes within the High School Equivalency program

Small Business Center:

- *Seminars*
 - Seminars offered: 9
 - Attendees: 22
 - Course evaluations: Excellent
- *Counseling Services*
 - 7 entrepreneurs received counselling
 - Topics focused on business plan development and basic business practices
- *Small Business Visits Conducted – 17 businesses in Montgomery County*
 - 4 in Star
 - 4 in Biscoe
 - 3 in Candor
 - 6 in Troy
- *Retirement*
 - December 1 Richard Hinson, Small Business Center Director, formally announced his decision to retire effective February 1, 2016
 - Position was posted prior to the holidays and closed January 8

Customized Training Program:

- *Carolina Dairy*
 - Facilitated and executed the delivery of 15 hours of training at no cost to the company

Submitted: Jonathan Thill, Dean of Continuing Education
January 4th, 2016

- *Central Carolina Hosiery*
 - MCC was approved to provide 157 hours of training over the next 34 months to Central Carolina Hosiery in Biscoe through funding from the NC Customized Training Program. The estimated value of this project is \$19,485

Other:

- *Apprenticeship Montgomery*
 - Meeting was hosted January 7th to discuss the future of the apprenticeship program and the importance of pre-screening apprentices with more rigorous standards
- *Scholarships*
 - SECU Scholarship will be used to grow targeted programs; Spring 2016 awards will be used to promote careers in welding
- *STEP for Small Business Star Plan*
 - The goal of the project is to build the capacity of Star and nurture entrepreneurs and small businesses within the community.
 - Jonathan Thill and Andrew Gardner attended the kickoff meeting at the Star Town Hall. Jonathan and Andrew will represent MCC on the committee charged with deploying the Star Plan and will meet regularly with this group
- *Professional Development*
 - *SBC*
 - Richard attended the NC Small Business Advisors Professional Development Conference in Wilmington, NC from November 3rd through 6th
 - Richard attended a Small Business Center Network Policy and Procedures Committee Meeting in Greenville, NC on December 9th
 - *Career and College Readiness*
 - Kathy Garner-Smith attended the HRD/CRC State Conference in Greensboro, NC from December 10th through 12th
 - *Business and Industry*
 - Andrew Gardner attended Leadership Montgomery on November 19th
 - Andrew Gardner attended the NC Customized Training conference in Wilmington, NC from December 1st through 3rd
 - Andrew Gardner attended an export business conference in Charlotte on December 10th

MCC Board of Trustees – January 13, 2016 Update from the Student Services Division

Highlights & Previews

- Representative from 17 colleges and universities visited the MCC campus November 30 for College Transfer Day.
- Financial Aid Night will be held Tuesday, February 16; FAFSA Day will take place Saturday, February 21.
- Associate in Arts student, Lisa Lowder, is MCC's nominee for the 2015-16 All-USA Academic Team.
- Dr. Mary Kirk has persuaded a reluctant Beth Smith to serve on a SACS visiting team in late February.
- We raised \$150 for a local food pantry during our 2nd annual Tour of Christmas Doors event held here on campus in December.
- Natalie Winfree and Diana Sanchez have met with two student clubs at West Montgomery and are finalizing plans to meet with clubs at East Montgomery in the spring.

Legislative/Public Relations Committee
Wednesday, January 13, 2016
6:20 p.m.

Committee Members

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix AB – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
2016 ConnectNC Bond – Appendix AC
ConnectNC Training Sessions – Appendix AD
2016 ConnectNC Bond Resolution – Appendix AE – Action
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix AF**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment E**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 6:05 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent**Others Present**

Phil Absher
Sharon Cupples(via telephonte)
Susan Eggleston
Anna Hollers
Ron Kincaid
Gordon Knowles
Sam Martin
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Mrs. Marshall, Chairman, called the meeting to order.

Committee roll was taken by Chairman Marshall and all committee members were present.

Approval of October Committee Minutes – Appendix R – Action

Mrs. Marshall reported that there is a correction to the minutes. In the sentence, “Dr. Bledsoe presented Appendix U, the Bond Proposal. If approved the college would receive over \$6 million for new construction.” The word “new” will be deleted.

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the corrected October Committee minutes. The motion carried. The corrected minutes will be presented to the full Board.

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported since the budget has been received there is no legislative action at this time. In January, preparation will begin for the 2016-2017 budget cycle.

Public Relations/Marketing Update – Michele Haywood – Appendix U

Mrs. Haywood presented Appendix U, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:11 p.m.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Mr. George Fouts
Interim President*

November 17, 2015

MEMORANDUM

TO: NC Community College Presidents

FROM: George M. Fouts

RE: 2016 Connect NC Bond

As you know, we are preparing for a bond campaign, the success of which will provide \$350 million to our 58 community colleges for new construction or for renovation and repair of existing facilities. Other beneficiaries of success in the Connect NC Bond vote will be the campuses of the University of North Carolina, state parks, agriculture, the NC National Guard, and local water and sewer projects. The Governor has created a Connect NC website which contains more detailed information about the various components of the legislation. A statewide campaign steering committee has been formed and includes Mr. Jim Rose, a member of the SBCC. That committee is hard at work raising funds to support the campaign, engaging consultants, and planning strategy. We will be hearing more from them soon.

Many of you have been through such campaigns before; I have coordinated six bond campaigns, including the state-wide campaigns of 1993 and 2000. We know that success of passage depends upon the work of our leaders at our local colleges. We can do some things at the state level, but the more meaningful work with voters occurs in the field.

As you know, if you have been involved in bond campaigns before, it is important to understand what public employees can do with their time, their facilities, their computers and other equipment, their vehicles, and their funds related to bond campaign activities. North Carolina's community colleges are not guided by any specific statutes or SBCC Code on such matters. There is some statutory guidance to the University System and to state employees in general.

Based on that guidance, our senior staff met with Q. Shanté Martin, NCCCS General Counsel, to develop some guidelines for you and your staffs. I encourage you to share this information with affected staff at your individual colleges.

Public funds for Advocacy

Generally speaking, while community colleges should not use public funds or public resources to advocate for passage of the bond, providing educational information about the bond is permissible. Public funds and public resources include, but are not limited to, employee work time, college equipment, college supplies, college email, and college social media sites.

