



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 898-9600 · Toll Free (877) 572-6222

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, January 11, 2017 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

Election of Vice Chairman and Secretary – Claudia Bulthuis, Chairman – 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.

NACCE Signing – Jessica McDaniel, Small Business Center Director

Board Presentation – Lori McAllister, Dental Assisting Department Chair

Approval of November Committee and Board Meeting Minutes – Appendix A - Action

Standing Committees

*** Budget & Finance Committee**

December and January Local, State, and Institutional Funds Financial Reports – **Appendix C – Action**

October Foundation Fund Statements – **Appendix D**

In-Kind Transfer Report – **Appendix E – Action**

Foundation Update – **Lynn Epps – Appendix F**

*** Building & Grounds Committee**

Facilities Report – **Appendix H**

Building Projects Timeline – **Appendix I**

Approval of 3-1 – **Appendix J – Action**

Approval of 3-1 – **Appendix K – Action**

Memorandum of Understanding – Central High School – **Appendix K-1 – Action**

- * **Personnel Committee**
 - Introduction of New Employees
 - Claudette Thomas, Custodian/Maintenance Staff – **Appendix M**
 - Tonya Luck, Accountant – **Appendix M-1**

- * **Curriculum/Student Services Committee**
 - Notification of Early College Approval – **Appendix O**
 - Update from Instruction – **Appendix P**
 - Termination of Curriculum Programs – **Appendix Q – Action**
 - Update from Vice President of Student Services - **Appendix R**
 - Update from Dean of Continuing Education – **Appendix S**

- * **Legislative/Public Relations Committee**
 - Legislative Budget Priorities – Dr. Chad Bledsoe – **Appendix U**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix V**

- * **Institutional Status Committee**

- * **SGA Report - Appendix X**

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

- * **Chairman’s Report - Claudia Bulthuis**
 - Calendar of Events – **Appendix Z**
 - Board Retreat
 - President’s Evaluation

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, November 9, 2016

Call to Order

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

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Susan Eggleston
George Gilbreath

Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

Absent

Sharon Cupples
Anna Hollers
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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; Deborah Ashby, Director of Learning Resources/Professional Development; George Vann, SECU Representative; Vickie Ingram, SECU Representative; Ashlie Martin, Assistant to the Dean of Continuing Education; Wyahta Burey, Nathaniel Lemonds and John Lopez, and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Deborah Ashby, and State Employee Scholarship recipients.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the agenda for the November 9, 2016 meeting. The motion carried.

Board of Ethics

Mrs. Bulthuis reminded the Board to review the holiday gift reminders in relations to the North Carolina State Ethics Commission.

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.

State Employees Credit Union Scholarship Awards – George Vann, State Employees Credit Union

George Vann and Vickie Ingram presented scholarships to Wyahta Burey, Nathaniel Lemonds and John Lopez. Those not in attendance were Benjamin Barringer, Ciera Ingram, and Richard Kaylor.

Board Presentation – Deborah Ashby, Director of Learning Resources/Professional Development

The September Board presentation was given by Deborah Ashby, Director of Learning Resources/Professional Development.

Approval of October Committee and Board Meeting Minutes – Appendix A

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the October Board Minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Gordon Knowles, Vice Chairman

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

- The committee reviewed the October Local, State, and Institutional Funds Financial Reports. The committee approved and Mr. Knowles made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received information regarding the September Foundation Fund Statement, and updates from the Foundation Board meeting.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed reports regarding facilities and the incident report.
- The committee reviewed design recommendation for the bell structure. The committee approved and Mr. Knowles made a motion to approve the recommendation for the bell design. Coming from committee, this required no second. The motion carried.

Personnel Committee – Gelynda Capel, Chairman

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

- The committee received a notice of termination of James Burgess, Network Administrator.
- The committee received a notice of retirement from Nancy Morton, Coordinator of Prison Programming.
- There were several Board Policies revisions reviewed by the committee for a second reading. The Personnel committee approved and Mrs. Capel made a motion to approve revisions to Board Policies 410.00 Special Events Facilities Usage, 673.00 Articles of Student Conduct and 318.00 Secondary Employment. Coming from committee, this required no second. The motion carried.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

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

- The committee heard reports from Instruction, Student Services and Continuing Education.

Legislative/Public Relations Committee – Paula Covington, Vice Chairman

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

- The committee received a public information report.

Institutional Status Committee – Dr. Johnny McKinnon, Chairman

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

- The committee received information received the 2015-2016 Fact Sheet and the 2015-2016 Fact Book.
- The committee was notified that the 2016 Business Continuity Plan has been updated and was presented for review.

SGA Report – Appendix V – Adam D. Sexton

The Student Government Association report is attached as Appendix V.

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

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

- Dr. Bledsoe has been participating in the Central High School Open Forums.

- The Core Committee for the Central High School project is working on the selection of the architect.
- The Spooktacular event was well attended.
- The SACSCOC Annual Meeting will be held December 6-8.
- The Fall term ends December 13.
- The College staff extends their appreciation to the Board for the additional day being granted for the Christmas Holiday, to save on utility costs for the week.

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

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

- The October “Bubbly Award” was given to Wanda Frick and her staff for the energy savings award they received.
- Mrs. Bulthuis related a recent experience she had of an MCC graduate from the Nursing Program, who said wonderful things about her experience at MCC.
- The Board Christmas Dinner will be December 9 at the First Bank Conference Room in Troy. Board members are encouraged to bring their spouse or guest and the dinner will be pot luck. She asked those attending to bring a gift for Dirty Santa.
- The Pottery Program's Sleigh Full of Clay Sale will be December 6-9
- The Veterans Day Celebration will be November 10 at 11 a.m.
- 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 7:41 p.m. The motion carried.

Claudia Bulthuis, Chairman

Attachment A**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:31 p.m. in the College Boardroom.

Present

Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent

Anna Hollers, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Chairman Anna Hollers.

Mr. Knowles thanked all of the Trustees that were able to attend the event in honor of Mr. Earle Connelly, hosted by the Montgomery Fund Board.

Approval of October Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of October 31, 2016, County fund expenditures were \$243,849, 32% of the budget.
- There were \$145,533 available for Capital Expenditures.
- As of October 31, 2016, State fund expenditures were \$2,237,938, 31% of the budget. Longevity will be requested and funded sometime before December.
- As of October 31, 2016, the Institutional Fund balance was \$591,716.

- As of October 31, 2016, the balance in the STIF account was \$187,199.

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

September Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the September Foundation Fund Statement. The total funds held by the Foundation are \$3,120,129.20. At the Foundation Board of Directors meeting earlier today there was a motion to advertise a request for proposals for a new investment company for the Foundation funds. The Board discussed their concerns with the lack of performance of the investment account.

The RFP will be advertised and mailed to investment and financial advisors. The Finance Committee of the Foundation Board will decide from the submitted proposals who will give a formal presentation to the Committee.

Foundation Update – Lynn Epps

Mrs. Epps reported that Kevin Smith was removed, and Richard Cabadas resigned from the Foundation Board of Directors. These positions will be replaced by Anne Roberts Samsel and Roy Anderson. Jean Abbott was appointed as President.

Humanitarian of the Year and Fundraiser of the Year Award recipients were selected. The fundraising goal for the Starry, Starry Night event was met. The 2017 fundraising event will be on campus on September 22 and there will not be alcohol at the event.

The Foundation Board approved a fundraiser to sell engraved bricks for \$100, to offset the cost of the bell structure. Bricks will need to be ordered by April 24.

The Annual Fund Drive kick off will be January 3.

The Foundation Golf Tournament will be April 21.

The goal for the 2017 Annual Fund Drive is \$125,000, two new endowments. and 50 life insurance/annuities.

There being no further business, the meeting adjourned at 5:48 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:48 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Claudia Bulthuis
George Gilbreath
Ron Kincaid

Absent

Sharon Cupples

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present, except Mrs. Cupples.

Approval of October Committee Minutes – Appendix E – Action

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

Facilities Report – Appendix F

Mrs. McBride presented Appendix F, the facilities report.

Incident Report – Appendix G

Mrs. McBride presented Appendix G, the incident report.

Bell Design Recommendation – Appendix H – Action

Dr. Bledsoe has met with Mr. and Mrs. Arron Capel regarding the bell design. He presented the recommended design for the donated bell in commemoration of the College's 50th Anniversary.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the recommended bell design.

There being no further business, the meeting adjourned at 5:53 p.m.

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:53 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
Paula Covington

Absent

Sharon Cupples
Anna Hollers

Others Present

Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Capel and all committee members were present, except Sharon Cupples and Anna Hollers.

Notice of Termination – Appendix I

Mrs. Capel presented Appendix I, the notice of termination of James Burgess, Network Administrator.

Notice of Retirement – Appendix J

Mrs. Capel presented Appendix J, the notice of retirement of Nancy Morton, Coordinator of Prison Programming.

Revised Board Policies – Second Reading - Action

410.00 Special Events Facility Usage – Appendix K

673.00 Articles of Student Conduct – Appendix L

318.00 Secondary Employment – Appendix M

Mrs. Capel presented revised Board Policies 410.00 Special Events Facility Usage, 673.00 Articles of Student Conduct, and 318.00 Secondary Employment for a second reading.

Dr. Bledsoe noted that the sections regarding controlled substances have been updated as previously discussed.

Mr. Absher made a motion, seconded by Mrs. Covington, to approve the revisions to Board Policies 410.00 Special Events Facility Usage, 673.00 Articles of Student Conduct, and 318.00 Secondary Employment. The motion carried.

There being no further business, the meeting adjourned at 5:56 p.m.

Attachment D

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:56 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Phil Absher
Claudia Bulthuis
George Gilbreath

Absent

Andrea Marshall, Vice Chairman
Sharon Cupples

Others Present

Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except Andrea Marshall and Sharon Cupples.

Approval of October Committee Minutes – Appendix N – Action

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

Update from Instruction – Appendix O

Mr. Proctor gave an update on instructional activities as presented in Appendix O.

Update from Vice President of Student Services – Appendix P

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

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 6:12 p.m. The motion carried.

Attachment E

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 6:12 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

Approval of October Committee Minutes – Appendix R – Action

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

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that there are no Legislative updates at this time.

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 6:21 p.m.

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 6:21 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
George Gilbreath

Absent

Others Present

Gelynda Capel
Paula Covington
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

Approval of October Committee Minutes – Appendix T – Action

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

2015-2016 Fact Sheet – Appendix U

Dr. McKinnon presented Appendix U, the 2015-2016 Fact Sheet.

2016 Business Continuity Plan

Dr. Bledsoe presented the 2016 Business Continuity Plan. He noted that the plan has been updated as required annually. A copy is available for review at the meeting.

There being no business, the meeting adjourned at 6:23 p.m.

**Budget & Finance Committee
Wednesday, January 11, 2017
5:30 p.m.**

Committee Members

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

Agenda Items

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

Attachment A

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:31 p.m. in the College Boardroom.

Present

Gordon Knowles, Vice Chairman
Claudia Bulthuis
Susan Eggleston
Ron Kincaid

Absent

Anna Hollers, Chairman

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Vice Chairman Knowles and all committee members were present, except Chairman Anna Hollers.

Mr. Knowles thanked all of the Trustees that were able to attend the event in honor of Mr. Earle Connelly, hosted by the Montgomery Fund Board.

Approval of October Committee Minutes – Appendix B – Action

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

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

Mrs. McBride reported the following:

- As of October 31, 2016, County fund expenditures were \$243,849, 32% of the budget.
- There were \$145,533 available for Capital Expenditures.
- As of October 31, 2016, State fund expenditures were \$2,237,938, 31% of the budget. Longevity will be requested and funded sometime before December.
- As of October 31, 2016, the Institutional Fund balance was \$591,716.

- As of October 31, 2016, the balance in the STIF account was \$187,199.

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

September Foundation Fund Statement – Appendix D

Mrs. Epps presented Appendix D, the September Foundation Fund Statement. The total funds held by the Foundation are \$3,120,129.20. At the Foundation Board of Directors meeting earlier today there was a motion to advertise a request for proposals for a new investment company for the Foundation funds. The Board discussed their concerns with the lack of performance of the investment account.

The RFP will be advertised and mailed to investment and financial advisors. The Finance Committee of the Foundation Board will decide from the submitted proposals who will give a formal presentation to the Committee.

Foundation Update – Lynn Epps

Mrs. Epps reported that Kevin Smith was removed, and Richard Cabadas resigned from the Foundation Board of Directors. These positions will be replaced by Anne Roberts Samsel and Roy Anderson. Jean Abbott was appointed as President.

Humanitarian of the Year and Fundraiser of the Year Award recipients were selected. The fundraising goal for the Starry, Starry Night event was met. The 2017 fundraising event will be on campus on September 22 and there will not be alcohol at the event.

