



# MONTGOMERY COMMUNITY COLLEGE

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

## **MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, August 10, 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.

**Oath of Office – Reappointed Trustees – Claudia Bulthuis, Chairman**

**Election of Officers – Claudia Bulthuis, Chairman**

**Board Presentation – Jonathan Thill, Dean of Continuing Education**

**Approval of June Committee and Board Meeting and July Called Board Meeting Minutes – Appendix A - Action**

**Standing Committees**

**\* Budget & Finance Committee**

June and July Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**

Charges for Architect Services – **Dr. Chad Bledsoe**

June Foundation Fund Statements – **Appendix D**

Grants Update – **Appendix E**

**\* Building & Grounds Committee**

Facilities Report – **Appendix G**

Building 200 Roof Repairs – **Appendix H – Information Only**  
MCC Entrance Sign – **Dr. Chad Bledsoe – Appendix I**  
Bell Donation – **Appendix I-1 – Action**  
Voice Over IP – **Dr. Chad Bledsoe – Appendix I-2**

\* **Personnel Committee**

Introduction of New Employees  
Deborah Douglas, Social Science Instructor – **Appendix K**  
Savannah Heath, Director of Student Life & Recruitment – **Appendix L**  
Lee Proctor, Vice President of Instruction – **Appendix M**  
Floyd Kimbrew, Evening Custodian/Maintenance Staff – **Appendix M-1**  
Roger Brown, Groundskeeper/Maintenance Staff – **Appendix N**  
Notice of Promotion/Transfer – **Appendix O**  
Notice of Temporary Contract – **Appendix P**  
Notice of Non-Renewals – **Appendix Q**  
Notice of Resignation – **Appendix R**  
Notice of Retirement – **Appendix S**

\* **Curriculum/Student Services Committee**

Update from Instruction – **Appendix U**  
Update from Vice President of Student Services - **Appendix V**  
2016-2017 College Catalog Revisions – **Beth Smith – Action**  
Update from Dean of Continuing Education – **Appendix W**  
Fall 2015 Class Visitation Report – **Appendix X**  
2015-2016 Compliance Review – **Appendix Y**

\* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe  
Public Relations/Marketing Update – Michele Haywood – **Appendix AA**

\* **Institutional Status Committee**

Update on RFP for Legal Services – Dr. Chad Bledsoe  
Alliance Defending Freedom Correspondence – **Appendix AC**  
State Board Awards – IE Ready – **Appendix AD**

\* **SGA Report - Appendix AE**

\* **President's Report – Dr. Chad Bledsoe – Appendix AF**

\* **Chairman's Report - Claudia Bulthuis**

PAC Information  
Recent Meetings  
NCACCT Seminar – September 7-9, 2016  
Calendar of Events – **Appendix AG**

\* **Adjourn - Action**

## Minutes

### Regular Meeting of the Board of Trustees Montgomery Community College

**Wednesday, June 8, 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  
Sharon Cupples  
Susan Eggleston

Anna Hollers  
Gordon Knowles  
Andrea Marshall  
Sam Martin  
Johnny McKinnon

#### **Absent**

Paula Covington  
Ron Kincaid

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; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Andrew Gardner, Director of Business and Industry; Kathy Garner-Smith, College and Career Readiness Coordinator; George Vann, State Employees Credit Union Manager; Susan Allen, State Employees Credit Union Board Member; Travis Stuart, SECU Scholarship Recipient; Christopher Carpenter, SECU Scholarship Recipient; Clint Vaughn, SECU Scholarship Recipient; Dazrial Maness, SECU Scholarship Recipient; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Andrew Gardner, Director of Business and Industry; Kathy Garner-Smith, College and Career Readiness Coordinator; George Vann, State Employees Credit Union Manager; Susan Allen, State Employees Credit Union Board Member; Travis Stuart, SECU Scholarship Recipient; Christopher Carpenter, SECU Scholarship Recipient; Clint Vaughn, SECU Scholarship Recipient; and Dazrial Maness, SECU Scholarship Recipient.

#### Approval of the Agenda - Action

Mr. Martin made a motion, seconded by Mr. Knowles, to approve the Board of Trustee agenda for June 8, 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.

## **SECU Scholarship Recognitions – Andrew Gardner, Continuing Education**

Andrew Gardner, Director of Business and Industry Services introduced George Vann, State Employees Credit Union. Mr. Vann and Susan Allen, SECU Board member gave a presentation recognizing SECU scholarship recipients Travis Stuart, Christopher Carpenter, Clint Vaughn, and Dazrial Maness.

## **Approval of May Board Meeting Minutes – Appendix A**

Dr. McKinnon made a motion, seconded by Mr. Martin, to approve the May Board Minutes. The motion carried.

## **Board Presentation – Kathy Garner-Smith, College and Career Readiness Coordinator**

The June Board presentation was given by Kathy Garner-Smith, College and Career Readiness Coordinator.

## **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 May Local, State, and Institutional Funds Financial Reports. The committee approved and Mrs. Hollers made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2016-2017 Local Budget. The committee approved and Mrs. Hollers made a motion to approve the 2016-2017 Local Budget. Coming from committee, this required no second. The motion carried.
- The committee reviewed the Interim Budget Resolution. The committee approved and Mrs. Hollers made a motion to approve the Interim Budget Resolution. Coming from committee, this required no second. The motion carried.
- The committee reviewed the May Foundation Fund Statements.
- The committee received a grants update and information regarding a new endowed scholarship.

### **Building and Grounds Committee – Sam Martin, Chairman**

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

- The committee reviewed the Facilities and Incident reports.

### **Personnel Committee – Claudia Bulthuis, Acting Chairman**

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

- The committee reviewed the Blanket Travel Authorization. The committee approved and Mrs. Bulthuis made a motion to approve the Blanket Travel Authorization. Coming from committee, this required no second. The motion carried.
- The committee reviewed the 2016-2017 Contract Renewals. The committee approved and Mrs. Bulthuis made a motion to approve the 2016-2017 Contract Renewals. Coming from committee, this required no second. The motion carried.
- The committee reviewed the job description for the Network Administrator position.
- The committee reviewed and approved three policies, revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force, 312.00 Due Process for Employees, and 411.00 Travel Regulations and Mrs. Bulthuis made a motion to approve the Board Policies. Coming from committee, this required no second. The motion carried.

### **Curriculum/Student Services Committee – Sam Martin, Vice Chairman**

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

- The committee heard a report from Dr. Bledsoe regarding Instruction.
- The committee reviewed an Associate in Engineering as a new curriculum program. The committee approved and Mr. Martin made a motion to approve an Associate in Engineering as a new curriculum program. Coming from committee, this required no second. The motion carried.
- The committee heard a report from Mrs. Smith regarding Student Services.
- The committee reviewed the 2016-2017 Student Fee Chart. The committee approved and Mr. Martin made a motion to approve the 2016-2017 Student Fee Chart. Coming from committee, this required no second. The motion carried.
- The committee heard a report from Mr. Thill regarding Continuing Education.

### **Legislative/Public Relations Committee – Andrea Marshall, Chairman**

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

- The committee received a Legislative Update from Dr. Bledsoe.
- The committee received Public Relations/Marketing update.

### **Institutional Status Committee – Johnny McKinnon, Chairman**

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and Dr. McKinnon reported that there was no business held during the meeting.

### **SGA Report – Appendix T**

The Student Government Association report is attached as Appendix T.

### **President’s Report – Dr. Chad Bledsoe – Appendix U**

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

- The Active Shooter Drill was very successful.
- Graduation ceremonies on campus and at Southern Correctional Institute were very nice.
- The College awarded scholarships and recognized seniors at their Awards Ceremonies at East Montgomery, West Montgomery and Uwharrie Charter High Schools.
- Leadership Montgomery Graduation was held on campus and this program will be transitioning to Montgomery Community College.
- Second Interviews are being conducted for the top candidates for the Vice President of Instruction position.
- Information Technology staff has worked to be able to show live enrollments on the college website.
- High School Liaison, Diana Sanchez, has worked with the local high schools to have a dedicated space available for the college to offer courses. This will start with Math, Phlebotomy, and Nurse Aid courses.

### **Chairman’s Report – Claudia Bulthuis, Chairman – Appendix V**

Mrs. Bulthuis presented Appendix V, the calendar of events, she noted the following upcoming events:

- Paula Covington has been approved for another four year term by the Montgomery County Commissioners.
- A reappoint request letter has been sent to the Governor requesting Mr. Martin’s reappointment to the Board.
- NCACCT Leadership Seminar will be held in September.
- Graduation will be May 10, 2017.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:45 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, June 9, 2016 at 5:30 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid

**Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Sharon Cupples  
Andrea Marshall  
Sam Martin

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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, except Ron Kincaid.

**May Local, State, and Institutional Funds Financial Report – Appendix B – Action**

Mrs. McBride reported the following:

- As of May 31, 2016, County fund expenditures were \$615,696, 84% of the total budget.
- There were \$104,941 available for Capital Expenditures as of May 31, 2016 and this will be carried forward into the 2016-2017 fiscal year.
- As of May 31, 2016, State fund expenditures were \$6,455,239, 87% of the total budget.
- There are no funds that are expected to be returned to the state.
- As of May 31, 2016, the balance in Institutional Funds was \$642,704. Negative balances are due to timing,
- As of May 31, 2016, the balance in the STIF account was \$186,494.

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

**Proposed 2016-2017 Local Budget – Appendix C – Action**

Mrs. McBride presented Appendix C, the proposed 2016-2017 local budget. She reported that the amount approved by the County Commissioners for operations for 2016-2017 fiscal year is \$750,800, 3.5% less than requested, but 2% increase over the previous year.

Additional funding will be received through the Property Tax increase, approximately \$58,000 for repairs and renovations. The County did not approve any additional capital funding other than the quarter cent sales tax and the 1% of the additional property tax. Overall, there is a 3% decrease in local funding for the 2016-2017 budget year.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the 2016-2017 Local Budget. The motion carried.

#### **Interim Budget Resolution – Appendix D – Action**

Mrs. McBride presented Appendix D, the Interim Budget Resolution. She reported that this resolution is approved annually, giving the President authority to pay routine state expenses if the state budget is delayed past July 1.

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the Interim Budget Resolution. The motion carried.

#### **May Foundation Fund Statements – Appendix E**

Mrs. Epps presented Appendix D, the May Foundation Fund Statements. She noted that there was a market value increase over the past month.

Mrs. Epps gave an update on the Golden Leaf Grant.

Mrs. Epps reported that Ann Roberts Samsel and her family came to campus over the Memorial Day Holiday and made a donation of \$25,000 for a new endowed scholarship in memory of her late husband.

There being no further business, the meeting adjourned at 5:41 p.m.

**Attachment B****Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 9, 2016 at 5:41 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid

**Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Susan Eggleston  
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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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, except Ron Kincaid.

**Facilities Report – Appendix F**

Mrs. McBride presented Appendix F, the facilities report.

In addition to the report, Mrs. McBride noted that the active shooter training was a success and that the overall review from Randall Knight was positive. Suggestions made by Mr. Knight are being incorporated into the procedures. It was noted that all classrooms have thumb latch locks on doors. The classrooms leading into the Multi-Purpose Room are being looked at for increased security measures.

**Incident Report – Appendix G**

Mrs. McBride presented Appendix G, the incident report. There were no incidents to report.

There being no further business, the meeting adjourned at 5:45 p.m.

**Attachment C****Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 9, 2016 at 5:45 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis, Acting Chairman  
Gelynda Capel, Chairman (via telephone)  
Sharon Cupples, Vice Chairman  
Phil Absher  
Anna Hollers

**Absent**

Paula Covington

**Others Present**

Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Sam Martin  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

Committee roll was taken by Chairman Bulthuis and all committee members were present, except Paula Covington.

**Blanket Travel Authorization – Appendix H – Action**

Mrs. Bulthuis presented Appendix H, the Blanket Travel Authorization for Dr. Bledsoe. She noted that the authorization also includes travel to the SHOT Show, NRA Convention and the SACSCOC Annual Meeting.

Mrs. Hollers made a motion, seconded by Mrs. Cupples, to approve the Blanket Travel Authorization for Dr. Bledsoe. The motion carried.

Dr. Bledsoe noted that the President's Office allotted a certain amount in the travel budget. All state employees are reimbursed at the state per diem for meals and lodging.

**Contract Renewals – Appendix I – Action**

Mrs. Bulthuis presented Appendix I, 2016-2017 Contract Renewals. The contract renewals are recommendation from Dr. Bledsoe, Mrs. McBride and Mrs. Smith.

Dr. Bledsoe noted that there is an accounting instructor position that is pending budget approval. These recommendations are for full-time and part-time with benefits employees.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the 2016-2017 Contract Renewals. The motion carried.

**Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force – Second Reading – Appendix J – Action**

Mrs. Bulthuis presented, Appendix J, revisions to Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force for a second reading.

**Revised Board Policy 312.00 Due Process for Employees – Second Reading – Appendix K – Action**

Mrs. Bulthuis presented Appendix K, revisions to Board Policy 312.00 Due Process for Employee for a second reading.

**Revised Board Policy 411.00 Travel Regulations - Second Reading – Appendix L – Action**

Mrs. Bulthuis presented Appendix L, revisions to Board Policy Travel Regulations for a second reading.

Mrs. Cupples made a motion, seconded by Mr. Absher, to approve revisions to Board Policies 311.00 Resignation, Non-Renewal, Termination or Reduction in Force, 312.00 Due Process for Employees and 411.00 Travel Regulations. The motion carried.

**Network Administrator – Job Description – Appendix I-1 – Information Only**

Dr. Bledsoe presented Appendix I-1, the job description for the Network Administrator position. He noted that this position was approved with the organizational chart that was presented to the Board in February.

There being no further business, the meeting adjourned at 5:51 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, June 9, 2016 at 5:51 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid, Chairman

**Others Present**

Gelynda Capel (via telephone)  
Paula Covington  
Susan Eggleston  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Martin and all committee members were present, except Ron Kincaid.

**Update from Instruction – Dr. Chad Bledsoe – Appendix M**

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

**Proposed New Curriculum Program – Associate in Engineering – Appendix N – Action**

Dr. Bledsoe presented Appendix N, the curriculum standard for the Associate in Engineering curriculum Program. He noted that this is in line with the pursuit of the Early College and the STEM focused courses.

Mrs. Marshall made a motion, seconded by Mrs. Cupples, to approve Associate in Engineering as a new curriculum program. The motion carried.

**Update from Vice President of Student Services – Appendix O**

Mr. Martin and the committee congratulated Mrs. Smith on an excellent graduation ceremony.