Advocating for the passage of the bond includes producing information expressly encouraging members of the public to vote in favor of the bond or hiring third parties to expressly encourage members of the public to vote in favor of the bond. Examples of language that would likely be considered advocacy includes, “vote for,” “vote yes,” “support the bond,” and “vote in favor of the bond.” However, please note that language that does not expressly encourage members of the public to vote in favor of the bond could still be deemed to constitute advocacy. For example, a reasonable person could perceive communication to be advocacy based upon the size and style of the information presented, the tone of the communication, or other written, verbal, or non-verbal communication. Therefore, community colleges should make every effort to ensure that the information they distribute or produce will not be perceived as advocacy in support of the bond.

Public Funds for Educational Information

On the other hand, we believe that using public funds to distribute or produce educational information about the bond is permissible. Educational information about the bond includes objective, factual information about the impact that the bond money would have on a community colleges’ ability to fulfill its mission through new construction or the renovation and repair of existing facilities. Educational information about the bond’s impact on the community college should be a fair description of the facts and should not be sensationalized.

Advocacy as Part of Official Job Duties

Moreover, in prior years, community college presidents and senior administrators (as “senior administrator” is defined at the local level) did use public resources, as described above, to expressly advocate for the passage of a bond because part of their official job duty is to promote the best interest of the college. Community college presidents and senior administrators would likely be in a better position to use public resources to advocate for passage of the bond in their official duties if local boards of trustees adopted resolutions in support of the bond. Given their leadership role at the college, community college presidents and senior administrators could refer to the local boards’ explicit support of the bond and proceed to act in accordance with the local boards’ resolution. Examples of advocacy activities by presidents and senior administrators in support of the bond include but are not limited to writing newspaper articles, giving speeches, appearing on news outlets, posting statements on social media, attending rallies, etc. Using public resources to support these advocacy efforts as part of official job duties should be permissible, but presidents and senior administrators should not use public resources for activities tangential to their official job duties. For example, a college president could likely use the State car to travel to an advocacy event during normal business hours, but should not use public funds to host a dinner to rally support for the bond.

State Government Ethics Act

To the extent that individuals covered by the State Government Ethics Act advocate in favor of the bond, they should be careful to comply with the State Government Ethics Act. Specifically,

“covered persons” are prohibited from using or permitting the use of State funds for “any advertisement or public service announcement . . . that contains that covered person’s name, picture, or voice.” G.S. 138A-31(c). Covered persons include voting members of the State Board of Community Colleges, the System President and the Chief Financial Officer of the Community College System, voting members of local boards of trustees, community college presidents, chief financial officers and chief administrative officers. As such, individuals subject to the State Government Ethics Act should be sure to refrain from using public funds for advertisements or public service announcements related to the bond.

If you have questions or want to discuss, please let me know. And, let me thank you again both for your legislative support which led to passage of this legislation and for your support of the passage of these bonds.

December 15, 2015

Dear Presidents:

As in the past two statewide bond referenda (1993 and 2000), the campaign coordinating committee is seeking our help in raising sufficient funds to conduct a publicity campaign. The effort has already raised about a million dollars in donations and pledges. The North Carolina Community College foundation has already contributed \$40,000.

We are asking that your college consider a contribution of \$1,000 for every million your college will receive if the bond referendum is successful. That formula would mean that each of our colleges would contribute an amount between \$2,831 and \$12,595.

As in the past, you cannot use state or county funds for this purpose. Most colleges have used foundation funds. Other colleges have used their institutional vending fund.

Your contributions should be made to the Connect NC Committee and mailed to Connect NC Committee, PO Box 30696, Raleigh NC 27622.

Thank you for your continuing support of this campaign. If you have questions, feel free to contact either of us.

Dr. Robert Shackelford
President
NC Association of Community College Presidents

Mr. George M. Fouts
Interim President
NC Community College System

Dear State Board Members and Presidents,

As mentioned in discussions about the Connect NC bond referendum, the NC Cooperative Extension Service is working to organize local gatherings related to information on the bonds and training about promotion of them.

Below is an email that I received from Extension with a request to forward to our key stakeholders. Please note that you should contact the people listed as the conveners of each session in order to RSVP and/or to receive more information or details. **One note on the email addresses:** the space between each contact's first and last name is really an underscore. It's hard to determine that given the hyperlink to the email address.

There is a tentative agenda for each meeting at the bottom of this email.

Many thanks for your continued work on the Connect NC bonds.

Best and Happy Holidays,
Linda

From NC Cooperative Extension

It's a New Day in NC!

The impact of the Connect NC bond investments could help bring about a new day in NC Higher Education, Agriculture, Public Safety, Municipal Water and Sewer Projects and State Parks.

Join Cooperative Extension, NC State University College of Agriculture and Life Sciences, NC Community Colleges and other community stakeholders for a Connect NC Bond Information and Grassroots Outreach Session. Come learn more about the bond improvement investments and how you can help inform your neighbors.

Please find the dates for all county Connect NC sessions listed below, as well as the Extension contacts that are helping coordinate each session. Contact them directly to confirm the exact location and time for the session closest to you, and to provide your RSVP. Thank you all for your help in bringing about a "New Day in NC Agriculture".

