



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, March 9, 2016 at 7:00 p.m. at the Montgomery Community College Boardroom. 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.

Board Presentation – Cyndi Caviness, Medical Assisting

Approval of Board Meeting and Board Retreat Minutes – Appendix A - Action

Standing Committees

- * **Budget & Finance Committee**
 - February Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**
 - 2016-2017 Local Budget Request – **Appendix D – Action**
 - February Foundation Fund Statements – **Appendix E**
 - Grants Update – **Appendix F**

- * **Building & Grounds Committee**
 - Facilities Report – **Appendix H**
 - Incident Report – **Appendix I**
 - Potential Building Donation – **Appendix J – Action**
 - Potential Programming – **Appendix K**

- * **Personnel Committee**

Introduction of New Employees

Diana Sanchez, High School Liaison – **Appendix L-1**

Roger Brown, Custodian/Maintenance Staff – **Appendix L-2**

Wayne Coley, Gunsmithing Instructor – **Appendix L-3**

Notice of Termination – Custodian/Maintenance Staff – **Appendix M**

Out of State Travel Request – Dr. Chad Bledsoe to attend the NRA Convention, Louisville, KY – May 19-22, 2016 – **Action**

Revised Board Policy 320.00 Professional Development – **First Reading – Appendix N**

Revised Board Policy 610.00 Admissions – **First Reading – Appendix O**

New Board Policy 677.00 Student Grievances and Appeals– **First Reading – Appendix P**

* **Curriculum/Student Services Committee**

Update from Instruction – **Appendix R**

Update from Vice President of Student Services - **Appendix S**

Update from Dean of Continuing Education – **Appendix T**

* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe

2016-2017 Legislative Priorities – **Appendix V**

Public Relations/Marketing Update – Michele Haywood – **Appendix W**

* **Institutional Status Committee**

North Carolina State Approving Agency – Veterans Education – **Appendix Y**

Commission on Dental Accreditation – **Appendix Z**

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

* **President’s Report – Dr. Chad Bledsoe – Appendix AB**

* **Chairman’s Report - Claudia Bulthuis**

Calendar of Events – **Appendix AC**

* **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, February 10, 2016

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:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Sharon Cupples
Susan Eggleston

Anna Hollers
Ronald Kincaid
Gordon Knowles
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Absent

Andrea Marshall

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; Josh Floyd Adjunct Pottery Instructor; Mindy Joyner, Biology Instructor; Bill Collins, Custodian; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Bill Collins, Mindy Joyner, Josh Floyd and Andrew Gardner.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Hollers, to approve the Board of Trustee agenda for February 10, 2016. 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.

Approval of January Board Meeting Minutes – Appendix A

Mr. Martin made a motion, seconded by Mr. Knowles, to approve the January Board and Committee minutes. The motion carried.

Board Presentation – Update on Pottery Program – Jonathan Thill, Dean of Continuing Education

The February Board presentation was given by Jonathan Thill, Andrew Gardner and Josh Floyd, regarding the status of the Pottery program.

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 January 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 received a Foundation update from Ms. Roatch. The Foundation Board has approved up to \$125,000 to assist with scholarships in the 2016-2017 academic year.
- The committee received a grants update.
- Mrs. Bulhuis reported that the Foundation Humanitarian of the Year was awarded to Russ and Anna Hollers and the Fundraiser of the Year was awarded to Gay Roatch.

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 report.
- The committee reviewed proposed renovations to Building 200.
- The committee reviewed a letter from Montgomery County Manager, Matthew Woodard and a letter from Montgomery County Board of Commissioner Chairman, Jim Matheny.

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:

- Mrs. Capel introduced two new employees Bill Collins, Custodian and Mindy Joyner, Biology Instructor.
- The committee reviewed a notice of termination of Metz Hopkins, Foundational Studies Instructor.
- The committee reviewed revisions to Board Policy 301.00 Employment, Dismissal and Transfer Policy and Mrs. Capel made a motion to approve the revisions. Coming from committee, this required no second. The motion carried.

- The committee reviewed revisions to Board Policy 302.00 Fair Hiring Policy and Mrs. Capel made a motion to approve the revisions. Coming from committee, this required no second. The motion carried.
- The committee reviewed revisions to Board Policy 315.00 Rates of Pay and Mrs. Capel made a motion to approve the revisions. Coming from committee, this required no second. The motion carried.
- The committee reviewed revisions to Board Policy 329.00 Professional Dress and Grooming and Mrs. Capel made a motion to approve the revisions. Coming from committee, this required no second. The motion carried.

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 a report from Dr. Bledsoe regarding Curriculum.
- The committee received a recommendation to approve an Associate Degree in Nursing as a new curriculum program and Mr. Kincaid made a motion to approve the new program. Coming from committee, this required no second. The motion carried.
- The committee heard a report from Mrs. Smith regarding Student Services.
- The committee heard a report from Mr. Thill regarding Continuing Education.

Legislative/Public Relations Committee – Paula Covington, Vice Chairman

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

- The committee received a legislative update from Dr. Bledsoe regarding the 2016 Connect NC Bond and the 2016-2017 Budget Priorities Update.
- The committee viewed the “Made in Montgomery Video” as Mrs. Haywood’s report.

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 and approved revisions to the By-Laws. Dr. McKinnon made a motion to approve the revisions to the Montgomery Community College Board of Trustees By-Laws. Coming from committee, this required no second. The motion carried.

SGA Report – Stephen Gant, SGA President – Appendix V

The Student Government Association report is attached as Appendix V.

President’s Report – Dr. Chad Bledsoe – Appendix W

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

- The SHOT Show was very successful.
- He recently attended the quarterly NCACCP Meeting.
- A Chili Cook-Off Fundraiser for Roger McIntyre was very successful.
- After only one week, 47% of faculty and staff have participated in the Foundation's Annual Fund Drive. This is very commendable.
- State Board of Community Colleges voted down the option of offering Bachelor Degrees in Nursing at community colleges.
- State Board of Community Colleges will be meeting on campus on March 17 and 18.

Chairman's Report – Claudia Bulthuis, Chairman – Appendix X and Appendix Y

Mrs. Bulthuis presented Appendix X, the agenda for the Board Retreat.

Mrs. Bulthuis presented Appendix Y, a calendar of upcoming events. She noted to be added to the calendar the Cultural Fair on March 16, Spring Fling on April 12, the State Board of Community Colleges will be on campus March 17 and March 18, Graduation will be May 11.

Mr. Martin thanked Dr. Bledsoe for speaking to the Men of Biscoe Presbyterian Church.

Mrs. Bulthuis reported that the NCACCT Legislative/Law Seminar will be April 20-22, 2016 in Raleigh. She noted that there are four trustees who need to take ethics training this year. The College can host the training on campus on March 23.

Statements of Economic Interest are due April 15.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Capel, to adjourn the meeting at 7:33 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, February 10, 2016 at 5:30 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of January 31, 2016, County fund expenditures were \$405,055, 55% of the total budget.
- There were \$60,595 available for Capital Expenditures as of January 31, 2016.
- Funds from the quarter cent sales tax revenue, totaling \$4,163, were spent in January for the polished concrete floor in Building 500.
- As of January 31, 2016, State fund expenditures were \$3,896,726, 53% of the total budget.
- As of January 31, 2016, the balance in Institutional Funds was \$662,726. Negative balances are due to timing,
- As of January 31, 2016, the balance in the STIF account was \$186,001.

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

January Foundation Fund Statements – Appendix D

Ms. Roatch presented Appendix D, the January Foundation Fund Statements. She noted that there was a decline in the month of January. She reported that the Foundation Board Finance Committee is keeping apprised of the market situation.

Foundation Update

Ms. Roatch gave an update from the Foundation Board meeting that was held earlier in the day. Most of the meeting was an update from the Finance Committee. The Board approved a scholarship liability up to \$125,000, which is no more than 5% of the market value.

Ms. Roatch presented information regarding the Annual Fund Drive and the Earle A. Connelly Invitational Golf Tournament to be held on April 15.

The Employee Annual Fund Drive is going well with 47% of employees already contributing to the drive.

Grants Update – Appendix D-1

Ms. Roatch presented Appendix D-1, a grants update. She reported that the Golden Leaf grant has been delayed to start in June, 2016.

There being no further business, the meeting adjourned at 5:40 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 10, 2016 at 5:40 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Susan Eggleston
 Johnny McKinnon
 Stephen Gant,
 SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix E – Action

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

Facilities Report – Appendix F

Mrs. McBride presented Appendix F, the facilities report. She noted that there were no incidents to report this month.

Discussion Regarding Renovations to Building 200 – Appendix G

Mr. Martin presented Appendix G, a diagram showing proposed renovations to the Library area in Building 200. These renovations would expand the IT department and move the General Store to the Library.

At this point, two quotes have been received on the project. Mrs. McBride is waiting on the third quote. This project would be funded through funds from the quarter cent sales tax and remaining bookstore revenue funds. There are \$58,996 in the Bookstore fund.

Golden Leaf Update – Appendix G-1

Mr. Martin presented Appendix G-1, a letter from Jim Matheny and a letter from Matthew Woodard.

Dr. Bledsoe reported that Montgomery County has requested of Golden Leaf to postpone the start of the project to June 2016.

At the January Board meeting, the Board approved the letter submitted to the Montgomery County Board of Commissioners requesting the property associated with Building 200 be transferred from Montgomery County to the Montgomery Community College Board of Trustees. Appendix G-1 includes a response to this letter from Chairman Matheny requesting this transfer be held until a final decision is made with the new project.

Ms. Roatch reported that the letter from the County Manager to Golden Leaf was very appropriate, as the grant required a letter of support from the County Manager at submission.

There being no further business, the meeting adjourned at 5:47 p.m.

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 10, 2016 at 5:47 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

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

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix H – Action

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

Introduction of New Employees at Board Meeting

Mrs. Capel reported that there will be two new employees introduced at the Board meeting.

Notice of Termination – Foundational Studies Instructor – Appendix I

Mrs. Capel presented Appendix I, the notice of termination of Metz Hopkins, Foundational Instructor.

Revised Board Policy 301.00 Employment, Dismissal and Transfer Policy – Second Reading – Appendix J – Action

Mrs. Capel presented Appendix J, Board Policy 301.00 Employment, Dismissal and Transfer Policy for a second reading.

Mrs. Hollers made a motion, seconded by Mr. Absher, to approve the revisions to Board Policy 301.00 Employment, Dismissal and Transfer Policy. The motion carried.

Revised Board Policy 302.00 Fair Hiring Policy – Second Reading – Appendix K – Action

Mrs. Capel presented Appendix K, Board Policy 302.00 Fair Hiring Policy for a second reading.

Mrs. Cupples made a motion, seconded by Mr. Absher, to approve the revisions to Board Policy 302.00 Fair Hiring Policy. The motion carried.

Revised Board Policy 315.00 Rates of Pay - Second Reading – Appendix L – Action

Mrs. Capel presented Appendix L, revised Board Policy 315.00 Rates of Pay for a second reading.