The Foundation Board approved a fundraiser to sell engraved bricks for \$100, to offset the cost of the bell structure. Bricks will need to be ordered by April 24.

The Annual Fund Drive kick off will be January 3.

The Foundation Golf Tournament will be April 21.

The goal for the 2017 Annual Fund Drive is \$125,000, two new endowments. and 50 life insurance/annuities.

There being no further business, the meeting adjourned at 5:48 p.m.

Montgomery Community College
County Funds - Board Report for November 2016

County Funds -NOVEMBER 2016		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	2,500	3,500	42%
514000	FT Svc/Maint/Skilled Craft	155,217	11,852	66,715	88,502	43%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	35,766	47,369	43%
518100	Social Security	18,334	1,408	7,990	10,344	44%
518200	Retirement	38,766	3,001	16,870	21,896	44%
518300	Medical Insurance	42,506	3,226	17,513	24,993	41%
518700	Longevity Payments	2,171	0	2,171	0	100%
519090	Waste Removal/Recycling	14,000	1,033	5,322	8,678	38%
519120	Lawns and Grounds Service	500	0	84	416	17%
519110	Pest Control Svcs Agreement	1,000	0	250	750	25%
521000	Custodial Supplies	14,000	1,495	4,299	9,701	31%
522000	Maintenance Supplies	16,863	1,271	4,774	12,089	28%
524000	Repair Supplies	8,178	847	2,984	5,194	36%
525000	Gas/Travel/Reimbursement	1,717	-471	-369	2,086	-22%
531140	In-State Lodging	500	0	0	500	0%
531150	In-State Meals	500	0	0	500	0%
531500	Regisistration Fees	780	50	650	130	83%
532200	Telephone	18,300	1,980	4,926	13,374	27%
532300	Telecommunications Data	390	0	0	390	0%
533100	Heat	30,163	76	1,228	28,935	4%
533200	Water	11,560	1,757	5,780	5,780	50%
533300	Electricity	205,998	14,448	90,183	115,815	44%
533400	Garbage/Sewage Disposal	4,000	312	2,380	1,620	59%
535100	Equipment Repair	8,300	0	373	7,927	4%
535200	Repairs to Facilities	15,000	0	12,648	2,352	84%
535400	Service Contracts	16,800	766	9,638	7,162	57%
539200	PR-President's Office	600	0	225	375	37%
539500	Other Current Expense	1,022	230	-47	1,069	-5%
543000	Lease/Rental Other Equipment	1,815	140	702	1,113	39%
545000	Property Insurance	14,090	0	0	14,090	0%
545100	Motor Vehicle Insurance	2,273	0	0	2,273	0%
545200	Liability Insurance	3,027	0	0	3,027	0%
545201	Workers Comp	10,300	0	-1,914	12,214	-19%
545301	Life Insurance	1,768	169	840	928	48%
546100	Membership & Dues	1,000	0	0	1,000	0%
555100	Minor Equip Low Risk	227	0	227	0	100%
Total Current Expense		750,800	50,857	294,707	456,093	39%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's September 2016 Report	\$ 324,982
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	28,668
Total Revenue	412,318
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects - SimMan Lab (\$7.4K) Lawn Equip (\$6.2K) Truck (\$25.6K) Geo Surv(\$2.7K)	(41,919)
Sub-total Life-to-date Revenues less Submitted Projects	(36,288)
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
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 11-30-16	\$ 138,712

Montgomery Community College
State Funds - Board Report for November
2016

State Funds - NOVEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	11,521	59,680	80,648	43%
511200 FT Senior Administrator	232,330	19,098	98,646	133,684	42%
511300 FT Professional Staff	955,391	75,684	405,943	549,448	42%
511310 PT Professional Staff	86,825	3,250	20,520	66,305	24%
512000 FT Support	63,146	4,897	25,867	37,279	41%
512010 PT Support	21,554	2,210	9,923	11,632	46%
512040 30 Hour Support	28,204	2,254	12,426	15,778	44%
513000 FT Faculty	1,865,762	153,925	782,677	1,083,085	42%
513010 PT Faculty	686,913	69,903	274,250	412,663	40%
513030 PT Teaching Assistant	15,600	1,250	3,688	11,913	24%
513040 30 Hour Faculty	37,064	2,663	18,426	18,638	50%
515000 FT Technical/Paraprofessional	415,452	33,870	178,384	237,068	43%
515010 PT Technical/Paraprofessional	98,403	12,165	45,127	53,276	46%
518100 Social Security	335,619	28,634	142,313	193,306	42%
518200 Retirement	643,065	50,895	268,131	374,934	42%
518300 Medical Insurance	413,840	33,985	171,892	241,948	42%
518500 Unemployment Compensation	12,000	0	0	12,000	0%
1 518700 Longevity Payments	135	4,672	31,682	-31,547	N/A
519000 Legal Services	473	0	473	1	100%
519010 Financial/Audit Service	33,000	0	0	33,000	0%
519020 Sys Implementation/Inte	17,215	0	0	17,215	0%
519040 Administrative Services	9,000	0	1,260	7,740	14%
519142 LAN Support Services	4,500	0	0	4,500	0%
519400 Contracted Instruction	60,029	3,552	24,337	35,692	41%
519401 Online Tutoring-Contrac	2,000	-265	1,345	655	67%
519700 Personal Service - 3rd Party	250	0	0	250	0%
523XXX Copies & Instructional Supplies	164,408	5,946	58,483	105,925	36%
527000 Other Supplies	62,214	882	20,440	41,774	33%
527005 Tires & Oil Changes	1,866	403	403	1,463	22%
531110 In-State Ground Transportation	17,843	2,176	8,461	9,382	47%
531140 In-State Lodging	15,586	2,728	6,321	9,265	41%
531150 In-State Meals	5,021	184	1,543	3,478	31%
531210 Out-of-State Ground Transportation	1,572	-56	254	1,318	16%
531220 Out-of-State Air Transportation	4,860	50	50	4,810	1%
531240 Out-of-State Lodging	9,666	619	2,321	7,345	24%
531250 Out-of-State Meals	2,931	0	278	2,653	9%
531410 Board/Non-emp Transportation	100	0	0	100	0%
531420 Board Expense - Subsistence	1,600	0	779	821	49%
531500 Registration Fees	24,910	1,738	12,764	12,146	51%
532100 Postage	13,500	40	1,023	12,477	8%
535100 Equipment Repair	14,564	51	2,280	12,284	16%
535400 Service Contracts	925	0	0	925	0%
535430 Maint Agreement-Equipment	5,550	0	0	5,550	0%
535450 Maint Agreement-NonWAN - Curr	26,209	6,643	7,093	19,116	27%
535470 Maint Agreement-NonWAN - ConEd	810	0	0	810	0%
535494 Maint. Agree.-Server Sf	8,000	0	0	8,000	0%
535495 Maint. Agree.-Server	3,765	0	0	3,765	0%

Montgomery Community College
State Funds - Board Report for November
2016

State Funds - NOVEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp This Year
537000 Advertising	55,000	863	8,659	46,341	16%
537100 Advertise Vacant Positions	18,000	464	4,067	13,933	23%
539400 Magazine/Newspaper Subscriptions	3,750	12	2,670	1,080	71%
539500 Other Current Expense	712	0	62	650	9%
539520 Electronic Processing	6,100	2,659	2,659	3,441	44%
539700 Childcare - 530 Purpose	22,618	1,291	2,801	19,817	12%
544000 NonWAN Data Process Software	395	0	0	395	0%
544010 Software License Renewal	64,865	2,144	6,467	58,398	10%
544020 Laptop Application So	1,000	0	0	1,000	0%
545100 Motor Vehicle Insurance	2,876	0	1,201	1,675	42%
545200 Liability Insurance	3,800	0	0	3,800	0%
546100 Membership & Dues	14,038	25	2,552	11,486	18%
546200 Accreditation Expense	3,900	0	1,750	2,150	45%
548000 NEIT	25	0	0	25	0%
555100 Minor Equip Low Risk <\$5K	25,545	964	25,544	1	100%
555200 Minor Equip High Risk	7,564	0	4,285	3,279	57%
Total Current Expense	6,794,186	543,988	2,762,200	4,031,986	41%
551000 Office Equipment	73,965	0	0	73,965	0%
552000 Non-WAN Data Processing	20,209	0	0	20,209	0%
552030 Voice Communication Equ	12,749	0	0	12,749	0%
553000 Educational Equipment	366,051	0	0	366,051	0%
555100 Minor Equipment Low Risk	2,193	20	1,957	236	89%
555200 Minor Equipment High Risk	16,816	0	16,816	0	100%
556100 Books	31,573	523	1,497	30,076	5%
Total Capital Expense	523,556	543	20,269	503,287	4%
Total Expenses	7,317,742	544,531	2,782,469	4,535,273	38%

1 Longevity to be funded in January

Montgomery Community College
Institutional Funds - Board Report for November 2016

Institutional Funds - NOVEMBER 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-128	Veterans Reporting Fee	-	-	-	-	546
01-132	Overhead Receipts 75%	142	58	738	3,548	10,934
01-133	Current General & Misc	11	11	530	2,022	10,414
01-134	Admin Support	47	(2,184)	3,044	813	2,231
01-135	Overhead Receipts 25%	47	-	246	-	6,798
01-142	Textbook Rental	13,250	-	14,364	22,103	4,564
01-222	Forestry Program	0	-	1	915	11,318
01-291	Specific Fees: Medical	15	359	240	359	2,306
01-291	Specific Fees: Electron	-	-	225	-	1,775
01-291	Specific Fees: Gunsmith	241	609	4,775	1,612	43,390
01-291	Specific Fees: Phleboto	-	-	150	-	150
01-291	Specific Fees: Taxiderm	125	478	551	1,985	12,959
01-291	Specific Fees - LP	100	-	2,405	-	8,949
01-291	Specific Fees: Dental	-	-	281	452	3,622
01-291	Specific Fees: NET/TEAS	-	18	384	18	3,826
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	5,416	6,018	26,419	15,166	33,782
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	495	363	1,468
01-363	Small Business Center	-	-	801	411	9,170
01-391	Specific Fees: Occ. Ext	1,015	1,395	4,582	5,028	61,204
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	532	2,633	2,667	6,945	32,184
1	01-622 Sales Tax Utilization	-	2,700	-	2,700	(2,700)
	01-715 Vending	82	82	3,270	3,270	-
	02-131 College Work Study	3,960	3,960	12,118	12,118	-
	02-228 Self Supp. Curriculum	1	-	3	-	28,191
	02-229 Distance Learning	8	-	40	-	-
	02-292 Tech Fee-Curr	740	733	9,424	9,163	104,891
	02-383 Fire Training Center Gr	1,895	1,486	1,895	3,208	8,237
	02-392 Tech Fee: Con Ed	-	-	-	-	1,953
	02-412 LSTA Grant	-	-	-	-	-
2	02-429 Vo-Ed PT Curr Support	956	754	3,288	4,042	(754)
2	02-511 Voc-Ed Counseling	1,495	1,283	5,345	6,629	(1,283)
2	02-512 Voc-Ed Tutor Funds	693	372	982	1,354	(372)
	02-823 FSEOG	-	-	5,880	5,880	-
	02-824 Pell Grant	17,207	15,799	540,242	540,242	1,264
3	02-831 Educ. Lottery Schol.	26,079	1,772	26,079	26,079	(21)
	02-833 Golden LEAF	5,873	-	5,873	-	5,873
	02-835 NC Comm Coll Grt	31,215	1,364	31,215	30,594	921
	02-836 High Demand/Low Enrol	-	-	945	945	-
	02-837 MCC Foundation Scholar	-	(1,292)	65,011	63,719	988
	02-839 Less Than Half-time	-	-	1,474	180	1,294
	02-842 SGA President Scholar	-	-	750	750	-
	02-845 SECU Scholarships	-	-	3,750	3,750	-
	05-227 Daycare Center	-	-	-	-	353
	05-715 Vending	864	82	2,848	3,270	15,919

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

Institutional Funds - NOVEMBER 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-716	Bookstore Vending	1	888	6,596	4,597	64,025
05-720	Bookstore	45	-	229	-	-
05-721	General Store	2,007	2,741	17,112	16,557	1,375
05-740	Parking Fee	157	-	2,323	-	31,724
05-770	Stud Govt Assoc	1,122	381	15,200	2,998	30,284
05-771	Graduation Fund	35	559	100	559	3,343
05-774	Stud. Amabassador	126	-	1,690	565	27,494
07-918	Capital Projects	25,625	25,625	32,216	32,216	-
07-924	Duke Energy Grant	-	-	-	-	2,089
09-772	Club Accounts	-	-	-	-	119,602
4	09-773 Agency Fund	-	-	-	-	(10,294)
09-775	Funds for Others	-	-	-	-	1,101
09-776	Restricted Schol Held	-	-	-	-	1,500
09-777	Loan Funds Held & Dist	-	-	-	-	2,500
Total	Institutional Funds: First Bank	141,127	68,683	858,822	837,125	707,147