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

**2016-2017 Student Fee Chart – Appendix P – Action**

Mrs. Smith presented Appendix P, the 2016-2017 Student Fee Chart. There is an increase in graduation fees due to supplier increase. There is a new fee for Phlebotomy program.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the 2016-2017 Student Fee Chart. The motion carried.

**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 6:10 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, June 9, 2016 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Gelynda Capel(via telephone)  
Johnny McKinnon

**Absent**

Paula Covington, Vice Chairman

**Others Present**

Phil Absher  
Sharon Cupples  
Susan Eggleston  
Anna Hollers  
Gordon Knowles  
Sam Martin  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

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

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

**Legislative Update – Dr. Chad Bledsoe – Appendix R**

Dr. Bledsoe presented Appendix R, the 2016-2017 State Budget Tracking Sheet. In addition to this report he presented the Budget Priorities that the North Carolina Community College System will be asking legislators to support.

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

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

There being no further business, the meeting adjourned at 6:20 p.m.

**Attachment F****Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 9, 2016 at 6:20 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 (via telephone)  
 Sharon Cupples  
 Anna Hollers  
 Gordon Knowles  
 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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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.

There being no business, the meeting adjourned at 6:21 p.m.

## Minutes

### Called Meeting of the Board of Trustees Montgomery Community College

Wednesday, July 20, 2016

#### Call to Order

The called meeting of the Board of Trustees of Montgomery Community College was called to order at 5:30 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

Phil Absher	Anna Hollers
Claudia Bulthuis	Ron Kincaid
Gelynda Capel (via telephone)	Gordon Knowles
Paula Covington	Sam Martin
Sharon Cupples	Johnny McKinnon
Susan Eggleston	

#### Absent

Andrea Marshall

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Information Technology/Library Services/Distance Education; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison;; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance. She thanked all of the Board members who attended the County Commissioners meeting regarding the central high school.

Mrs. Bulthuis announced upcoming events including the Awards Ceremony on August 8 at 5:30 p.m.; Convocation on August 9 at 8 a.m.

Mrs. Bulthuis welcomed Lee Proctor, Vice President of Instruction and Cindy Ellison, Dean of to their first meeting as part of the President's Cabinet.

Dr. Bledsoe introduced Lee Proctor, Vice President of Instruction. Mr. Proctor stated that he was excited to be at Montgomery Community College.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Cupples, to approve the Board of Trustee agenda for July 20, 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.

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee**

Dr. Bledsoe presented Appendix A, the 2016-2017 State Budget Analysis. He reported that the college received \$7,126,130 in the 2015-2016 year. The 2016-2017 budget allocation is \$7,055,719, funds available after management flex and a reversion hold back are \$6,728,888. This is a decrease from the previous year of \$397,242.

During the budget planning progress, there were several new positions that were requested to help with expansion of programs. New positions include, Forestry Instructor, Gunsmithing Assistant, Heritage Crafts Instructor, Nurse Aide Coordinator/Instructor. With these positions added there was a budget difference of \$600,000. Dr. Bledsoe commended the Vice Presidents working with him on balancing the budget.

Dr. Bledsoe reported that there will be cuts to budgets in areas of supplies, travel, equipment, marketing and part-time and full-time salaries.

Mr. Martin expressed concern about the cut to the marketing budget. Dr. Bledsoe and Mrs. McBride met with Mrs. Haywood regarding the marketing budget and she felt comfortable with the cuts. It was noted that state funds are not used to purchase recruitment items and give aways.

Mrs. McBride reported regarding county funds, that the college is receiving the quarter cent sales tax and one cent of the five cent property tax increase.

### **Personnel Committee**

Mrs. Bulthuis made a motion, seconded by Mr. Knowles, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27. The motion carried.

### **Closed Session**

No action was taken in closed session.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to return to open session. The motion carried.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to approve the recommendations of expansion and reduction of positions at the college as reflected in the revised organizational chart. The motion carried.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Hollers, to adjourn the meeting at 6:45 p.m. The motion carried.

---

Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Wednesday, August 10, 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 June Committee Minutes – Appendix B – Action**
- ❖ **June and July Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **Charges for Architect Services – Dr. Chad Bledsoe**
- ❖ **June Foundation Fund Statements – Appendix D**
- ❖ **Grants Update – Appendix E**
- ❖ **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, June 9, 2016 at 5:30 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid

**Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Sharon Cupples  
Andrea Marshall  
Sam Martin

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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, except Ron Kincaid.

**May Local, State, and Institutional Funds Financial Report – Appendix B – Action**

Mrs. McBride reported the following:

- As of May 31, 2016, County fund expenditures were \$615,696, 84% of the total budget.
- There were \$104,941 available for Capital Expenditures as of May 31, 2016 and this will be carried forward into the 2016-2017 fiscal year.
- As of May 31, 2016, State fund expenditures were \$6,455,239, 87% of the total budget.
- There are no funds that are expected to be returned to the state.
- As of May 31, 2016, the balance in Institutional Funds was \$642,704. Negative balances are due to timing,
- As of May 31, 2016, the balance in the STIF account was \$186,494.

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

**Proposed 2016-2017 Local Budget – Appendix C – Action**

Mrs. McBride presented Appendix C, the proposed 2016-2017 local budget. She reported that the amount approved by the County Commissioners for operations for 2016-2017 fiscal year is \$750,800, 3.5% less than requested, but 2% increase over the previous year.

Additional funding will be received through the Property Tax increase, approximately \$58,000 for repairs and renovations. The County did not approve any additional capital funding other than the quarter cent sales tax and the 1% of the additional property tax. Overall, there is a 3% decrease in local funding for the 2016-2017 budget year.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the 2016-2017 Local Budget. The motion carried.

#### **Interim Budget Resolution – Appendix D – Action**

Mrs. McBride presented Appendix D, the Interim Budget Resolution. She reported that this resolution is approved annually, giving the President authority to pay routine state expenses if the state budget is delayed past July 1.

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the Interim Budget Resolution. The motion carried.

#### **May Foundation Fund Statements – Appendix E**

Mrs. Epps presented Appendix D, the May Foundation Fund Statements. She noted that there was a market value increase over the past month.

Mrs. Epps gave an update on the Golden Leaf Grant.

Mrs. Epps reported that Ann Roberts Samsel and her family came to campus over the Memorial Day Holiday and made a donation of \$25,000 for a new endowed scholarship in memory of her late husband.

There being no further business, the meeting adjourned at 5:41 p.m.

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

<b>County Funds - JUNE 2016</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511101	Car Allowance	6,000	500	6,000	-	100%
514000	FT Svc/Maint/Skilled Craft	156,483	12,831	156,483	-	100%
514050	Supvr Svc/Maint/Skilled Craft	78,539	6,420	78,539	-	100%
518100	Social Security	18,084	1,464	18,084	-	100%
518200	Retirement	35,480	2,949	35,480	-	100%
518300	Medical Insurance	41,165	3,674	41,165	-	100%
518700	Longevity Payments	2,535	-	2,535	-	100%
519090	Waste Removal/Recycling	15,308	1,031	15,308	-	100%
519120	Lawns and Grounds Service	1,521	-	1,521	-	100%
519110	Pest Control Svcs Agreement	250	-	250	-	100%
521000	Custodial Supplies	15,370	514	15,370	-	100%
522000	Maintenance Supplies	15,788	1,371	15,788	-	100%
524000	Repair Supplies	9,033	1,788	9,033	-	100%
525000	Gas/Travel/Reimbursement	1,717	786	1,717	-	100%
531140	In-State Lodging	130	-	130	-	100%
531150	In-State Meals	49	-	49	-	100%
531210	Out-of-State Ground Transportation	380	-	380	-	100%
531240	Out-of-State Lodging	111	-	111	-	100%
531250	Out-of-State Meals	64	-	64	-	100%
531500	Registration Fees	362	-	362	-	100%
532200	Telephone	18,328	2,064	18,328	-	100%
532300	Telecommunications Data	390	-	390	-	100%
533100	Heat	27,153	13,123	27,153	-	100%
533200	Water	9,959	678	9,959	-	100%
533300	Electricity	205,921	27,014	205,921	-	100%
533400	Garbage/Sewage Disposal	5,238	521	5,238	-	100%
535100	Equipment Repair	1,788	37	1,788	-	100%
535200	Repairs to Facilities	12,657	1,820	12,657	-	100%
535201	Repairs to Grounds-Supplies	413	-	413	-	100%
535400	Service Contracts	18,861	10,847	18,861	-	100%
539200	PR-President's Office	494	31	494	-	100%
539500	Other Current Expense	1,285	575	1,285	-	100%
543000	Lease/Rental Other Equipment	864	140	864	-	100%
545000	Property Insurance	14,090	14,090	14,090	-	100%
545100	Motor Vehicle Insurance	2,273	2,298	2,273	-	100%
545200	Liability Insurance	3,028	3,072	3,028	-	100%
545201	Workers Comp	9,595	10,576	9,595	-	100%
545301	Life Insurance	1,768	170	1,768	-	100%
546100	Membership & Dues	720	-	720	-	100%
555200	Minor Equip High Risk	2,888	-	2,888	-	100%

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

<b>Total Current Expense</b>	<b>736,080</b>	<b>120,384</b>	<b>736,080</b>	<b>-</b>	<b>100%</b>
------------------------------	----------------	----------------	----------------	----------	-------------

**RESTRICTED SALES TAX FUNDS (Held by County)**

Life-to-date Revenues as of State's April 2016 Report	\$ 288,965
Add: 2016 Property Tax Allocation from County Report	57,387
<b>Total Revenue</b>	<b>346,352</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(301,019)
Multi-purpose Room Project	(301,019)
Roof Repairs (Bldg 100 & 200)	(1,500)
Building 500 Polished Concrete Floor	(4,163)
Cooling Tower Cleaner	(3,960)
Building 100 Dock Entrance	(1,657)
General Store to Library	(9,000)
IT Renovation	(19,969)
Sub-total Life-to-date Revenues less Submitted Projects	(60,335)
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
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 6-30-16</b>	<b>\$ 114,665</b>
FY2016 Adjustment to 1% Property Tax Allocation for Pinnacle Architects Expenses	(22,050)
	<b>\$ 92,615</b>

**Montgomery Community College**  
**State Funds - Board Report for June 2016**

<b>State Funds - JUNE 2016</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511100 President	136,961	11,351	136,961	(0)	100%
511200 FT Senior Administrator	198,451	11,836	198,450	1	100%
511300 FT Professional Staff	954,582	84,025	951,948	2,634	100%
511310 PT Professional Staff	77,278	11,185	77,277	1	100%
512000 FT Support	93,882	7,636	93,882	-	100%
512010 PT Support	15,272	1,731	14,942	330	98%
512040 30 Hour Support	27,203	2,220	27,203	1	100%
513000 FT Faculty	1,800,390	123,872	1,792,713	7,677	100%
513010 PT Faculty	758,498	40,337	752,544	5,954	99%
513030 PT Teaching Assistant	1,740	-	1,740	-	100%
513040 30 Hour Faculty	106,057	7,296	106,018	39	100%
515000 FT Technical/Paraprofessional	335,152	27,609	334,952	200	100%
515010 PT Technical/Paraprofessional	99,459	20,640	99,238	221	100%
516020 Student Salaries - Inst	1,735	55	1,735	-	100%
518100 Social Security	339,722	25,155	335,238	4,484	99%
518200 Retirement	572,633	45,734	570,246	2,387	100%
518300 Medical Insurance	412,007	34,399	408,513	3,494	99%
518500 Unemployment Compensation	11,180	-	11,180	(0)	100%
518700 Longevity Payments	50,064	-	50,065	(1)	100%
519000 Legal Services	263	105	263	1	100%
519010 Financial/Audit Service	4,082	-	4,082	-	100%
519040 Administrative Services	25,568	2,529	20,550	5,018	80%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	51,004	4,750	43,974	7,030	86%
519700 Personal Service - 3rd Party	13,705	3,000	8,870	4,835	65%
523XXX Copies & Instructional Supplies	274,352	64,053	269,328	5,024	98%
527000 Other Supplies	91,346	11,773	88,768	2,578	97%
527005 Tires & Oil Changes	1,937	-	1,936	1	100%
531110 In-State Ground Transportation	15,555	2,316	14,370	1,185	92%
531140 In-State Lodging	11,512	569	10,326	1,186	90%
531150 In-State Meals	3,007	577	2,499	508	83%
531210 Out-of-State Ground Transportation	2,029	520	2,028	1	100%
531220 Out-of-State Air Transportation	4,576	652	4,275	301	93%
531240 Out-of-State Lodging	7,919	203	7,122	797	90%
531250 Out-of-State Meals	2,497	423	2,496	1	100%
531410 Board/Non-emp Transportation	76	760	-	76	0%
531420 Board Expense - Subsistence	1,433	(760)	1,075	358	75%
531500 Registration Fees	24,412	4,223	23,367	1,045	96%
532100 Postage	39,792	32,045	39,792	(0)	100%
532700 Software Subscriptions	4,518	-	4,518	0	100%
535100 Equipment Repair	39,036	4,132	38,944	92	100%
535400 Service Contracts	825	867	529	296	64%
535430 Maint Agreement-Equipment	7,175	2,677	7,175	(0)	100%
535450 Maint Agreement-NonWAN - Curr	45,360	9,733	42,727	2,633	94%
535470 Maint Agreement-NonWAN - ConEd	(116)	-	(553)	437	0%
535494 Maint. Agree.-Server Sf	1,070	-	1,070	-	100%

**Montgomery Community College**  
**State Funds - Board Report for June 2016**

State Funds - JUNE 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535495 Maint. Agree.-Server	3,736	1,833	3,666	70	98%
537000 Advertising	80,792	36,719	79,426	1,366	98%
537100 Advertise Vacant Positions	12,251	386	12,250	1	100%
539400 Magazine/Newspaper Subscriptions	3,394	-	3,394	(0)	100%
539500 Other Current Expense	160	-	160	-	100%
539520 Electronic Processing	6,963	-	6,963	0	100%
539700 Childcare - 530 Purpose	22,698	4,558	22,590	108	100%
544000 NonWAN Data Process Software	423	-	423	0	100%
544010 Software License Renewal	85,733	1,759	85,525	208	100%
545100 Motor Vehicle Insurance	3,318	2,406	3,318	-	100%
545200 Liability Insurance	3,766	3,487	3,487	279	93%
546100 Membership & Dues	13,292	183	12,317	975	93%
546200 Accreditation Expense	3,420	-	3,420	-	100%
548000 NEIT	483	-	-	483	0%
555100 Minor Equip Low Risk <\$5K	88,141	10,072	88,140	1	100%
555200 Minor Equip High Risk <\$5K	59,282	15,779	59,279	3	100%
<b>Total Current Expense</b>	<b>7,057,551</b>	<b>677,408</b>	<b>6,988,733</b>	<b>68,818</b>	<b>99%</b>
551000 Office Equipment	30,602	-	-	30,602	0%
552072 Server	31,772	12,676	31,773	(1)	100%
553000 Educational Equipment	220,595	7,055	94,218	126,377	43%
555100 Minor Equipment Low Risk	22,562	-	13,488	9,074	60%
555200 Minor Equipment High Risk	22,215	11,784	22,216	(1)	100%
556100 Books	25,000	4,693	18,427	6,573	74%
<b>Total Capital Expense</b>	<b>352,746</b>	<b>36,208</b>	<b>180,122</b>	<b>172,624</b>	<b>51%</b>
<b>Total Expenses</b>	<b>7,410,297</b>	<b>713,616</b>	<b>7,168,855</b>	<b>241,442</b>	<b>97%</b>