1/11 – Monday

Henderson Co. – Breakfast Meeting

Contact: Marvin Owings – marvin_owings@ncsu.edu

Swain Co. – Lunch Meeting

Contact: Rob Hawk – Robert_hawk@ncsu.edu

Burke Co. – Dinner Meeting

Contact: Spring Williams-Byrd – spring_williams@ncsu.edu

1/12 – Tuesday

Watauga Co. – Breakfast Meeting

Contact: Dr. Jim Hamilton – jim_hamilton@ncsu.edu

Wilkes Co. – Lunch Meeting

Contact: Dr. Bill Hanlin – william_hanlin@ncsu.edu

Forsyth Co. – Dinner Meeting

Contact: Mark Tucker – matucke1@ncsu.edu

1/13 – Wednesday

Iredell Co. – Breakfast Meeting

Contact: Nancy Keith – nancy_keith@ncsu.edu

Mecklenberg Co. – Lunch Meeting

Contact: Nelson McCaskill – nelson_mccaskill@ncsu.edu

Anson Co. – Dinner Meeting

Contact: Janine Rywak – janine_rywak@ncsu.edu

1/14 – Thursday

Guilford Co. – Breakfast Meeting

Contact: Karen Neill – karen_neill@ncsu.edu

Granville Co. – Lunch Meeting

Contact: Paul Westfall – paul_westfall@ncsu.edu

Wake Co. – Dinner Meeting

Contact: Katherine Williams – katherine_williams@wakegov.com

1/19 – Tuesday

Nash Co. – Breakfast Meeting

Contact: Art Bradley – art_bradley@ncsu.edu

Pasquotank Co. – Lunch Meeting

Contact: Cameron Lowe – cameron_lowe@ncsu.edu

Pitt Co. – Dinner Meeting

Contact: Leigh Guth – Liegh_Guth@ncsu.edu

1/20 – Wednesday

Johnston Co. – Breakfast Meeting

Contact: Bryant Spivey – bryant_spivey@ncsu.edu

Robeson Co. – Lunch Meeting

Contact: Christy Strickland – christy_strickland@ncsu.edu

Craven Co. – Dinner Meeting

Contact: Tom Glasgow – tom_glasgow@ncsu.edu

1/21 – Thursday

Lee Co. – Breakfast Meeting

Contact: Stephen Greer – stephen_greer@ncsu.edu

Richmond Co. – Lunch Meeting

Contact: Susan Kelly – susan_kelly@ncsu.edu

Cumberland Co. – Dinner Meeting

Contact: Lisa Childers – lisa_childers@ncsu.edu

1/22 – Friday

Brunswick Co. – Breakfast Meeting

Contact: Mark Blevins – mark_levins@ncsu.edu

Proposed Agenda - MEAL PROVIDED:

- Overview of Connect NC
- Stakeholder introductions - what groups have convened that have an investment in the bond, with a quick overview of their project/investments via the bond
- Overview of our Connect NC Grassroots Playbook
- Training on how to conduct local informational outreach efforts
- Q&A

Please RSVP promptly by sending an email to the appropriate session contact listed above.

We look forward to sharing more details about the Connect NC Bond, the impact these investments could have across our state, and discussing ways you can help inform your neighbors.

Linda H. Weiner

Vice President, Engagement and Strategic Innovation
NC Community Colleges
O: [919.807.7146](tel:919.807.7146)
C: [919.806.6902](tel:919.806.6902)
F: [919.807.7165](tel:919.807.7165)

Address: 200 W. Jones Street, Raleigh, NC 27603-1379
Mailing Address: 5001 Mail Service Center, Raleigh, NC 27699-5001

E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

Resolution of Support

The Connect NC Bond Act

WHEREAS, for more than 48 years, Montgomery Community College has provided educational opportunities, cultural enrichment, and workforce development and training to the citizens of Montgomery County and surrounding areas; and

WHEREAS, the 58 colleges within the North Carolina Community College System have trained and educated forty (40) percent of North Carolina's workforce over the last decade and account for forty-six (46) percent of the alumni impact of higher education in North Carolina; and

WHEREAS, Montgomery Community College must repair, renovate, and modernize its facilities in order to meet the needs of its growing student enrollment and expanding programs and services; and

WHEREAS, \$6.3 million of the bond package will pay for ongoing, much needed improvements for Montgomery Community College and provide a substantial savings to the people of Montgomery County; and

WHEREAS, \$350 million will allow the North Carolina Community College System to continue to serve as a national leader in higher education and workforce development; and

WHEREAS, the \$2 billion bond package will allow for much needed capital improvements while simultaneously providing construction jobs for local communities.

NOW, THEREFORE BE IT RESOLVED:

That the Montgomery Community College Board of Trustees strongly supports the Connect NC Bond Act as it will enable North Carolina's systems of higher education to educate and train a highly qualified workforce for the 21st century and will support our state's parks, National Guard, community infrastructure, and agricultural resources. Furthermore, the Montgomery Community College Board of Trustees pledges to educate and inform Montgomery County citizenry about the importance of the bonds while also encouraging the approval of all provisions of the Connect NC Bond Act on this ____ day of _____ 2015 in Troy, NC.

Claudia B. Bulthuis, Chair
Montgomery Community College Board of Trustees

Public Relations Board Report November/December 2015

- 
 Attended Crisis Communications workshop at Randolph Community College. The workshop was very informative and will help us as we update our own procedures.

- 
 The tabloid was completed and sent out on the first of December. The focus was on Continuing Education scholarships, which we hope will encourage individuals to enroll. We had success stories from continuing education, curriculum, the small business center and an Apprenticeship Montgomery update. We were particularly pleased to be able to put the spotlight on two of our partners – the State Employees Credit Union and Jordan Lumber. Hopefully they noticed.

- 
 Obtained bids for updating the large directional signs on campus. Hope to complete this project this spring if the budget allows.

- 
 Trained Ashlie Martin in Continuing Education to use Adobe InDesign software for Continuing Education marketing materials so we can have a consistent look and feel for all of our advertising. Also obtained a 3-month subscription to downloadable stock templates for the same reason. We'll use these templates for ads, brochures, fliers and other printed materials to advertise programs.

- 
 Our digital advertising campaign finally went live on December 1, following the approval of the 2015 budget. All the preliminary work had been completed for this project including a landing page, digital forms, several new versions of ads, and creation of a new sub-domain for purposes of collecting data. Because of the timing of the campaign (Spring semester rather than Fall semester), the campaign will run only through December, and then will run again before the end of June in anticipation of the Fall 2016 semester.

- 
 Designed an online form for our NC Prescribed Fire Training classes that would assist the director in keeping up with registrations. The forms will only allow registration up to the deadline and will automatically notify the registrant if registration is closed. They have the option to call the instructor in case of last minute cancellations so they can get on a waiting list. Classes are updated on the website whenever new ones are scheduled, and then are added to the form for registration purposes.

- 
 Individuals taking NRA classes can now go directly to www.montgomery.edu/nra to register for NRA classes, instead of having to navigate through our website.

- 
 Thanks to Gay Roatch, we successfully recruited the help of several MCC retirees for the purpose of putting together a historical volume for the college's 50th anniversary. I was unable to attend their regular bi-monthly meeting but Gay attended for me, and the group will be meeting at MCC in January to begin developing an outline for the book.

Facebook Top Posts November/December

Total Likes 1,339

Date	Post	Total Reach	Clicks	Shares
11/11/2015	Veteran's Day Celebration	1K	197	27
12/17/15	Kasey Ferguson story	1K	108	30

Institutional Status Committee
Wednesday, January 13, 2016
6:25 p.m.