STIF Account as of 11/30/16		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
		32	163	42,232	42,396
01-621	Operational Funds	8	40	10,209	10,249
02-229	Distance Learning	56	290	74,984	75,274
02-292	Technology Fees	45	229	59,192	59,421
05-720	Bookstore				
Total	Institutional Funds: State Treasury	141	722	186,617	187,339

- NOTES:**
- 1 Due from County
 - 2 Randolph Community College (PERKINS)
 - 3 Financial Aid Reallocation
 - 4 Financial Aid Charges for Books

Montgomery Community College
County Funds - Board Report for December 2016

Appendix C

County Funds -DECEMBER 2016		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	3,000	3,000	50%
514000	FT Svc/Maint/Skilled Craft	155,217	12,731	79,446	75,771	51%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	42,533	40,602	51%
518100	Social Security	18,334	1,461	9,450	8,884	52%
518200	Retirement	38,766	3,143	20,013	18,753	52%
518300	Medical Insurance	42,506	4,279	21,792	20,714	51%
518700	Longevity Payments	2,171	0	2,171	0	100%
519090	Waste Removal/Recycling	14,000	1,033	6,356	7,644	45%
519120	Lawns and Grounds Service	500	238	322	178	64%
519110	Pest Control Svcs Agreement	1,000	0	250	750	25%
521000	Custodial Supplies	14,000	160	4,459	9,541	32%
522000	Maintenance Supplies	16,863	1,330	6,104	10,759	36%
524000	Repair Supplies	8,178	25	3,009	5,169	37%
525000	Gas/Travel/Reimbursement	1,717	18	-351	2,068	-20%
531140	In-State Lodging	500	0	0	500	0%
531150	In-State Meals	500	0	0	500	0%
531500	Regisstration Fees	780	130	780	0	100%
532200	Telephone	18,300	0	4,926	13,374	27%
532300	Telecommunications Data	390	0	0	390	0%
533100	Heat	30,163	265	1,493	28,670	5%
533200	Water	11,560	0	5,780	5,780	50%
533300	Electricity	205,998	15,456	105,639	100,359	51%
533400	Garbage/Sewage Disposal	4,000	575	2,955	1,045	74%
535100	Equipment Repair	8,300	3,342	3,714	4,586	45%
535200	Repairs to Facilities	15,000	64	12,712	2,288	85%
535400	Service Contracts	16,800	276	9,914	6,886	59%
539200	PR-President's Office	600	0	225	375	37%
539500	Other Current Expense	1,022	15	-32	1,054	-3%
543000	Lease/Rental Other Equipment	1,815	140	842	973	46%
545000	Property Insurance	14,090	0	0	14,090	0%
545100	Motor Vehicle Insurance	2,273	182	182	2,091	8%
545200	Liability Insurance	3,027	0	0	3,027	0%
545201	Workers Comp	10,300	0	-1,914	12,214	-19%
545301	Life Insurance	1,768	169	1,009	759	57%
546100	Membership & Dues	1,000	0	0	1,000	0%
555100	Minor Equip Low Risk	227	0	227	0	100%
Total Current Expense		750,800	52,299	347,006	403,794	46%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's October 2016 Report	\$ 332,457
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	28,668
Total Revenue	419,793
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects - SimMan Lab (\$7.4K) Lawn Equip (\$6.2K) Truck (\$25.6K) Geo Surv(\$2.7K)	(41,919)
Sub-total Life-to-date Revenues less Submitted Projects	(28,813)
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
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 12-31-16	\$ 146,187

Montgomery Community College
State Funds - Board Report for December
2016

State Funds - DECEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	11,521	71,201	69,127	51%
511200 FT Senior Administrator	232,330	19,098	117,744	114,586	51%
511300 FT Professional Staff	955,316	75,684	481,627	473,689	50%
511310 PT Professional Staff	86,802	3,040	23,560	63,242	27%
512000 FT Support	63,146	4,897	30,764	32,382	49%
512010 PT Support	21,554	2,159	12,081	9,473	56%
512040 30 Hour Support	28,204	2,254	14,680	13,524	52%
513000 FT Faculty	1,865,762	156,786	939,464	926,298	50%
513010 PT Faculty	685,463	64,822	339,072	346,391	49%
513030 PT Teaching Assistant	15,600	1,069	4,756	10,844	30%
513040 30 Hour Faculty	37,064	2,663	21,089	15,976	57%
515000 FT Technical/Paraprofessional	415,452	33,870	212,253	203,199	51%
515010 PT Technical/Paraprofessional	98,653	8,055	53,182	45,471	54%
518100 Social Security	335,615	28,115	170,428	165,187	51%
518200 Retirement	643,089	52,346	320,478	322,611	50%
518300 Medical Insurance	413,843	35,193	207,085	206,758	50%
518500 Unemployment Compensation	5,528	-	-	5,528	0%
1 518700 Longevity Payments	135	6,837	38,519	(38,384)	N/A
519000 Legal Services	945	473	945	-	100%
519010 Financial/Audit Service	33,000	-	-	33,000	0%
519020 Sys Implementation/Inte	17,215	-	-	17,215	0%
519040 Administrative Services	9,000	-	1,260	7,740	14%
519142 LAN Support Services	4,500	-	-	4,500	0%
519400 Contracted Instruction	60,029	790	25,127	34,902	42%
519401 Online Tutoring-Contrac	2,000	(78)	1,267	733	63%
519700 Personal Service - 3rd Party	250	-	-	250	0%
523XXX Copies & Instructional Supplies	164,465	9,720	68,203	96,262	41%
527000 Other Supplies	62,153	2,124	22,563	39,590	36%
527005 Tires & Oil Changes	1,866	-	403	1,463	22%
531110 In-State Ground Transportation	18,045	916	9,377	8,668	52%
531140 In-State Lodging	15,583	829	7,150	8,433	46%
531150 In-State Meals	4,888	86	1,629	3,259	33%
531210 Out-of-State Ground Transportation	1,572	337	591	981	38%
531220 Out-of-State Air Transportation	4,860	1,359	1,409	3,451	29%
531240 Out-of-State Lodging	9,666	-	2,321	7,345	24%
531250 Out-of-State Meals	2,931	163	441	2,490	15%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	1,600	-	779	821	49%
531500 Registration Fees	24,910	355	13,119	11,791	53%
532100 Postage	13,500	2,240	3,262	10,238	24%
535100 Equipment Repair	14,564	33	2,314	12,250	16%
535400 Service Contracts	925	-	-	925	0%
535430 Maint Agreement-Equipment	5,550	-	-	5,550	0%
535450 Maint Agreement-NonWAN - Curr	26,209	-	7,093	19,116	27%
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%
535494 Maint. Agree.-Server Sf	8,000	-	-	8,000	0%
535495 Maint. Agree.-Server	3,765	-	-	3,765	0%

Montgomery Community College
State Funds - Board Report for December
2016

State Funds - DECEMBER 2016	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Exp This Year
537000 Advertising	55,000	8,851	17,511	37,489	32%
537100 Advertise Vacant Positions	18,000	631	4,698	13,302	26%
539400 Magazine/Newspaper Subscriptions	3,750	-	2,670	1,080	71%
539500 Other Current Expense	6,725	6,063	6,125	601	91%
539520 Electronic Processing	6,100	-	2,659	3,441	44%
539700 Childcare - 530 Purpose	22,618	2,090	4,891	17,727	22%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	66,065	39,641	46,107	19,958	70%
544020 Laptop Application So	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,876	-	1,201	1,675	42%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	14,038	-	2,552	11,486	18%
546200 Accreditation Expense	3,900	-	1,750	2,150	45%
548000 NEIT	25	-	-	25	0%
555100 Minor Equip Low Risk <\$5K	25,545	-	25,544	1	100%
555200 Minor Equip High Risk	7,564	-	4,285	3,279	57%
Total Current Expense	6,794,186	585,028	3,347,228	3,446,958	49%
551000 Office Equipment	73,965	0	0	73,965	0%
552000 Non-WAN Data Processing	20,209	0	0	20,209	0%
552030 Voice Communication Equ	12,749	0	0	12,749	0%
553000 Educational Equipment	356,978	0	0	356,978	0%
555100 Minor Equipment Low Risk	11,266	0	1,957	9,309	17%
555200 Minor Equipment High Risk	16,816	0	16,816	0	100%
556100 Books	31,573	0	1,497	30,076	5%
Total Capital Expense	523,556	-	20,269	503,287	4%
Total Expenses	7,317,742	585,028	3,367,497	3,950,245	46%

1 Longevity to be funded in January

Montgomery Community College
Institutional Funds - Board Report for December 2016

Institutional Funds - DECEMBER 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-128	Veterans Reporting Fee	-	-	-	-	546
01-132	Overhead Receipts 75%	130	96	868	3,645	10,968
01-133	Current General & Misc	85	84	615	2,106	30,256
01-134	Admin Support	12	122	3,056	934	2,122
01-135	Overhead Receipts 25%	43	-	289	-	6,842
01-142	Textbook Rental	-	-	14,364	22,103	4,564
01-222	Forestry Program	0	1,730	1	2,645	9,588
01-291	Specific Fees: Medical	30	-	270	359	2,336
01-291	Specific Fees: Electron	-	-	225	-	1,775
01-291	Specific Fees: Gunsmith	201	10	4,976	1,622	43,581
01-291	Specific Fees: Phleboto	100	-	250	-	250
01-291	Specific Fees: Taxiderm	125	-	677	1,985	13,084
01-291	Specific Fees - LP	100	-	2,505	-	9,049
01-291	Specific Fees: Dental	50	-	331	452	3,672
01-291	Specific Fees: NET/TEAS	-	-	384	18	3,826
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	14,403	735	40,822	15,901	47,451
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	495	363	1,468
01-363	Small Business Center	-	-	801	411	9,170
01-391	Specific Fees: Occ. Ext	7,907	125	12,489	5,153	68,986
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	635	1,025	3,302	7,970	31,760
01-622	Sales Tax Utilization	5,400	2,700	2,700	2,700	-
01-715	Vending	1,103	1,103	4,373	4,373	-
02-131	College Work Study	3,629	3,629	15,747	15,747	-
02-228	Self Supp. Curriculum	1	108	4	108	28,084
02-229	Distance Learning	8	-	48	-	-
02-292	Tech Fee-Curr	1,174	244	10,597	9,407	105,759
02-383	Fire Training Center Gr	-	-	1,895	3,208	8,237
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
02-412	LSTA Grant	-	-	-	-	-
1	02-429 Vo-Ed PT Curr Support	754	759	4,042	4,801	(759)
1	02-511 Voc-Ed Counseling	1,283	1,287	6,629	7,916	(1,287)
1	02-512 Voc-Ed Tutor Funds	372	78	1,354	1,432	(78)
	02-823 FSEOG	-	-	5,880	5,880	-
	02-824 Pell Grant	9,246	12,128	549,488	552,370	548
	02-831 Educ. Lottery Schol.	307	307	26,386	26,386	279
	02-833 Golden LEAF	-	5,063	5,873	5,063	811
	02-835 NC Comm Coll Grt	448	1,069	31,663	31,663	325
	02-836 High Demand/Low Enrol	-	-	945	945	-
	02-837 MCC Foundation Scholar	-	-	65,011	63,719	1,292
	02-839 Less Than Half-time	-	-	1,474	180	1,294
	02-842 SGA President Scholar	-	-	750	750	-
	02-845 SECU Scholarships	-	-	3,750	3,750	-
	05-227 Daycare Center	-	-	-	-	353
	05-715 Vending	0	1,103	2,849	4,373	14,816

Montgomery Community College
Institutional Funds - Board Report for December 2016