**Montgomery Community College**  
**Institutional Funds - Board Report for June 2016**

Institutional Funds - JUNE 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121 Pell Overpayments	-	-	556	-	-
01-128 Veterans Reporting Fee	-	-	477	-	546
01-132 Overhead Receipts 75%	116	-	2,753	2,039	21,252
01-133 Current General & Misc	-	3	50	652	446
01-134 Admin Support	(5,653)	906	3,930	3,930	-
01-135 Overhead Receipts 25%	39	-	915	-	6,518
01-142 Textbook Rental - CCP	132	-	22,771	11,648	12,303
01-222 Forestry Program	-	7,049	511	12,449	12,231
01-291 Specific Fees: Medical Asst.	-	-	389	-	2,425
01-291 Specific Fees: Electronics	-	-	525	-	1,550
01-291 Specific Fees: Gunsmithing	181	-	6,167	-	40,228
01-291 Specific Fees: Pottery	482	1,471	9,522	5,411	44,790
01-291 Specific Fees: Taxidermy	-	-	731	-	14,393
01-291 Specific Fees - LP	-	-	2,778	-	6,543
01-291 Specific Fees: Dental	-	-	2,722	1,569	3,793
01-291 Specific Fees: NET/TEAS	-	-	5,376	5,798	3,460
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	15	-	532
01-315 Self Supporting	3,992	10,085	41,321	44,429	22,530
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	420	462	1,130	1,274	1,336
01-363 Small Business Center	-	223	1,065	752	8,781
01-391 Specific Fees: Occ. Ext	(207)	167	9,860	10,444	16,860
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	529	(8,456)	14,223	1,802	36,626
01-715 Vending	229	508	12,647	12,647	-
02-131 College Work Study	3,240	3,240	23,606	23,606	-
02-228 Self Supp. Curriculum	1	-	4,095	11,731	28,188
02-229 Distance Learning	7	-	73	-	-
02-237 Perkins Equipment	-	-	14,397	14,397	-
02-238 Perkins Prof Development	1,590	-	1,590	1,590	-
02-241 Perkins Automation Software	2,002	-	2,002	2,002	-
02-292 Tech Fee-Curr	1,149	(6,343)	20,827	1,844	104,919
02-383 Fire Training Center Grant	2,581	2,347	32,673	30,004	9,550
02-392 Tech Fee: Con Ed	-	-	235	-	1,953
02-429 Vo-Ed PT Curriculum Support	1,490	756	9,210	9,210	-
02-511 Voc-Ed Counseling	2,371	1,185	14,401	14,401	-
02-823 FSEOG	-	165	17,051	17,051	-
02-824 Pell Grant	70,438	73,112	1,119,290	1,119,290	-
02-831 Education Lottery Scholarships	-	-	28,575	28,575	-
02-832 Duke/AT&T Aspire Scholarships	650	650	650	650	-
02-833 Golden LEAF	482	2,800	12,550	12,550	-
02-835 NC Community College Grant	-	-	44,987	44,987	-
02-836 High Demand/Low Enrollment	-	-	2,053	2,053	-
02-837 MCC Foundation Scholarships	32	-	123,762	123,762	-
02-838 Wells Fargo Scholarships	-	-	500	500	-
02-839 Less Than Half-time	-	-	510	510	-

**Montgomery Community College**  
**Institutional Funds - Board Report for June 2016**

Institutional Funds - JUNE 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-841 MCC Club Scholarships	-	-	1,000	1,000	-
02-842 SGA President Scholarships	-	-	1,500	1,500	-
02-845 SECU Scholarships	-	-	7,500	7,500	-
05-227 Daycare Center	-	-	235	-	353
05-715 Vending	318	(5,424)	8,147	15,094	16,742
05-716 Bookstore Vending	2	879	23,356	9,854	61,090
05-720 Bookstore	39	-	420	-	-
05-721 General Store	1,445	4,638	29,437	35,198	820
05-730 Campus Food Service	-	-	1,680	1,680	-
05-740 Parking Fee	170	-	4,719	-	29,401
05-770 Student Government Association	277	287	28,264	21,132	18,083
05-771 Graduation Fund	10	77	5,025	5,010	3,802
05-774 Student Amabassador	70	-	3,303	966	26,370
07-924 Duke Energy Grant	-	24,396	-	247,911	2,089
09-772 Club Accounts	-	-	-	-	52,994
<b>1</b> 09-773 Bookstore Agency Fund	-	-	-	-	(7,310)
09-775 Funds Held for Others	-	-	-	-	4,801
09-776 Restricted Scolarships Held	-	-	-	-	500
<b>Total Institutional Funds: First Bank</b>	<b>88,622</b>	<b>115,184</b>	<b>1,728,059</b>	<b>1,920,404</b>	<b>616,989</b>

**STIF Account as of 06/30/16**

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	28	300	41,932	42,232
02-229 Distance Learning	7	73	10,137	10,209
02-292 Technology Fees	50	533	74,451	74,984
05-720 Bookstore	39	420	58,771	59,192
<b>Total Institutional Funds: State Treasury</b>	<b>123</b>	<b>1,326</b>	<b>185,291</b>	<b>186,617</b>

**NOTES:**

- 1 Financial Aid Charges for Books**

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

County Funds - JULY 2016		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	-	500	500		
514000	FT Svc/Maint/Skilled Craft	-	16,238	16,238		
514050	Supvr Svc/Maint/Skilled Craft	-	6,420	6,420		
518100	Social Security	-	1,833	1,833		
518200	Retirement	-	3,863	3,863		
518300	Medical Insurance	-	3,688	3,688		
518700	Longevity Payments	-	1,309	1,309		
519090	Waste Removal/Recycling	-	1,188	1,188		
519120	Lawns and Grounds Service	-	-	-		
519110	Pest Control Svcs Agreement	-	84	84		
521000	Custodial Supplies	-	589	589		
522000	Maintenance Supplies	-	46	46		
524000	Repair Supplies	-	447	447		
525000	Gas/Travel/Reimbursement	-	153	153		
531140	In-State Lodging	-	-	-		
531150	In-State Meals	-	-	-		
531210	Out-of-State Ground Transportation	-	-	-		
531240	Out-of-State Lodging	-	-	-		
531250	Out-of-State Meals	-	-	-		
531500	Registration Fees	-	25	25		
532200	Telephone	-	902	902		
532300	Telecommunications Data	-	-	-		
533100	Heat	-	86	86		
533200	Water	-	1,313	1,313		
533300	Electricity	-	9,487	9,487		
533400	Garbage/Sewage Disposal	-	210	210		
535100	Equipment Repair	-	178	178		
535200	Repairs to Facilities	-	217	217		
535201	Repairs to Grounds-Supplies	-	-	-		
535400	Service Contracts	-	6,839	6,839		
539200	PR-President's Office	-	193	193		
539500	Other Current Expense	-	-	-		
543000	Lease/Rental Other Equipment	-	140	140		
545301	Life Insurance	-	169	169		
546100	Membership & Dues	-	-	-		
555100	Minor Equip Low Risk	-	227	227		
555200	Minor Equip High Risk	-	-	-		
<b>Total Current Expense</b>		<b>-</b>	<b>56,346</b>	<b>56,346</b>		

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

**RESTRICTED SALES TAX FUNDS (Held by County)**

Life-to-date Revenues as of State's May 2016 Report	\$ 295,766
Add: 2016 Property Tax Allocation from County Report	<u>57,387</u>
<b>Total Revenue</b>	<b>353,153</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	<u>-</u>
Sub-total Life-to-date Revenues less Submitted Projects	(53,534)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	<u>100,000</u>
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 7-31-16</b>	<b>\$ 121,466</b>
<b>FY2016 Adjustment to 1% Property Tax Allocation for Pinnacle Architects Expenses</b>	<b>(22,050)</b>
	<u><u>\$ 99,416</u></u>

**Montgomery Community College**  
**State Funds - Board Report for June 2016**

State Funds - JULY 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	-	11,351	11,351		
511200 FT Senior Administrator	-	15,221	15,221		
511300 FT Professional Staff	-	80,991	80,991		
511310 PT Professional Staff	-	2,526	2,526		
512000 FT Support	-	7,636	7,636		
512010 PT Support	-	1,697	1,697		
512040 30 Hour Support	-	2,220	2,220		
513000 FT Faculty	-	126,003	126,003		
513010 PT Faculty	-	45,116	45,116		
513030 PT Teaching Assistant	-	-	-		
513040 30 Hour Faculty	-	7,296	7,296		
515000 FT Technical/Paraprofessional	-	30,550	30,550		
515010 PT Technical/Paraprofessional	-	12,313	12,313		
516020 Student Salaries - Inst	-	-	-		
518100 Social Security	-	25,038	25,038		
518200 Retirement	-	49,165	49,165		
518300 Medical Insurance	-	34,481	34,481		
518500 Unemployment Compensation	-	-	-		
518700 Longevity Payments	-	6,858	6,858		
519000 Legal Services	-	-	-		
519010 Financial/Audit Service	-	-	-		
519040 Administrative Services	-	-	-		
519142 LAN Support Services	-	-	-		
519400 Contracted Instruction	-	1,450	1,450		
519700 Personal Service - 3rd Party	-	-	-		
523XXX Copies & Instructional Supplies	-	1,653	1,653		
527000 Other Supplies	-	2,054	2,054		
527005 Tires & Oil Changes	-	-	-		
531110 In-State Ground Transportation	-	411	411		
531140 In-State Lodging	-	1,085	1,085		
531150 In-State Meals	-	51	51		
531210 Out-of-State Ground Transportation	-	279	279		
531220 Out-of-State Air Transportation	-	-	-		
531240 Out-of-State Lodging	-	1,304	1,304		
531250 Out-of-State Meals	-	107	107		
531410 Board/Non-emp Transportation	-	-	-		
531420 Board Expense - Subsistence	-	-	-		
531500 Registration Fees	-	895	895		
532100 Postage	-	492	492		
532700 Software Subscriptions	-	-	-		
535100 Equipment Repair	-	283	283		
535400 Service Contracts	-	-	-		
535430 Maint Agreement-Equipment	-	-	-		
535450 Maint Agreement-NonWAN - Curr	-	-	-		
535470 Maint Agreement-NonWAN - ConEd	-	-	-		
535494 Maint. Agree.-Server Sf	-	-	-		

**Montgomery Community College**  
**State Funds - Board Report for June 2016**

<b>State Funds - JULY 2016</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
535495 Maint. Agree.-Server	-	-	-		
537000 Advertising	-	2,700	2,700		
537100 Advertise Vacant Positions	-	730	730		
539400 Magazine/Newspaper Subscriptions	-	(51)	(51)		
539500 Other Current Expense	-	-	-		
539520 Electronic Processing	-	-	-		
539700 Childcare - 530 Purpose	-	-	-		
544000 NonWAN Data Process Software	-	-	-		
544010 Software License Renewal	-	1,852	1,852		
545100 Motor Vehicle Insurance	-	1,201	1,201		
545200 Liability Insurance	-	-	-		
546100 Membership & Dues	-	-	-		
546200 Accreditation Expense	-	550	550		
548000 NEIT	-	-	-		
555100 Minor Equip Low Risk <\$5K	-	-	-		
<b>Total Current Expense</b>	<b>-</b>	<b>475,508</b>	<b>475,508</b>		
551000 Office Equipment	-	-	-		
552072 Server	-	-	-		
553000 Educational Equipment	-	-	-		
555100 Minor Equipment Low Risk	-	-	-		
555200 Minor Equipment High Risk	-	1,179	1,179		
556100 Books	-	(7)	(7)		
<b>Total Capital Expense</b>	<b>-</b>	<b>1,171</b>	<b>1,171</b>		
<b>Total Expenses</b>	<b>-</b>	<b>476,680</b>	<b>476,680</b>		

**Montgomery Community College  
Institutional Funds - Board Report for June 2016**

<b>Institutional Funds - JULY 2016</b>	<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
01-121 Pell Overpayments	-	-	-	-	-
01-128 Veterans Reporting Fee	-	-	-	-	546
01-132 Overhead Receipts 75%	0	558	0	558	13,187
01-133 Current General & Misc	128	128	128	128	13,716
01-134 Admin Support	430	430	430	430	-
01-135 Overhead Receipts 25%	-	-	-	-	6,553
01-142 Textbook Rental - CCP	-	-	-	-	12,303
01-222 Forestry Program	0	-	0	-	12,232
01-291 Specific Fees: Medical Asst.	-	-	-	-	2,425
01-291 Specific Fees: Electronics	75	-	75	-	1,625
01-291 Specific Fees: Gunsmithing	1,881	-	1,881	-	42,108
01-291 Specific Fees: Pottery	63	-	63	-	44,853
01-291 Specific Fees: Taxidermy	200	-	200	-	14,593
01-291 Specific Fees - LP	250	-	250	-	6,793
01-291 Specific Fees: Dental	-	-	-	-	3,793
01-291 Specific Fees: NET/TEAS	-	-	-	-	3,460
01-294 Live Projects: Taxidermy	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	-	-	532
01-315 Self Supporting	1,478	344	1,478	344	23,664
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	-	-	1,336
01-363 Small Business Center	390	193	390	193	8,978
01-391 Specific Fees: Occ. Ext	717	219	717	219	17,359
01-394 Horticulture: Live Projects	-	-	-	-	878
01-621 Operational Funds	501	1,146	501	1,146	35,980
01-715 Vending	102	102	102	102	-
02-131 College Work Study	-	-	-	-	-
02-228 Self Supp. Curriculum	1	-	1	-	28,189
02-229 Distance Learning	-	-	-	-	-
02-237 Perkins Equipment	-	-	-	-	-
02-238 Perkins Prof Development	-	-	-	-	-
02-241 Perkins Automation Software	-	-	-	-	-
02-292 Tech Fee-Curr	1,561	92	1,561	92	106,389
02-383 Fire Training Center Grant	-	1,722	-	1,722	7,828
02-392 Tech Fee: Con Ed	-	-	-	-	1,953
02-429 Vo-Ed PT Curriculum Support	-	773	-	773	-
02-511 Voc-Ed Counseling	-	1,192	-	1,192	-
02-823 FSEOG	-	-	-	-	-
02-824 Pell Grant	(4,326)	3,842	(4,326)	3,842	746
02-831 Education Lottery Scholarships	-	-	-	-	-
02-832 Duke/AT&T Aspire Scholarships	650	-	650	-	650
02-833 Golden LEAF	-	-	-	-	-
02-835 NC Community College Grant	-	-	-	-	-
02-836 High Demand/Low Enrollment	-	-	-	-	-
02-837 MCC Foundation Scholarships	-	-	-	-	-
02-838 Wells Fargo Scholarships	-	-	-	-	-
02-839 Less Than Half-time	-	-	-	-	-