Mrs. Cupples made a motion, seconded by Mrs. Hollers, to approve revisions to Board Policy 315.00 Rates of Pay. The motion carried.

New Board Policy 329.00 Professional Dress and Grooming – Second Reading – Appendix M

Mrs. Capel presented Appendix M, new Board Policy 329.00 Professional Dress and Grooming for a second reading.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve new Board Policy 329.00 Professional Dress and Grooming. The motion carried.

There being no further business, the meeting adjourned at 5:50 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, February 10, 2016 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Andrea Marshall

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; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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, except Andrea Marshall.

Approval of January Committee Minutes – Appendix N – Action

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

Update from Vice President of Instruction – Dr. Chad Bledsoe – Appendix O

Dr. Bledsoe gave an update on instructional activities as presented in Appendix O.

Dr. Bledsoe reported that the college will be advertising for the position of Vice President of Instruction soon. He hopes to have a new person in the position after graduation.

Associate Degree in Nursing Curriculum Approval – Appendix O-1 – Action

Mr. Kincaid presented Appendix O-1, a description of Associate Degree in Nursing Curriculum.

Dr. Bledsoe reported that the College has a very good Licensed Practical Nursing program. There is a high demand for Registered Nurses, this will only enhance the LPN program.

Currently, the Allied Health programs utilize surrounding hospitals, doctor's offices and nursing homes.

Mr. Martin made a motion, seconded by Mrs. Cupples, to approve the Associate Degree in Nursing as a new curriculum program. The motion carried.

Update from Vice President of Student Services – Appendix P

Mrs. Smith thanked the Board for their support of the ADN program. She noted that there has been great interest from students in this program.

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

Dr. Bledsoe reported that we plan to start classes for the ADN program in the Fall of 2017.

Update from Dean of Continuing Education – Appendix Q

Mr. Thill gave an update on continuing education activities as presented in Appendix Q.

There being no further business, the meeting adjourned at 6:07 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, February 10, 2016 at 6:07 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Andrea Marshall, Chairman

Others Present

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

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; and Korrie Ervin, Assistant to the President.

Mrs. Covington, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Covington and all committee members were present, except Andrea Marshall.

Approval of January Committee Minutes – Appendix R – Action

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve the January Committee minutes. The motion carried.

Legislative Update – 2016 Connect NC Bond Update - Dr. Chad Bledsoe – Appendix R-1

Dr. Bledsoe reported that the Connect NC Bond will be up for vote at the Primary.

Legislative Update – 2016-2017 Budget Priorities Update – Dr. Chad Bledsoe

Dr. Bledsoe reported on the draft version of the 2016-2017 budget priorities set by the North Carolina Community College System. He noted that the priorities center around restoring funding to the community colleges that has been taken over the past few years.

Mrs. Bulthuis reported that there is a Connect NC Committee Facebook page.

Mr. Kincaid reported on recent legislation requiring a community college to be the first two years before going on to a University. Dr. Bledsoe discussed the idea that has been presented to the community college system. He noted the success of students who attend community colleges before attending a university.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix S

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

Mrs. Haywood presented the “Made in Montgomery Video.”

There being no further business, the meeting adjourned at 6:28 p.m.

Attachment F**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 10, 2016 at 6:28 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
Anna Hollers
Ron Kincaid
Gordon Knowles
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix T – Action

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

Revisions to By-Laws – Second Reading – Appendix U- Action

Dr. McKinnon presented Appendix U, the recommended revisions to the By-Laws.

Mr. Absher made a motion, seconded by Mrs. Eggleston, to approve the revisions to the Montgomery Community College Board of Trustees By-Laws. The motion carried.

There being no further business, the meeting adjourned at 6:30 p.m.

**Annual Retreat
Minutes**

**Board of Trustees
Montgomery Community College**

Saturday, February 27, 2016

The retreat of the Board of Trustees of Montgomery Community College was called to order at 9:00 a.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Sharon Cupples
Susan Eggleston

Anna Hollers
Ronald Kincaid
Gordon Knowles
Andrea Marshall
Sam Martin
Johnny McKinnon

Absent

Stephen Gant,
SGA President

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

Mrs. Bulthuis welcomed all in attendance.

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. She noted that during the discussion of Building projects she will recuse herself from the meeting as she has a conflict of interest with this discussion.

Dr. Bledsoe presented the draft of the Emergency Action Plan. Dr. Bledsoe commended Mrs. Frick and the Safety Committee for their work on revising the plan. Mrs. McBride and Mrs. Frick gave an overview of the plan and the training that will be planned in the future for the faculty and staff.

Mrs. McBride presented the draft of the 2016-2017 County Budget including capital needs and equipment needs. Mrs. McBride reported that the roof of Building 200 is an immediate need.

Dr. Bledsoe presented the 2014-2019 Strategic Plan. He noted the progress that has been made in the plan and where the college plans to move forward over the next three years of the plan.

Dr. Bledsoe noted that since the current building project has been delayed the Canon Foundation grant was been redirected to fund a SimMan.

Dr. Bledsoe presented the Facility Master Plan. The Board strongly suggested that security cameras be a top priority for safety needs.

Dr. Bledsoe presented information from the recent Education Taskforce Committee meeting.

Dr. Bledsoe presented a proposed schematic by Pinnacle Architecture for the renovations of Building 100. This renovation would expand Gunsmithing and utilize space for an Early College.

Mrs. Bulthuis noted that the Blair Family, LLC has offered to donate a building in downtown Troy to Montgomery Community College. At this time Mrs. Bulthuis recused herself from the discussion and left the Boardroom. Following discussion, Dr. Bledsoe will present programming ideas to the Board at the March meeting. Mrs. Bulthuis returned to the Boardroom.

Mrs. Haywood presented the Annual Report.

Dr. Bledsoe presented a cost analysis of programs.

In accordance with North Carolina General Statute section 143-318.11(a)(1) to present the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to go into closed session for the purpose of evaluating the President. The motion carried.

No action was taken in closed session.

Mr. Knowles made a motion, seconded by Mrs. Capel, to go into open session. The motion carried.

Mrs. Bulthuis reported that in closed session the Board evaluated Dr. Bledsoe. The following six areas were covered; relationship with the Board, community relations, staff and personnel relations, academic administration, fiscal/facilities administration, and personal attributes.

Following discussion by the full Board, the evaluation results were discussed with the President.

There being no further business, the meeting adjourned.

Budget & Finance Committee
Wednesday, March 9, 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 February Committee Minutes – Appendix B – Action**
- ❖ **February Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **2016-2017 Local Budget Request – Appendix D – Action**
- ❖ **February Foundation Fund Statements – Appendix E**
- ❖ **Grants Update – Appendix F**
- ❖ **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, February 10, 2016 at 5:30 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
Gelynda Capel
Sharon Cupples
Sam Martin
Johnny McKinnon
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of January 31, 2016, County fund expenditures were \$405,055, 55% of the total budget.
- There were \$60,595 available for Capital Expenditures as of January 31, 2016.
- Funds from the quarter cent sales tax revenue, totaling \$4,163, were spent in January for the polished concrete floor in Building 500.
- As of January 31, 2016, State fund expenditures were \$3,896,726, 53% of the total budget.
- As of January 31, 2016, the balance in Institutional Funds was \$662,726. Negative balances are due to timing,
- As of January 31, 2016, the balance in the STIF account was \$186,001.

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

January Foundation Fund Statements – Appendix D

Ms. Roatch presented Appendix D, the January Foundation Fund Statements. She noted that there was a decline in the month of January. She reported that the Foundation Board Finance Committee is keeping apprised of the market situation.

Foundation Update

Ms. Roatch gave an update from the Foundation Board meeting that was held earlier in the day. Most of the meeting was an update from the Finance Committee. The Board approved a scholarship liability up to \$125,000, which is no more than 5% of the market value.

Ms. Roatch presented information regarding the Annual Fund Drive and the Earle A. Connelly Invitational Golf Tournament to be held on April 15.

The Employee Annual Fund Drive is going well with 47% of employees already contributing to the drive.

Grants Update – Appendix D-1

Ms. Roatch presented Appendix D-1, a grants update. She reported that the Golden Leaf grant has been delayed to start in June, 2016.

There being no further business, the meeting adjourned at 5:40 p.m.

**Montgomery Community College
County Funds - Board Report for February 2016**

County Funds - FEBRUARY 2016		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	4,000	2,000	67%
514000	FT Svc/Maint/Skilled Craft	158,020	11,891	105,412	52,608	67%
514050	Supvr Svc/Maint/Skilled Craft	78,644	6,420	52,861	25,783	67%
518100	Social Security	18,527	1,398	12,228	6,299	66%
518200	Retirement	35,338	2,805	23,722	11,616	67%
518300	Medical Insurance	44,005	3,185	27,128	16,877	62%
518700	Longevity Payments	3,019	-	2,535	484	84%
519090	Waste Removal/Recycling	13,000	1,013	11,182	1,818	86%
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	3,036	8,966	4,334	67%
522000	Maintenance Supplies	13,000	2,151	9,615	3,385	74%
524000	Repair Supplies	10,000	22	5,444	4,556	54%
525000	Gas/Travel/Reimbursement	1,000	577	959	41	96%
531140	In-State Lodging	130	-	-	130	0%
531210	Out-of-State Ground Transportation	380	380	380	0	100%
531240	Out-of-State Lodging	111	111	111	0	100%
531250	Out-of-State Meals	64	64	64	(0)	101%
531500	Registration Fees	500	-	182	318	36%
532200	Telephone	17,300	1,064	13,929	3,371	81%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	50,000	149	13,925	36,075	28%
533200	Water	7,500	207	6,630	870	88%
533300	Electricity	185,000	11,781	133,928	51,072	72%
533400	Garbage/Sewage Disposal	5,000	179	3,461	1,539	69%
535100	Equipment Repair	3,000	420	1,378	1,622	46%
535200	Repairs to Facilities	19,211	-	5,066	14,145	26%
535201	Repairs to Grounds-Supplies	2,000	-	240	1,760	12%
535400	Service Contracts	11,438	276	6,596	4,842	58%
539200	PR-President's Office	500	-	164	336	33%
539500	Other Current Expense	2,367	165	710	1,657	30%
543000	Lease/Rental Other Equipment	666	70	385	281	58%
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	-	(981)	11,981	-9%
545301	Life Insurance	1,820	165	1,096	724	60%
546100	Membership & Dues	1,800	-	-	1,800	0%
Total Current Expense		736,080	48,030	453,085	282,995	62%