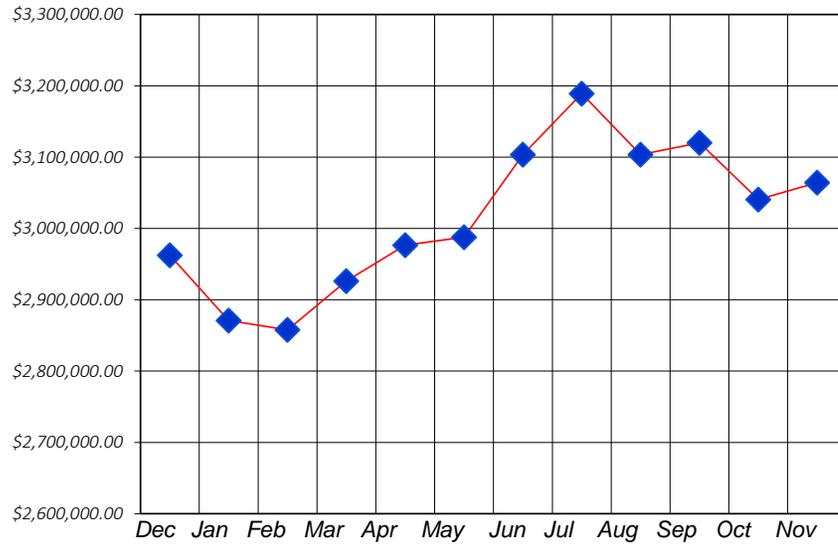
Institutional Funds - DECEMBER 2016		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
05-716	Bookstore Vending	1	2,884	6,598	7,481	61,411
05-720	Bookstore	48	-	277	-	-
05-721	General Store	3,758	5,134	20,870	21,690	-
05-740	Parking Fee	316	-	2,640	-	32,040
05-770	Stud Govt Assoc	1,855	5,570	17,055	8,568	26,570
05-771	Graduation Fund	20	-	120	559	3,363
05-774	Stud. Amabassador	207	23	1,896	588	27,678
07-918	Capital Projects	-	-	32,216	32,216	-
07-924	Duke Energy Grant	-	-	-	-	2,089
09-772	Club Accounts	-	-	-	-	99,132
2	09-773 Agency Fund	-	-	-	-	(10,294)
3	09-775 Funds for Others	-	-	-	-	(3,256)
	09-776 Restricted Schol Held	-	-	-	-	1,500
	09-777 Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	53,752	47,115	909,874	881,540	709,212
STIF Account as of 11/30/16			Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds		34.42	197.85	42,232.28	42,430.13
02-229	Distance Learning		8.32	47.83	10,209.10	10,256.93
02-292	Technology Fees		61.12	351.33	74,983.77	75,335.10
05-720	Bookstore		48.25	277.33	59,191.80	59,469.13
Total	Institutional Funds: State Treasury		152	874	186,617	187,491

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

Montgomery Community College Foundation Funds Statement FY 2016-2017

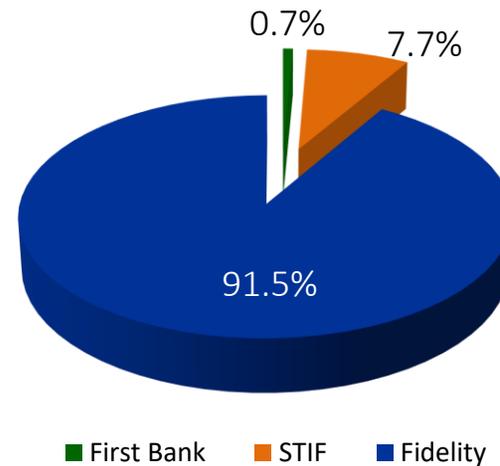
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of November 2016			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,775,303.83	\$238,333.68	\$26,838.96	\$3,040,476.47
Receipts								
Interest/Gains	\$26,735.18	\$1,117.99	\$2.30	\$27,855.47	\$2,685.67	\$178.42	\$0.40	\$2,864.49
Deposits	\$8,664.73	\$120,354.00	\$57,168.76	\$186,187.49	\$593.48	\$1,020.00	\$3,017.48	\$4,630.96
Total Receipts	\$35,399.91	\$121,471.99	\$57,171.06	\$214,042.96	\$3,279.15	\$1,198.42	\$3,017.88	\$7,495.45
Disbursements								
Withdrawals/Fees	\$58,288.69	\$127,320.82	\$152,300.89	\$337,910.40	\$1,621.58	\$2,537.09	\$7,023.48	\$11,182.15
Total Disbursements	\$58,288.69	\$127,320.82	\$152,300.89	\$337,910.40	\$1,621.58	\$2,537.09	\$7,023.48	\$11,182.15
Market Value Net Change	\$84,740.27	\$0.00	\$0.00	\$84,740.27	\$27,517.68	\$0.00	\$0.00	\$27,517.68
Ending Value	\$2,804,479.08	\$236,995.01	\$22,833.36	\$3,064,307.45	\$2,804,479.08	\$236,995.01	\$22,833.36	\$3,064,307.45
Net Change	\$61,851.49	(\$5,848.83)	(\$95,129.83)	(\$39,127.17)	\$29,175.25	(\$1,338.67)	(\$4,005.60)	\$23,830.98

Foundation Funds Value



Jul 2016 - Jun 2017

Foundation Funds Distribution



In-Kind Donation Transfers
January 2017
Foundation Office

Approximate Value	Item	Transfer To
\$391	Gunsmithing Supplies Donated by: William Geissele with Geissele Automatics	Gunsmithing Program
\$250	Craftsman Jointer 6 on Heavy Stand Donated by: Tracey Wyrick	Continuing Education
\$280	David Kennedy and the Long Rifles of Bear Creek by Arron W.E. Capel II Donated by: Arron and Gelynda Capel	Library
\$921	TOTAL	

Order Information

Purchaser's Name _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

Please send a gift notification (if applicable) to:

Name _____

Address _____

City/State/Zip _____

Optional

Alumni _____ Yes _____ No

Major _____

Graduating class or last year attended _____

Your Tribute - Your Choice

Legacy Bricks cost \$100. Each 4" x 8" brick can accommodate your choice of the following:

1. Three lines of text with 20 characters each, including spaces and punctuation.
2. Two lines of text with 20 characters each, including spaces and punctuation, separated by your choice of 1.5" emblem. Emblem choices are provided inside this brochure.
3. Three lines of text with 12 characters each, including spaces and punctuation, with your choice of 2" emblem. Emblem choices are provided inside this brochure.
4. If your Legacy Brick is a gift, you may choose for the Montgomery Community College Foundation to notify the recipient with an attractive gift announcement at no additional charge.

Please refer to the inside of this brochure to order your brick(s). Additional order forms are available upon request. Payment should be made to:

Montgomery Community College Foundation
1011 Page Street
Troy, NC 27371

Bricks may also be ordered online at:
www.montgomery.edu/bricks

Deadline for brick orders is April 24, 2017.

Appendix F

Montgomery Community College Foundation



Legacy Bricks

**Purchase a brick.
Leave a legacy.**

Montgomery Community College Foundation
(910) 576-6222, extension 209
eppsl@montgomery.edu



Building & Grounds Committee
Wednesday, January 11, 2017
5:45 p.m.

Committee Members

Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Claudia Bulthuis
Sharon Cupples
George Gilbreath
Ron Kincaid

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of November Committee Minutes- Appendix G – Action**
- ❖ **Facilities Report - Appendix H**
- ❖ **Building Projects Timeline – Appendix I**
- ❖ **Approval of 3-1 – Appendix J – Action**
- ❖ **Approval of 3-1 – Appendix K – Action**
- ❖ **Memorandum of Understanding – Central High School – Appendix K-1 – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:48 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Claudia Bulthuis
George Gilbreath
Ron Kincaid

Absent

Sharon Cupples

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Knowles and all committee members were present, except Mrs. Cupples.

Approval of October Committee Minutes – Appendix E – Action

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

Facilities Report – Appendix F

Mrs. McBride presented Appendix F, the facilities report.

Incident Report – Appendix G

Mrs. McBride presented Appendix G, the incident report.

Bell Design Recommendation – Appendix H – Action

Dr. Bledsoe has met with Mr. and Mrs. Arron Capel regarding the bell design. He presented the recommended design for the donated bell in commemoration of the College's 50th Anniversary.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the recommended bell design.

There being no further business, the meeting adjourned at 5:53 p.m.

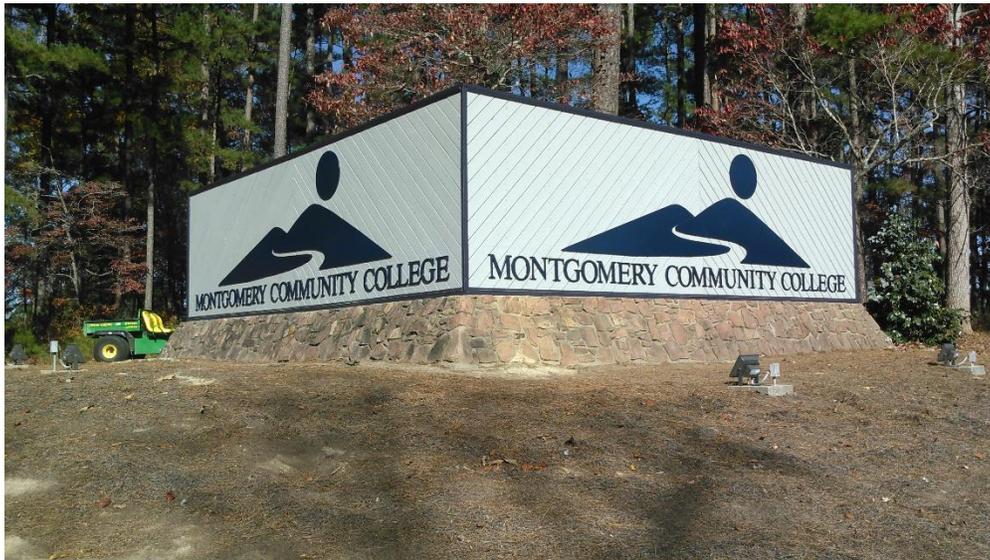
Facilities

January 2017

Prepared By: Wanda Frick

Director of Facilities

The new entrance sign has been completed. New LED floodlights were also installed for better visibility of the sign. Next, the areas around both campus signs will have landscaping installed by GreenThumb Nursery beginning January.



The Maintenance Department has a new 2017 F-150 pick-up. This replaces the 1998 truck which has several mechanical issues and will be sold on State Surplus.



A lift truck was rented so Marcus Ervin could repair our flagpole and install new flags. This was completed prior to the Veteran's Day ceremony on November 11.



Roger Brown and Mark Little work together trimming the shrubs and trees around campus.



Montgomery Community College Building Project Timeline																	
Project Name	Projected Cost	2016				2017											
		September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board		Design		Construction	Complete									
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board			Design	Construction					Complete					
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	Design		Construction			Complete								
Entrance Sign Renovation	\$ -			Construction		Complete											
Industrial Maintenance Building	\$ 1,000,000.00								(3-1)	State Board	Design						
Building 500 Roof	\$ 40,000.00										(3-1)	State Board	Bids	Construction			
Building 500 Renovation	\$ 25,000.00											(3-1)	State Board	Bids	Construction		
Building 500 HVAC	\$ 75,000.00											(3-1)	State Board	Bids	Construction		
Building 200 Painting/Carpet/Construction	\$ 125,000.00					(3-1)	State Board	Design	Construction		Complete						
Building 300 HVAC	\$ 75,000.00											(3-1)	State Board	Bids	Construction		
Building 100 Renovation	\$ -																
Roof Replacement	\$ 300,000.00					(3-1)	State Board	Design									
HVAC Replacement	\$ 205,000.00					(3-1)	State Board	Design									Construction
Interior Renovation	\$ 2,500,000.00					(3-1)	State Board	Design									Construction
Building 100 Entrance	\$ 500,000.00																Construction
Total Cost	\$ 6,225,000.00																

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

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

College Montgomery Community College

Project Name Building 100 – Interior Renovations,
HVAC & Roof **NCCCS Project No.** _____

I. TYPE OF PROJECT:

- | | | |
|---|---|---|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input checked="" type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Property Purchase (Land) |
| <input type="checkbox"/> Addition to Existing Facility | <input type="checkbox"/> Life Safety | <input type="checkbox"/> Facility Purchase |

II. DESCRIPTION OF PROJECT:

Roof Replacement, HVAC Replacement and Interior Renovations, Building 100 (Houses Student Services, Classrooms and labs used for General Education and Continuing Education, Computer Labs, Business Office, Nursing Simulation Lab, and an Auditorium) (64,090 Square Feet)

Building 100 renovations to include:

- Interior renovations per plans and specifications from Architectural Designer.
- Roof replacement per specifications.
- HVAC upgrades per plans and specifications from Architectural Designer.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.”
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations , or funds borrowed from a financial institution, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as “**Amended Project**”
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a “**Final – Project Close Out**” 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

Page 5, Section VI

Certification 1. The County’s signature is required on the “New Project” 3-1 if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Property (Land) (Include total acreage) _____
- 2. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

- 1. General Contract \$3,005,000.00
- 2. Other Contracts _____
- Subtotal Contracts..... _____

- 3. Designer's Fees..... \$240,400.00

- 4. Contingency..... _____

- 5. Other Fees _____

Subtotal Fees _____

Subtotal "B" \$3,245,000.00

C. OTHER COST

- 1. Initial Equipment (not in III B)..... _____
- 2. Miscellaneous(specify) _____
- 3. Worked Performed by Owner _____

Subtotal "C" \$3,245,000.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) _____