**Montgomery Community College**  
**Institutional Funds - Board Report for June 2016**

Institutional Funds - JULY 2016	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-841 MCC Club Scholarships	-	-	-	-	-
02-842 SGA President Scholarships	-	-	-	-	-
02-845 SECU Scholarships	-	-	-	-	-
05-227 Daycare Center	-	-	-	-	353
05-715 Vending	450	102	450	102	16,689
05-716 Bookstore Vending	1	2,588	1	2,588	58,707
05-720 Bookstore	-	-	-	-	-
05-721 General Store	4,241	4,052	4,241	4,052	1,010
05-730 Campus Food Service	-	-	-	-	-
05-740 Parking Fee	451	-	451	-	29,852
05-770 Student Government Association	2,414	340	2,414	340	20,157
05-771 Graduation Fund	35	-	35	-	3,837
05-774 Student Amabassador	274	-	274	-	26,644
07-924 Duke Energy Grant	-	-	-	-	2,089
09-772 Club Accounts	-	-	-	-	51,104
<b>1</b> 09-773 Bookstore Agency Fund	-	-	-	-	(7,385)
09-775 Funds Held for Others	-	-	-	-	5,487
09-776 Restricted Scolarships Held	-	-	-	-	10,500
<b>Total Institutional Funds: First Bank</b>	<b>11,969</b>	<b>17,823</b>	<b>11,969</b>	<b>17,823</b>	<b>636,334</b>

**STIF Account as of 07/31/16**

	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621 Operational Funds	-	-	42,232	42,232
02-229 Distance Learning	-	-	10,209	10,209
02-292 Technology Fees	-	-	74,984	74,984
05-720 Bookstore	-	-	59,192	59,192
<b>Total Institutional Funds: State Treasury</b>	<b>-</b>	<b>-</b>	<b>186,617</b>	<b>186,617</b>

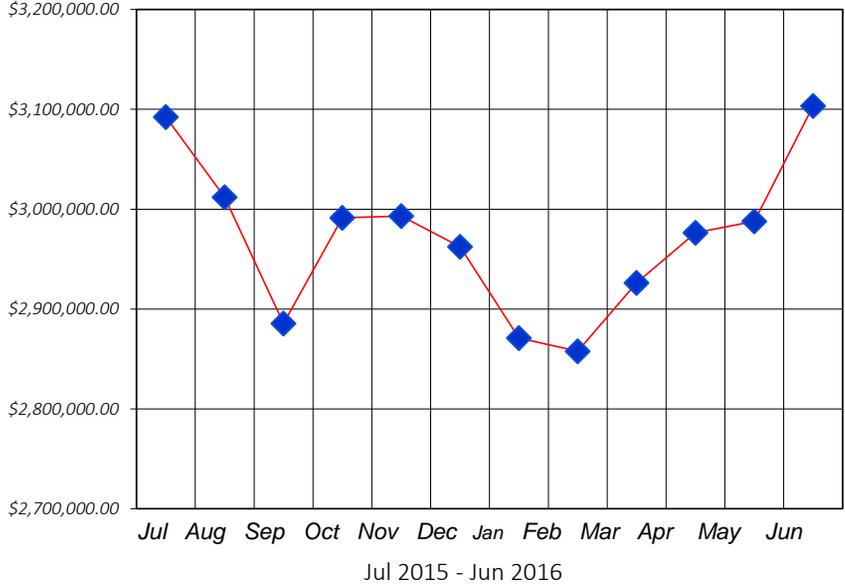
**NOTES:**

- 1 Financial Aid Charges for Books**

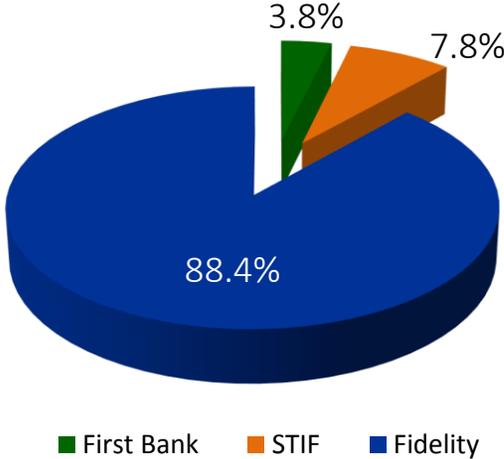
## Montgomery Community College Foundation Funds Statement FY 2015-2016

	Fiscal Year To Date 7/1/2015 thru 6/30/2016				Month of June 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$2,795,059.90</b>	<b>\$258,516.27</b>	<b>\$19,649.32</b>	<b>\$3,073,225.49</b>	<b>\$2,725,341.16</b>	<b>\$235,859.96</b>	<b>\$26,607.78</b>	<b>\$2,987,808.90</b>
<b>Receipts</b>								
Interest/Gains	\$68,024.52	\$1,688.01	\$5.92	\$69,718.45	\$4,102.99	\$159.26	\$0.94	\$4,263.19
Deposits	\$98,168.80	\$56,951.86	\$297,079.52	\$452,200.18	\$28,713.48	\$8,812.50	\$132,262.50	\$169,788.48
<b>Total Receipts</b>	<b>\$166,193.32</b>	<b>\$58,639.87</b>	<b>\$297,085.44</b>	<b>\$521,918.63</b>	<b>\$32,816.47</b>	<b>\$8,971.76</b>	<b>\$132,263.44</b>	<b>\$174,051.67</b>
<b>Disbursements</b>								
Withdrawals/Fees	\$109,430.44	\$74,312.30	\$198,771.57	\$382,514.31	\$2,026.81	\$1,987.88	\$40,908.03	\$44,922.72
<b>Total Disbursements</b>	<b>\$109,430.44</b>	<b>\$74,312.30</b>	<b>\$198,771.57</b>	<b>\$382,514.31</b>	<b>\$2,026.81</b>	<b>\$1,987.88</b>	<b>\$40,908.03</b>	<b>\$44,922.72</b>
<b>Market Value Net Change</b>	<b>(\$109,195.19)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$109,195.19)</b>	<b>(\$13,503.23)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$13,503.23)</b>
<b>Ending Value</b>	<b>\$2,742,627.59</b>	<b>\$242,843.84</b>	<b>\$117,963.19</b>	<b>\$3,103,434.62</b>	<b>\$2,742,627.59</b>	<b>\$242,843.84</b>	<b>\$117,963.19</b>	<b>\$3,103,434.62</b>
<b>Net Change</b>	<b>(\$52,432.31)</b>	<b>(\$15,672.43)</b>	<b>\$98,313.87</b>	<b>\$30,209.13</b>	<b>\$17,286.43</b>	<b>\$6,983.88</b>	<b>\$91,355.41</b>	<b>\$115,625.72</b>

### Foundation Funds Value



### Foundation Funds Distribution



### Grants Applied For

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
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 Management Workshop 6/27/16 Extension Letter sent 6/29/16 Approval of Extension 7/1/16
NCCCS	Minority Male Mentoring	Beginning with the 2016-17 academic year, the NCCS is redesigning the Minority Mail Mentoring Program to more closely align with the student success initiatives currently taking place throughout the system. The new model is designed to strengthen minority male student outcomes by encouraging participation and collaboration among student participants in institutinal departments. To help achecive this goal, NCCS is seeking for colleges to make a three-year commitment to access and enhance the student sucess outcomes of minority male students.	3 Years	up to \$17,000 per year	Conference Call 7/21/16 Application deadline 8/12/16

### Grants Awarded

Grantor	Title	Purpose	Length	Amount Awarded	Grant Due	Response
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 submitted March 2016 Visit from funder 4-/11/16 Notification by June 29th Awarded 6-9-16 Check deposited 6/21/16 SimMan shipped 7-25-16
Montgomery Health Department	Lactation Room	Promote access to clean, comfortable lactation rooms for breastfeeding mothers. Investing in a worksite lactation support program can yeild substantial dividends to employers through lower turnover rates, additional health care savings, higher productivity and loyalty and positive public relations.		\$1,000 worth of equipment for a Lacation Room		Partnership between MCS and MCC. A Memorandum of Understanding is to be signed by Dr. Bldesoe and the Montgomery Health Director, Mary Perez.

**Building & Grounds Committee**  
**Wednesday, August 10, 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 June Committee Minutes- Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Building 200 Roof Repairs – Appendix H – Information Only**
- ❖ **MCC Entrance Sign – Dr. Chad Bledsoe – Appendix I**
- ❖ **Bell Donation – Appendix I-1 – Action**
- ❖ **Voice Over IP – Dr. Chad Bledsoe – Appendix I-2**
- ❖ **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, June 9, 2016 at 5:41 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid

**Others Present**

Phil Absher  
 Gelynda Capel(via telephone)  
 Susan Eggleston  
 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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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, except Ron Kincaid.

**Facilities Report – Appendix F**

Mrs. McBride presented Appendix F, the facilities report.

In addition to the report, Mrs. McBride noted that the active shooter training was a success and that the overall review from Randall Knight was positive. Suggestions made by Mr. Knight are being incorporated into the procedures. It was noted that all classrooms have thumb latch locks on doors. The classrooms leading into the Multi-Purpose Room are being looked at for increased security measures.

**Incident Report – Appendix G**

Mrs. McBride presented Appendix G, the incident report. There were no incidents to report.

There being no further business, the meeting adjourned at 5:45 p.m.

Board Report

Facilities

August 2016

Prepared By: Wanda Frick

Director of Facilities

The Maintenance staff improved erosion at the Firing Range by installing cross timbers along the bottom of the berm and back-filling with sand.



We are in the process of configuring and installing the IP speakers in buildings across campus for the Internal Emergency Alert System. After the installations, the IT Department will assist us in connecting the speakers to network switches for power and communications.

The Maintenance staff has been working on a couple of areas; Cleaning, organizing, and assembling new table configurations for NRA classes.



# Roof Options LLC

---

216 Green Park Drive • Gaffney • SC 29341  
 (864) 649-5052 Fax (864) 649-5051

March 17, 2016

Montgomery Community College  
 1011 Page Street  
 Troy, NC 27371

Attn: Wanda Frick

Re: Roof Replacement Building #200

## PROPOSAL

Thank you for the opportunity to offer you our professional services and recommendations. Based on our recent site visit and inspection Roof Options offers the following proposal for your consideration.

### Option #1

#### Scope of Work: Mechanically Attached White Reinforced TPO Roof System (44,498 Square Feet) Recover

1. Perform a pre job safety inspection by Roof Options to determine all required safety measures to complete the above project safely.
2. Upload and stage roofing materials and equipment to complete roofing project.
3. Remove existing loose EPDM membrane down to the insulation surface and dispose of all debris from premises.
4. Remove existing metal coping cap and dispose of from premises.
5. Furnish and install 1" polyisocyanurate insulation over the surface and mechanically attach with approved fasteners.
6. Mechanically Attach **.060 White Reinforced TPO membrane** over the insulation surface.
7. Furnish and install new flashings to perimeter, vents, pipes and curbs where applicable.
8. Furnish and install new termination bar where applicable.
9. Furnish and install new 24 gauge kynar finished metal coping cap to perimeter and secure with approved fasteners.
10. Furnish and install new thru wall scuppers.
11. Furnish and install new 30" wide protective walk pads at all roof ladders and roof access hatches.
12. Complete final walk thru with owner representative and manufacture at completion.
13. Issue a (20) twenty-year complete manufacturer labor and material warranty.
14. Issue a (2) two year Roof Options workmanship warranty upon completion.

**Total Cost-----\$163,442.00**

**Alternate:** To install .045 TPO with (15) fifteen year labor and material warranty in lieu of .060 TPO with (20) twenty year labor and material warranty **deduct \$9,051.00** to the above base bid amount.

**Option #2**

**Scope of Work: Mechanically Attached White Fleeceback TPO Roof System (44,498 Square Feet) Recover**

1. Perform a pre job safety inspection by Roof Options to determine all required safety measures to complete the above project safely.
2. Upload and stage roofing materials and equipment to complete roofing project.
3. Remove existing loose EPDM membrane down to the insulation surface and dispose of all debris from premises.
4. Remove existing metal coping cap and dispose of from premises.
5. Mechanically Attach **.060 White Reinforced TPO membrane** over the insulation surface.
6. Furnish and install new flashings to perimeter, vents, pipes and curbs where applicable.
7. Furnish and install new termination bar where applicable.
8. Furnish and install new 24 gauge kynar finished metal coping cap to perimeter and secure with approved fasteners.
9. Furnish and install new thru wall scuppers.
10. Furnish and install new 30” wide protective walk pads at all roof ladders and roof access hatches.
11. Complete final walk thru with owner representative and manufacture at completion.
12. Issue a (20) twenty-year complete manufacturer labor and material warranty.
13. Issue a (2) two year Roof Options workmanship warranty upon completion.

**Total Cost-----\$158,669.00**

**Alternate:** To install .045 TPO with (15) fifteen year labor and material warranty in lieu of .060 TPO with (20) twenty year labor and material warranty **deduct \$13,767.00** to the above base bid amount.

**Safety Program**

Roof Options has a complete safety program that meets and exceeds all local, state and federal OSHA requirements. Roof Options will submit a **‘Site Specific Safety Plan’** for the above project prior to the start of any work.

**Note:**

- A. Our proposal is valid for (30) thirty days from the above date.
- B. Our proposal includes all applicable taxes.
- C. Our proposal includes Certificate of Insurance and Workman’s Compensation.