**Montgomery Community College
County Funds - Board Report for February 2016**

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's December 2015 Report		\$ 263,626
Add: 2016 Property Tax Allocation from County Report		51,837
		315,463
Total Revenue		315,463
Less: 2012-13 Projects		(11,537)
Less: 2013-14 Projects		(53,882)
Less: 2015-16 Projects	Multi-purpose Room Project	(301,942)
	Roof Repairs (Bldg 100 & 200)	(1,500)
	Building 500 Polished Concrete Floor	(4,163)
		(57,561)
Sub-total Life-to-date Revenues less Submitted Projects		(57,561)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)		75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)		100,000
		\$ 117,439
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 2-29-16		\$ 117,439

Montgomery Community College
State Funds - Board Report for February 2016

Appendix C

State Funds - FEBRUARY 2016	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	91,558	45,403	67%
511200 FT Senior Administrator	211,784	11,836	151,106	60,678	71%
511300 FT Professional Staff	974,715	70,246	641,518	333,197	66%
511310 PT Professional Staff	108,359	4,688	41,578	66,781	38%
512000 FT Support	93,882	7,636	63,338	30,544	67%
512010 PT Support	15,400	841	7,809	7,591	51%
512040 30 Hour Support	27,203	2,220	18,323	8,881	67%
513000 FT Faculty	1,819,128	153,005	1,215,022	604,106	67%
513010 PT Faculty	913,077	55,725	502,923	410,154	55%
513030 PT Teaching Assistant	1,500	75	915	585	61%
513040 30 Hour Faculty	118,955	10,535	76,834	42,121	65%
515000 FT Technical/Paraprofessional	340,397	27,723	229,841	110,557	68%
515010 PT Technical/Paraprofessional	73,503	3,756	40,770	32,733	55%
516020 Student Salaries - Inst	2,700	160	880	1,820	33%
518100 Social Security	365,181	25,939	226,041	139,140	62%
518200 Retirement	574,670	45,922	384,905	189,765	67%
518300 Medical Insurance	431,284	33,144	274,421	156,863	64%
518500 Unemployment Compensation	11,180	-	11,180	(0)	100%
518700 Longevity Payments	53,309	711	46,791	6,518	88%
519000 Legal Services	158	-	158	1	100%
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	25,991	1,110	4,814	21,177	19%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	58,914	-	28,203	30,712	48%
519700 Personal Service - 3rd Party	3,135	-	2,700	435	86%
523XXX Copies & Instructional Supplies	170,486	19,396	74,532	95,954	44%
527000 Other Supplies	65,561	17,906	43,053	22,508	66%
527005 Tires & Oil Changes	1,905	-	-	1,905	0%
531110 In-State Ground Transportation	15,436	808	7,922	7,514	51%
531130 In-State Other Transportation	200	-	-	200	0%
531140 In-State Lodging	14,577	135	6,250	8,327	43%
531150 In-State Meals	3,794	62	967	2,827	25%
531210 Out-of-State Ground Transportation	2,204	565	1,298	906	59%
531220 Out-of-State Air Transportation	6,104	(304)	3,623	2,481	59%
531240 Out-of-State Lodging	8,716	1,730	5,285	3,431	61%
531250 Out-of-State Meals	3,104	1,456	1,986	1,118	64%
531410 Board/Non-emp Transportation	3,168	-	1,949	1,219	62%
531500 Registration Fees	20,187	1,000	9,583	10,604	47%
532100 Postage	13,500	18	5,443	8,057	40%
535100 Equipment Repair	23,786	401	18,537	5,249	78%
535400 Service Contracts	1,332	-	(553)	1,885	-42%
535430 Maint Agreement-Equipment	7,075	1,876	3,738	3,337	53%
535450 Maint Agreement-NonWAN - Curr	34,081	1,303	27,630	6,451	81%
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	1,000	-	-	1,000	0%

Montgomery Community College
State Funds - Board Report for February 2016

Appendix C

State Funds - FEBRUARY 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp This Year
537000 Advertising	80,792	12,036	32,586	48,206	40%
537100 Advertise Vacant Positions	17,000	404	8,682	8,318	51%
539400 Magazine/Newspaper Subscriptions	3,591	-	3,465	126	96%
539500 Other Current Expense	1,135	-	60	1,075	5%
539520 Electronic Processing	6,100	-	-	6,100	0%
539700 Childcare - 530 Purpose	22,698	2,435	9,543	13,155	42%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	99,956	113	57,715	42,241	58%
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	480	4,117	13,739	23%
546200 Accreditation Expense	1,200	-	1,200	-	100%
548000 NEIT	56	-	-	56	0%
555100 Minor Equip Low Risk <\$5K	11,823	-	3,510	8,313	30%
555200 Minor Equip High Risk <\$5K	754	-	754	(0)	100%
Total Current Expense	7,045,924	528,443	4,398,941	2,646,983	62%
551000 Office Equipment	42,407	-	-	42,407	0%
552072 Server	22,534	-	-	22,534	0%
553000 Educational Equipment	235,001	29,081	36,911	198,090	16%
555100 Minor Equipment Low Risk	17,394	-	15,328	2,066	88%
555200 Minor Equipment High Risk	10,410	2,599	5,006	5,404	48%
556100 Books	25,000	2,480	3,143	21,857	13%
Total Capital Expense	352,746	34,160	60,388	292,358	17%
Total Expenses	7,398,670	562,604	4,459,329	2,939,341	60%

Montgomery Community College
Institutional Funds - Board Report for February 2016

Institutional Funds - FEBRUARY 2016	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%	371	274	1,054	1,477	20,115
01-133 Current General & Misc	-	77	50	548	3,115
01-134 Admin Support	1,626	1,626	8,590	8,590	-
01-135 Overhead Receipts 25%	123	-	350	-	5,952
01-142 Textbook Rental - CCP	-	576	14,875	11,648	4,408
01-222 Forestry Program	1	-	6	300	23,875
01-291 Specific Fees: Medical Asst.	165	-	336	-	2,372
01-291 Specific Fees: Electronics	200	-	525	-	1,550
01-291 Specific Fees: Gunsmithing	1	-	5,103	-	39,163
01-291 Specific Fees: Pottery	516	-	5,103	3,397	42,386
01-291 Specific Fees: Taxidermy	100	-	700	-	14,362
01-291 Specific Fees - LP	28	-	2,728	-	6,493
01-291 Specific Fees: Dental	(399)	192	2,413	1,569	3,484
01-291 Specific Fees: NET/TEAS	1,536	1,680	5,376	5,680	3,578
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	15	-	532
01-315 Self Supporting	688	3,056	35,479	17,783	43,334
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	419	390	812	1,058
01-363 Small Business Center	-	-	789	530	8,727
01-391 Specific Fees: Occ. Ext	470	640	9,635	4,294	22,785
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	1,126	646	5,033	9,938	19,412
01-715 Vending	3,626	3,626	8,871	8,871	-
02-131 College Work Study	1,195	1,195	11,170	11,170	-
02-228 Self Supp. Curriculum	51	-	3,963	11,623	28,163
02-229 Distance Learning	6	-	45	-	-
02-292 Tech Fee-Curr	3,788	494	16,076	6,942	95,271
02-383 Fire Training Center Grant	1,753	4,069	21,708	23,804	4,786
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
02-429 Vo-Ed PT Curriculum Support	2,285	759	6,226	6,226	-
02-511 Voc-Ed Counseling	3,599	1,185	9,659	9,659	-
02-823 FSEOG	9,176	9,176	17,051	17,051	-
02-824 Pell Grant	432,450	431,007	1,008,675	1,006,510	2,327
1 02-831 Education Lottery Scholarships	9,575	10,500	26,325	27,250	(925)
02-833 Golden LEAF	-	-	6,034	5,250	784
2 02-835 NC Community College Grant	15,233	16,635	41,602	42,064	(462)
02-836 High Demand/Low Enrollment	975	975	2,053	2,053	-
3 02-837 MCC Foundation Scholarships	-	40,652	83,079	123,730	(40,652)
02-838 Wells Fargo Scholarships	-	-	250	250	-
02-839 Less Than Half-time	(975)	300	510	510	-
02-841 MCC Club Scholarships	-	500	1,000	1,000	-
02-842 SGA President Scholarships	750	750	1,500	1,500	-
02-845 SECU Scholarships	-	3,750	7,500	7,500	-
05-227 Daycare Center	-	-	-	-	118

Montgomery Community College
Institutional Funds - Board Report for February 2016

Institutional Funds - FEBRUARY 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-715 Vending	432	4,978	4,885	15,984	12,590
05-716 Bookstore Vending	1	69	9,188	6,386	49,534
05-720 Bookstore	37	-	262	-	-
05-721 General Store	611	69	23,250	24,839	4,992
05-730 Campus Food Service	-	-	1,680	1,680	-
05-740 Parking Fee	903	-	3,714	-	28,396
05-770 Student Government Association	6,287	745	25,788	7,946	28,247
05-771 Graduation Fund	1,217	-	1,857	-	5,644
05-774 Student Ambassador	700	-	2,895	166	26,762
07-942 Duke Energy Grant	-	-	-	223,515	26,485
09-772 Club Accounts	-	-	-	-	76,439
4 09-773 Bookstore Agency Fund	-	-	-	-	(10,595)
5 09-775 Funds Held for Others	-	-	-	-	(2,777)
09-776 Restricted Scholarships Held	-	-	-	-	1,000
Total Institutional Funds: First Bank	500,226	540,621	1,445,599	1,660,046	610,481

STIF Account as of 02/29/16

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	26	187	41,932	42,119
02-229 Distance Learning	6	45	10,137	10,182
02-292 Technology Fees	47	332	74,451	74,783
05-720 Bookstore	37	262	58,771	59,033
Total Institutional Funds: State Treasury	116	826	185,291	186,117

NOTES:

- 1 Due from College Foundation (ELS)
- 2 Due from College Foundation (NCCCG)
- 3 Due from MCC Foundation
- 4 Financial Aid Charges for Books
- 5 Ameriflex Charges for Employees