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation..... _____
- 2. Duly Authorized Bonds - County... _____
- 3. Donations..... _____
- 4. Federal Funds..... _____
- 5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) _____

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATION

- 1. Budget Code _____ \$3,245,000.00

- 2. Budget Code _____

- 3. Budget Code _____

Subtotal "E" \$3,245,000.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) _____

\$3,245,000.00

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

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$3,245,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 1/11/17
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

Capital Improvement Approval Process Instructions

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- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
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Project Close Out

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NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

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Page 6. NCCCS 3-1 Attachment

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NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Property (Land) (Include total acreage) _____
- 2. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

- 1. General Contract \$125,000.00
- 2. Other Contracts _____
- Subtotal Contracts..... _____

- 3. Designer's Fees..... _____
- 4. Contingency..... _____
- 5. Other Fees _____
- Subtotal Fees _____

Subtotal "B" \$125,000.00

C. OTHER COST

- 1. Initial Equipment (not in III B)..... _____
- 2. Miscellaneous(specify) _____
- 3. Worked Performed by Owner _____

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$125,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation..... _____
- 2. Duly Authorized Bonds - County... _____
- 3. Donations..... _____
- 4. Federal Funds..... _____
- 5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) _____

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATION

- 1. Budget Code 46620 \$125,000.00
- 2. Budget Code _____
- 3. Budget Code _____

Subtotal "E" \$125,000.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$125,000.00

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

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$125,000.00 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 1/11/17
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

**COOPERATIVE AGREEMENT REGARDING SCHOOL DESIGN, ACQUISITION
AND CONSTRUCTION**

This COOPERATIVE AGREEMENT REGARDING SCHOOL SITE ACQUISITION AND CONSTRUCTION SERVICES, dated as of _____, 201__ (the “**Agreement**”), between the COUNTY OF MONTGOMERY, NORTH CAROLINA, a body politic and corporate and a political subdivision existing under the laws of the State of North Carolina (the “**County**”), the MONTGOMERY COUNTY BOARD OF EDUCATION, a body politic and corporate existing under the laws of the State of North Carolina (the “**Board of Education**”) and THE TRUSTEES OF MONTGOMERY COUNTY COMMUNITY COLLEGE, a body corporate existing under the laws of the State of North Carolina (the “**Community College**”).

WITNESSETH:

WHEREAS, the County is a political subdivision existing under the laws of the State of North Carolina vested with the powers and authority conferred upon counties by the laws of the State of North Carolina, acting through its Board of Commissioners;

WHEREAS, the Board of Education is a body politic and corporate existing under the laws of the State of North Carolina and is the governing board of the Montgomery County local school administrative unit of the public school system of the State of North Carolina, vested with the powers and authority conferred upon boards of education by the laws of the State of North Carolina;

WHEREAS, the Community College is a body corporate existing under the laws of the State of North Carolina, vested with the powers and authority conferred upon boards of trustees of community colleges by the laws of the State of North Carolina;

WHEREAS, the parties hereto enter into this Agreement to promote the excellence and viability of the Montgomery County Public School System and Montgomery County Community College; and

WHEREAS, the County appropriates funding to the Board of Education and to the Community College for their respective capital improvement purposes; and

WHEREAS, collaboration between County staff, Board of Education staff and Community College staff benefits the taxpayers of Montgomery County by ensuring that public funds are utilized in an optimal fashion to provide such capital improvements in a timely fashion and within budget and so as to facilitate the implementation of an orderly and effective building plan; and

WHEREAS, pursuant to N.C.G.S. § 115C- 521 the Board of Education has a duty to provide classroom facilities adequate to provide adequate school buildings equipped with suitable school furniture and apparatus and in accordance with requirements of the State of North Carolina; and

WHEREAS, pursuant to N.C.G.S. § 153A- 158.1 (a), upon the request of the Board of Education, and after a public hearing the County is authorized to acquire real and personal property for the use by the Board of Education, and the County may construct, equip, expand, improve, and renovate property for use by the Board of Education; and

WHEREAS, pursuant to N.C.G.S. § 115D-20, the Community College may, subject to the approval of the State Board of Community Colleges, collaborate with the Board of Education to offer courses through cooperative innovative high school programs and career technical education programs and provide instructional services by contracting with public or private organizations in accordance with regulations and standards adopted by the State Board of Community Colleges; and

WHEREAS, the County, the Board of Education and the Community College desire site acquisition, design, construction and equipping of a proposed new high school and related facilities for the County (**the "School Project"**) on certain parcels of real property (**together, the "Site"**) to be completed in a cost-effective manner within available funding that maximizes instructional opportunities for students, and have agreed to work together for the completion of the School Project; and

WHEREAS, the County and the Board of Education are authorized to enter into agreements for the contractual exercise by the County for the Board of Education of any power, function, public enterprise, right, privilege, or immunity of local government pursuant to N.C.G.S. § 160A-460 et seq. and the Community College is authorized to enter into agreements and exercise such other rights and privileges as may be necessary for the management and administration of the Community College in accordance with the provisions and purposes of N.C.G.S. § 115D-14 et seq.;

WHEREAS, pursuant to Section 160A-460 et seq. of the NCGS the County may exercise any power, function, public enterprise, right privilege, or immunity for and on behalf of the Board of Education as set forth in a written agreement between the parties;

WHEREAS, the County, the Board of Education and the Community College have previously entered into an agreement setting forth a process for the selection of a project manager, architect and construction delivery method for the School Project;

WHEREAS, it is contemplated that (a) the County will finance the costs of the School Project pursuant to Section 160A-20 of the NCGS, under which the County will enter into a financing agreement and deed of trust arrangement (**the "Financing Agreement"**) with one or more financing sources which may include a corporate trustee (**together, the "Financing Sources"**), which Financing Sources will advance or cause the advancement to the County of funds which, together with other amounts to be contributed by the County from legally available funds, are expected to be sufficient to pay the costs of the School Project, and (b) the County will agree to repay such advancement, with interest, in installments (**the "Installment Payments"**) in accordance with Section 160A-20 of the NCGS;

WHEREAS, the County may be entitled to refunds from the State of North Carolina pursuant to Section 105-164.14 of the NCGS and other applicable laws for sales taxes paid to the

State for tangible person property directly purchased by the County and indirectly incurred for building materials, supplies, fixtures and equipment that become part of or annexed to any building or structure that is owned by the County that is being erected, altered or repaired for use by the County on behalf of the Board of Education or the Community College;

WHEREAS, the County, as lessor, and the Board of Education, as lessee, will enter into a Lease Agreement (**the “Lease”**), pursuant to which the County will lease the Site and all buildings, improvements and fixtures located and to be located thereon to the Board of Education upon completion of construction of the School Project;

NOW THEREFORE, in consideration of the premises and of the mutual agreements and covenants contained herein and for other valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto do hereby agree as follows:

ARTICLE I

PURPOSE

1.01 Purpose. The purpose of this Agreement is to set forth a procedure for the parties to collaborate in the process of site acquisition, design, construction and equipping of the School Project, specifically the duties and responsibilities of the parties hereto to achieve a cooperative working relationship between the County, the Board of Education and the Community College, with the goal of completing the School Project in a timely and cost effective manner.

ARTICLE II

COLLABORATION BETWEEN THE PARTIES

2.01 Core Committee. A School Facilities Core Committee ("**Core Committee**") is hereby established.

a. Purpose. The purpose of the Core Committee is to establish regular, informed, and interactive communications between Montgomery County, the Board of Education and the Community College concerning research, investigation and evaluation of the process for site acquisition, design, construction and equipping of the School Project, in accordance with the statutory duties of the parties hereto.

b. Membership. Each party shall appoint members to the Core Committee, minimum composition to be as follows, subject to the right of each party to substitute personnel if necessary:

From Montgomery County –

From the Board of Education –

From the Community College –

c. Meetings. The Core Committee shall meet at least monthly at a mutually determined location.

d. Collaboration Process.

e. Scope. The Core Committee will implement the collaboration process.

ARTICLE III

PROJECT DESIGN AND CONSTRUCTION

3.01 Supervision of the School Project. The parties hereto agree and covenant that the supervisory powers (“**Supervisory Powers**”) in connection with the design, acquisition, construction and equipping of the School Project shall be exercised as set forth in this Agreement. The Board of Education shall supervise the design and equipping of the School Project in accordance with Exhibit A attached to this Agreement, which Exhibit A is incorporated by reference as if fully stated herein, subject to approval by the County of plans and specifications for the School Project. In supervising the design and equipping of the School Project, the Board of Education shall work with architects, engineers and other professionals as appropriate. The County and any Funding Source, including but not limited to the United States Department of Agriculture, shall be involved in such design and equipping of the School Project on an ongoing basis, including but not limited to review of all documents related to cost projections, through regular consultation and opportunity to comment. The County shall approve such plans and specifications if they are in compliance with the requirements of this Agreement. Such plans and specifications shall be in accordance with all applicable educational facility specification and design guideline requirements and any other applicable requirements of governmental authorities and law. The Board of Education shall supervise the acquisition, construction and improvement of the School Project in accordance with the requirements of this Agreement and the approved plans and specifications as determined under this Agreement,

provided that the County shall be involved in such acquisition, construction and improvement, including any construction project change orders, through regular consultation and opportunity to comment. The County shall oversee the funding of and disbursement of funds for the design, acquisition, construction, equipping and improvement of the School Project.

This Agreement is intended to fulfill the responsibilities of the Board of Education under Section 115C-521 of the NCGS and other applicable law related to exercise of the Supervisory Powers. In undertaking and exercising the Supervisory Powers, any requirements of North Carolina law applicable to the acquisition and improvement of school property (including but not limited to North Carolina General Statutes Chapter 115C shall apply to all parties. Supervisory Powers shall be exercised by all parties in a cooperative manner with any differences of opinion resolved after consultation with architects, engineers and contractors, as appropriate.

3.02. Covenants as to the Completion of the School Project. In consideration of the grant of Supervisory Powers herein, the parties hereto agree as follows in connection with the design, acquisition, construction and equipping of the School Project:

(a) The County shall comply with the provisions of law, including all applicable laws relating to the procurement of construction and equipment, and enter into one or more contracts or purchase orders providing for the design, construction and equipping of the School Project. The parties to this Agreement shall cooperate to obtain all orders, permits or similar governmental approvals and for the County to enter into such contracts as may be necessary for the design, construction and equipping of the School Project. The parties to this Agreement shall cause the design, construction and equipping of the School Project to be carried on expeditiously in accordance with the plans and specifications therefor, all applicable ordinances and statutes, and in accordance with the requirements of all regularly constituted authorities having jurisdiction over same. The parties hereto shall cause the School Project to be located on the Site subject to the lien of the Financing Agreement, will not violate applicable use or other restrictions contained in prior conveyances or applicable protective covenants or restrictions and shall each comply with and take actions necessary to fulfill all requirements of the Financing Sources relating to the design, acquisition, construction, equipping and use of the School Project.

(b) The Financing Sources and their respective representatives and agents shall have the right to enter upon and inspect the Site and the School Project (and portions thereof) from time to time, during and after construction, and the parties agree to cause any contractor or subcontractor to cooperate with the Financing Sources and their respective representatives and agents during such inspections.

(c) Payment of the School Project costs shall be made from the moneys advanced to the County for such purpose in accordance with the Financing Agreement and other legally available County funds. The proceeds advanced to the County pursuant to the Financing Agreement shall be used solely for the purpose of payment of the School Project costs in accordance with the Financing Agreement and applicable law.

(d) Each party to this Agreement shall use its best efforts to cause the construction of the School Project to be completed. In the event that the amount of funds advanced under the

Financing Agreement, together with any other funds to be provided by the County, is not sufficient to complete the School Project the County may choose to cause the plans and specifications for the School Project to be revised to the end that the School Project will have a cost not in excess of such amount.

ARTICLE IV

MISCELANNEOUS

4.01. No Third Party Beneficiaries. This Agreement is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the parties hereto, and shall not confer any rights or remedies upon any person or entity other than the parties hereto

4.02. Purpose of Agreement, Financing, Costs and Revenues; Sales Tax Refunds. The purpose of this Agreement shall be to cause the completion of the School Project as provided for herein. The financing of the School Project shall be pursuant to the Financing Agreement, the costs of which shall be borne by the County. The School Project is not expected to generate revenues. The County may submit refund claims to the State of North Carolina under Section 105-164.14 of the NCGS and other applicable law for sales taxes paid to the State by the County for the construction and improvement of the School Project and the acquisition of personal property associated with and to be used in connection with such improvements.

4.03. Ownership and Disposition of Property. In accordance with Section 160A-20 of the NCGS, the Site and related facilities shall be owned by the County during the term of the Financing Agreement. Upon payment in full of all amounts due under and satisfaction of all other County obligations under the Financing Agreement, the Board of Education may exercise the option to purchase the Site and all related facilities as set forth in the Lease.