Sincerely,

Brian Diederich  
864-580-8962













VOIP Options		Year 1	Year 2	Year 3	Total Cost End of Y3
<b>Carolina Digital</b>		\$ 23,856.00	\$ 8,856.00	\$ 8,856.00	\$ 41,568.00
No contract, purchase of phones, then billed monthly for service					
Phone Purchase, Activation, Setup, Training (one time cost)	15000				
Monthly Service	738				
<b>Century Link</b>		\$ 24,924.00	\$ 30,204.00	\$ 30,204.00	\$ 85,332.00
3-year contract, includes phones and monthly service					
\$5280 trade-in from Polycom (see attached) if we can send in existing Mitel phones.					
Per salesperson: after 3 years, price should decrease since we would own the phones at that time, and would only need monthly service for VOIP					
Trade-In Allowance (if possible)	5280				
<b>Current Services (monthly rates)</b>		\$ 16,068.00	\$ 16,068.00	\$ 16,068.00	\$ 48,204.00
NC Department of Information Technology	809				
Earthlink (800 Number)	155				
Annual contract with Southeastern Data	375				

**Personnel Committee**  
**Wednesday, August 10, 2016**  
**5:50 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of June Committee Minutes – Appendix J – Action**
- ❖ **Introduction of New Employees**
  - Deborah Douglas, Social Science Instructor – Appendix K**
  - Savannah Heath, Director of Student Life & Recruitment – Appendix L**
  - Lee Proctor, Vice President of Instruction – Appendix M**
  - Floyd Kimbrew, Evening Custodian/Maintenance Staff – Appendix M-1**
  - Roger Brown, Groundskeeper/Maintenance Staff – Appendix N**
- ❖ **Notice of Promotion/Transfer – Appendix O**
- ❖ **Notice of Temporary Contract – Appendix P**
- ❖ **Notice of Non-Renewals – Appendix Q**
- ❖ **Notice of Resignation – Appendix R**
- ❖ **Notice of Retirement – Appendix S**
- ❖ **New Business**
- ❖ **Adjourn**

**Attachment C****Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 9, 2016 at 5:45 p.m. in the College Boardroom.

**Present**

Claudia Bulthuis, Acting Chairman  
Gelynda Capel, Chairman (via telephone)  
Sharon Cupples, Vice Chairman  
Phil Absher  
Anna Hollers

**Absent**

Paula Covington

**Others Present**

Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Sam Martin  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

Committee roll was taken by Chairman Bulthuis and all committee members were present, except Paula Covington.

**Blanket Travel Authorization – Appendix H – Action**

Mrs. Bulthuis presented Appendix H, the Blanket Travel Authorization for Dr. Bledsoe. She noted that the authorization also includes travel to the SHOT Show, NRA Convention and the SACSCOC Annual Meeting.

Mrs. Hollers made a motion, seconded by Mrs. Cupples, to approve the Blanket Travel Authorization for Dr. Bledsoe. The motion carried.

Dr. Bledsoe noted that the President's Office allotted a certain amount in the travel budget. All state employees are reimbursed at the state per diem for meals and lodging.

**Contract Renewals – Appendix I – Action**

Mrs. Bulthuis presented Appendix I, 2016-2017 Contract Renewals. The contract renewals are recommendation from Dr. Bledsoe, Mrs. McBride and Mrs. Smith.

Dr. Bledsoe noted that there is an accounting instructor position that is pending budget approval. These recommendations are for full-time and part-time with benefits employees.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the 2016-2017 Contract Renewals. The motion carried.

**Revised Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force – Second Reading – Appendix J – Action**

Mrs. Bulthuis presented, Appendix J, revisions to Board Policy 311.00 Resignation, Non-Renewal, Termination or Reduction in Force for a second reading.

**Revised Board Policy 312.00 Due Process for Employees – Second Reading – Appendix K – Action**

Mrs. Bulthuis presented Appendix K, revisions to Board Policy 312.00 Due Process for Employee for a second reading.

**Revised Board Policy 411.00 Travel Regulations - Second Reading – Appendix L – Action**

Mrs. Bulthuis presented Appendix L, revisions to Board Policy Travel Regulations for a second reading.

Mrs. Cupples made a motion, seconded by Mr. Absher, to approve revisions to Board Policies 311.00 Resignation, Non-Renewal, Termination or Reduction in Force, 312.00 Due Process for Employees and 411.00 Travel Regulations. The motion carried.

**Network Administrator – Job Description – Appendix I-1 – Information Only**

Dr. Bledsoe presented Appendix I-1, the job description for the Network Administrator position. He noted that this position was approved with the organizational chart that was presented to the Board in February.

There being no further business, the meeting adjourned at 5:51 p.m.

## Personnel Appointment

<b>Name of Person</b>	Deborah Douglas
<b>Present Address</b>	137 Ada Drive, Candor NC 27229
<b>Position</b>	Social Science Instructor
<b>Position Category</b>	Faculty
<b>Salary</b>	\$4,528 monthly/\$40,752 annually
<b>Effective Date of Employment</b>	8-9-16
<b>Budget Information</b>	

### Position Description

### Education and Certifications

School/Certification	Years Attended	Degree
Pfeiffer University	8-02 to 5-04	BA-History
East Carolina University	8-05 to 12-09	MA – American History
University of North Dakota	8-14 to 12-15	Graduate Certificate – Policy Analysis (18 hours in POL)

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	1-13 to Present	Adjunct Instructor
	8-08 to present	High School Equivalency Instructor
East Carolina University	8-05 to 7-07	Graduate Assistant
Kountry Kids Learning Center	2-02 to 8-05	Teacher

### Professional Participation/Honors

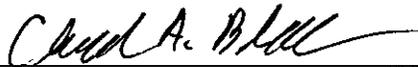
Phi Alpha Theta

### Hiring Committee

Person	Position
Robert Nelson	Dean- Arts and Sciences
Sam Britt	English Instructor
Riley Beaman	Director – Health and Public Safety Programs
Carol Holton	Director – IE/SACS Liaison
Natalie Winfree	Director of Counseling

## Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Deborah Douglas, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Deborah Douglas for the Social Science Instructor position.

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe", written over a horizontal line.

Chad A. Bledsoe

President

## Personnel Appointment

<b>Name of Person</b>	Savannah Heath
<b>Present Address</b>	125 Glenbrook Springs, New London, NC 28127
<b>Position</b>	Director of Student Life & Recruitment
<b>Position Category</b>	Level 4
<b>Salary</b>	\$3,327/month
<b>Effective Date of Employment</b>	July 15, 2016 (tentative)
<b>Budget Information</b>	State funds

### Position Description

The Director of Student Life & Recruitment will assess and coordinate recruiting needs and activities; coordinate retention and follow-up activities for prospective curriculum students, applicants, HSE/AHS completers, dropouts, and no-shows; and coordinate the SGA and Student Ambassador programs.

### Education and Certifications

School/Certification	Years Attended	Degree
UNC Charlotte	August 2012 – May 2016	BS/Bus Admin in Marketing

### Work Experience

Employer	Dates of Employment	Position/Title
Sycamore Brewing	2015-2016	Intern
Be The Match Nat'l Marrow Donor program	2015-2016	Intern

### Professional Participation/Honors

American Marketing Association – Professional Member  
 Founder – UNCC's Be The Match on Campus Chapter

### Hiring Committee

Person	Position
Riley Beaman	Director of Health & Public Safety Programs
Len Fagan	Gunsmithing instructor
Karen Frye	Enrollment Coordinator
Michele Haywood	Public Information Officer
Beth Smith	VP of Student Services

### Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Savannah Heath, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Savannah Heath for the Director of Student Life and Recruitment position.

Chad A. Bledsoe

Chad A. Bledsoe  
 President

## Personnel Appointment

<b>Name of Person</b>	Richard Lee Proctor
<b>Present Address</b>	1320 Rockwood Avenue Burlington, NC 27215
<b>Position</b>	Vice President of Instruction
<b>Position Category</b>	Executive/Administrative
<b>Salary</b>	\$80,000 Annually
<b>Effective Date of Employment</b>	July 15 <sup>th</sup> , 2016
<b>Budget Information</b>	

### Position Description

#### Education and Certifications

School/Certification	Years Attended	Degree
Tennessee Tech University	06/1980 – 08/1981	M.A. Educational Psych & Counselor Ed.
Tennessee Tech University	07/1975 – 06/1980	B.S. Wildlife Mgmt/Education

#### Work Experience

Employer	Dates of Employment	Position/Title
Piedmont Community College	10/1994 – Present	Interim Dean of Student Development; Has held various Leadership Positions.

### Professional Participation/Honors

#### Hiring Committee

Person	Position
Beth Smith	VP of Student Services
Jeanette McBride	VP of Administrative Services
Jonathan Thill	Dean of CE
Robert Nelson	Dean of Arts & Sciences
Russell Strong	Dean of Commercial Technologies
Cindy Ellison	Dean of Information Technology & Learning Resources
Mike Collins	Business Administration Department Chair
Amy Frieary	Human Services Department Chair

## Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Mr. Richard Lee Proctor, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Mr. Richard Lee Proctor for the Vice President of Instruction position.



---

Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Floyd Kimbrew
<b>Present Address</b>	PO Box 262, Mt. Gilead, NC 27306
<b>Position</b>	Evening Custodian/Maintenance Staff
<b>Position Category</b>	Level II
<b>Salary</b>	\$2017/Mth or \$24,204/Yr.
<b>Effective Date of Employment</b>	8/15/2016
<b>Budget Information</b>	

### Position Description

### Education and Certifications

School/Certification	Years Attended	Degree
MCC/GED	1979	GED

### Work Experience

Employer	Dates of Employment	Position/Title
Nat. Caucus Ctr Black Aged	4/2016-present	Trainee/Maintenance
Self-Employed	6/2014-4/2016	Handyman/Groundskeeper
Gentle Touch home Care	8/2013-4/2014	Personal Care Assistant

### Professional Participation/Honors

### Hiring Committee

Person	Position
Wanda Frick	Director of Facilities
Dorothy Wilkes	Library Technician Assistant
Cindy Ellison	Dean of IT/Library/Distance Education
Marcus Ervin	Maintenance Supervisor
Andrew Gardner	Director of Business & Industry Services

### Appointment Recommendation and Approval

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



Chad A. Bledsoe  
President

## Personnel Appointment

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

### Position Description

### 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
Montgomery Community College	3/2016 -- present	Evening Custodian/Maintenance Staff
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
Cindy Ellison	Dean, Technology & Learning Resources
Dot Wilkes	Library Technical Assistant
Andrew Gardner	Coordinator Business & Industry Services

### 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 Groundskeeper/Maintenance Staff position.

*Chad A. Bledsoe*

Chad A. Bledsoe  
President



## MONTGOMERY COMMUNITY COLLEGE

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

July 5, 2016

Ms. Amanda Beaman  
1011 Page Street  
Troy, NC 27371

Dear Ms. Beaman:

With the approval of the Phlebotomy Program as a curriculum offering, I am pleased to inform you of your promotion to the position of Phlebotomy Department Chair.

As you are aware, the position is a 10-month, full-time appointment. Pursuant to Board Policy #304, this appointment shall be for a one-year probationary period. Following this period of time, the position will be considered non-probationary. Your scheduled salary will be \$4,202 monthly with all appropriate benefits. The effective date of this offer is August 1, 2016.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President



## MONTGOMERY COMMUNITY COLLEGE

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

# MEMORANDUM

June 28, 2016

To: Dr. Chad Bledsoe, President

Cc: Melisa Bond, Human Resources Coordinator

From: Jeanette McBride, Vice President of Administrative Services

A handwritten signature in cursive script that reads "Jeanette McBride".

Subject: TEMPORARY FULL-TIME CONTRACT FOR TONYA LUCK,  
ACCOUNTANT

This letter is to inform you of my recommendation to offer a temporary (6-month) full-time contract to Tonya Luck for the position of Accountant, due to the vacancy of the position. This contract will take effect July 1, 2016. The job is ranked at a level 4 with a monthly salary of \$3,802.

Due to the urgent need for this position, particularly at our fiscal year-end, granting this temporary contract will greatly benefit the Business Office. Ms. Luck meets the qualifications for the Accountant position. She has a Bachelors Degree in Accounting and former work experience in governmental accounting at a NC Community College. Ms. Luck is a resident of Asheboro, North Carolina.

Thank you for your consideration.



# MONTGOMERY COMMUNITY COLLEGE

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

June 30, 2016

Ms. Tonya Luck  
1923 Brook Dr.  
Asheboro, NC 27205

Dear Ms. Luck:

Following the recommendation from Jeanette McBride, Vice President of Administrative Services, I am pleased to inform you of the offer of a six month full time contract for the position of Accountant.

As you are aware, the position is a 6-month, full-time appointment. Your scheduled salary will be \$3,802 monthly with all appropriate benefits. The effective date of this offer is July 1, 2016.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

Tonya F. Luck  
1923 Brook Drive  
Asheboro, NC 27205

July 12, 2016

Chad A. Bledsoe, Ph.D.  
President  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Dear Dr. Bledsoe:

I am writing to confirm my acceptance of your employment offer of a six month full time position as Accountant at Montgomery Community College and to tell you how delighted I am to be joining your staff. I feel that my years of community college experience will allow me to become an asset to you, and I am very grateful for the opportunity you have given me.

I look forward to working with you and the great team you have at Montgomery.

Sincerely,



Tonya F. Luck



# MONTGOMERY COMMUNITY COLLEGE

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

July 21, 2016

Mr. Glenn Hancock  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Mr. Hancock:

This is to advise that following the end of the Summer 2016 semester, the college will not continue your employment under a new contract for a new term.

We wish you much success in your new endeavors.

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President



**MONTGOMERY COMMUNITY COLLEGE**

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

July 21, 2016

Mrs. Donna Beverly  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Mrs. Beverly:

This is to advise that following the end of the Summer 2016 semester, the college will not continue your employment under a new contract for a new term.

We wish you much success in your new endeavors.

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President



# MONTGOMERY COMMUNITY COLLEGE

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

July 21, 2016

Mr. Billy Adams  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371

Mr. Adams:

This is to advise that following the end of the Summer 2016 semester, the college will not continue your employment under a new contract for a new term.

We wish you much success in your new endeavors.

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President



# MONTGOMERY COMMUNITY COLLEGE

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

June 22, 2016

Ms. Cathy Biby  
1011 Page Street  
Troy, NC 27371

Dear Ms. Biby:

I am in receipt of your letter announcing your resignation on July 15, 2016. I accept your letter notifying me of your resignation as Accountant. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

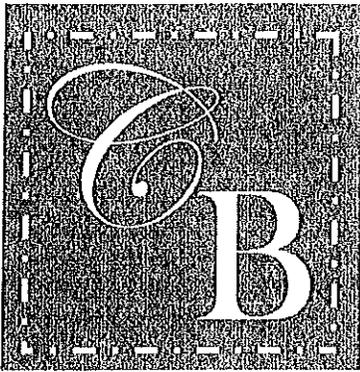
I would also like to offer to you an exit interview with me at your convenience. This would be an opportunity for you to share your impressions of Montgomery Community College, including ways we might improve our services to our students and community.