Committee Members

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
Sam Martin

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix AG – Action**
- ❖ **RFP for Legal Services – Appendix AH – Action**
- ❖ **Revisions to By-Laws – First Reading – Appendix AI – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 11, 2015 at 6:11 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
Sam Martin

Absent**Others Present**

Gelynda Capel
Paula Covington
Sharon Cupples(via telephone)
Anna Hollers
Ron Kincaid
Gordon Knowles
Andrea Marshall
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Randy Gunter, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Gay Roatch, Foundation Director/Grants; Michele Haywood, Public Information Officer; and Korrie Ervin, Assistant to the President.

Dr. McKinnon, Chairman, called the meeting to order.

Committee roll was taken by Chairman McKinnon and all committee members were present.

Approval of October Committee Minutes – Appendix V – Action

Mrs. Eggleston made a motion, seconded by Mr. Absher, to approve the October Committee minutes. The motion carried.

2015 Fact Book – Appendix W (The full 2015 Fact Book is available for viewing at www.montgomery.edu)

Dr. McKinnon presented Appendix W, the 2015 Fact Book and distributed the 2015 Fact Sheet.

Mrs. Holton reported that the Fact Book is a compilation of various statistics about enrollment and the college population.

There being no further business, the meeting adjourned at 6:13 p.m.

**Request for Proposal for Legal Services
For the Period
January 15, 2016 to February 29, 2016**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Korrie Ervin
Assistant to the President
Montgomery Community College
1011 Page Street
Troy, NC 27371
Phone: 910-576-6222 ext. 213
ervink@montgomery.edu

I. General Information

- A. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided for Montgomery Community College as a retainer.
- B. **Who May Respond.** Only attorneys who are currently licensed to practice law in North Carolina and maintain an office in Montgomery County, NC, or a primary partner lives in Montgomery County, NC, may respond to the RFP.
- C. **Instructions on Proposal Submission.**
 1. **Closing Submission Date.** Proposals must be submitted no later than 5:00 p.m. on Monday, February 29, 2016.
 2. **Inquiries.** Inquiries concerning this RFP should be mailed to:
Korrie Ervin
Assistant to the President
Montgomery Community College
1011 Page Street
Troy, NC 27371
Or e-mailed to: ervink@montgomery.edu
 3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Montgomery Community College.
 4. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:
Korrie Ervin
Assistant to the President
Montgomery Community College
1011 Page Street

Troy, NC 27371

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

Date:

Sealed Proposal for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by Montgomery Community College by the date and time specified above. Late proposals will not be considered.

5. **Right to Reject.** Montgomery Community College reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
 6. **Small and/or Minority-Owned Businesses.** Efforts will be made by Montgomery Community College to utilize small businesses, women and/or minority owned businesses. Offeror qualified as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R§ 121.201).
 7. **Notification of Award.** It is expected that a decision selecting the successful firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall be a one year fixed price contract with option for renewal.
- D. **Description of Entity.** Montgomery Community College serves Montgomery County, NC. Montgomery Community College is a non-profit organization. Montgomery Community college has an annual budget of approximately \$7 million and is governed by the Board of Trustees, which meets 10 times per year. Montgomery Community College employees 89 people. Administrative offices are located at 1011 Page Street, Troy, NC.

The Mission of Montgomery Community College is to provide quality educational opportunities.

- II. **SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the President and/or Board of Trustees:
1. Review, draft, and negotiate contracts and leases.
 2. Advise on corporate and tax-exempt organization legal issues.
 3. Advise on individual labor and employment matters.
 4. Review personnel, fiscal and other policies, as well as Board By-Laws.
 5. Attend Board of Trustees meeting and committee meetings as necessary.
 6. Advise on government grant and contract issues.
 7. Advise on responses to subpoenas, court orders, and requests for information from third parties.
 8. Defend lawsuits, administrative claims or other legal claims.
 9. Conduct litigation as necessary.
 10. Other legal services as needed.

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, Montgomery Community College will consider proposals for subsets of these areas.

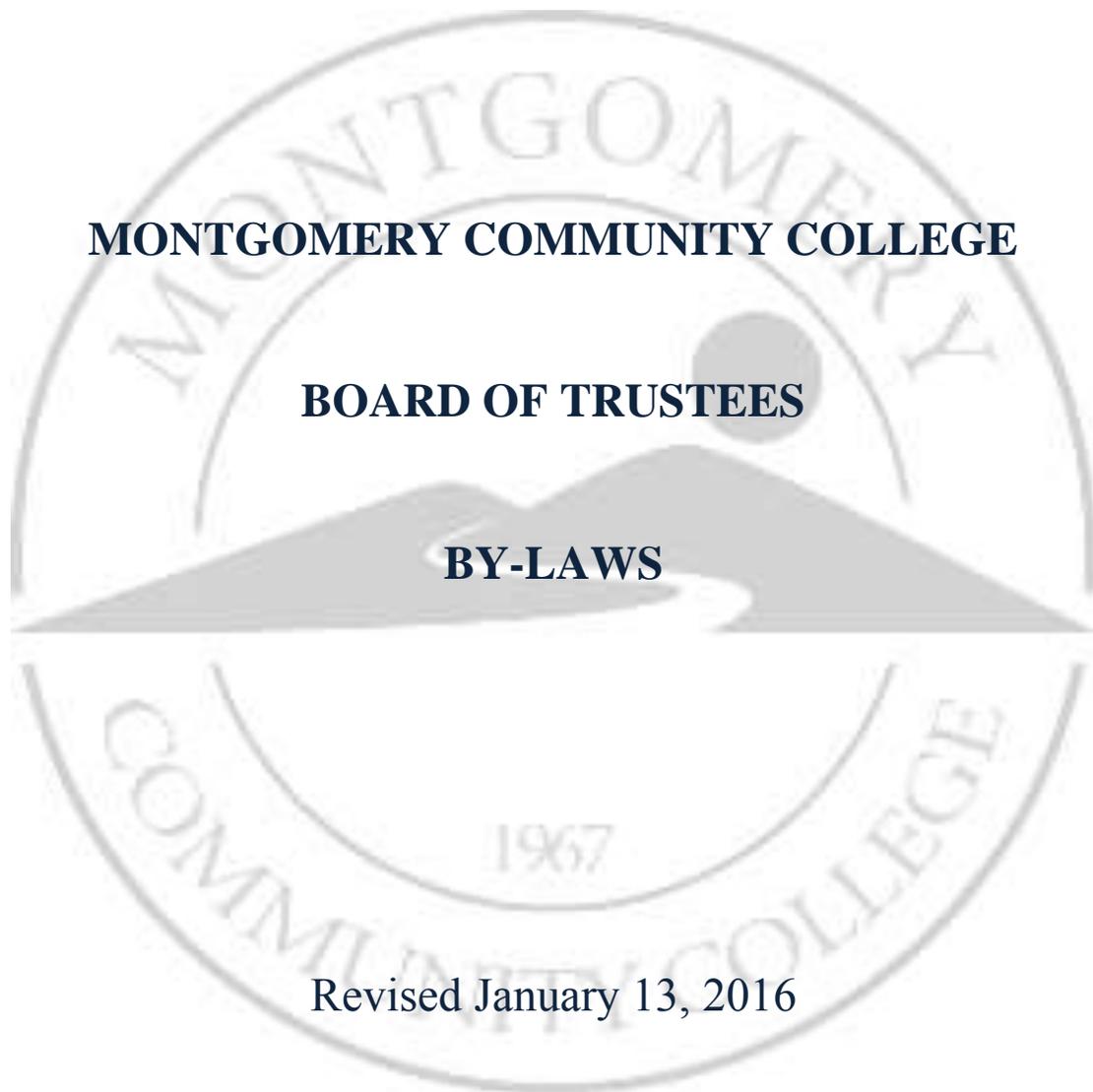
Offeror shall be prepared to submit detailed statements for all services billed at an hourly rate. If any, broken down into time increments of no more than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