4.04. Administration and Execution of Undertaking. The County Manager, the School Superintendent and the Community College President are authorized to administer this Agreement on behalf of the County, the Board of Education and the Community College, respectively, as necessary.

In the event of default of any contractor or subcontractor under any contract for the School Project, the County and the Board of Education, as appropriate, will promptly proceed, either separately or in conjunction with others, to exhaust the remedies of the Board of Education or the County, as appropriate, against the contractor or subcontractor so in default and against each surety for the performance of such contractor. Unless some other disposition is approved by the County, amounts recovered by way of damages, refunds, adjustments or otherwise in connection with the foregoing will be applied to pay the cost of the School Project, or, if recovered after completion of the School Project, will be paid to the County.

In the event the County or the Board of Education determines that any contractor or supplier is in default or has breached any representation, warranty or service agreement, the County (or the Board of Education) at its own expense, may proceed, either separately or in conjunction with others, to exhaust all available claims, actions and remedies against such

contractor or supplier and against any surety for the performance of any contracts or the representation, warranty or service agreement and the recovery of damages arising out of such default. The County (or the Board of Education) may prosecute or defend any such action or proceeding or take any other appropriate action which the County deems necessary or desirable in its own name. The County makes no express or implied warranty or representation of any kind whatsoever with respect to the School Project or any component part thereof to the Board of Education or the Community College or any other circumstance whatsoever with respect thereto, including, but not limited to, any warranty or representation with respect to the merchantability or the fitness or suitability thereof for any purpose; the design or condition thereof the safety, workmanship, quality or capacity thereof; compliance thereof with the requirements of any law, rule, specification or agreement pertaining thereto; any latent defect; the ability thereof to perform any function; that the funds advanced pursuant to the Financing Agreement will be sufficient (together with other available funds of the County) to pay the costs of the School Project; or any other characteristic of the School Project; and the benefits of any and all implied warranties and representations of the County are hereby waived by the Board of Education.

4.05. Indemnification. To the extent permitted by law, the Board of Education shall indemnify and save the County harmless against and from all claims by or on behalf of any person, firm, corporation or other legal entity arising from the acquisition, renovation, construction and equipping of the School Project; provided, however, that the Board of Education shall not be obligated to pay the Installment Payments pursuant to the Financing Agreement or to indemnify (a) any party to the Financing Agreement for any third-party claims asserted against any such party relating to the payment of such Installment Payments or (b) the County for any liability arising from any act of negligence or willful misconduct on the part of the County or any of its agents, officers or employees. The Board of Education shall be notified promptly by the County of any action or proceeding brought in connection with any such claims arising from the acquisition, construction and equipping of the School Project.

As between the Board of Education and the County, the covenant of the Board of Education in this Section, except to the extent permitted by law, is unconditional and absolute. As between the Board of Education and any third-party, the Board of Education, to the extent permitted by law, hereby reserves the right and defense of sovereign immunity.

4.06. Amendments and Further Instruments. The parties hereto shall, from time to time, execute and deliver such amendments to this Agreement and such further instruments as may be required or desired for carrying out the expressed intention of this Agreement.

4.07 Severability; Expectations; No Pledge of Faith and Credit. In the event any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. Although this Agreement sets forth the expectations of the parties, no provision of this Agreement shall be construed or interpreted as creating a pledge of the faith and credit of the County within the meaning of any constitutional debt limitation, or directly, indirectly or contingently obligate the County enter into the Financing Agreement or to make any payment beyond that appropriated in the discretion of the County for any fiscal year.

4.08. Termination of Agreement. This Agreement shall terminate when the County has conveyed fee simple title to the Site to the Board of Education.

IN WITNESS WHEREOF, the parties hereto have executed and attested this Agreement by their duly authorized representatives as of the day and year first written above.

COUNTY OF MONTGOMERY, NORTH
CAROLINA

By: _____
Chairman of the Board of Commissioners

MONTGOMERY COUNTY BOARD OF
EDUCATION

By: _____
Chairman

THE TRUSTEES OF MONTGOMERY COUNTY
COMMUNITY COLLEGE

By: _____

**Exhibit A to Cooperative Agreement Regarding School
Design, Acquisition and Construction**

This Exhibit A is an addendum to the COOPERATIVE AGREEMENT REGARDING SCHOOL DESIGN, ACQUISITION AND CONSTRUCTION, dated as of _____, 201__ (the “**Agreement**”), between the COUNTY OF MONTGOMERY, NORTH CAROLINA (the “**County**”), the MONTGOMERY COUNTY BOARD OF EDUCATION (the “**Board of Education**”) and THE TRUSTEES OF MONTGOMERY COUNTY COMMUNITY COLLEGE (the “**Community College**”), and is incorporated into and constitutes a part of the Agreement. Capitalized terms used herein and not otherwise defined shall have the meanings given such terms in the main body of the Agreement.

1. The parties expect that the County will contract with Morris-Berg Architects as the primary architect for design of the School Project and will contract for acquisition, construction and equipping of the School Project under a design-bid-build procedure.
2. The parties agree that they will work together in a cooperative effort to complete the School Project. In furtherance of such cooperation, the Board of Education shall include designated representatives of the County and Community College in all design meetings with the School Project architects, all meetings with the construction manager and all meetings with the contractor and equipment suppliers. Representatives of the County and Community College are not required to attend such meetings and the absence of any such representative shall not be a reason to postpone a meeting provided that the meeting has been scheduled during normal business hours and reasonable notice and opportunity to attend such meeting has been provided.
3. The School Project shall include career and technical education (“**CTE**”) facilities to be located on property currently owned by the Board of Education (the “**CTE Facilities**”). The Board of Education and Community College shall prioritize CTE programs to be carried out in the CTE Facilities by order of importance. Such priorities shall be established based on programs designed to produce job ready skills in current job markets in the United States and anticipated (based on current trends) future job markets in the United States, with the following CTE programs having the highest priority: [Robotics (engineering), CNC/Machining, Welding, HVAC, Electrical/Electronics, Industrial Maintenance and Construction Technologies.] CTE Facilities for CTE programs not specifically identified as priorities in the previous sentence shall be designed and built as allowable within budgetary confines and should be constructed as convertible spaces to allow for future program changes. The identification of the programs listed is based on a perpetual desire to teach skill sets relevant to current and projected industry demands. The intention of the parties is for the shared CTE Facilities to always remain a state-of-the-art and job-skill relevant partnership between the Board of Education and the Community College. The Board of Education and the Community College may exercise their collaborative authorities in the future to adapt or replace programs as industry demands dictate. The parties understand and agree that funding for CTE programs shall

take such prioritization into account, and that funding may not be available for all identified CTE programs

4. The Board of Education and Community College shall cooperate and collaborate with each other in establishing (a) the preliminary estimated size (as measured by usable square feet) of the CTE Facilities and (b) the design of the CTE Facilities, and in doing so shall take into account the priorities described in Section 3 above.
5. The Board of Education and Community College shall designate, based on reasonable expectations, a number of high school students to be attendees of Early College programs at existing Community College facilities ("**Early College Attendees**") and the Board of Education shall then estimate, taking into account the number of Early College Attendees, the reasonably expected number of students that will need to be accommodated at the School Project (**the "School Project Population"**). The design of the School Project, including the size, number of and types of facilities, shall be based on the School Project Population, including any reasonably expected population growth.
6. The parties agree that the size, scope, characteristics and complexity of the School Project may be limited by the amount of funds received from the Funding Sources. The Board of Education shall prioritize School Project programs and facilities in order to prepare for potential enlargement or augmentation of, or for potential restrictions on or reductions to, the size, scope, characteristics, complexity and/or cost of the School Project, due to limited funds to pay for the School Project. The Board of Education and the School Project architect shall prepare a "value engineering list in this regard. The parties agree that following School Project design considerations and priorities are to be taken into account when preparing such a list: (a) main core of School Project to be two-story facility; (b) extensive use of exterior glass and natural light sources; (c) use of block construction and/or steel construction based on cost, adaptability and durability based on recommendations from architect and engineer; (d) common areas to be aesthetically pleasing and designed to reflect need for collaborative learning and social interaction by students as well as potential use of common areas for community events; (e) common area space, lab space and arts space to have significant priority in terms of funding choices, media center/library space to have less priority in terms of size and funding choices; (f) auditorium to be appropriately sized; (g) priority shall be given to ample lab space, collaborative teacher work areas, carpet in classrooms and polished concrete in hallways; (h) utilization of cost saving measures for athletic facilities, including design for multi-purpose use where appropriate; (i) mechanical systems designed for energy efficiency, favorable "return on investment" and use of life-cycle cost analyses and for maintenance by properly trained school staff; and (j) window coverings and drapes shall have a low priority when not directly related to use of the affected space.
7. Each party to the Agreement will give prompt and reasonable consideration to any request by any other party for an action contemplated by the Agreement or otherwise intended to carry out the purposes of the Agreement.

Personnel Committee
Wednesday, January 11, 2017
5:50 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix L**
- ❖ **Introduction of New Employees –**
Claudette Thomas, Custodian/Maintenance Staff – Appendix M
Tonya Luck, Accountant – Appendix M-1
- ❖ **New Business**
- ❖ **Adjourn**

Attachment C

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:53 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Claudia Bulthuis
Paula Covington

Absent

Sharon Cupples
Anna Hollers

Others Present

Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Capel and all committee members were present, except Sharon Cupples and Anna Hollers.

Notice of Termination – Appendix I

Mrs. Capel presented Appendix I, the notice of termination of James Burgess, Network Administrator.

Notice of Retirement – Appendix J

Mrs. Capel presented Appendix J, the notice of retirement of Nancy Morton, Coordinator of Prison Programming.

Revised Board Policies – Second Reading - Action

410.00 Special Events Facility Usage – Appendix K

673.00 Articles of Student Conduct – Appendix L

318.00 Secondary Employment – Appendix M

Mrs. Capel presented revised Board Policies 410.00 Special Events Facility Usage, 673.00 Articles of Student Conduct, and 318.00 Secondary Employment for a second reading.

Dr. Bledsoe noted that the sections regarding controlled substances have been updated as previously discussed.

Mr. Absher made a motion, seconded by Mrs. Covington, to approve the revisions to Board Policies 410.00 Special Events Facility Usage, 673.00 Articles of Student Conduct, and 318.00 Secondary Employment. The motion carried.

There being no further business, the meeting adjourned at 5:56 p.m.

Personnel Appointment

Name of Person	Claudette Thomas
Present Address	116 East Fairground Ave., Troy, NC 27371
Position	Custodian
Position Category	Level III
Salary	\$1971/Mth. or \$23,652/Yr.
Effective Date of Employment	TBD
Budget Information	County

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
WMHS	1971-1975	Diploma
MCC	2005-2006	Early Childhood Certificate

Work Experience

Employer	Dates of Employment	Position/Title
Autumn Care	12/2009 - current	Housekeeping/Laundry
Pine Hosiery	7/2000 - 2008	Auto-boarding
Metal Forge	1997-1999	Inspector

Professional Participation/Honors

Hiring Committee

Person	Position
Wanda Frick	Director of Facilities
Marcus Ervin	Maintenance Supervisor
Phyllis Parsons	Administrative Assistant, Switchboard
Mike Collins	Department Chair, Business Administration
Jessica McDaniels	Small Business Center Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Claudette Thomas, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Claudette Thomas for the Custodian position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Tonya Luck
Present Address	1923 Brook Drive, Asheboro, NC 27205
Position	Accountant
Position Category	Director / Coordinator
Salary	\$45,624
Effective Date of Employment	July 1, 2016
Budget Information	Unit Code: 40200

Position Description

Full-time position responsible for the development of the college's financial reports and maintenance of its accounting system in compliance with state law and generally accepted accounting practices. Coordinates the financial functions of the college's business office and certain financial activity of the MCC Foundation.

Education and Certifications

School/Certification	Years Attended	Degree
Randolph Technical College	09/84 – 03/86	A.A.S. Business Computer Programming
High Point University	08/89 – 12/91	B.S. Accounting

Work Experience

Employer	Dates of Employment	Position/Title
Randolph Community College	07/04 – 06/16	Accountant
Luck's, Inc.	12/91 – 05/02	Cost Accounting Supervisor

Professional Participation/Honors

Hiring Committee

Person	Position
Doni Cody	Director Financial Aid
Connie Harris	Purchasing / Evening Coordinator
Marsha Mabry	Dept Chair – Information Technology
Lynn Epps	Director of Resource Development
Jeanette McBride	Vice President of Administrative Services

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Tonya Luck, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Tonya Luck for the Accountant position.

Chad A. Bledsoe
President

Curriculum and Student Services Committee
Wednesday, January 11, 2017
6:05 p.m.