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President



# *Catherine* Epps-Biby

Dr. Chad Bledsoe, President  
Montgomery Community College  
1011 Page Street  
Troy, NC 27371  
Phone: (910) 576-6222 ext. 224  
Email: bledsoec@montgomery.edu

June 16, 2016

Dr. Bledsoe:

Please accept this letter as my formal resignation as Accountant for Montgomery Community College. I have accepted a position with Stanly Community College as the Dean of Business Services. My last day of employment will be July 15, 2016.

I believe this opportunity will offer me additional challenges and an opportunity for advancement as well as allow me to broaden my own experience and knowledge in the community college system.

This is one of the hardest decisions that I have ever had to make. I absolutely love Montgomery Community College. This is where my father first came to further his education, and it is where I was given a wonderful opportunity to further my career as an accountant. Montgomery Community College will always have a special place in my heart.

During this time, I am willing to assist the Business Office in any way to make the transition as smooth as possible.

Sincerely,



Catherine Epps Biby

July 11, 2016

Dr. Bledsoe,

This is to let you know that I plan to retire on September 30, 2016.

I have enjoyed working here, but I'm ready to wrap it up.

I truly hope that M.C.C. continues to grow and prosper under your command. It has been a pleasure to work for you.

Sincerely,

Beth H. Curlee  
M.C.C. Housekeeping  
Bldg. 100



# MONTGOMERY COMMUNITY COLLEGE

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

July 13, 2016

Ms. Betty Curlee  
1011 Page Street  
Troy, NC 27371

Dear Ms. Curlee:

I am in receipt of your letter announcing your retirement on September 30, 2016. I accept your letter notifying me of your retirement as Housekeeper. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

**Curriculum and Student Services Committee**  
**Wednesday, August 10, 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 June Committee Minutes – Appendix T – Action**
- ❖ **Update from Instruction – Appendix U**
- ❖ **Update from Vice President of Student Services – Appendix V**
- ❖ **2016-2017 College Catalog Revisions – Beth Smith – Action**
- ❖ **Update from Dean of Continuing Education – Appendix W**
- ❖ **Fall 2015 Class Visitation Report – Appendix X**
- ❖ **2015-2016 Compliance Review – Appendix Y**
- ❖ **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, June 9, 2016 at 5:51 p.m. in the College Boardroom.

**Present**

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

**Absent**

Ron Kincaid, Chairman

**Others Present**

Gelynda Capel (via telephone)  
Paula Covington  
Susan Eggleston  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Martin and all committee members were present, except Ron Kincaid.

**Update from Instruction – Dr. Chad Bledsoe – Appendix M**

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

**Proposed New Curriculum Program – Associate in Engineering – Appendix N – Action**

Dr. Bledsoe presented Appendix N, the curriculum standard for the Associate in Engineering curriculum Program. He noted that this is in line with the pursuit of the Early College and the STEM focused courses.

Mrs. Marshall made a motion, seconded by Mrs. Cupples, to approve Associate in Engineering as a new curriculum program. The motion carried.

**Update from Vice President of Student Services – Appendix O**

Mr. Martin and the committee congratulated Mrs. Smith on an excellent graduation ceremony.

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

**2016-2017 Student Fee Chart – Appendix P – Action**

Mrs. Smith presented Appendix P, the 2016-2017 Student Fee Chart. There is an increase in graduation fees due to supplier increase. There is a new fee for Phlebotomy program.

Mr. Absher made a motion, seconded by Mrs. Cupples, to approve the 2016-2017 Student Fee Chart. The motion carried.

**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 6:10 p.m. The motion carried.

## **Board Report Vice President of Instruction August, 2016**

**Forest Management Technology** - Russell Strong and the Forestry Department hosted a group of Public School teachers on July 21. There were 40 teachers from the public schools from all across the piedmont. This group of educators were a part of the Sustainable Forestry Teachers Academy sponsored by the NC Forestry Association. The goal is to educate middle and high school educators on the Forest Product Industry. The 3 day academy covers everything from Forest Management to Manufacturing of Forest products. Topics covered while here at MCC were what we do in educating forest technicians and future foresters and we also took them out in the lab to see some of the water quality work we do here with our students in our Forest laboratory. We had many positive comments. This is the second year we have hosted a part of the academy.

In addition, Russell is serving a one year term on the NC Forestry Association Board of Directors for 2016. There is a possibility of reappointment at the end of the one year term for additional years.

**Foundational Studies** - Because of the continuing decline in the number of students required to take foundational studies, the College is looking at how we can deliver both math and english/reading foundational studies in a more efficient way.. Robert Nelson and the English Department will be piloting DRE 099/ English 111 course this fall. The idea is to reduce the amount of time to complete the final DRE course as well as utilize already scheduled ENG 111 classes. Similar work is being done in the Math area to evaluate the best way to deliver DMA math modules.

**Fall Enrollment Update** - Forestry is experiencing record level enrollment in their first year classes for Fall 2016. In addition, the gunsmithing and LPN program are near or at capacity at this time. BLET has had a steady stream of prospect for the Fall class which begins on September 12, 2016. The other programs are working to increase their numbers for fall by contacting students and former students to encourage them to enroll for fall semester.

**Additional Program Updates** - Work continues to get the facilities at East and West Montgomery High Schools set up for Nursing Aid I CCP students and to have the Nurses Aid classrooms ready for inspection on August 12. To tailor it with the specific needs of MCC, ACA 115 is getting a "makeover" for Fall Semester thanks to a number of faculty and staff who will be sharing their expertise to make it a dynamic experience for entering students. Spanish 111 and Chemistry 151 (both Universal Transfer Courses) will be offered in a hybrid format this fall for the first time to allow students more options to get the courses they need to transfer.

## **MCC Board of Trustees – August 10, 2016 Update from the Student Services Division**

### Highlights & Previews

- Beth Smith and Doni Cody attended the IIPS summer conference in July.
- Diana Sanchez, MCC's High School Liaison, has been working with Montgomery County Schools personnel and MCC instructors to help prepare classroom space we have been given on both high school campuses.
- Tutorial services are now being coordinated by Counselor Natalie Winfree. In addition to offering face-to-face tutorial sessions, Ms. Winfree will be implementing a new online tutorial service this fall.
- Savannah Heath is settling into her new role as Director of Student Life & Recruitment.

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

**Occupational Extension:**

- *Southern Correctional*
  - Hospitality and Tourism program (a three-class program) had overwhelming response and classes begin this month
- *Department of Corrections*
  - DOC will begin their new year August 1st on campus with over 540 estimated officers attending throughout the year. Not including remedial courses, each officer attends 44 hours of training at MCC, which equates to approximately 34.5 FTE annually.
- *Drones/UAV*
  - Staff visited Camp Mackall on August 5<sup>th</sup> to explore opportunities for partnering with military contractors for drone pilot courses
- *Fire*
  - Live structural burn will take place August 15<sup>th</sup>, and if any Board members would like to attend this unique live training opportunity, the house is located behind the Montgomery County Library
- *Nurse Aide*
  - Two sections of NA1 have filled to capacity and the other sections are seeing increased enrollment

**College and Career Readiness:**

- *High School Equivalency testing*
  - HiSET Testing will begin in SCI this month
- *Recruitment and Marketing*
  - Rack card-style marketing pieces have been placed at various businesses and agencies around the county to better engage the public in high school completion programs
- *ESL*
  - A new ESL site has opened in the Belle Acres area and attendance has been steady
  - Two ESL students successfully passed the citizenship test and have joined our community as permanent U.S. citizens

**Small Business Center:**

- *Front Porch Series*
  - Had a successful first "Small Business at the Front Porch" with 25 total attendees for three seminars. Second series is scheduled (refer to rack card).
- *Partnering On-campus*
  - Hosted a REAL activity called "SMARTIES" with CCR students
    - Three students subsequently scheduled one-on-one counseling sessions to explore starting their own businesses
  - Hosting Start Your Own Gunsmithing Business courses this Fall for day and weekend GSM students

**Customized Training Program:**

- *Businesses hosting Customized Training courses this month*
  - Robinwood Enterprises
  - MPG Casting Technologies
  - McRae Industries
  - Capel Rug
  - Mohawk Industries, INC
- *Business and Industry*
  - Visited local employers with representatives from Montgomery County EDC, Economic Development Partnership of North Carolina, and NC State's Industry Expansion Solutions Unit:
    - Central Carolina Hosiery
    - Capel Rug
    - Klaussner Furniture
- *Apprenticeship Montgomery*
  - All apprentices enrolled in the Certified Production Technician class passed their first module exam sanctioned by the Manufacturing Skill Standard Council.



## MONTGOMERY COMMUNITY COLLEGE

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

### MEMORANDUM

**To:** Chad Bledsoe Ph.D., President

**From:** Jonathan Thill, Dean of Continuing Education

**Date:** May 26, 2016

**Subject:** Fall 2015 Class Visitation Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Senior Continuing Education Administrator is required to visit a minimum of 10% of off-campus classes.

During the Fall Semester, 2015 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 84 courses/seminars On-Campus and 103 courses/seminars in an Off-Campus/Distance Learning venue. Of the 84 classes/ seminars offered On-Campus, 54 required verification. Of the 103 courses/seminars offered Off-Campus, 35 required verification. Please see attached chart for further information.

# Montgomery Community College

## CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR FALL SEMESTER 2015

### ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Edwards, Lewis	34	15	13	87%
Gardner, Andrew	43	32	22	69%
Garner-Smith, Kathy	7	7	6	86%
Morton, Nancy	0	0	0	N/A
<b>TOTALS</b>	<b>84</b>	<b>54</b>	<b>41</b>	<b>76%</b>

### OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Edwards, Lewis	63	9	7	78%
Gardner, Andrew	15	1	1	100%
Garner-Smith, Kathy	15	15	10	67%
Morton, Nancy	10	10	10	100%
<b>TOTALS</b>	<b>103</b>	<b>35</b>	<b>28</b>	<b>80%</b>

## CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2015

### OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	103	35	4	11%



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Mr. George Fouts*  
*Interim President*

March 2, 2016

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

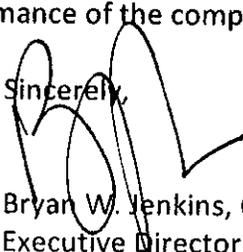
Dear Dr. Bledsoe:

Enclosed is the final report of findings for the fiscal year 2015-2016 Compliance Review conducted at Montgomery Community College pursuant to North Carolina General Statute 115D-5(m). There were no material findings identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2014-2015 reporting period.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,



Bryan W. Jenkins, CPA  
Executive Director of Accountability & State Board Affairs

- c: Claudia Bulthuis, Chair, Montgomery CC Board of Trustees
- Beth Wood, NC State Auditor
- Jennifer Haygood, Executive Vice President & Chief Financial Officer
- Elizabeth C. Self, Director of Accountability & Compliance Training
- Anne O. Miller, Compliance Examiner

## North Carolina Community College System

### Compliance Review Final Report for Montgomery Community College

Audit Conducted: Fiscal Year 2015-2016

Records Reviewed: 2014-2015 Reporting Period

#### METHODOLOGY

A compliance review was conducted at Montgomery Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among community colleges were reported accurately for the 2014-2015 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the fiscal year 2015-2016 Compliance Review are outlined in Numbered Memorandum CC15-036 *Compliance Services Update and Review Procedures*. The scope of the compliance review includes, but is not limited to, the major components noted in CC15-036. Based on the various reviews conducted as outlined in CC15-036, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

#### FINDINGS SUMMARY

Based on the site review, no material findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the compliance review was appreciated.

Submitted By: Anne O. Miller, Compliance Examiner

Dates of Compliance Review: October 15-November 3, 2015

**Legislative/Public Relations Committee**  
**Wednesday, August 10, 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 June Committee Minutes – Appendix Z – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix AA**
- ❖ **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, June 9, 2016 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Gelynda Capel(via telephone)  
Johnny McKinnon

**Absent**

Paula Covington, Vice Chairman

**Others Present**

Phil Absher  
Sharon Cupples  
Susan Eggleston  
Anna Hollers  
Gordon Knowles  
Sam Martin  
Johnny McKinnon

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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; and Korrie Ervin, Assistant to the President.

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

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

**Legislative Update – Dr. Chad Bledsoe – Appendix R**

Dr. Bledsoe presented Appendix R, the 2016-2017 State Budget Tracking Sheet. In addition to this report he presented the Budget Priorities that the North Carolina Community College System will be asking legislators to support.

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

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

There being no further business, the meeting adjourned at 6:20 p.m.

## Public Relations / Marketing Highlights June/July 2016

- New outdoor sign up and running
- East Montgomery Football on West Montgomery Radio spots
- Two new recruiting videos completed and added to the website
- Dental Assisting recruiting and “thank you” postcards
- Metal Engraving recruiting postcard
- In the News
  - MCC redirects funds to new and enhanced programs
  - McDaniel becomes REAL certified
  - Veterans receive toolboxes
  - SECU scholarships awarded
  - MCC offers summer camps
  - Aldape earns CPT
- Online media push for fall registration

### Facebook Top Posts for June/July

Total Likes 1455 (Up 41 from May)

Page	Date	Post	Reach	Engagement	Talking About This
MCC	6/15/16	Wesley Maynor first to join APD	3,400	183	251
MCC	6/21/16	Knifemaking courses announced	950	145	77
MCC	7/11/16	SBC – Google-ize your business	822	8	4
MCC	7/22/16	ESL instructor & Richard Hudson at Peach Festival	728	8	6

**TWITTER FOLLOWER 537 – UP 22 FROM MAY**

## NEW WEBSITE UNVEILING

Introducing MCC Information Technology student and webmaster, Taylor Sarkis.

**Institutional Status Committee**  
**Wednesday, August 10, 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 June Committee Minutes – Appendix AB – Action**
- ❖ **Update on RFP for Legal Services – Dr. Chad Bledsoe**
- ❖ **Alliance Defending Freedom Correspondence – Appendix AC**
- ❖ **State Board Awards – IE Ready – Appendix AD**
- ❖ **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, June 9, 2016 at 6:20 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 (via telephone)  
Sharon Cupples  
Anna Hollers  
Gordon Knowles  
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; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Andrew Gardner, Director of Business and Industry Services; 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.