Montgomery Community College						
FY 2016-2017 County Budget						
Description	Budget 2014-15	Budget 2015-16	% Diff FY15 vs FY16	Requested 2016-17	% Diff FY16 vs FY17	
Salaries	232,240	236,664	1.9%	237,900	0.5%	FY16 includes 2 retiree payouts
FICA	17,374	18,527	6.6%	18,335	-1.0%	
Retirement	35,695	35,338	-1.0%	36,718	3.9%	
Health Insurance	42,366	44,005	3.9%	45,288	2.9%	
Longevity	2,444	3,019	23.5%	1,774	-41.2%	FY16 includes 2 retiree payouts
Workmans Comp Insurance	10,773	11,000	2.1%	11,300	2.7%	
Contract Waste Removal	13,714	13,000	-5.2%	14,000	7.7%	
Custodial Supplies	13,963	13,300	-4.7%	14,000	5.3%	
Pest Control	850	850	0.0%	1,000	17.6%	\$250 per quarter
Travel / Training Fees	1,086	500	-54.0%	1,500	200.0%	Specialized Training for HVAC Water Systems & Electrical
Vehicle Operations	1,500	6,000	300.0%	6,000	0.0%	Incl travel reimburse for President use of personal vehicle
Maintenance Supplies	18,575	20,000	7.7%	20,000	0.0%	
Repairs to Equipment	6,119	8,000	30.7%	8,300	3.8%	
Repairs to Facilities	22,655	22,000	-2.9%	25,000	13.6%	
Service Contracts	12,545	12,000	-4.3%	12,000	0.0%	
Motor Vehicle Repair	2,184	1,000	-54.2%	2,000	100.0%	Older models of maintenance truck and school car
Utilities	262,788	265,190	0.9%	270,000	1.8%	
Public Rel/Outreach/postage	-		0.0%		0.0%	
Board of Directors Expense	-		0.0%		0.0%	
Other Expense	9,722	2,867	-70.5%	5,000	74.4%	Paid \$7,200 to architectural firm in FY2015
Gen Ins.-Property and Vehicles	20,919	21,020	0.5%	23,000	9.4%	Increase in property values 3%
Membership/Dues	1,280	1,800	40.6%	1,800	0.0%	
Total Operations	728,792	736,080	1.0%	754,915	2.6%	
Buildings						
Equipment						See Attached List
Other capital Outlay	75,000	100,000	33.3%	23,000	-77.0%	
Total Capital Outlay	75,000	100,000	33.3%	23,000		\$75,000 Requested less projected property tax revenue (\$75,000-\$52,000(projected property tax revenue))
TOTAL	\$ 803,792	\$ 836,080	4.0%	\$ 777,915	-7.0%	

**MONTGOMERY COMMUNITY COLLEGE
EQUIPMENT NEEDS
FY 2016-17**

Appendix D

<u>EQUIPMENT NEEDS</u>	<u>Estimated Cost</u>
John Deere X500 lawn tractor	\$ 5,900
Aerial Man Lift	15,000
Outdoor trash receptacles	4,500
Enclosed cab for Gator 2x4	2,000
Paint Sprayer System	1,200
Restroom Cleaning Cart	2,800
Forklift Repair/ Service	2,500
Miscellaneous tools	<u>2,000</u>
	\$ 35,900

MONTGOMERY COMMUNITY COLLEGE
CAPITAL IMPROVEMENT NEEDS
FY 2016-17

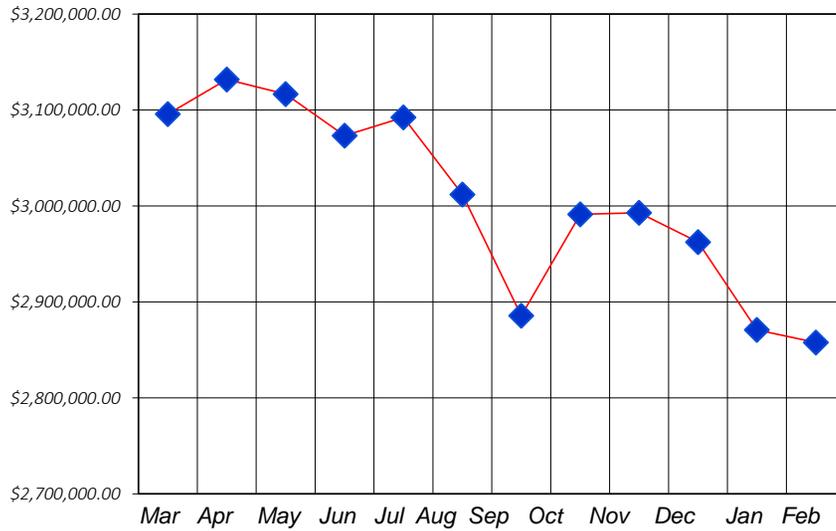
<u>Project</u>	<u>Estimated Cost</u>	
Bldg 100 Renovations	\$ 121,000	Faculty office area, 1st and 2nd hall restrooms
	32,500	Overlay tile floors in hallways
	13,000	Strip paint & polish concrete in machine shop / bluing room floors
	13,000	Replace machine shop HVAC unit (17 years old)
	46,000	Blair auditorium 84 seats updated, flooring & repair
Bldg 200 Renovations	344,960	\$7/sq. ft., 10% added for underlayment repairs
Internal Emergency Alert System	15,000	Equipment only - Saving \$30K by installing in-house
Campus Security Camera System	25,000	
Asphalt Areas	51,500	Between 100 & 500, behind 500
Concrete Repairs, walkways connected	15,000	Step, Bldg 200, Pres Office, Connect walks near sports courts, Bldg 100 Dumpster Pad
Campus Landscaping	25,000	Plants have aged out and need upgrading
Total Capital Improvement Needs	\$ 701,960	

Estimated Quarter Cent Sales Tax @ 6/30/16	\$ 164,015
Estimated Property Tax Rev @ 6/30/16	52,000
Add: Est. Sales Tax Revenue in 2016-17	78,000
Add: Est. Prop Tax Rev in 2016-17	60,000
Est. Total Revenue 6/30/17	<u>\$ 354,015</u>

Montgomery Community College Foundation Funds Statement FY 2015-2016

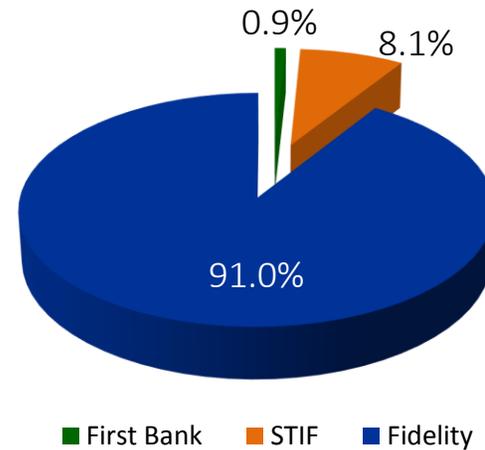
	Fiscal Year To Date 7/1/2015 thru 2/29/2016				Month of February 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,795,059.90	\$258,516.27	\$19,649.32	\$3,073,225.49	\$2,613,855.81	\$233,801.25	\$23,217.68	\$2,870,874.74
Receipts								
Interest/Gains	\$51,244.86	\$1,068.14	\$3.72	\$52,316.72	\$1,849.84	\$145.73	\$0.37	\$1,995.94
Deposits	\$54,723.36	\$29,829.86	\$117,592.32	\$202,145.54	\$836.08	\$478.00	\$2,866.08	\$4,180.16
Total Receipts	\$105,968.22	\$30,898.00	\$117,596.04	\$254,462.26	\$2,685.92	\$623.73	\$2,866.45	\$6,176.10
Disbursements								
Withdrawals/Fees	\$64,968.38	\$56,706.64	\$112,469.21	\$234,144.23	\$1,953.86	\$1,717.35	\$1,307.98	\$4,979.19
Total Disbursements	\$64,968.38	\$56,706.64	\$112,469.21	\$234,144.23	\$1,953.86	\$1,717.35	\$1,307.98	\$4,979.19
Market Value Net Change	(\$235,796.59)	\$0.00	\$0.00	(\$235,796.59)	(\$14,324.72)	\$0.00	\$0.00	(\$14,324.72)
Ending Value	\$2,600,263.15	\$232,707.63	\$24,776.15	\$2,857,746.93	\$2,600,263.15	\$232,707.63	\$24,776.15	\$2,857,746.93
Net Change	(\$194,796.75)	(\$25,808.64)	\$5,126.83	(\$215,478.56)	(\$13,592.66)	(\$1,093.62)	\$1,558.47	(\$13,127.81)

Foundation Funds Value



MAR 2015 - FEB 2016

Foundation Funds Distribution



Grants Applied For

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Cannon Foundation	SimMan for Nursing Programs	Purchase of a Simulation Manikin, Software and Scenarios, construction of movable walls with one way glass for instructor viewing		\$100K	Grant Due April 6 Notification in June
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$1.5M per county in prosperity zone, County Manager to endorse	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16 Project End Date Extended to 6/30/2017

Grants Awarded 2015-2016 Fiscal

Grantor	Title	Purpose	Length	Amount Awarded	Grant Due	Response
NCCCS	Minority Male Mentoring	The NCCCS SuccessNC's Minority Male Mentoring Program (3MP) is an active, intensive, and engaging process of academic coaching and case management that provides early access and academic support to minority male students with an increased likelihood of dropping out	1 Year	\$17,608	6/16/2015	9/28/2015

Building & Grounds Committee
Wednesday, March 9, 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 February Committee Minutes – Appendix G – Action**
- ❖ **Facilities Report - Appendix H**
- ❖ **Incident Report – Appendix I**
- ❖ **Potential Building Donation – Appendix J – Action**
Potential Programming – Appendix K
- ❖ **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, February 10, 2016 at 5:40 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

Phil Absher
 Gelynda Capel
 Susan Eggleston
 Johnny McKinnon
 Stephen Gant,
 SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix E – Action

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

Facilities Report – Appendix F

Mrs. McBride presented Appendix F, the facilities report. She noted that there were no incidents to report this month.

Discussion Regarding Renovations to Building 200 – Appendix G

Mr. Martin presented Appendix G, a diagram showing proposed renovations to the Library area in Building 200. These renovations would expand the IT department and move the General Store to the Library.

At this point, two quotes have been received on the project. Mrs. McBride is waiting on the third quote. This project would be funded through funds from the quarter cent sales tax and remaining bookstore revenue funds. There are \$58,996 in the Bookstore fund.

Golden Leaf Update – Appendix G-1

Mr. Martin presented Appendix G-1, a letter from Jim Matheny and a letter from Matthew Woodard.

Dr. Bledsoe reported that Montgomery County has requested of Golden Leaf to postpone the start of the project to June 2016.

At the January Board meeting, the Board approved the letter submitted to the Montgomery County Board of Commissioners requesting the property associated with Building 200 be transferred from Montgomery County to the Montgomery Community College Board of Trustees. Appendix G-1 includes a response to this letter from Chairman Matheny requesting this transfer be held until a final decision is made with the new project.

Ms. Roatch reported that the letter from the County Manager to Golden Leaf was very appropriate, as the grant required a letter of support from the County Manager at submission.

There being no further business, the meeting adjourned at 5:47 p.m.