Committee Members

Ron Kincaid, Chairman
Andrea Marshall, Vice Chairman
Phil Absher
Claudia Bulthuis
Sharon Cupples
George Gilbreath

Agenda Items:

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix N – Action**
- ❖ **Notification of Early College Approval – Appendix O**
- ❖ **Update from Instruction – Appendix P**
- ❖ **Termination of Curriculum Programs – Appendix Q – Action**
- ❖ **Update from Vice President of Student Services – Appendix R**
- ❖ **Update from Dean of Continuing Education – Appendix S**
- ❖ **New Business**
- ❖ **Adjourn**

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

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 5:56 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Phil Absher
Claudia Bulthuis
George Gilbreath

Absent

Andrea Marshall, Vice Chairman
Sharon Cupples

Others Present

Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Johnny McKinnon
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except Andrea Marshall and Sharon Cupples.

Approval of October Committee Minutes – Appendix N – Action

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

Update from Instruction – Appendix O

Mr. Proctor gave an update on instructional activities as presented in Appendix O.

Update from Vice President of Student Services – Appendix P

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

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 6:12 p.m. The motion carried.



JOINT ADVISORY COMMITTEE (JAC) APPLICATION REVIEW COOPERATIVE INNOVATIVE HIGH SCHOOL APPLICATION 2016-2017

Proposed Cooperative Innovative High School (CIHS)

MONTGOMERY EARLY COLLEGE

1011 Page St., Troy, NC 27371

location waiver requested

Local Education Agency (LEA)

MONTGOMERY COUNTY SCHOOLS

Institution of Higher Education (IHE) Partner

MONTGOMERY COMMUNITY COLLEGE

JAC Consensus for Recommendation

RECOMMEND FOR APPROVAL WITH ADDITIONAL FUNDING

Overall Comments

- First CIHS in school district, located on community college campus in year one but in adjacent property in subsequent years.
- Partnership between LEA and IHE is clear.
- Focus on STEAM approach and technology with project-based learning environment.
- Goals are to expand academic opportunities and access, improve workforce and expand to a broader group of students.
- Partnerships with local businesses and community groups clear.

Student Enrollment and Admission Process

- Projected student enrollment is reasonable based on local district population.
- Enrollment process responsive to target student populations.
- Variety of recruitment strategies evident.
- Selection by lottery if applicants exceed capacity.

Comprehensive Description

- Career and college readiness focused.
- Committed to a STEM and STEAM approach to broaden student learning.
- Clearly developed beliefs that guide foundation of the school, including to "create a fundamental change in teaching and learning".
- Mentorships, internships, or other community opportunities are planned for individual students.

- Professional development opportunities are planned as key to program.
- Note: Potential resources for partnerships are broad; consider focusing these efforts to ensure quality partnerships.

Response to Region's Economic Vision

- Strong connection to economic and workforce development needs.
- Overall program responds to local and state data.

Curriculum and Pathways

- Variety of CTE and Transfer opportunities offered.
- Focus on work-based learning to ensure real-life connections throughout the curriculum.
- Curriculum focus will be Project Lead the Way, a national program.
- Note: Some minor adjustments needed to the curriculum pathway maps prior to opening of school.

Student Goals/Expectations

- Goals and expectations are appropriate and thorough.
- Goals reflect both high school and IHE achievement measures.

Parent/Family Involvement

- Extensive plan to implement a strong parental program.
- Intentional efforts to engage and gather feedback from parents throughout the year.
- Strategic use of feedback to inform future planning of events.

School Effectiveness Measures

- Measures indicate collaboration between high school and IHE.
- Measures align with legislative intent.

Budget

- Budget is balanced and appropriate.
- NCCCS tuition is noted appropriately.

Personnel Qualifications

- Personnel descriptions are detailed and thoughtful.
- Qualifications align with standards set by state for LEA and IHE and with innovative vision.

CIHS Location

- CIHS will be on the IHE campus in year one, then move to adjacent property after year one.
- Location waiver requested.

Student Transportation

- Allocated and planned.

Operating Procedures

- Calendar aligned with the IHE.
- Comprehensive regulations are well developed.



JOINT ADVISORY COMMITTEE REVIEW SUMMARY 2016-17 COOPERATIVE INNOVATIVE HIGH SCHOOL APPLICATIONS

Applications for New CIHS (12 of 13)

Proposed Name of CIHS	LEA Partner	IHE Partner	New CIHS	Funding Request	Location Waiver	JAC Recommendation
ASHE EARLY COLLEGE	Ashe County Schools	Wilkes Community College	Yes	Yes	No	Approve to open with funding
BLADEN EARLY COLLEGE	Bladen County Schools	Bladen Community College	Yes	Yes	No	Approve to open with funding
MIDDLE COLLEGE AT MERANCAS CAMPUS	Charlotte Mecklenburg Schools	Central Piedmont Community College	Yes	Yes	No	Approve to open with funding
CHARLOTTE TEACHER CADET EARLY COLLEGE	Charlotte Mecklenburg Schools	University of North Carolina- Charlotte	Yes	Yes	No	Approve to open with funding
ELIZABETH CITY PASQUOTANK EARLY COLLEGE	Elizabeth City-Pasquotank Public Schools	College of Albemarle	Yes	Yes	No	Approve to open with funding
HARNETT EARLY COLLEGE	Harnett County Schools	Central Carolina Community College	Yes	Yes	No	Approve to open with funding
AGRICULTURE AND SCIENCE EARLY COLLEGE	Iredell-Statesville Public Schools	Mitchell Community College	Yes	Yes	Yes	Approve to open with funding
MCDOWELL ACADEMY FOR INNOVATION	McDowell County Schools	McDowell Technical Community College	Yes	Yes	No	Approve to open with funding
MONTGOMERY EARLY COLLEGE	Montgomery County Schools	Montgomery Community College	Yes	Yes	Yes	Approve to open with funding

ONslow EARLY COLLEGE	Onslow County Schools	Coastal Carolina Community College	Yes	Yes	No	Approve to open with funding
WAKE CTE NORTH EARLY COLLEGE	Wake County Public School System	Wake Technical Community College	Yes	Yes	Yes	Approve to open with funding
WASHINGTON EARLY COLLEGE	Washington County Schools	Beaufort County Community College	Yes	Yes	No	Approve to open with funding

Application of Existing CIHS Requesting Additional Funding (1 of 13)

Existing Name of CIHS	LEA Partner	IHE Partner	Funding Request	JAC Recommendation
CUMBERLAND POLYTECHNIC HIGH SCHOOL	Cumberland County Schools	Fayetteville Technical Community College	Yes To expand/change program for more students and program offerings.	Approve to request funding

The Joint Advisory Committee recommends thirteen Cooperative Innovative High School applications to the State Board of Education, the State Board of Community Colleges and UNC Board of Governors for approval to open with funding for 2017-18 school year or for approval to request additional funding for an existing CIHS.

Note: All funding requests go to the General Assembly for allocation and final approval.

**Board Report
Vice President of Instruction
January 2017**

Professional Development – Faculty and Staff participated in the Spring 2017 Quality Trails Professional Development on January 4, 2017. The sessions included using new phone technology, personal enrichment, option on reducing the cost to students using “open source” books for classes, using social media to promote academic programs, and others.

Procedure Review -The faculty sub-committee reviewing the Course Syllabus template completed its work and the changes in the format were made for faculty to begin using the new template for Spring semester. The changes in the format includes standardizing the headings and order of information on syllabus so that students hopefully can find information about their class easier. The faculty senate reviewed the Academic Dishonesty Policy and the 10-point vs the 7-point grading scale, but did not forward a recommendation for change. The cabinet will review in the Spring and make a recommendation to the Board.

Program Status- The North Carolina Community College System forwarded a request to terminate 5 programs of study by April 1, 2017 because of no enrollment in over three years at Montgomery Community College. The programs targeted are:

- Emergency Medical Science - A45340
- Industrial Systems Technology – A50240
- Infant/Toddler Care – C55290
- Lateral Entry – C55430
- Welding Technology – A50420

After reviewing the programs, the College requested to keep Industrial Systems Technology active because of current enrollment in the program, its importance to the apprenticeship program, and the plans for a track in the new Early College. In addition, we requested that Welding Technology be kept active for another year to allow us to develop a Career and College Promise (CCP) track for Welding in curriculum. We are currently discussing the opportunity for a EMS track in CCP as well with Montgomery County Schools and are recommending delaying submitting a notice to terminate until those discussions are completed.

I am requesting permission of the Board to submit notices of termination for the Lateral Entry program and the Infant/Toddler Care program at this time.

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Montgomery Community College

Curriculum Title: Infant/Toddler Care Curriculum Code: C55290

Contact Person: Lee Proctor Phone Number: (910) 898-9660

Email Address: proctorr@montgomery.edu

Termination Semester: Fall Spring Summer **2017**

Termination is for (check appropriate settings): Campus Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*

Other* **College must include factors below in addition to reason checked.**

***Describe what factors contributed to low/no enrollment:**

(Required in order to proceed with termination): **Students are registering for the Associate Degree Program only and not for the stand alone certificate**

Is the curriculum program part of a collaborative/Level III ISA plan? Yes No

If so, have participating colleges been notified of termination? Yes No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

Yes No

Is equipment available for transfer? Yes No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please fax, mail or scan/email this form to:
frazellej@nccommunitycolleges.edu
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016

Curriculum Program Termination Form**Attachment A**

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Montgomery Community College

Curriculum Title: Lateral Entry Curriculum Code: C55430

Contact Person: Lee Proctor Phone Number: (910) 898-9660

Email Address: proctorr@montgomery.edu

Termination Semester: Fall Spring Summer **2017**

Termination is for (check appropriate settings): Campus Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*

Other* **College must include factors below in addition to reason checked.**

***Describe what factors contributed to low/no enrollment:**

(Required in order to proceed with termination): **Currently no interest in lateral entry in the area.**

Is the curriculum program part of a collaborative/Level III ISA plan? Yes No

If so, have participating colleges been notified of termination? Yes No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

Yes No

Is equipment available for transfer? Yes No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please fax, mail or scan/email this form to:
frazellej@nccommunitycolleges.edu
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016

MCC Board of Trustees – January 11, 2017 Update from the Student Services Division

Highlights & Previews

- Diana Sanchez and Savannah Heath spent time at East and West Montgomery high schools during the statewide College Application Week helping students complete their college applications.
- Savannah Heath conducted a recruiting visit at Central Davidson High School in November.
- Natalie Winfree attended a Title IX conference at Central Piedmont Community College in November.
- Karen Frye and Tavia Housley attended training sessions on the new Residency Determination Service and on the new CrossConnect system implemented by the College Foundation of North Carolina.
- Savannah Heath conducted a campus tour for a group of 15 students and their advisor from East Montgomery.
- Natalie Winfree and Carol Hendrix helped Diana Sanchez administer placement tests to a number of students at East Montgomery.
- Josh Floyd will conduct a pottery demonstration for student veterans attending the February 7 Veterans Coffee Break.

Montgomery Community College
Report to the Board of Trustees
Continuing Education Department
January 2017

Heritage Crafts:

- Successful continuation of the Working Artist Wednesday with 21 attendees at the event hosting Katherine Maloney from StarWorks
- Pollenator Classes start in March of 2017 with Dr. Youngsteadt and NC State graduate student Melissa Tinning

Small Business Center:

- Attended Fall Professional Development in partnership with the SBTDC (similar program in the university system)
- New Collaborations:
 - Sandhills Cooperation Association (serving minority and disadvantaged populations)
 - Sandhills Food System Alliance (in partnership with the NC Rural Center)
- First downtown Troy brick and mortar business opening

Customized Training Program:

- Attended Training/Meetings:
 - Piedmont Regional Workforce Alliance (11/4)
 - StarSTEP (11/7)
 - NC Community College Leadership Program (11/2 – 12/1)
- Businesses with projects in some stage of development
 - Robinwood Enterprises
 - Longworth Industries
 - Alandale Knitting Co. Inc
 - Jordan Lumber
 - Wright Foods Group

Legislative/Public Relations Committee
Wednesday, January 11, 2017
6:20 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix T – Action**
- ❖ **Legislative Budget Priorities – Dr. Chad Bledsoe – Appendix U**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix V**
- ❖ **New Business**
- ❖ **Adjourn**

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

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 6:12 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel
Johnny McKinnon

Absent

Andrea Marshall, Chairman

Others Present

Phil Absher
Susan Eggleston
George Gilbreath
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

Approval of October Committee Minutes – Appendix R – Action

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

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that there are no Legislative updates at this time.

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 6:21 p.m.