- III. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following
- A. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to Montgomery Community College. Experience should include the following categories:
 1. Experience advising nonprofit organizations
 2. Experience advising clients conducting similar programs and government funded services
 - B. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size structure, areas of practice and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmation Action Policy, if the firm has one.

- C. **Attorney Qualification.** The Offeror should have experience in the following areas: non-profit and tax-exempt organizations; real estate, including bond financing; government grants and contracts; labor and employment, and general business operations. The Offeror should describe the qualification of attorneys to be assigned to the representation. Descriptions should include:
1. Professional and education background of each attorney.
 2. Overall supervision to be exercised.
 3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.
- D. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. Montgomery Community College reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

IV. PROPOSAL EVALUATION

- A. **Submission of Proposals.** All proposals shall include an original and one copy.
- B. **Evaluation Procedure and Criteria.** Montgomery Community College's President and appropriate staff will review proposals and make recommendation to the Board of Trustees for final approval. The President and/or Board of Trustees may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
1. Proposed approach to scope of work.
 2. Level of experience of the individual(s) identified to work on this matter.
 3. The Offeror's experience with similar clients and legal matters.
 4. Response from references.
 5. Cost.
 6. Interviews, if conducted.



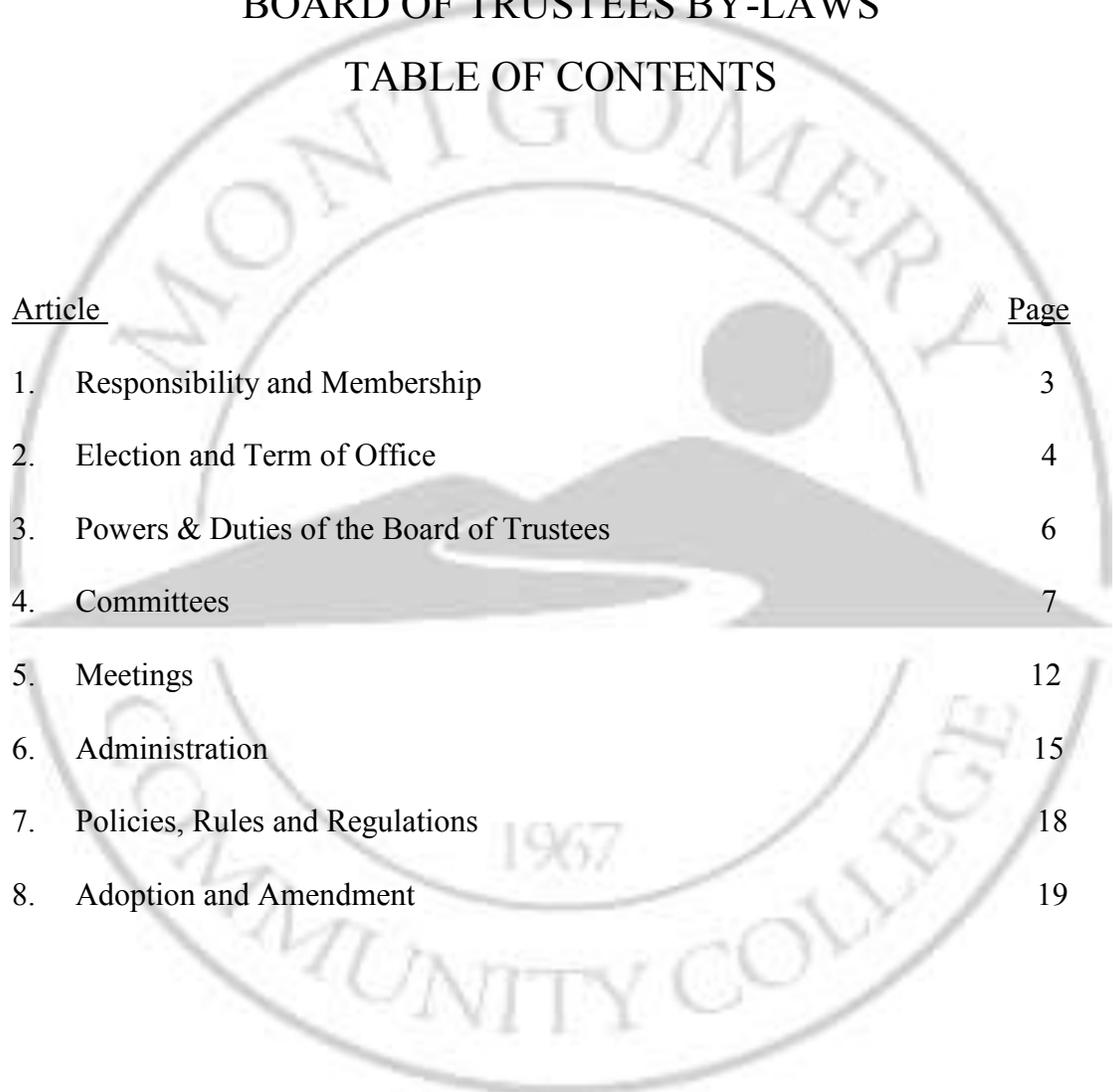
MONTGOMERY COMMUNITY COLLEGE

BOARD OF TRUSTEES

BY-LAWS

Revised January 13, 2016

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 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.
3. 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.~~

In accordance with NCGS 115D-20(1), the President of the College is appointed by the Board of Trustees for such term and under such conditions as it may fix. The duties and responsibilities of the President are outlined in the MCC Board Policy Manual under Board Policy 210.00 Administrative Job Descriptions, 210.01 College President.