There being no business, the meeting adjourned at 6:21 p.m.



30 June 2016

**Via U.S. Mail & Facsimile at (910) 576-2176**

Dr. Chad A. Bledsoe  
Office of the President  
Montgomery Community College  
1011 Page Street  
Troy, North Carolina 27371

***Re: Protecting Students' First Amendment Rights at Montgomery Community College***

Dear President Bledsoe,

It recently came to our attention that Montgomery Community College (MCC) maintains several policies that violate your students' First Amendment freedoms. First, MCC's *Sexual Harassment Policy*, *Electronic Mail Policy*, and portions of its *Student Code of Conduct* act as speech codes. Speech codes, as you may know, are policies that suppress and punish protected speech (often because it is subjectively offensive to members of the community). Second, MCC's *Special Events Facilities Usage Policy* includes a provision that appears to act as an unconstitutional speech zone by targeting religious events with special restrictions. We write to inform you that these policies violate the First Amendment and to urge you to rectify them and thus respect the constitutional freedoms of all your students.

By way of introduction, Alliance Defending Freedom is an alliance-building, non-profit legal organization that advocates for the right of people to live out their faith freely. We are dedicated to ensuring that religious and conservative students and faculty may exercise their rights to speak, associate, and learn on an equal basis with all other students and faculty.

**SPEECH CODES**

***I. Speech Codes & the First Amendment***

From the inception of the speech code movement in the 1980s, federal courts have routinely struck down these policies, either facially or as they have been applied to students, whether at universities<sup>1</sup> or even in high schools.<sup>2</sup> These speech codes

<sup>1</sup> *McCauley v. Univ. of V.I.*, 618 F.3d 232 (3d Cir. 2010); *DeJohn v. Temple Univ.*, 537 F.3d 301 (3d Cir. 2008); *Cohen v. San Bernardino Valley Coll.*, 92 F.3d 968 (9th Cir. 1996); *Dambrot v. Cent. Mich. Univ.*, 55 F.3d 1177 (6th Cir. 1995); *Iota Xi Chapter of Sigma Chi Fraternity v. George Mason Univ.*, 993 F.2d 386 (4th Cir. 1993); *Coll. Republicans at S.F. State Univ. v. Reed*, 523 F. Supp. 2d 1005 (N.D. Cal. 2007); *Roberts v. Haragan*, 346 F. Supp. 2d 853 (N.D. Tex. 2004); *Bair v. Shippensburg Univ.*, 280 F. Supp. 2d 357 (M.D. Pa. 2003); *Booher v. Bd. of Regents of N. Ky. Univ.*, No. 2:96-cv-135, 1998 U.S. Dist. LEXIS 11404 (E.D. Ky. July 21, 1998); *UWM Post, Inc. v. Bd. of Regents of Univ. of Wis. Sys.*, 774 F. Supp. 1163 (E.D. Wis. 1991); *Doe v. Univ. of Mich.*, 721 F. Supp. 852 (E.D. Mich. 1989).

<sup>2</sup> See, e.g., *Zamecnik v. Indian Prairie Sch. Dist. #204*, 636 F.3d 874 (7th Cir. 2011); *Saxe v. State Coll. Area Sch.*

generally share a number of constitutional flaws, causing them to violate the First Amendment in many ways.

**A. *Speech codes must not discriminate against the content or viewpoint of students' speech.***

Policies regulating student speech must not discriminate based upon the content or viewpoint expressed in the speech. As the Supreme Court has stated, “[i]t is axiomatic that the government may not regulate speech based on its substantive content or the message it conveys.”<sup>3</sup> “The government must abstain from regulating speech when the specific motivating ideology or the opinion or perspective of the speaker is the rationale for the restriction.”<sup>4</sup> Thus, courts have repeatedly struck down speech codes that regulated student speech based on its content or viewpoint.

In 2001, the Third Circuit struck down an anti-harassment policy that prohibited “verbal or physical conduct based on one’s actual or perceived race, religion, color, national origin, gender, sexual orientation, disability, or other personal characteristics.”<sup>5</sup> The court found that “when anti-discrimination laws are applied to harassment claims founded solely on verbal insults, pictorial or literary matter, the statute[s] impose[] content-based, viewpoint-discriminatory restrictions on speech.”<sup>6</sup> Such “content- or viewpoint-based restriction[s]” are “subject to the most exacting First Amendment scrutiny.”<sup>7</sup>

When George Mason University tried to sanction a fraternity’s “ugly woman contest”—claiming that it created a “hostile learning environment,” thus interfering with its effort to “promot[e] diversity and provid[e] an educational environment free from racism and sexism”—the Fourth Circuit found that the university engaged in viewpoint discrimination.<sup>8</sup> “The University certainly has a substantial interest in maintaining an educational environment free of discrimination and racism, and in providing gender-neutral education,” but it “should have accomplished its goals in some fashion other than silencing speech on the basis of its viewpoint.”<sup>9</sup>

Viewpoint-based speech codes are unconstitutional because they allow the expression of one side of a debate or issue, but not another. They often target unpopular opinions and beliefs for censorship, which is the precise harm that the First Amendment is designed to prevent.

---

*Dist.*, 240 F.3d 200 (3d Cir. 2001) (Alito, J.); *Sypniewski v. Warren Hills Reg'l Bd. of Educ.*, 307 F.3d 243 (3d Cir. 2002); *Baughman v. Freienmuth*, 478 F.2d 1345 (4th Cir. 1973).

<sup>3</sup> *Rosenberger v. Rector & Visitors of Univ. of Va.*, 515 U.S. 819, 828 (1995).

<sup>4</sup> *Id.* at 829.

<sup>5</sup> *Saxe*, 240 F.3d at 202.

<sup>6</sup> *Id.* at 206 (internal quotations omitted).

<sup>7</sup> *Id.* at 207.

<sup>8</sup> *Iota Xi*, 993 F.2d at 388, 392.

<sup>9</sup> *Id.* at 393.

***B. Speech codes must not be overbroad by regulating too much protected expression or by restricting speech that some find offensive.***

“A regulation of speech may be struck down on its face if its prohibitions are sufficiently overbroad—that is, if it reaches too much expression that is protected by the Constitution.”<sup>10</sup>

The Third Circuit struck down Temple University’s sexual harassment policy due to the policy’s overbreadth, finding that “the policy’s use of ‘hostile,’ ‘offensive,’ and ‘gender-motivated’ is, on its face, sufficiently broad and subjective that they ‘could conceivably be applied to cover any speech’ of a ‘gender-motivated’ nature ‘the content of which offends someone.’ This could include ‘core’ political and religious speech, such as gender politics and sexual morality.”<sup>11</sup>

The *Saxe* court likewise found a school’s anti-harassment policy to be overbroad because it effectively amounted to a ban on offensive speech. The First Amendment’s “bedrock principle” is “that the government may not prohibit the expression of an idea simply because society finds the idea itself offensive or disagreeable.”<sup>12</sup> In or out of school, “the mere fact that someone might take offense at the content of speech is not sufficient justification for prohibiting it.”<sup>13</sup>

San Francisco State University’s requirement that students “be civil to one another” met a similar fate because the university could not “proscribe speech or conduct that is ‘merely offensive to good taste.’”<sup>14</sup> The University of Michigan banned any student speech that “stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, marital status, handicap or Vietnam-era veteran status.”<sup>15</sup> The policy was struck down as overbroad because “the state may not prohibit broad classes of speech, some of which may indeed be legitimately regulable, if in so doing a substantial amount of constitutionally protected conduct is also prohibited. This was the fundamental infirmity of the Policy.”<sup>16</sup>

***C. Speech codes must contain objective guidelines and procedures for university officials to follow.***

Speech codes are unconstitutional prior restraints if they give university officials unfettered discretion to suppress speech and lack guidelines and procedures for the officials to follow when approving or denying student expression. Prior restraints allow the government to censor speech before it occurs and are presumptively unconstitutional.<sup>17</sup> They “are the most serious and the least tolerable infringement on First

<sup>10</sup> *Sypniewski*, 307 F.3d at 258.

<sup>11</sup> *DeJohn*, 537 F.3d at 317.

<sup>12</sup> *Saxe*, 240 F.3d at 209 (quoting *Texas v. Johnson*, 491 U.S. 397, 414 (1989)).

<sup>13</sup> *Id.* at 215; see also *DeJohn*, 537 F.3d at 320.

<sup>14</sup> *Coll. Republicans*, 523 F. Supp. 2d at 1010, 1013–21 (quoting *Papish v. Bd. of Curators of Univ. of Mo.*, 410 U.S. 667, 670–71 (1973)).

<sup>15</sup> *Doe*, 721 F. Supp. at 856.

<sup>16</sup> *Id.* at 864.

<sup>17</sup> *Bantam Books v. Sullivan*, 372 U.S. 58, 70 (1963).

Amendment rights.”<sup>18</sup> Universities bear a “heavy burden” in justifying the appropriateness of a prior restraint on campus.<sup>19</sup> To survive constitutional scrutiny, a regulation or scheme amounting to a prior restraint must not delegate overly broad discretion to a government official.<sup>20</sup> That is, limits on speech must contain “narrowly drawn, reasonable, and definite standards” to guide official discretion.<sup>21</sup>

In 1973, the Fourth Circuit struck down a school policy allowing the censorship of material that, in the opinion of school officials, “contains libelous or obscene language, advocates illegal actions, or is grossly insulting to any group or individual.”<sup>22</sup> The court found the policy to be “a rule imposing prior restraint on expression because of ‘its message, its ideas, its subject matter, or its content’—a power of restraint denied government by the first amendment in public areas including state college campuses.”<sup>23</sup> “What is lacking in the present regulation, and what renders its attempt at prior restraint invalid, is the absence both of any criteria to be followed by the school authorities in determining whether to grant or deny permission, and of any procedural safeguards in the form of ‘an expeditious review procedure’ of the decision of the school authorities.”<sup>24</sup>

In sum, to pass constitutional scrutiny, speech codes must have clear guidelines for university officials to follow when regulating student expression on campus.

#### ***D. Speech codes must avoid vague restrictions on student expression.***

A university policy is unconstitutionally vague when “men of common intelligence must necessarily guess at its meaning.”<sup>25</sup> The First Amendment requires that school policies be written with enough clarity so that students have *fair warning* about what is prohibited and what is permitted conduct. Policies that lack such clarity have been routinely struck down by courts.

The Fourth Circuit ruled that a high school policy banning “obscene” speech was impermissibly vague because “under the guise of such vague labels [school officials] may unconstitutionally choke off criticism, either of themselves, or of school policies, which they find disrespectful, tasteless, or offensive.”<sup>26</sup> And a University of Michigan policy that prohibited speech that “stigmatizes” or “victimizes” another student was vague because “both of these terms are general and elude precise definition.”<sup>27</sup> “[T]he fact that a statement may victimize or stigmatize an individual does not, in and of itself, strip it of protection under the accepted First Amendment tests.”<sup>28</sup>

To avoid being void for vagueness, speech codes must contain precise, objective

<sup>18</sup> *Grossman v. City of Portland*, 33 F.3d 1200, 1204 (9th Cir. 1994) (internal quotations & citation omitted).

<sup>19</sup> *Healy v. James*, 408 U.S. 169, 184 (1972).

<sup>20</sup> *Forsyth Cnty., Ga. v. Nationalist Movement*, 505 U.S. 123, 130 (1992).

<sup>21</sup> *Id.* at 133.

<sup>22</sup> *Baughman*, 478 F.2d at 1347.

<sup>23</sup> *Id.* at 1348.

<sup>24</sup> *Id.*

<sup>25</sup> *Broadrick v. Oklahoma*, 413 U.S. 601, 607 (1973).

<sup>26</sup> *Baughman*, 478 F.2d at 1351.

<sup>27</sup> *Doe*, 721 F. Supp. at 867.

<sup>28</sup> *Id.*

definitions of what speech is prohibited so that students have sufficient notice of what expression is subject to the policies.

## II. *Speech Codes at Montgomery Community College*

Unfortunately, MCC's *Sexual Harassment Policy*, *Electronic Mail Policy*, and portions of its *Student Code of Conduct* represent speech codes that run afoul of these First Amendment principles. We urge you to revise them to eliminate these flaws and to protect the rights of all your students.

For one thing, MCC prohibit sexual harassment without ever defining what constitutes sexual harassment.<sup>29</sup> Presumably, MCC would include conduct within this concept conduct that “creates an intimidating, hostile, or offensive environment.” Especially in the student-on-student context, this sort of policy violates the First Amendment by being overbroad, by punishing speech for simply being “offensive,” and by basing everything on the listener’s reaction.<sup>30</sup> Especially as it never defines “sexual harassment,” MCC fails to include an objective, reasonable person standard or a “severe or pervasive” element, two things the First Amendment requires.<sup>31</sup> Hence, students could be punished for speech related to gender issues, sexual practices, and sexual orientation, even if their views are based on their religious beliefs. At best this policy—with its most essential term undefined—is vague. It is the potential for abuse, particularly concerning controversial speech from a minority viewpoint, which necessitates correcting this policy.

For another thing, MCC prohibits students from engaging in any behavior that could be considered “mental abuse” or “verbal assault,” again without defining either term.<sup>32</sup> Instead, it simply states that a “student is expected to exercise self-discipline and display courtesy.” And its *Electronic Mail Policy* prohibits students from “[t]ransmitting or making accessible . . . racist, . . . offensive, annoying or harassing language and/or material.”<sup>33</sup>

These policies conflict with each of the First Amendment principles outlined above. First, they discriminate based on the content and viewpoint of a student’s expression by suppressing speech that MCC deems to be “abusive,” “undisciplined,” “discourteous,” “racist,” “offensive,” “annoying,” or “harassing.”<sup>34</sup> MCC “has no . . . authority to license one side of a debate to fight freestyle, while requiring the other

<sup>29</sup> MONTGOMERY CNTY. CMTY. COLL., BOARD POLICY MANUAL 76–78, available at [http://www.montgomery.edu/images/stories/publications/bpm\\_062316.pdf](http://www.montgomery.edu/images/stories/publications/bpm_062316.pdf) (last visited Jun. 30, 2016) (outlawing sexual harassment and outlining procedures for reporting and investigating it, but never defining it); *id.* at 240 (same); MONTGOMERY CNTY. CMTY. COLL., STUDENT HANDBOOK 2014–2015 at 11–12, 15–16 (same), available at [http://www.montgomery.edu/images/stories/publications/student\\_handbook.pdf](http://www.montgomery.edu/images/stories/publications/student_handbook.pdf) (last visited Jun. 30, 2016).