2017-19 BUDGET PRIORITIES TALKING POINTS

In keeping with our strategic plan - Align4NCWorks, we have two overarching goals:

-Ensure a highly skilled, workforce pipeline

-Strengthen Community Colleges

Before any consideration is given to this year's budget, legislators need to understand that we need to be made whole from last year's slight (Technical Adjustments)

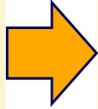
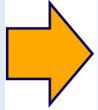
Ensure a highly skilled, workforce pipeline:

1. Industry requires that we be nimble and responsive. Providing the same level of funding for workforce training, regardless of whether it is provided through our academic, credit-bearing programs or our continuing education courses will allow colleges to be more responsive and flexible to industry needs. (Increase Funding for Short-Term Workforce Training Programs Leading to Industry Credentials)
2. Because of the constantly changing nature of industry and the high cost of providing technical education, we need to examine our current funding structure to see if it adequately supports high-cost, high-demand instruction. (Fund study of workforce training costs)
3. Our current funding system does not provide colleges with access to start-up capital. To respond to evolving workforce needs, we need an infusion of dollars to seed new, high-cost workforce programs. (Start-up Fund for High-Cost Workforce Programs)
4. We need to continue to focus on the interest gap with our programs and ask for an increase in the number of community college career coaches embedded in high schools. (Fund Additional Career Coaches)
5. Student completion is not just about finishing academic coursework, so many "wrap-around" support services need to be provided to assure their completion. We are asking for just \$30 per student to assure that these services are available to all our students, particularly as an increasing number are juggling both jobs and classes. (Increase Student Completion)
6. We want to be held accountable for measurable outcomes by rewarding colleges that prepare students for better paying jobs (Reward Colleges for Outcomes).

Strengthen Community Colleges

1. As open door institutions, community colleges often experience wide fluctuations in enrollment associated with changes in the economy. We have to have a budget stabilization plan that provides tools to adjust to large increases in enrollment during bad economic times and large decreases during recoveries. (Stabilize budgets)
2. Much attention has been paid to the salary issues at our educational counterparts – K-12 and the public universities. However, as the largest higher education organization in the state, we must support our outstanding professionals. (Raise Faculty and Staff Salaries)

2017-19 BUDGET PRIORITIES

GOALS	LEGISLATIVE PRIORITY	FY 2017-18	FY 2018-19
TECHNICAL ADJUSTMENTS	 <ul style="list-style-type: none"> Correct 2016 Salary Loss Error. Enrollment Growth Adjustment. 	\$10,000,000 R	\$10,000,000 R
		\$10,000,000 NR	
		\$9,960,254 R	\$9,960,254 R
Technical Adjustments Subtotal		\$19,960,254 R	\$19,960,254 R
		\$10,000,000 NR	
ENSURE A HIGHLY SKILLED WORKFORCE PIPELINE Ensure <i>business & industry</i> has quick and easy access to a <i>highly-skilled, well-trained workforce</i> and ensure <i>students</i> have an awareness of and access to <i>quality, well-paying career opportunities</i> .	 <ul style="list-style-type: none"> Invest in Workforce Training.* <ul style="list-style-type: none"> Increase Funding for Short-Term Workforce Training Programs Leading to Industry Credentials. Fund Study of Workforce Training Costs. Start-Up Fund for High-Cost Workforce Programs. Fund Additional Career Coaches. Promote workforce training options for students by placing additional Career Coaches in high schools. Increase Student Completion.* Improve student completion rates by investing in student support services at rate of \$30/student. Reward Colleges for Outcomes.* Reward colleges for preparing students for better-paying jobs resulting in earnings gains. 	\$15,300,777 R	\$15,300,777 R
		\$98,500 NR	Based on study
		\$3,000,000 R	\$4,500,000 R
		\$1,100,000 R	\$1,840,000 R
		\$22,634,940 R	\$22,634,940 R
		\$3,000,000 R	\$3,000,000 R
		Ensure Highly Skilled Workforce Pipeline Subtotal	
		\$98,500 NR	
STRENGTHEN COMMUNITY COLLEGES To continue to provide business & industry with a <i>highly-skilled workforce pipeline</i> , community colleges must have a <i>solid & stable foundation of operations</i> .	 <ul style="list-style-type: none"> Stabilize Budgets*. Lessen impacts of volatile enrollment changes by funding: <ul style="list-style-type: none"> Stop-Loss Provision for colleges experiencing significant enrollment declines. Enrollment Growth Reserve for colleges experiencing significant enrollment increases. Raise Faculty & Staff Salaries. 	\$4,420,876 R	\$4,420,876 R
		\$5,000,000 R	\$5,000,000 R
		Provide add'l salary increases in same amount as given to State employees.	
		Strengthen Community Colleges Subtotal	
TOTAL		\$74,416,847 R	\$76,656,847 R
		\$10,098,500 NR	

* Addresses issue identified in Program Evaluation Division's (PED) Report on Funding for NC's Community Colleges (October 2016).



2017-19 BUDGET PRIORITIES

MAKE COLLEGE ACCESSIBLE & AFFORDABLE FOR ALL STUDENTS: NC Community College Transfer Incentive

GOAL

Provide an **affordable pathway** for students to earn a baccalaureate degree that:

- ✓ Reduces education costs to the student and the State.
- ✓ Reduces student debt.
- ✓ Provides an interim degree to increase job opportunities.
- ✓ Reward students who complete a college transfer associate degree.

SOLUTION

Community College Transfer Incentive. Reward completion & incentivize students to choose a NC community college transfer program by providing a scholarship to students who complete an associate degree and then transfer to either a UNC institution or a private college or university in NC.

HOW IT WORKS

1. NC resident completes a college transfer associate degree at a NC community college.
2. Transfers to UNC-institution or NC private college or university as a first-time bachelor's degree student.
3. Receives **\$2,500/year for up to 2 academic years.**
4. Must maintain satisfactory academic progress.

INITIAL COST

- ✓ Approximately 2,600 students currently complete a college transfer associate degree and then transfer each year.
- ✓ Est. cost based on current # of students transferring with college transfer associate degree: **\$13 million**

LONG-TERM SAVINGS

- ✓ Student savings: \$20,000+ (tuition, fees, housing costs)
 - ✓ Each student incentivized to start at a community college, rather than UNC **saves the State approximately \$8,000***.
- * NC Guranteed Admission Program Report

Public Relations / Marketing Highlights November/December 2016

November/December Marketing Activities

- *Finalized MCC 50th Anniversary Logo*



- *2017 Spring Schedule*
Features: Returning to our Heritage: Heritage Crafts
MCC IT/CCP Student Earns Scholarship
Apprenticeship Update
Where are They Now – Recent Graduate Successes
MCC's New Telephone Numbers Coming
Legacy Bricks ad
Mark Your Calendars – upcoming 50th anniversary events
- *Montgomery Herald*
NA I and NA II graduates, Christmas greetings ad, SECU Scholarships awarded, Baby Scholarship awarded, Sleigh Full of Clay ad
- *Social Media & Website*
New Alumni Facebook page (15 page 'likes' as of 12/7/16)
Posting daily MCC historical tidbits with old photos – shared on MCC's main page
Gunsmithing students present Firearms Advancements from 1700-1800 in History class
Sleigh Full of Clay Sale
Veterans Day celebration/US Marines birthday
Shared Small Business Center posts for Small Business Week/Shop Local Saturday
Very cool Forged Tomahawk Course video shared by Adam Sexton – view it at <https://youtu.be/Yr9kcfHUZel>
2017 NRA schedule on website went live 12/1/16 @ 8:00 a.m. EST
New Legacy Bricks page on website for ordering online
New ADA Home page created on website – view it at www.montgomery.edu/ada/home.html
- *Radio Ads (WMTG)*
Sleigh Full of Clay Sale
- *Marketing Materials*
New Electrical Systems Technology, Industrial Systems Technology, & Phlebotomy brochures
New Industrial Systems Technology banner
- *Internet Advertising*
Digital advertising campaign targeting high school students. Sample ads below.

Public Relations / Marketing Highlights November/December 2016



Facebook Top Posts for November/December

Total Likes 1593 (Up 32 from 1561 in October)

Page	Date	Post	Reach (how many saw)	Engagement (how many clicked on post)	Talking About This (how many shared, reacted, or commented)
MCC	11/9/16	Board of Trustees meeting	728	16	4
MCC	11/30/16	Job Openings	750	12	3
MCC	12/5/16	New Short-term Medical Classes	776	37	5
MCC	11/7/16	Veterans Day Invitation	798	34	35
MCC	12/6/16	Sleigh Full of Clay Sale	861	17	12
MCC	11/23/16	Thanksgiving Greetings	890	7	5
MCC	12/5/16	Gunsmithing meets History	1400	246	122
MCC	11/10/16	Veterans Day Photos	583	220	38

TWITTER FOLLOWERS 582 UP 16 FROM 566 IN OCTOBER

**Institutional Status Committee
Wednesday, January 11, 2017
6:25 p.m.**

Committee Members

**Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
George Gilbreath**

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of November Committee Minutes – Appendix W – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, November 9, 2016 at 6:21 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
Claudia Bulthuis, Vice Chairman
Phil Absher
Susan Eggleston
George Gilbreath

Absent**Others Present**

Gelynda Capel
Paula Covington
Ron Kincaid
Gordon Knowles
Adam Sexton,
SGA President

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 Technology and Learning Resources; Michele Haywood, Public Information Officer; Carol Holton, Coordinator of Institutional Effectiveness/SACS Liaison; Lynn Epps, Director of Resource Development; Mary Anderson, Montgomery Herald; and Korrie Ervin, Assistant to the President.

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

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

Approval of October Committee Minutes – Appendix T – Action

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

2015-2016 Fact Sheet – Appendix U

Dr. McKinnon presented Appendix U, the 2015-2016 Fact Sheet.

2016 Business Continuity Plan

Dr. Bledsoe presented the 2016 Business Continuity Plan. He noted that the plan has been updated as required annually. A copy is available for review at the meeting.

There being no business, the meeting adjourned at 6:23 p.m.

Montgomery Community College
SGA Report
January 11, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- The December 6 SGA Holiday Meal was a huge success.
- The SGA sponsored a “Brain Boost” exam break December 7-12 for students, offering snacks and soft drinks to exam-stressed students.
- SGA Senators and Student Ambassadors staffed a MCC information table at the November 19 Downtown Christmas event in Mt. Gilead.
- The Minority Male Leadership Initiative and the SGA co-sponsored a food drive November 22 – December 9.
- The first SGA meeting of the Spring 2017 term will be held January 11.

**President's Report
January 11, 2017**

Activities since the November Board Meeting

11/10/16	Employee Meeting
11/16/16	NCACCP Meeting
11/17/16	Central High School Facility Design Committee Meeting
11/22-23/16	Architect Meetings
11/24-25/16	MCC Closed – Thanksgiving Holiday
11/29-12/2/16	Architect Interviews/Site Visits
12/4-6/16	SACSCOC Annual Meeting
12/7/16	Architect Site Visit
12/9/16	Board Christmas Party
12/13/16	Fall Term Ends
12/14/16	Christmas Crawl
12/15/16	Meeting with Mark Scott
12/19/16-1/2/17	MCC Closed – Christmas and New Year's Break
1/4/17	Quality Trails
1/6/17	Spring Term Begins
1/11/17	Board of Trustees Meeting

Upcoming Activities

1/12/17	Employee Meeting
1/16/17	Martin Luther King Day (College Closed)
1/17-20/17	SHOT Show
1/22-23/17	IIPS Conference
1/25-27/17	NCACCP Winter Meeting
2/8/17	Board of Trustees Meeting



Board of Trustees Calendar of Events
2016/2017

January 11, 2017	5:30 p.m.	Committee/Board Meeting
February 8, 2017	11:30 a.m.	Foundation Board Meeting
February 8, 2017	5:30 p.m.	Committee/Board Meeting
February 25, 2017	8:30 a.m.	Board Retreat
March 8, 2017	5:30 p.m.	Committee/Board Meeting
March 29-31, 2017		NCACCT Law Seminar, Raleigh
April 12, 2017	5:30 p.m.	Committee/Board Meeting
April 21, 2017		MCC Foundation Golf Tournament
May 10, 2017	11:30 a.m.	Foundation Board Meeting
May 10, 2017	5:00 p.m.	Board of Trustees Meeting
May 10, 2017	7:00 p.m.	Graduation
June 14, 2017	5:30 p.m.	Committee/Board Meeting
August 9, 2017	11:30 a.m.	Foundation Board Meeting
August 9, 2017	5:30 p.m.	Committee/Board Meeting
August 10, 2017	5:30 p.m.	MCC 50th Anniversary Open House
September 7, 2017		MCC 50th Anniversary & Bell Dedication
September 13, 2017	5:30 p.m.	Committee/Board Meeting
September 22, 2017		MCC 50th Anniversary Gala
October 11, 2017	5:30 p.m.	Committee/Board Meeting
November 8, 2017	11:30 a.m.	Foundation Board Meeting
November 8, 2017	5:30 p.m.	Committee/Board Meeting