210.01 College President

• REQUIRED QUALIFICATIONS

1. Master's degree required from an accredited institution; Doctorate preferred
2. Minimum of three years of senior level community college administrative experience or equivalent required; five years preferred
3. Demonstration of innovative and effective post-secondary classroom instructional experience

• **JOB SUMMARY**

The President is the chief executive officer of Montgomery Community College and is directly responsible to the Board of Trustees for its operations in accordance with policies and procedures adopted by the MCC Board of Trustees, the North Carolina State Board of Community Colleges, and the North Carolina Community College System, and Section 155.D of the North Carolina General Statutes.

The President shall be qualified, by training, experience, habits, and philosophy, to develop and maintain a comprehensive community college of highest quality in accordance with the policies set forth by the North Carolina State Board of Community Colleges, the North Carolina Community College System, and the Montgomery Community College Board of Trustees.

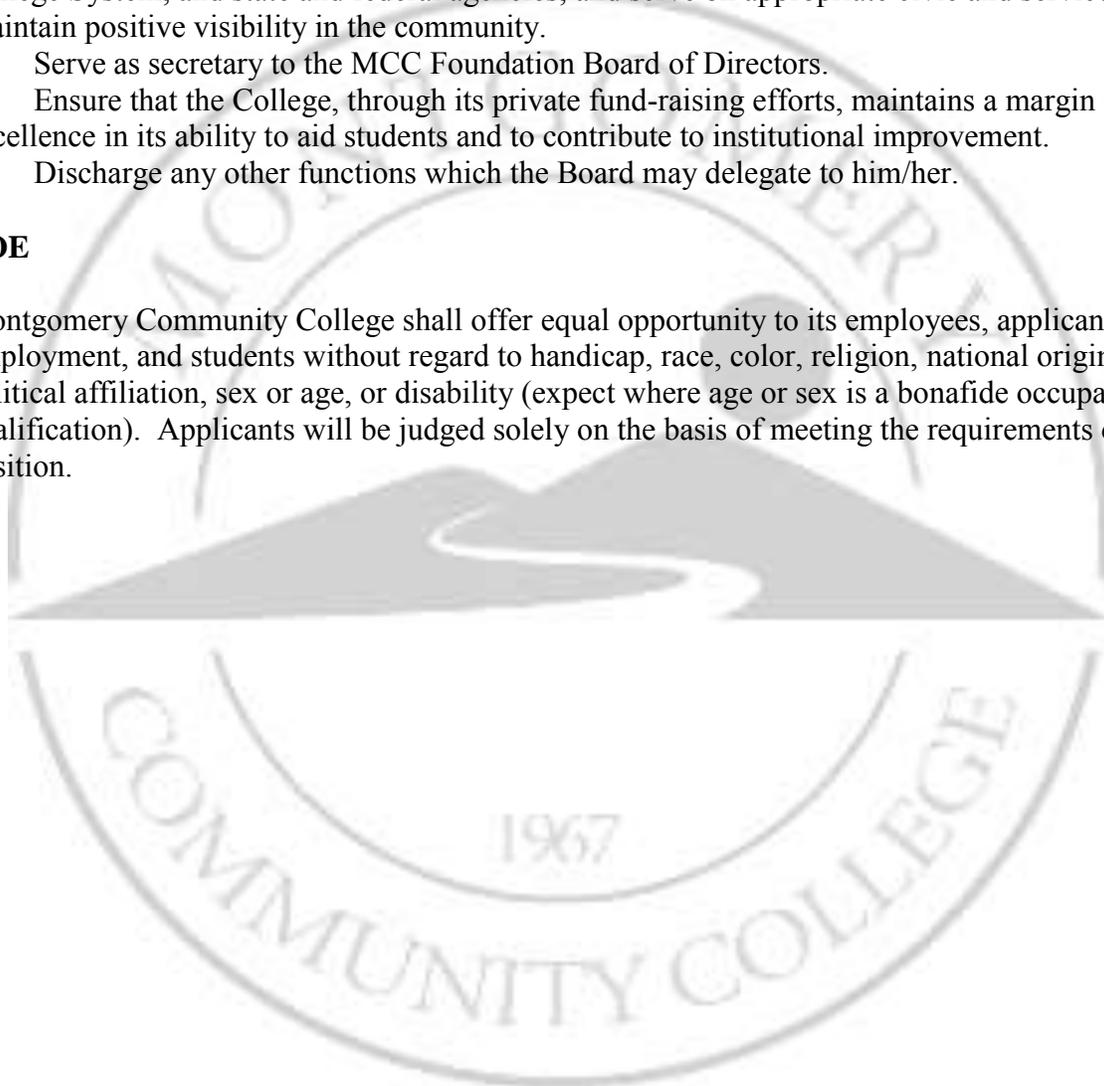
• **JOB REQUIREMENTS**

1. Maintain Board of Trustees relationship including, but not limited to:
 - a. 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.
 - b. 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.
 - c. Recommend in the following broad fields, all educational programs and co-curricular programs which he/she deems to be in the best interest 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.
 - i. Organized curricula for the preparations of technicians.
 - ii. Courses and curricula in vocational, trade and technical specialty areas.
 - iii. Courses and programs in general adult education.
 - d. Advise the committees at the request of the Chairman of the Committee.
 - e. Advise the Board on the financial and budgetary needs of the College and recommend items to be included in the current expense budget and the capital outlay budget; and, participate in the development of sources of funding.
 - f. Serve as secretary to the Board of Trustees (if so designated).
2. Effectively staff the College and fulfill its mission.
3. Develop and provide educational programs in conformity with the philosophy and policies of the State Board of Community College, North Carolina Community College System, and the MCC Board of Trustees.
4. Participate in long-range and short-range planning processes.
5. Assess the building and equipment needs of the College; approve the acquisition of equipment and the efficient utilization of space; and review, update and implement the facility master plan.
6. Be responsible for all administrative and managerial aspects of the development and operation of the College.