Board Report

Facilities

March 2016

Prepared By: Wanda Frick

Director of Facilities

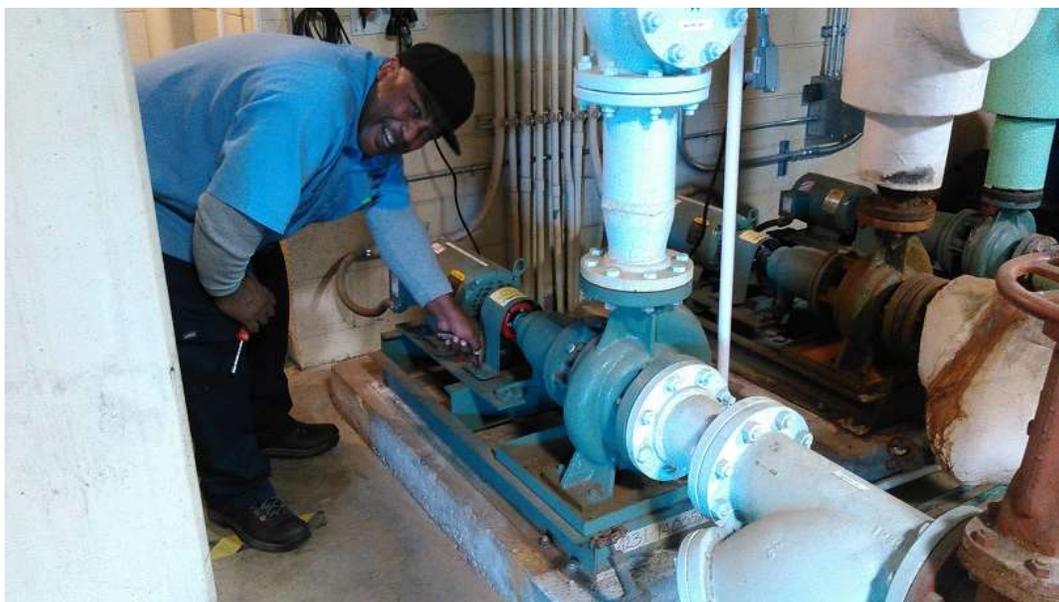
The Maintenance staff have stripped the old layers of paint from our sidewalk emblem and are in the process of applying new paint.



We are trimming shrubs around campus and will soon begin putting out fresh pine needles for beautification.

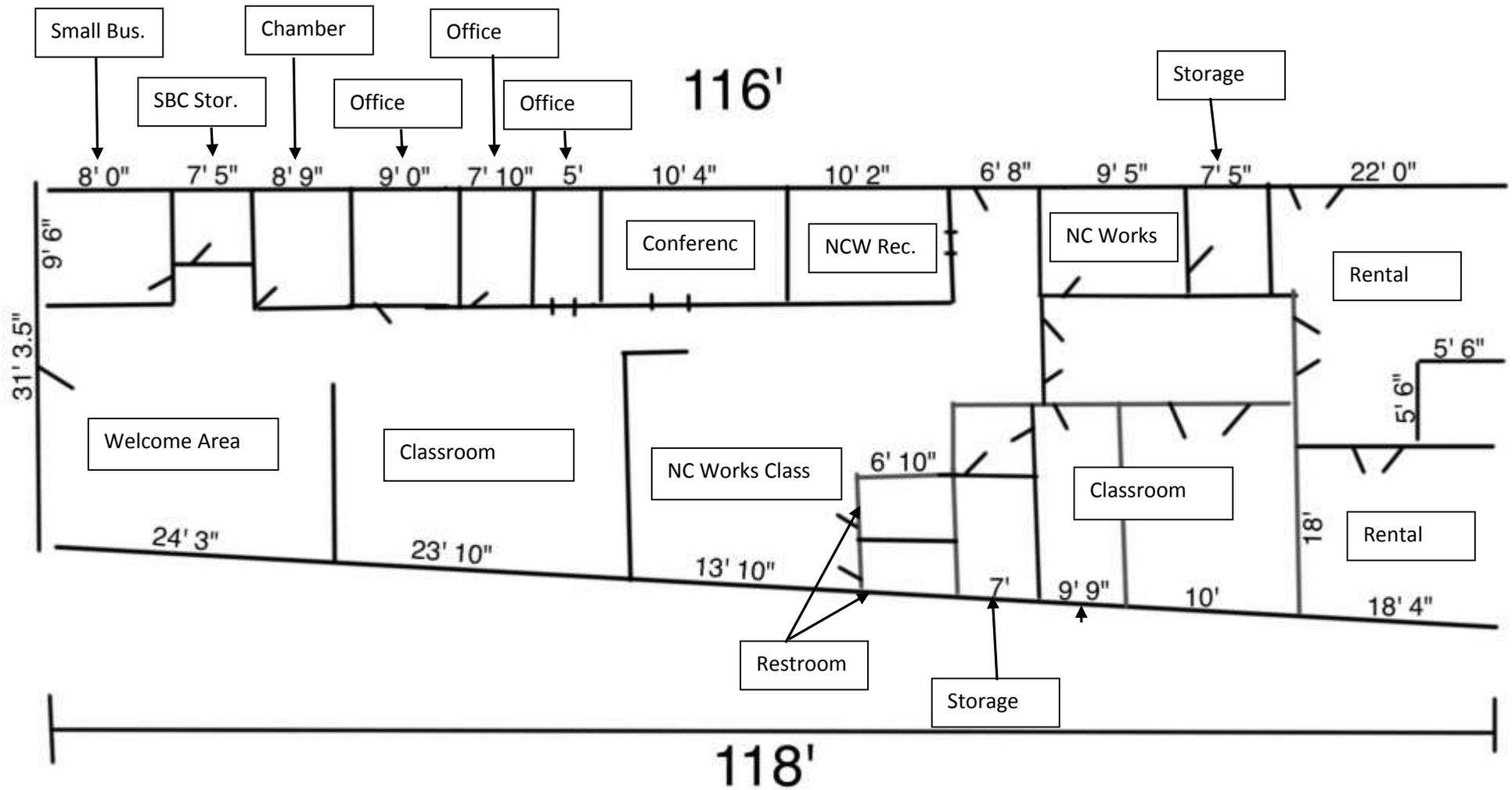


Mark Little replaces a broken coupling on one of Building 100's cold water pumps that circulates chilled water for cooling the facility.



Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Medical Emergency, patient transported to MMH	2/10/2016/10:00 am	2/10/2016/10:00 am	Building 500, Room 507
Inappropriate behavior by student	2/18/2016/10:20am	2/18/2016/10:20am	Building 100, Room 138
Student domestic issue request	2/18/2016/12 Noon	2/18/2016/12 Noon	Building 200



Proposed Montgomery Community College Workforce Center

Downtown Building Maintenance Cost Assumptions

4,230 Sq. Ft. Building

Additional Cost Identification	Annual	Notes
Custodial	\$ 4,800	Outside Cleaning Service in lieu of hiring another PT employee
Plant Maintenance	2,200	Assumes approx. 51cents per sq foot based on current MCC usage
Electric	8,200	Assumes approx. \$1.92 per sq foot based on current MCC usage
Water / Sewer	215	Assumes approx. 5 cents per sq foot based on current MCC usage
Insurance	2,000	
Telecommunications	3,600	
	<u>\$ 21,015</u>	

Description	Building Renovations	
	Estimated Cost (Contracted)	Estimated Cost (In-House)
Large area of roof will need repair/coating Using elastomeric foam roofing cover \$2.50 - \$3.00/sq.ft.	\$	15,000
HVAC Units Repaired/Upgraded	\$	3,500
		\$ 2,500
Flooring		
Contractor to overlay tiles/install carpet	\$	14,000
In-House - overlay with carpet tiles and or strip/wax tile floors		\$ 4,000
Painting	\$	7,500
		\$ 1,500
<u>Data/Electric/Communications</u> - Areas will need data system and connections, telephones, and possible updated electrical fixtures		
	\$	5,000
Equipment/Furniture	\$	8,000

Pictures of Uptown Building









Proposed Montgomery Community College Workforce Center

Objective:

- Use proposed building donation to centralize workforce solutions provided at Montgomery Community College. Additionally, would provide a centralized focus for economic development functions.

Proposed Programming:

- Small Business Center
- Chamber/EDC/TDA
- NC Works Center (Formerly Joblink and Employment Security Commission)
- Human Resource Development Courses
 - Job skills
 - Interviewing
 - Resume writing
- Other
 - Notary
 - Insurance credits
 - Basic computers

Pros:

- Downtown visibility
- Increase operating hours
- Centralize workforce development functions
- Free space on campus for other programming
- Proximity to other resources
 - Courthouse
 - Town hall
 - Central Planning

Cons:

- Off-campus site
- Annual maintenance costs
- Additional property for the college to manage

Personnel Committee
Wednesday, March 9, 2016
5:50 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix L – Action**
- ❖ **Introduction of New Employees at Board Meeting**
 - Diana Sanchez, High School Liaison – Appendix L-1**
 - Roger Brown, Custodian/Maintenance Staff – Appendix L-2**
 - Wayne Coley, Gunsmithing Instructor – Appendix L-3**
- ❖ **Notice of Termination – Custodian/Maintenance Staff – Appendix M**
- ❖ **Out of State Travel Request – Dr. Chad Bledsoe to attend the NRA Convention, Louisville, KY – May 19-22, 2016 – Action**
- ❖ **Revised Board Policy 320.00 Professional Development – First Reading – Appendix N**

- ❖ **Revised Board Policy 610.00 Admissions – First Reading – Appendix O**
- ❖ **New Board Policy 677.00 Student Grievances and Appeals – First Reading – Appendix P**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 10, 2016 at 5:47 p.m. in the College Boardroom.

Present

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

Absent**Others Present**

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

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix H – Action

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

Introduction of New Employees at Board Meeting

Mrs. Capel reported that there will be two new employees introduced at the Board meeting.

Notice of Termination – Foundational Studies Instructor – Appendix I

Mrs. Capel presented Appendix I, the notice of termination of Metz Hopkins, Foundational Instructor.

Revised Board Policy 301.00 Employment, Dismissal and Transfer Policy – Second Reading – Appendix J – Action

Mrs. Capel presented Appendix J, Board Policy 301.00 Employment, Dismissal and Transfer Policy for a second reading.

Mrs. Hollers made a motion, seconded by Mr. Absher, to approve the revisions to Board Policy 301.00 Employment, Dismissal and Transfer Policy. The motion carried.

Revised Board Policy 302.00 Fair Hiring Policy – Second Reading – Appendix K – Action

Mrs. Capel presented Appendix K, Board Policy 302.00 Fair Hiring Policy for a second reading.

Mrs. Cupples made a motion, seconded by Mr. Absher, to approve the revisions to Board Policy 302.00 Fair Hiring Policy. The motion carried.

Revised Board Policy 315.00 Rates of Pay - Second Reading – Appendix L – Action

Mrs. Capel presented Appendix L, revised Board Policy 315.00 Rates of Pay for a second reading.

Mrs. Cupples made a motion, seconded by Mrs. Hollers, to approve revisions to Board Policy 315.00 Rates of Pay. The motion carried.

New Board Policy 329.00 Professional Dress and Grooming – Second Reading – Appendix M

Mrs. Capel presented Appendix M, new Board Policy 329.00 Professional Dress and Grooming for a second reading.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve new Board Policy 329.00 Professional Dress and Grooming. The motion carried.

There being no further business, the meeting adjourned at 5:50 p.m.

Personnel Appointment

Name of Person	Diana Sanchez
Present Address	PO Box 28, Biscoe, NC 27209
Position	High School Liaison
Position Category	Level 5
Salary	\$2,874/month
Effective Date of Employment	March 1, 2016
Budget Information	State funds

Position Description

The High School Liaison will work to promote the Career & College Promise program and other MCC programs to students, parents, and staff of the county's public, private, and home-school high schools.