<sup>30</sup> *DeJohn*, 537 F.3d at 317–18, 320; *Saxe*, 240 F.3d at 206–07, 209–11, 215, 217.

<sup>31</sup> *DeJohn*, 537 F.3d at 317–18, 320; accord *Saxe*, 240 F.3d at 205–06 (quoting *Davis v. Monroe Cnty. Bd. of Educ.*, 526 U.S. 629, 651 (1999)).

<sup>32</sup> MONTGOMERY CNTY. CMTY. COLL., STUDENT HANDBOOK 2014–2015, *supra* note 29, at 11; see also MONTGOMERY CNTY. CMTY. COLL., BOARD POLICY MANUAL, *supra* note 29, at 239–40.

<sup>33</sup> MONTGOMERY CNTY. CMTY. COLL., BOARD POLICY MANUAL, *supra* note 29, at 261.

<sup>34</sup> See *R.A.V. v. City of St. Paul*, 505 U.S. 377, 391–96 (1992) (punishing select “fighting words” constituted unconstitutional content and viewpoint discrimination).

to follow Marquis of Queensbury rules.”<sup>35</sup> Nor does it have any authority to silence speech it deems distasteful, not even under the guise of promoting civility or nondiscrimination.<sup>36</sup>

Second, these policies are overbroad in that they prohibit an almost limitless amount of expression that the First Amendment protects. They punish speech simply because some find it “abusive,” “undisciplined,” “discourteous,” “racist,” “offensive,” “annoying,” or “harassing.” Yet the First Amendment protects precisely this kind of speech because free speech “may indeed best serve its high purpose when it induces a condition of unrest, creates dissatisfaction with conditions as they are, or even stirs people to anger.”<sup>37</sup> Especially in the student-on-student context, universities cannot punish speech simply due to a listener’s reaction.<sup>38</sup> Indeed, “[policies] of this sort pose the inherent risk that [MCC] seeks not to advance a legitimate regulatory goal, but to suppress unpopular ideas or information or manipulate the public debate through coercion rather than persuasion.”<sup>39</sup>

Third, these policies contain no objective standards to guide MCC officials. How do MCC officials distinguish provocative speech from “abusive,” “undisciplined,” “discourteous,” “racist,” “offensive,” “annoying,” or “harassing” speech? How do they determine when speech delivered with emotion becomes “verbal assault”? After all, these values are neither defined, nor are they self-defining. On these and many other critical details, these policies are silent, thus granting MCC officials great (and unconstitutional) leeway to fill in the details. Yet the First Amendment requires “narrowly drawn, reasonable and definite standards” to constrain the discretion of administrators.<sup>40</sup>

Last, these policies are vague because no student can confidently know if his expression is permitted or not, partly because so much depends on the listener’s reaction. How can a student know whether someone else will consider his speech “abusive,” “undisciplined,” “discourteous,” “racist,” “offensive,” “annoying,” or “harassing”? After all, almost any speech on a controversial subject will be considered “offensive” by some, but that does not open it up to censorship. Thus, “narrowly drawn, reasonable and definite standards,” which these policies lack, also give students fair warning of what is expected of them and what is prohibited.<sup>41</sup>

<sup>35</sup> *Id.* at 392.

<sup>36</sup> *See, e.g., Papish*, 410 U.S. at 670 (“[T]he mere dissemination of ideas—no matter how offensive to good taste—on a state university campus [sic] may not be shut off in the name alone of ‘conventions of decency.’”). *See generally Coll. Republicans*, 523 F. Supp. 2d 1005.

<sup>37</sup> *Terminiello v. City of Chi.*, 337 U.S. 1, 4 (1949); *accord Snyder v. Phelps*, 131 S. Ct. 1207, 1220 (2011) (“Speech is powerful. It can stir people to action, move them to tears of both joy and sorrow, and—as it did here—inflict great pain. . . . [W]e cannot react to that pain by punishing the speaker.”).

<sup>38</sup> *DeJohn*, 537 F.3d at 317–18, 320; *Saxe*, 240 F.3d at 206, 209–11, 215, 217.

<sup>39</sup> *Turner Broad. Sys. v. FCC*, 512 U.S. 622, 641 (1994).

<sup>40</sup> *Forsyth Cnty.*, 505 U.S. at 133.

<sup>41</sup> *Id.*

## SPEECH ZONES

### *I. Universities may not target religious expression with unique restrictions.*

For well over three decades, the Supreme Court has made it clear that public universities may not subject religious speech to different rules than secular speech. When the University of Missouri at Kansas City prohibited students from using its buildings for “religious worship or religious teaching,”<sup>42</sup> the Supreme Court struck down the policy as content discrimination. The students sought “to engage in religious worship and discussion,” two “forms of speech and association protected by the First Amendment.”<sup>43</sup> Any effort to exclude speech from a forum “based on [its] religious content” must satisfy strict scrutiny.<sup>44</sup> The Court reaffirmed this principle when it found that the University of Virginia’s attempt to prevent student activity fee funds from going to religious and political activities constituted viewpoint discrimination,<sup>45</sup> and lower courts have ruled likewise when universities have subjected events involving “prayer, worship, and proselytizing” to unique restrictions.<sup>46</sup> Even outside the university context, the Court has repeatedly ruled that the government must treat religious and secular speech the same<sup>47</sup> and that failure to do so constitutes content and viewpoint discrimination.<sup>48</sup>

### *II. Speech Zones at Montgomery Community College*

MCC’s *Special Events Facilities Usage Policy* contains rules that apply only to religious events. Under the heading “Religious Activities,” this policy states, “[MCC] recognizes, preserves, and promotes separation of Church and State.”<sup>49</sup> Presumably, this means that MCC either will not allow religious activities to occur within its facilities or that it somehow treats them in a different, inferior fashion than it treats other non-profit or student-run events.

In so doing, this policy appears to subject religious speech to unique restrictions. The heading itself shows that this only applies to “religious activities.” And the only way to “recognize,” “preserve,” and “promote” the so-called separation of church and state is to ban or restrict religious activities. Thus, a clearer example of discrimination based on the content and viewpoint of student speech is hard to imagine. Nor is

---

<sup>42</sup> *Widmar v. Vincent*, 454 U.S. 263, 265 n.3 (1981).

<sup>43</sup> *Id.* at 268–69.

<sup>44</sup> *Id.*

<sup>45</sup> *Rosenberger*, 515 U.S. at 830–31.

<sup>46</sup> See *Badger Catholic, Inc. v. Walsh*, 620 F.3d 775, 778–79 (7th Cir. 2010) (finding such restrictions to be content or viewpoint discrimination).

<sup>47</sup> See, e.g., *Capitol Square Review & Advisory Bd. v. Pinette*, 515 U.S. 753, 760 (1995) (“Our precedent establishes that private religious speech, far from being a First Amendment orphan, is as fully protected under the Free Speech Clause as secular private expression.”).

<sup>48</sup> See generally *Good News Club v. Milford Cent. Sch.*, 533 U.S. 98 (2001); *Lamb’s Chapel v. Ctr. Moriches Union Free Sch. Dist.*, 508 U.S. 384 (1993); *Bd. of Educ. of Westside Cmty. Schs. v. Mergens*, 496 U.S. 226 (1990).

<sup>49</sup> MONTGOMERY CNTY. CMTY. COLL., BOARD POLICY MANUAL, *supra* note 29, at 120.

Montgomery Community College  
30 June 2016  
Page 8 of 8

it clear why MCC is so committed to a “misleading metaphor”<sup>50</sup> and an “extra-constitutional construct [that] has grown tiresome,”<sup>51</sup> especially when the Supreme Court has made it clear that the Establishment Clause “affirmatively mandates accommodation, not merely tolerance, of all religions, and forbids hostility toward any.”<sup>52</sup> Plus, this policy puts MCC officials in the difficult, and perhaps unconstitutional, position of determining whether a given event qualifies as religious.

### CONCLUSION

As you know, “state colleges and universities are not enclaves immune from the sweep of the First Amendment.”<sup>53</sup> Indeed, it is at our universities where “free speech is of critical importance because it is the lifeblood of academic freedom.”<sup>54</sup> While we are gravely concerned at the threat MCC’s speech codes and speech zones pose to the rights of your students, we are sending this letter in a spirit of cooperation. It is our hope that MCC would promptly correct these policies. In fact, we would happily work with you to revise these policies to comply with the First Amendment. If you are serious about reforming these policies and avoiding litigation, please contact us by July 29, 2016. Otherwise, we will seek other avenues for vindicating these freedoms.

Sincerely,



Travis Christopher Barham  
Legal Counsel  
ALLIANCE DEFENDING FREEDOM

Cc: Deborah J. Dewart, LIBERTY, LIFE, AND LAW FOUNDATION (local counsel)

---

<sup>50</sup> *Wallace v. Jaffree*, 472 U.S. 38, 92 (1985) (Rehnquist, J., dissenting).

<sup>51</sup> *ACLU of Ky. v. Mercer Cnty.*, 432 F.3d 624, 638 (6th Cir. 2005).

<sup>52</sup> *Lynch*, 465 U.S. at 673.

<sup>53</sup> *Healy*, 408 U.S. at 180.

<sup>54</sup> *DeJohn*, 537 F.3d at 314.



## MONTGOMERY COMMUNITY COLLEGE

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

July 28, 2016

Travis Christopher Barham  
Legal Counsel  
Alliance Defending Freedom  
1000 Hurricane Shoals Road  
NE Suite D-1100  
Lawrenceville, GA 30043

Dear Mr. Barham,

Thank you for your letter dated June 30, 2016 regarding "Protecting Students' First Amendment Rights at Montgomery Community College." I have reviewed the concerns you raised and shared them with my senior leadership team. While I believe the policies and procedures at MCC are designed to protect student's first amendment rights, I agree there is an opportunity to clarify college policies to ensure there is no confusion about their intent or implementation.

We will work with our college attorney to review and revise the aforementioned policies and procedures. Tentatively, revisions will go before our Board of Trustees for a first reading at the September 14, 2016 meeting. Assuming there are no edits, the final revisions will be published after the second reading and vote at the October 12, 2016 meeting. For your reference, Board of Trustees minutes are published at <http://www.montgomery.edu/college-information/17-information/458-trustees-meetings.html>.

Again, thank you for sharing your concerns. If you have additional questions please feel free to contact me.

Sincerely,

*Chad A. Bledsoe*

Chad A. Bledsoe, Ph.D.  
President

## I.E. READY AWARD

*Recognizing significant, statewide contributions to the establishment, development or enhancement of the North Carolina Community College System*

**Note: The I.E. Ready Award is the highest honor bestowed by the State Board of Community Colleges.**

### GUIDELINES

The State Board of Community Colleges invites nominations for the 2017 I.E. Ready Award, presented annually to one or more individuals who have made significant contributions to the North Carolina Community College System. The Ready Award is the highest honor and distinction that is conferred by the State Board of Community Colleges. Awards may also be made posthumously. **These awards will be presented in the spring of 2017 at a time and date to be determined.**

This award was established by the State Board on October 10, 1985, as an honorary award and was re-named for the first System President on April 9, 1987.

Nominations for the I.E. Ready Award will be scored on the following criteria:

- Persons must have made a significant statewide contribution to the Community College System. **A “significant statewide contribution” is defined as a contribution that benefits more than one service area in the North Carolina Community College System.**
- The I.E. Ready Award honors individuals only. Businesses, corporations, institutions, and partnerships are recognized by the Distinguished Partners in Excellence Award.
- Acceptance of an award constitutes a commitment on the part of the recipient to be present to receive the award at the public ceremony.
- Persons nominated for the awards shall not be currently serving as members of the State Board of Community Colleges, current Community College System Office employees, or current local college employees. For purposes of this nomination, "employee" shall be defined as every person engaged in employment under any appointment or contract of hire, express or implied, oral or written, with the North Carolina Community College System Office or any of the local colleges or any other institution under the jurisdiction of the State Board of Community Colleges. Members of the Awards Committee are not ineligible for nomination.
- Previous award winners are ineligible to be nominated again, although persons previously nominated but not selected may be nominated.
- A person or group may submit only one nominee.
- Persons currently serving in any of the following positions shall not be eligible for the I.E. Ready Award: Governor of North Carolina, the Governor's Administration, the Council of State, the North Carolina General Assembly, and the U.S. Congressional delegation from North Carolina.

Montgomery Community College  
SGA Report  
August 10, 2016 Board of Trustees Meeting

SGA Updates and Highlights

- Student Ambassadors, Director of Student Life and SGA Advisor Savannah Heath, and other Student Services staff attended TroyFest and the Candor Peach Festival to distribute MCC information.
- Curriculum program heads will begin selecting their 2016-17 SGA Senators as soon as fall classes get underway.
- The first SGA meetings of the new year will be held in early September.
- Ways to increase participation in SGA-sponsored activities will be a topic of discussion at the meetings.

**President's Report  
June 8, 2016**

**Activities since the June Board Meeting**

6/9/16	Employee Meeting
6/15/16	NCACCP Meeting
6/24/16	Early College Workshop Meeting
6/29/16	McRae Industries Meeting with Lynn Epps
7/6/16	Meeting with Paul Chandley, Trinity Music Academy
7/12/16	Central President's Meeting
7/16/16	Candor Peach Festival
7/19/16	Montgomery County Board of Commissioners/Central High School Meeting
7/20/16	Welcome Reception for Lee Proctor Called Board of Trustees Meeting
7/21/16	Employee Meeting
7/27-29/16	NCACCP Quarterly Meeting
8/1/16	NC Defense Trade Show
8/8/16	MCC Foundation Scholarship Awards Ceremony
8/9/16	Convocation Quality Trails
8/10/16	Foundation Board Meeting MCC Board of Trustees Meeting

**Upcoming Activities**

8/13/16	Educator/Teacher Town Hall Meeting
8/19/16	CIS Board Meeting Budget Meeting in Raleigh
9/7-9/16	NCACCT Leadership Seminar
9/12/16	NCCCS President Jimmie Williams Regional Meeting
9/14/16	MCC Board of Trustees Meeting
9/23/16	MCC Foundation Starry Starry Night Raffle



## Board of Trustees Calendar of Events 2016/2017

<b>August 10, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 10, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 7-9, 2016</b>		<b>NCACCT Leadership Seminar, Charlotte</b>
<b>September 14, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 23, 2016</b>	<b>6:00 p.m.</b>	<b>**MCC Foundation Raffle**</b>
<b>October 12, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 9, 2016</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 9, 2016</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>January 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 8, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 29-31, 2017</b>		<b>NCACCT Law Seminar, Raleigh</b>
<b>April 12, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>May 10, 2017</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 10, 2017</b>	<b>7:00 p.m.</b>	<b>Graduation</b>