7. Appoint lay-advisory committees for particular programs of the college where needed.
8. Promote and encourage support of the College from the private sector including nonprofit organizations.
9. Be the chief spokesman for the College in handling all information and in representing the College to external agencies. In this regard, the President will ensure that an effective program of public information is presented throughout the College's service area on a regular basis.
10. Maintain liaison with boards of education, county commissioners, regional councils of government, businesses and industries, local agencies and groups, the North Carolina Community College System, and state and federal agencies; and serve on appropriate civic and service boards. Maintain positive visibility in the community.
11. Serve as secretary to the MCC Foundation Board of Directors.
12. Ensure that the College, through its private fund-raising efforts, maintains a margin of excellence in its ability to aid students and to contribute to institutional improvement.
13. Discharge any other functions which the Board may delegate to him/her.

EOE

Montgomery Community College shall offer equal opportunity to its employees, applicants for employment, and students without regard to handicap, race, color, religion, national origin, political affiliation, sex or age, or disability (except where age or sex is a bonafide occupational qualification). Applicants will be judged solely on the basis of meeting the requirements of the position.



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.~~

The Montgomery Community College Board of Trustees shall adhere to the powers and duties of trustees pursuant to NCGS 115D-20.

§ 115D-20. Powers and duties of trustees.

The trustees of each institution shall constitute the local administrative board of such institution, with such powers and duties as are provided in

this Chapter and as are delegated to it by the State Board of Community Colleges. The powers and duties of trustees shall include the following:

(1) To elect a president or chief administrative officer of the institution for such term and under such conditions as the trustees may fix, such election to be subject to the approval of the State Board of Community Colleges.

(2) To elect or employ all other personnel of the institution upon nomination by the president or chief administrative officer, subject to standards established by the State Board of Community Colleges. Trustees may delegate the authority of employing such other personnel to its president or chief administrative officer.

(3) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the institution, upon approval of 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 General Statutes Chapter 40A. For the purpose of condemnation, the determination by the trustees as to the location and amount of land to be taken and the necessity therefor shall be conclusive.

(4) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges. Notwithstanding any law or administrative rule to the contrary, local community colleges are permitted to offer the following programs:

a. Subject to the approval of the State Board of Community Colleges, local community colleges may collaborate with local school administrative units to offer courses through the following programs:

1. Cooperative innovative high school programs as provided by Part 9 of Article 16 of Chapter 115C of the General Statutes.

2. Academic transition pathways for qualified junior and senior high school students that lead to a career technical education certificate or diploma and academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies.

3. College transfer certificates requiring the successful completion of thirty semester credit hours of transfer courses, including English and mathematics, for qualified junior and senior high school students.

b. During the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.

c. High school students may be permitted to take noncredit courses in safe driving on a self-supporting basis during the academic year or the summer.

d. High school students 16 years and older may be permitted to take noncredit courses, except adult basic skills, subject to rules promulgated by the State Board of Community Colleges.

(5) To receive and accept donations, gifts, devises, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of this Chapter and the regulations of the State Board of Community Colleges.

(6) To provide all or part of the instructional services for the institution by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board of Community Colleges.

(7) 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 bylaws for the government and operation of the institution under this Chapter and for the discipline of students.

(8) If a board of trustees of an institution provides access to its buildings and campus and the student information directory to persons or groups which make students aware of occupational or educational options, the board of trustees shall provide access on the same basis to official recruiting representatives of the military forces of the State and of the United States for the purpose of informing students of educational and career opportunities available in the military.

(9) To encourage the establishment of private, nonprofit corporations to support the institution. The president, with approval of the board of trustees, may assign employees to assist with the establishment and operation of such corporation and may make available to the corporation office space, equipment, supplies and other related resources; provided, the sole purpose of the corporation is to support the institution. The board of directors of each private, nonprofit corporation shall secure and pay for the services of the State Auditor's Office or employ a certified public accountant to conduct an annual audit of the financial accounts of the corporation. The board of directors shall transmit to the board of trustees a copy of the annual financial audit report of the private nonprofit corporation.

(10) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the General Statutes.

(10a) To enter into loan agreements under the Energy Improvement Loan Program pursuant to Part 3 of Article 36 of Chapter 143 of the General Statutes.

(11) To enter into lease purchase and installment purchase contracts for equipment and real property under G.S. 115D-58.15.

(12) Notwithstanding the provisions of this Chapter, a community college may permit the use of its personnel or facilities, in support of or by a private business enterprise located on a community college campus or in the service area of a community college for the specific purposes set out in G.S. 66-58(c)(3a) and G.S. 66-58(c)(3d). The board of trustees of a community college must specifically approve any use of facilities or

personnel under this subdivision. The State Board shall adopt rules to implement this subdivision, G.S. 66-58(c)(3a), and G.S. 66-58(c)(3d).

(13) To enter into a public/private partnership in which all of the following conditions are met:

- a. The agreement is approved in advance by the State Board of Community Colleges.
- b. The board of trustees agrees to lease community college land to a private entity on condition that the entity construct a facility on the leased land.
- c. The facility will be jointly owned and used by the private entity and the community college.
- d. The board of trustees is not authorized to lease the facility as lessee under a long-term lease or capital lease from the private entity as lessor.
- e. The board of trustees is not authorized to finance its portion of the facility by entering into an installment contract or other financing contract with the private entity.
- f. State bond funds shall not be used to pay for construction of that part of the facility to be owned and used by the private entity.
- g. The provisions of G.S. 143-341(3)a. apply to the construction of a facility under this subsection.

(14) To comply with the design and construction requirements regarding energy efficiency and water use in the Sustainable Energy-Efficient Buildings Program under Article 8C of Chapter 143 of the General Statutes. (1963, c. 448, s. 23; 1979, c. 462, s. 2; c. 896, s. 13; 1979, 2nd Sess., c. 1130, s. 1; 1981, c. 901, s. 2; 1983, c. 378, s. 1; c. 596, s. 1; 1985, c. 191; 1987, c. 383, s. 2; 1993 (Reg. Sess., 1994), c. 775, s. 7; 1998-111, s. 1; 2001-368, s. 2; 2003-286, s. 1; 2005-247, s. 2; 2006-259, s. 21; 2007-476, s. 1; 2008-203, s. 2; 2009-119, s. 1; 2011-145, s. 7.1A(h); 2011-284, s. 82; 2011-391, s. 13(c); 2011-419, s. 2; 2013-310, s. 2; 2013-360, s. 10.9(a).)