Education and Certifications

School/Certification	Years Attended	Degree
Liberty University	AGD May 2017	MA/Professional Counseling
UNC Greensboro	Graduated May 2011	BS/Human Development & Family Studies
Montgomery CC	Graduated July 2009	Associate in Arts

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery CC	March 2013 – February 2016	Special Programs Assistant
AmeriCorps VISTA	April 2012 – February 2013	Liaison

Professional Participation/Honors

Community Service: *Together for a Better Education/Junto Program* – presenter – Workshop series designed to assist underrepresented groups with navigation of the higher education system

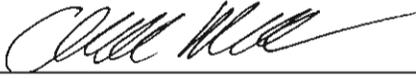
Volunteer Service: *New Arrivals Institute* – volunteer tutor – Assisted refugee and immigrant students with basic writing skills and with citizenship education

Hiring Committee

Person	Position
Riley Beaman	Coordinator of Campus Life
Amy Friary	Program Head, Human Services
Teresa Hudson	Admin Assist to VP of Instruction
Robert Nelson	Program Head, Arts & Sciences
Beth Smith	VP of Student Services

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Diana Sanchez, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Diana Sanchez for the High School Liaison position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Roger Brown
Present Address	176 Sedberry Road, Biscoe, NC 27209
Position	Evening Custodian, Maintenance Staff
Position Category	Maintenance
Salary	\$24,684 annually
Effective Date of Employment	3/7/2016
Budget Information	County funds

Position Description

This full-time position reports directly to the Director of Facilities or Maintenance Supervisor and is responsible for the day-to-day cleanliness of classrooms, offices, restrooms, and hallways, etc. Perform minor plumbing or electrical repairs as needed or assigned. Secure all buildings as required/scheduled. In addition, he/she serves on various teams/committees to enhance services provided by all divisions.

Education and Certifications

School/Certification	Years Attended	Degree
MCC/ HVAC Certification	2013	Certificate
MCC/EET	2009	Diploma

Work Experience

Employer	Dates of Employment	Position/Title
4 Seasons Heating & Air	5/2015 – 3/2016	Technician
Clayson Knitting Company	3/1972 – 9/2006	Technician

Professional Participation/Honors

Hiring Committee

Person	Position
Wanda Frick	Director of Facilities
Marcus Ervin	Maintenance Supervisor
Billy Adams	Program Head, Taxidermy
Amanda Beaman	Instructor, Medical Assisting
Leonard Fagan	Instructor, Hunting & Shooting Sports

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Roger Brown, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Roger Brown for the Evening Custodian/Maintenance Staff position.

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe". The signature is written in a cursive style with a large initial "C".

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Wayne Coley Jr.
Present Address	8502 Olive Branch Road, Marshville, NC 28103
Position	Gunsmithing Instructor
Position Category	Instruction
Salary	\$48,720
Effective Date of Employment	March 1, 2016
Budget Information	State Funds

Position Description

This position reports to the Director of Gunsmithing. Gunsmithing instructors must be proficient in the operation of a turning lathe, milling machine, various hand tools, cut-off saw, drill press, grinders, sanding machines, buffers/polishers, bluing equipment (includes handling of chemicals and bluing salts), welding equipment and oxy-acetylene torches, instructing and supervising students in operating the same equipment, Test firing weapons (new and refurbished).

Education and Certifications

School/Certification	Years Attended	Degree
MCC	2008-2010	Gunsmithing Certificate
		*Currently working on AAS in Gunsmithing

Work Experience

Employer	Dates of Employment	Position/Title
Hyatt Coin & Gun Shop	11/2009-01/2016	Gunsmith
Wayne Coley Gunsmithing	3/2015-Present	Owner

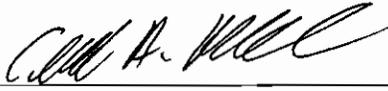
Professional Participation/Honors

Hiring Committee

Person	Position
Mark Dye	Director of Gunsmithing
Natalie Winfree	Counselor
Karen Frye	Enrollment Coordinator
Len Fagan	Gunsmithing Instructor

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Wayne Coley, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Wayne Coley for the Gunsmithing Instructor position.



Chad A. Bledsoe
President



MONTGOMERY COMMUNITY COLLEGE

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

February 16, 2016

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

Mr. Collins:

In accordance with Montgomery Community College Board Policy 304.00 – *Probationary Employees*, which governs employee probationary status; I am terminating your employment effective February 16, 2016.

You may bring your uniforms on February 29, 2016 and pick up your final paycheck. If you have questions about this decision you may contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad A. Bledsoe', with a long horizontal flourish extending to the right.

Chad A. Bledsoe, Ph.D.
President

Current Policy

320.00 Professional Growth for Employees

Employees will continue professional development through continuing education as well as membership and participation in appropriate professional organizations, workshops, and other activities. Limited funds and professional leave are available for attendance at professional meetings; and in house professional development will be provided.

In house professional development will include sessions at employee meetings, scheduled faculty/staff professional development held each semester, departmental professional development and small business seminars. Each employee is expected to participate in a minimum of 15 hours annually and will record such activities to be included in annual evaluations.

Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.

Proposed changes

320.00 Professional Growth for Employees

~~Employees will continue professional development through continuing education as well as membership and participation in appropriate professional organizations, workshops, and other activities. Limited funds and professional leave are available for attendance at professional meetings; and in house professional development will be provided.~~

~~In house professional development will include sessions at employee meetings, scheduled faculty/staff professional development held each semester, departmental professional development and small business seminars. Each employee is expected to participate in a minimum of 15 hours annually and will record such activities to be included in annual evaluations.~~

~~Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.~~

Employees will engage in professional development annually to support the mission of the college, as well as maintain and strengthen their skills and knowledge. Professional development is a component of the annual employee evaluation and other procedures adopted by the College.

Professional development activities are learning events such as: Continuing education offered by the College, membership and participation in appropriate professional organizations, annual College sponsored professional development scheduled each semester, Small Business Center seminars, Distance Learning training, and seminars and/or webinars as promoted by the Director of Learning Resources and Professional Development.

Proposed Procedures 320.01

All full-time and permanent part-time staff and faculty are expected to participate in a minimum of 15 hours of professional development annually, and will be responsible for keeping a record of such activities. This annual report will be turned into the employee's supervisor in February of each year, and will be reviewed during the employee's annual evaluation. For online and/or hybrid instructors, a minimum of 5 hours of the annual 15 hours of professional development required, will be topics related to online instruction. Annually, up to 3 hours of service and/or civic engagement may be counted toward the employee's professional development with the supervisor's prior approval.

Approval to take courses during normal work hours will be based on the relationship of the course to the job requirements of the employee and the needs of the institution. If an employee enrolls in a course and the course schedule overlaps the employee's normal work schedule, the employee may be granted actual overlap up to three hours per week, educational leave with pay. The employee must arrange an alternate work schedule with the supervisor to the extent of the excess hours.

Current Policy

610.00 Admissions

In keeping with 23 SBCCC 02c .0301 for curriculum and continuing education admissions:

- (a) Montgomery Community College (MCC) shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each College. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in Rule .0305 of this Section.
- (b) For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Montgomery Community College shall admit undocumented immigrants under the following conditions:
 - (1) MCC shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;
 - (2) When determining who is an undocumented immigrant, Montgomery Community College shall use federal immigration classifications;
 - (3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;
 - (4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina;
 - (5) When considering whether to admit an undocumented immigrant into a specific program of study, Montgomery Community College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and
 - (6) Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- (c) The MCC Boards of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. This may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program.
- (d) Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, MCC shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The MCC Board of Trustees

may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.

- (e) The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, MCC may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Refusing admission on the basis of a health or safety threat requires documentation of the following:
 - (1) Detailed facts supporting the rationale for denying admission;
 - (2) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
 - (3) The conditions upon which the applicant that is refused would be eligible to be admitted.
- (f) The MCC Board of Trustees' appeals process is available for applicants denied admission pursuant to Subsection (e) of this Section.

Proposed changes

610.00 Admissions

In keeping with ID SBCCC 400.2 for curriculum and continuing education admissions, Montgomery Community College (MCC) shall maintain an open door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. The MCC Board of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C. Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. The MCC Board of Trustees appeals process is available in the Student Handbook for applicants denied admission pursuant to ID SBCCC 400.2(e).

~~In keeping with 23 SBCCC 02c .0301 for curriculum and continuing education admissions:~~

- ~~(a) Montgomery Community College (MCC) shall maintain an open door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Student admission processing and placement determination shall be performed by the officials of each College. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in Rule .0305 of this Section.~~
- ~~(b) For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Montgomery Community College shall admit undocumented immigrants under the following conditions:~~
- ~~(1) MCC shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;~~
 - ~~(2) When determining who is an undocumented immigrant, Montgomery Community College shall use federal immigration classifications;~~
 - ~~(3) Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;~~
 - ~~(4) An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out of state tuition whether or not they reside in North Carolina;~~
 - ~~(5) When considering whether to admit an undocumented immigrant into a specific program of study, Montgomery Community College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and~~

- ~~(6) — Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.~~
- ~~(c) — The MCC Boards of Trustees may regulate admission and graduation of students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission. This may limit enrollment to law enforcement officers or persons sponsored by law enforcement agencies and may require a student to maintain sponsorship by a law enforcement agency until completion of the program.~~
- ~~(d) — Suspending or expelling a student for non-academic disciplinary purposes shall be recorded in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, MCC shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. The MCC Board of Trustees may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.~~
- ~~(e) — The MCC Board of Trustees may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, MCC may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Refusing admission on the basis of a health or safety threat requires documentation of the following:~~
- ~~(1) — Detailed facts supporting the rationale for denying admission;~~
 - ~~(2) — The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and~~
 - ~~(3) — The conditions upon which the applicant that is refused would be eligible to be admitted.~~
- ~~(f) — The MCC Board of Trustees' appeals process is available for applicants denied admission pursuant to Subsection (e) of this Section.~~

Proposed New Policy

677.00 Student Grievances and Appeals

A grievance or complaint is defined as any matter of student concern or dissatisfaction within the operation of the College. Students should initially address problems and matters of concern informally with the student(s), faculty, or staff member involved prior to resorting to formal procedures. If the grievance/complaint cannot be settled satisfactorily on an informal basis, the student may pursue a formal resolution. The Student Grievance and Appeals process is outlined in the Student Code section of the *Student Handbook*.

Curriculum and Student Services Committee
Wednesday, March 9, 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 February Committee Minutes – Appendix Q – Action**
- ❖ **Update from Instruction – Appendix R**
- ❖ **Update from Vice President of Student Services – Appendix S**
- ❖ **Update from Dean of Continuing Education – Appendix T**
- ❖ **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, February 10, 2016 at 5:50 p.m. in the College Boardroom.

Present

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

Absent

Andrea Marshall

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; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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, except Andrea Marshall.

Approval of January Committee Minutes – Appendix N – Action

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

Update from Vice President of Instruction – Dr. Chad Bledsoe – Appendix O

Dr. Bledsoe gave an update on instructional activities as presented in Appendix O.

Dr. Bledsoe reported that the college will be advertising for the position of Vice President of Instruction soon. He hopes to have a new person in the position after graduation.

Associate Degree in Nursing Curriculum Approval – Appendix O-1 – Action

Mr. Kincaid presented Appendix O-1, a description of Associate Degree in Nursing Curriculum.

Dr. Bledsoe reported that the College has a very good Licensed Practical Nursing program. There is a high demand for Registered Nurses, this will only enhance the LPN program.

Currently, the Allied Health programs utilize surrounding hospitals, doctor's offices and nursing homes.

Mr. Martin made a motion, seconded by Mrs. Cupples, to approve the Associate Degree in Nursing as a new curriculum program. The motion carried.

Update from Vice President of Student Services – Appendix P

Mrs. Smith thanked the Board for their support of the ADN program. She noted that there has been great interest from students in this program.

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

Dr. Bledsoe reported that we plan to start classes for the ADN program in the Fall of 2017.

Update from Dean of Continuing Education – Appendix Q

Mr. Thill gave an update on continuing education activities as presented in Appendix Q.

There being no further business, the meeting adjourned at 6:07 p.m. The motion carried.

MCC Board of Trustees – March 9, 2016 Update from the Instruction Division

Highlights & Previews

- Deborah Ashby, Director of Learning Resources/Professional Development, received a scholarship from the State Library of NC to take the course, Library Grants 101. She received a certificate of completion for the course on Feb. 7. Out of 75 entrants across the U.S., she was the second to complete the course successfully.
- There are a number of new online resources that the MCC Library has purchased that will be added to our website in March. These new databases include: BoardVitals: A high quality board review question bank for Nursing and Allied Health. The following databases are provided by Gale/Cengage Learning. These resources are cross-searchable and offer up-to-date college level academic information. Global Issues in Context, Student Resources in Context, Biography in Context, U.S. History in Context, World History in Context, Environment Studies and Policy Collection (Forestry/Environmental Issues), GREENR (Forestry, Environmental, Sustainable Issues).
- Russell Strong, Program Head of Forestry, has been appointed by the Executive Board of the North Carolina Forestry Association to serve a 1 year term on the Board of Directors.

MCC Board of Trustees – March 9, 2016 Update from the Student Services Division

Highlights & Previews

- Financial Aid Night was held February 16. FAFSA Day took place February 20.
- MCC staff will be attending a “Schedule Fair” at East Montgomery High School March 3.
- Counselor Natalie Winfree and Coordinator of Campus Life Riley Beaman will be attending a Student Conduct Symposium March 10.
- Mr. Beaman and Taxidermy instructor Andy Speer will represent MCC at the Dixie Deer Classic March 3-6.
- VP of Student Services Beth Smith returns from a (more enjoyable than expected) SACSCOC visit to Texas.

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

Occupational Extension:

- *Public Safety*
 - 22 fire in-service training courses scheduled for the Spring (12 of the 22 will be hosted in Stanly county)

Career and College Readiness:

- *English Language Acquisition (formerly ESL)*
 - Served 69 students in February across four convenient locations (Star, Biscoe, Candor, and Troy)
 - Students represent 15 nationalities and a wide variety of languages

Small Business Center:

- *Rural Economic Development Institute*
 - Jonathan Thill will represent Montgomery County in the NC Rural Center's 26th REDI over the next three month (9 days)
- *Seminars*
 - Host 6 seminars in February with an average attendance of 5 students per seminar (30 students)

Customized Training Program:

- *February Training*
 - Carolina Dairy
 - Aberdeen Carolina Western Railroad
- *Media Coverage*
 - Great article about Customized Training in the Asheboro Courier-Tribune

Central Carolina Hosiery partnering with MCC for worker training

By Larry Penkava lpenkava@courier-tribune.com Twitter:
[@larrypenkavaCT](https://twitter.com/larrypenkavaCT)

February 4, 2016 -
3:58pm

TROY — Montgomery Community College (MCC) and Central Carolina Hosiery (CCH) in Biscoe will partner to provide more than \$20,000 in customized training for CCH employees over the next 34 months.

Central Carolina Hosiery has made a \$500,000 capital investment in the company over the last two years, expanding operations and adding 80 new employees. The rapid growth resulted in immediate training needs, so they turned to MCC.

"We didn't have the contacts or the resources to provide qualified training," said Prissy Harris, CCH accountant. "MCC can do that for us."

MCC is able to provide training through the NCWorks Customized Training Program, which supports new, expanding and existing business and industry in North Carolina. The college will provide training in industrial sewing, knitting, fixing and leadership. Harris said CCH will reap the benefits of job growth and productivity.

"Having trained technicians will decrease machine down time. It will increase efficiency and production, which translates to more pay for the employee," Harris said. "And since all employees will be given the training, they can move up to the next level if they show the desire and the aptitude."

MCC president Dr. Chad Bledsoe and MCC coordinator of business and industry services Andrew Gardner met with CCH's assistant plant manager, Eric Ceneskie, to complete a memorandum of understanding and discuss training needs. Bledsoe and Gardner toured the plant while there.

"I was impressed with the facility and learned that right here in Biscoe, we're making high-end Versace fashion items that are being sent around the world," Gardner said. "We are proud to be able to supply training to Central Carolina Hosiery."

Ceneskie said having MCC's customized training is a solution to an ongoing need.

"There is often a void between traditional education and the technical jobs in our region," he said. "With the difficulties we face finding workers with the exact job experience that we need, MCC is not only increasing the job skills of our current employees, but also giving us a good knowledge base to train future employees."

For information about customized training for new, existing or expanding businesses or industries in Montgomery County, contact Andrew Gardner at (910) 576-6222, extension 532.

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Legislative/Public Relations Committee
Wednesday, March 9, 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 February Committee Minutes – Appendix U – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
2016-2017 Legislative Priorities – Appendix V
- ❖ **Public Relations/Marketing Update – Michele Haywood –**
Appendix W
- ❖ **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, February 10, 2016 at 6:07 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Andrea Marshall, Chairman

Others Present

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

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; and Korrie Ervin, Assistant to the President.

Mrs. Covington, Vice Chairman, called the meeting to order.

Committee roll was taken by Vice Chairman Covington and all committee members were present, except Andrea Marshall.

Approval of January Committee Minutes – Appendix R – Action

Mrs. Bulthuis made a motion, seconded by Mrs. Capel, to approve the January Committee minutes. The motion carried.

Legislative Update – 2016 Connect NC Bond Update - Dr. Chad Bledsoe – Appendix R-1

Dr. Bledsoe reported that the Connect NC Bond will be up for vote at the Primary.

Legislative Update – 2016-2017 Budget Priorities Update – Dr. Chad Bledsoe

Dr. Bledsoe reported on the draft version of the 2016-2017 budget priorities set by the North Carolina Community College System. He noted that the priorities center around restoring funding to the community colleges that has been taken over the past few years.

Mrs. Bulthuis reported that there is a Connect NC Committee Facebook page.

Mr. Kincaid reported on recent legislation requiring a community college to be the first two years before going on to a University. Dr. Bledsoe discussed the idea that has been presented to the community college system. He noted the success of students who attend community colleges before attending a university.

Public Relations/Marketing Update – Mrs. Michele Haywood – Appendix S

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

Mrs. Haywood presented the “Made in Montgomery Video.”

There being no further business, the meeting adjourned at 6:28 p.m.

Goal: Sixty-seven percent (67%) of working-aged North Carolinians will have education and training beyond high school by 2025.

➤ ***Budget Strategy 1: Improve student completion rates by investing in student supports (tutoring labs, supplemental instruction, etc.).***

- Recommendation: No new appropriation required
 - Retain in the community college budget funds that would otherwise be cut because FTE enrollment is below budgeted levels;
 - Use those funds to restore approximately \$25 million of the \$59 million management flexibility cut; and
 - Direct that colleges use these monies to fund locally-determined student supports that promote student completion.
- Research shows that students who successfully complete college-level “gateway” English and math courses are more likely to complete a credential, as these courses provide the foundation for success.
- Pilot projects have shown that providing students with additional supports outside the classroom leads to improved student outcomes in these courses.
- Measures:
 - Student success rates in gateway English and math courses
 - Curriculum student retention and graduation rates

➤ ***Budget Strategy 2: Support recruitment and retention of quality faculty and staff***

- Recommendation:
 - Provide a 3% increase to community college employees. In combination with funds already budgeted, \$24 million would help NC possibly surpass the average faculty salary in South Carolina and catch up with Tennessee.
 - Provide community colleges statutory flexibility to use performance-based carryforward funds to provide employee bonuses.
- Average faculty salaries in North Carolina, rank 11th out of 16 southeastern states. Our average salary of \$47,400 equals only 90% and 81% of the SREB and national averages, respectively, per the 2015 SREB Fact Book.

➤ ***Budget Strategy 3: “Close the Interest Gap” – Increase enrollment in key community college programs by promoting student and family awareness of North Carolina workforce needs and career paths.***

- Recommendation:
 - Appropriate \$2 million to promote public awareness through various forms of media and by providing colleges user-friendly tools that puts labor market data at the fingertips of faculty, staff, and students.
 - Appropriate \$15 million NR to ensure students are trained on up-to-date equipment and in modern facilities.
 - Too often students and families are unaware of “middle-skill” job opportunities and career paths.
 - Misconceptions are prevalent about the working conditions provided in key industries, such as manufacturing.
 - Private foundation funds may match State support for an awareness campaign.
 - Measures: Program enrollment data; Career and Technical Education (CTE) students’ earning gains (implementation planned for FY 2017-18)
- ***Budget Strategy 4: Support development of competency-based education (CBE) programs and a uniform system for granting credit for prior learning.***
- Recommendation: Appropriate \$500,000 NR
 - The greatest inefficiency in education is requiring students to repeat material that they have already learned.
 - The Competency-Based Education Incubator – a collaborative effort of partner colleges, the System Office, and national subject matter experts – is developing models that for scaling CBE programs system-wide.
 - NCCCS and UNC-GA are partnering to develop an easily accessible, student-focused portal that includes information about the credit that a service member or veteran may receive in certificate, diploma, or degree programs at NCCCS and UNC institutions.
 - Measures: Future CBE enrollments and credentials awarded; credits awarded based on prior learning

Structural Budget Issues

- System Office staffing to support ConnectNC bond administration: \$134,364 (2.0 positions)
- Funds to support new multi-campus college locations: \$1,035,822
 - Durham Tech CC (Orange County Campus)
 - Mitchell CC (Mooresville Campus)
 - Wake Tech CC (RTP Campus) – opening Fall 2017
- Unbudgeted, recurring IT maintenance and service costs: \$470,528
- Give colleges the flexibility within their existing budget availability to compensate employees who voluntarily request to liquidate all or a portion of their unused bonus leave balance prior to separation from the college.