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. ~~his/her recommendations concerning the hiring of all personnel. To act upon these recommendations and forward this action to the Board.~~ To communicate this notification to the Board.

3. To receive from the President recommendations for the establishments of new employee positions. To act upon 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.

Montgomery Community College
SGA Report
January 13, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Attendance was good at the SGA's annual Holiday Meal held Wednesday, December 2.
- The SGA sponsored a "Brain Break" December 8-10 for students, offering snacks and soft drinks to help refuel those brain cells before their next exam.
- At their January and February meetings, SGA Senators will be asked to finalize an April date for Spring Fling and begin making preliminary plans for the event.
- The first SGA meeting of the Spring 2016 term will be held January 26.

**President's Report
January 13, 2016**

Activities since the November Board Meeting

11/12/15	Crisis Management Workshop
11/17/15	A Christmas Memory – Troy Senior Center
11/17/15	Meeting at Jordan Lumber
11/18/15	Trailblazer Spirit Day
11/18/15	NCACCP Meeting
11/19/15	Lunch with MCC Retiree's
11/19/15	Employee Meeting
11/30/15	College Transfer Fair
12/3/15	SGA Holiday Meal
12/4/15	Communities in Schools Board Meeting
12/6-8/15	SACSCOC Annual Meeting
12/9/15	Board of Trustees Christmas Dinner
12/14/15	Employee Christmas Crawl
12/15/15	Meeting at Randolph Community College
12/16-17/15	New President's Orientation – Raleigh
1/5/16	Quality Trails Professional Development
1/12/16	Chamber of Commerce Board Meeting
1/13/16	Board of Trustees Meeting

Upcoming Activities

1/14/16	Central President's Meeting
1/18-23/16	SHOT Show
1/27-29/16	NCACCP Meeting
2/1/16	Foundation Annual Fund Drive Kick Off
2/9/16	Chamber of Commerce Meeting

Good Morning ladies and gentleman. I am sincerely honored to be your guest speaker today. My good friend and fellow veteran Matthew Muterelli convinced me that I have an interesting life story to share with you. Matt I really appreciate this occasion to share my testimony of possibilities made through military service. You heard my brief biography in the introduction. However I want to highlight some of the events and opportunities/accomplishments that changed my life and broadened my knowledge and appreciation of my country. Early in my life I was interested in what being an American was about. I was introduced to the fundamental principals of leadership at an early age and accepted that strong character, broad knowledge and keen intellect were the essential elements to success. I experienced a level of equality and impartiality in the military that impressed me and encouraged me tremendously. One of my most profound memories of the values of learning and teaching happen while I was attending jump school at Fort Bragg in November 1958. We were jumping out of the mock door which was a simulation of the real aircraft door. One of the trainees was having a very difficult time exiting the door correctly. After several attempts, and numerous pushups, the jump school instructor pulled him aside and asked him "soldier, are you going to exit this mockup correctly or do I have to send you back to your unit as a leg?" The soldier's answer was "Sergeant, let me keep trying until I get it right." Those words became etched my mind for the rest of my career. I realized that a desire to learn will always demand a desire to teach. Teachers must be committed to lifelong learning to remain relevant and ready to be of service to a nation. We hear a lot of concern about young people in our society today. As school people we hear these concerns perhaps more than the average person. However, one of the concerns we should be aware of is the changing face of education. We can no longer expect to have a class of students with the same general background or values. The notion of expecting the majority of your class to have the so-called high IQ, may not be what we should be concerned about. The student who comes to school with the understanding that an

education is something one gets, not something one is given, is the student who is demonstrating respect, responsibility, and resourcefulness. Supportive relationships and a culture of learning recognize that for development to occur a willingness to engage with others must exist. Success stems from a culture where teachers with a mindset and passion for developing others use daily opportunities to learn and teach. After retiring from the military, I attended East Carolina University and obtained a Master degree in Education and a Education Speciliest Degree using my VA education benefits. I discovered through study that continued learning is an integral part of every persons life. It incorporates the qualities of self awareness and adaptability and describes their critical impact on acquiring additional knowledge and improveing their competences while operating in a constantly changing enviornment. There can be no quest for wisdom without a healthy regard for one self. The benchment of wisdom is courage to examine oneself fearlessly. The perennial foes of wisdom and maturity are arrogance towards others, manipulation of others and sizing undue entilements for oneself. The most essential lesson I can offer from my twentieth centry life is that you find and sustain joy everyday that you breathe by touching the lives of others and inspiring people through your example to reach higher and serve better. In this twenty first centry, your task in life remains the same as mine-to make it from womb to tomb with grace and dignity such that your contributions leave the world better than you found it. The true measure of your humanity will always rest upon the depth of your love and the quality of your service to others.

THANK YOU, SO MUCH FOR ATTENDING THIS VETERANS DAY CELEBRATION AND
GOD BLESS AMERICA!



Board of Trustees Calendar of Events 2016

January 13, 2016	5:30 p.m.	Committee/Board Meeting
February 10, 2016	11:30 a.m.	Foundation Board Meeting
February 10, 2016	5:30 p.m.	Committee/Board Meeting
February 27, 2016	8:30 a.m.	Board Retreat
March 9, 2016	5:30 p.m.	Committee/Board Meeting
April 13, 2016	11:30 a.m.	Foundation Board Meeting
April 13, 2016	5:30 p.m.	Committee/Board Meeting
April 15, 2016		MCC Foundation Golf Tournament
April 20-22, 2016		NCACCT Law/Legislative Seminar, Raleigh
May 11, 2016	11:30 a.m.	Foundation Board Meeting
May 11, 2016	5:30 p.m.	Committee/Board Meeting
May 11, 2016	7:00 p.m.	Graduation
June 8, 2016	5:30 p.m.	Committee/Board Meeting
August 10, 2016	11:30 a.m.	Foundation Board Meeting
August 10, 2016	5:30 p.m.	Committee/Board Meeting
September 7, 2016	5:30 p.m.	Committee/Board Meeting
September 7-9, 2016		NCACCT Leadership Seminar, Charlotte
September 23, 2016	6:00 p.m.	MCC Foundation Raffle
October 12, 2016	5:30 p.m.	Committee/Board Meeting
November 9, 2016	11:30 a.m.	Foundation Board Meeting
November 9, 2016	5:30 p.m.	Committee/Board Meeting