Public Relations / Marketing Highlights February 2016

Going On and Coming Up

Student Services prospect postcard - Working with admissions staff to develop a piece for follow-up of prospects. This is important because follow-up is crucial when a prospect is making a decision on where to go to school. Admissions reps are the hand-holders who walk prospects through the maze of applying for college, and whatever they can do to remove roadblocks is crucial. The postcard they want to send will be inviting and help the prospect to know they are still on our radar, even if we might not be on theirs at the moment!

NRA Marketing - Working with Continuing Education to create more digital marketing for the NRA program. According to Google Analytics, the top pages clicked on MCC's website are our NRA pages, meaning NRA students are finding out about us online.

Step 1 – Use Facebook to advertise NRA courses on MCC's Gunsmithing Facebook page.

Step 2 – Make use of the Facebook "Boost Post" tool to target groups who would be interested in NRA courses.

Step 3 – Sponsor Carolina Shooters Forum online.

Step 4 – Follow up with tracking reports and reassess marketing efforts.

Digital Branding Campaign – Ongoing. Geo-targeted (Montgomery County zip codes only) digital ads are served up based on:

- Behavior – persons are looking at MCC
- Context – persons are looking at financial aid, higher education, or other related content

Ads will be served on any web pages the person visits on any device the person uses:

- Retargeting – persons are looking at MCC find our ads in other places they visit online
- Competitive conquest – persons looking on one device will have ads served on their other devices

To date the campaign has been viewed over 1 million times in Montgomery County.

Press Releases & Advertising

Tyler Thompson nominated for Academic Excellence Award

Jonni Garcia nominated for Dallas Herring Achievement Award

Try Troy ad (special publication)

Facebook Top Posts for January

Total Likes 1,359 (Up 8 from January)

Page	Date	Post	Reach	Engagement	Talking About This
MCC	2/8/16	PN instructor wins chili cookoff	704	25	25
MCC	2/20/16	Gov. McCrory announces Financial Aid Week	488	12	11
MCC	2/14/16	MCC closed due to weather	373	5	11

Institutional Status Committee
Wednesday, March 9, 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 February Committee Minutes – Appendix X – Action**
- ❖ **North Carolina State Approving Agency – Veterans Education – Appendix Y**
- ❖ **Commission on Dental Accreditation – Appendix Z**
- ❖ **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, February 10, 2016 at 6:28 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
Anna Hollers
Ron Kincaid
Gordon Knowles
Stephen Gant,
SGA President

Also present were Dr. Chad Bledsoe, President; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Michele Haywood, Public Information Officer; Gay Roatch, Foundation Director/Grants; Andrew Gardner, Coordinator of Business and Industry; 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 January Committee Minutes – Appendix T – Action

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

Revisions to By-Laws – Second Reading – Appendix U- Action

Dr. McKinnon presented Appendix U, the recommended revisions to the By-Laws.

Mr. Absher made a motion, seconded by Mrs. Eggleston, to approve the revisions to the Montgomery Community College Board of Trustees By-Laws. The motion carried.

There being no further business, the meeting adjourned at 6:30 p.m.



NORTH CAROLINA
STATE APPROVING AGENCY

120 Penmarc Drive, Suite 103, Raleigh, NC 27603-2434

Joseph W. Wescott II
Executive Director

Veterans Education
Military Education

Program Specialists
Elizabeth Kelly
Jay S. Fitzgerald
Meghan-Joy D. Woodall
John W. Pritchett, Jr.

February 18, 2016
Effective Date: August 17, 2015

Dr. Chad A. Bledsoe, President
Montgomery Community College
1011 Page Street
Troy, NC 27371-0787

Dr. Bledsoe,

This notice of program approval is in response to your application to enroll veterans, military, and other eligible persons in programs of education under provisions of Titles 38 and 10, United States Code. That application was dated January 18, 2016; the last documentation was received February 12, 2016.

Approval is based upon information in the application and contained in:

2015 – 2016 Catalog, Montgomery Community College, August 2015

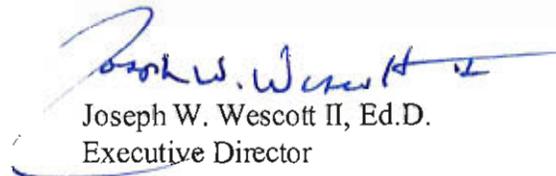
With Addendum: A. Catalog Certification

With Supplement: 1. Tuition and Fees

The attached NC SAA Program Approval specifies programs, policies, and facilities that are approved and identifies elements of programs and policies that are excluded. Any program, policy, or facility not listed in the Approval is not approved under Titles 38 and 10, United States Code.

This approval is granted for the enrollment of veterans, military and other eligible persons under provisions of Title 38, Section 3675, United States Code, and is effective as shown above.

Sincerely,



Joseph W. Wescott II, Ed.D.
Executive Director

ek/jlh

enclosure: Approval; Application (DVA only)

pc: Master File

cc: DVA RO: Jodie L. Balder, ELR

Institution: [Electronic cc] Beth Smith, Tammy Owens , Doni Cody



Commission on Dental Accreditation

February 25, 2016

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

RE: Dental Assisting Program

Dear President Bledsoe:

At its February 5, 2015 meeting, the Commission on Dental Accreditation identified that the dental assisting program sponsored by the Montgomery Community College in Troy, North Carolina was not in compliance with Standard 3-4 of the Accreditation Standards for Dental Assisting Programs. At its August 6, 2015 meeting, the Commission on Dental Accreditation considered supplemental documentation and determined DA Standard 3-4 remained unmet. At its February 4, 2016 meeting, Commission considered a report on its progress towards achieving compliance with this issue.

Following careful review of the information provided, the Commission adopted a resolution to change the program's accreditation status from "approval with reporting requirements" to "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested at this time from the program. The information you have provided will be reviewed at the next regularly scheduled site visit to the program in **2020**.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed in a timely manner of other anticipated major changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are enclosed.

Note: The program's documentation for CODA (self-study, application, or reports to CODA, for example) must NOT contain any sensitive personally identifiable information ("Sensitive Information" or "PII") as outlined in "Privacy and Data Security Requirements for Institutions" (see below). Similarly, such documentation must not contain any identifiable patient information ("PHI"); therefore, no "patient identifiers" may be included (see below). This applies whether or not the program is required to comply with HIPAA.

Before sending documents such as self-studies or faculty CVs to CODA, institutions must fully and appropriately redact all PII and all PII all patient identifiers such that the PII

President Bledsoe
February 25, 2016
Page 2

and patient identifiers cannot be read or otherwise reconstructed. Covering information with ink is not an appropriate means of redaction.

If the program/institution submits documentation that does not comply with the directives on PHI and PII (noted above), CODA will assess a penalty fee of \$1000 to the institution; a resubmission that continues to contain PHI or PII will be assessed an additional \$1000 fee.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [*and has been granted the accreditation status of “approval without reporting requirements”*]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: <http://www.ada.org/en/coda>.

If this office can be of any assistance to you, please contact the Allied accreditation managers, Ms. Alyson Ackerman at ackermana@ada.org or 1-800-621-8099, extension 4660, or Ms. Patrice Renfrow at renfrowp@ada.org or 1-800-621-8099, extension 2695.

Sincerely,



Alyson Ackerman, MPA
Manager, Allied Dental Education
Commission on Dental Accreditation

AA/kk

Sent via e-mail:

CODA Accreditation Status Definitions
Reporting Program Changes in Accredited Programs
Electronic Submission Guidelines for General Correspondence

President Bledsoe
February 25, 2016
Page 3

cc: Mr. Randy Gunter, vice president, Instruction
Ms. Lori McAllister, program director, Dental Assisting
Dr. Karen West, chair, Commission on Dental Accreditation (CODA)
Dr. Sherin Tooks, director, Commission on Dental Accreditation (CODA)
Ms. Patrice Renfrow, manager, Allied Dental Education, CODA
Mr. Herman Bounds, director, Accreditation Division, U.S. Department of
Education (via CODA website)
State Boards of Dentistry (via CODA website)
Institutional Accreditors (via CODA website)

Montgomery Community College
SGA Report
March 9, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Here are some details about the April 12 Spring Fling event.
 - The lunch and dinner meals will include fried chicken & barbeque with all the fixings.
 - SGA Advisor Riley Beaman is finalizing the selection of activities provided by the event vendor.
 - Clubs and programs are finalizing details about activities and fundraisers they will offer during Spring Fling.
 - Pottery students will be conducting a Geo Caching scavenger hunt.
 - MCC's annual Polar Volleyball tournament will take place.
- The application process for 2016-2017 Student Ambassadors begins this week.
- A forestry student would like to form a MCC Fishing Club or Team.

**President's Report
March 9, 2016**

Activities since the February Board Meeting

Various meetings throughout the month with my direct reports and the direct reports of the Vice President of Instruction regarding program planning, building needs and evaluations.

2/11/16	Employee Meeting
2/11/16	Interviews of Director of Resource Development/Grant Writer
2/16/16	County Commissioners Meeting
2/17/16	NCACCP Meeting
2/23/16	Education Taskforce Meeting
2/26/16	So You Think Your School Rocks
2/27/16	Board Retreat
3/3/16	Meeting with Montgomery County Schools
3/9/16	MCC Board of Trustees Meeting

Upcoming Activities

3/10/16	Employee Meeting
3/11/16	Contract Signing with Gardner-Webb University
3/14-15/16	NCACCIA Conference
3/16/16	NCACCP Meeting
3/17-18/16	State Board of Community College Meeting at MCC
3/21/16	Presentation at Mt. Gilead Lion's Club
3/23/16	New Schools meeting with Presidents and Superintendents
3/28/16	Easter Holiday
3/31/16	Legislative Brunch at MCC
4/13/16	MCC Board of Trustees Meeting
4/15/16	MCC Foundation Golf Tournament



Board of Trustees Calendar of Events

2016

March 9, 2016	5:30 p.m.	Committee/Board Meeting
March 16, 2016	11:30 a.m. - 1 p.m.	Cultural Fair, Multi-Purpose Room
March 17, 2016	11:30 a.m.	SBCC Lunch, Committee Meetings, Cocktails, Dinner
March 18, 2016	8:30 a.m.	Breakfast, SBCC Board Meeting
March 23, 2016	9 a.m.	Ethics Training, Room 267, Building 200
March 31, 2016	10:00 a.m.	Legislative Brunch, Multi-Purpose Room
April 12, 2016	11 a.m.	Spring Fling
April 13, 2016	11:30 a.m.	Foundation Board Meeting
April 13, 2016	5:30 p.m.	Committee/Board Meeting
April 15, 2016		Statements of Economic Interest (SEI) Due
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 14, 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