



# **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, November 8, 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**

**Board of Ethics Reminder - Claudia Bulthuis, Chairman**

In keeping with MCC Board Policy 130.05 Conflict of Interest and Chapter 138A of the North Carolina Board of Ethics, any potential or actual conflicts of interest with matters coming before the Board of Trustees should be declared. Having reviewed our agenda for this evening's meeting, are there any conflicts or potential conflicts of interest to be announced? If so, please state them at this time.

**Board Presentation – Mike Collins, Department Chair, Business Technologies**

**Approval of September Board and Committee Minutes – Appendix A – Action**

### **Standing Committees**

**\* Budget & Finance Committee**

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

September Foundation Fund Statements – **Appendix D**

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

Foundation Update – **Lynn Epps**

**\* Building & Grounds Committee**

Facilities Report – **Appendix G**

Incident Report – **Appendix H**

Construction Update and Building Projects Timeline – **Appendix I**

Discussion – Central High School Common Area Construction on MCC Property – Dr. Chad Bledsoe

**\* Personnel Committee**

Personnel Appointments

Coordinator of Educational Partnerships – **Appendix K**

Program Facilitator of Short Term Gunsmithing Courses – **Appendix L**  
Notice of Retirement – **Appendix M**

- \* **Curriculum/Student Services Committee**
  - Update from Vice President of Instruction
    - Instruction – **Appendix O**
    - Continuing Education – **Appendix P**
  - Accountability and Integrity Plan – **Appendix Q – Action**
  - Board Policy 504.00 Revision – **First Reading – Appendix R**
  - Update from Vice President of Student Services - **Appendix S**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe - **Appendix T-1**
  - Public Relations/Marketing Update – Michele Haywood – **Appendix U**
  
- \* **Institutional Status Committee**
  - SACSCOC On-Site Visit Update
  - 2017 Fact Book/Sheet – Appendix W – The Fact Book can be viewed at [www.montgomery.edu/pdf/mcc/factbook2017.pdf](http://www.montgomery.edu/pdf/mcc/factbook2017.pdf)
  - 2017 Business Continuity Plan – Dr. Chad Bledsoe – A copy of the plan will be available at the meeting.
  
- \* **SGA Report - Appendix X**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix Y**
  
- \* **Chairman’s Report - Claudia Bulthuis**
  - Notes of Appreciation – **Appendix Z**
  - Calendar of Events – **Appendix AA**
  
- \* **Adjourn - Action**

## Minutes

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

Wednesday, October 11, 2017

#### 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	Gordon Knowles
Claudia Bulthuis	Andrea Marshall
Gelynda Capel(via telephone)	Samuel Martin
Paula Covington	Johnny McKinnon
Susan Eggleston	Bill Price
George Gilbreath	Matthew Monroe,
Susan Hershberger	SGA President

#### Absent

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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Michael Thompson, Senior Forestry Instructor; Russell Ingram, NC Works Career Development Consultant; Allison Burns, Practical Nursing Instructor; Sam Whitesner, Student Ambassador; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including Michael Thompson, Senior Forestry Instructor; Russell Ingram, NC Works Career Development Consultant; Allison Burns, Practical Nursing Instructor; and Sam Whitesner, Student Ambassador.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the October 11, 2017 Board of Trustees meeting. The motion carried.

#### Board of Ethics

Mrs. Bulthuis read the ethics statement, reminding the Board of Chapter 138A of the State Government Ethics Act and the Montgomery Community College Board Policy 130.05 Conflict of Interest, and asked if there were any potential or actual conflicts of interest.

No conflicts were declared.

### **Board Presentation – Mike Thompson, Senior Forestry Instructor**

The October Board presentation was given by Mike Thompson, Senior Forest Instructor. Mr. Thompson gave an update on the Mid-Atlantic Woodsmen's Meet scheduled for April 7, 2018.

### **Approval of September Board and Committee Minutes – Appendix A - Action**

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

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee – Susan Eggleston, Chairman**

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

- The committee reviewed the September Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston 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 the Foundation Fund Statement for August.
- The committee reviewed the In-Kind Transfer Report. The committee approved and Mrs. Eggleston made a motion to approve the In-Kind Transfer report. Coming from committee, this required no second. During discussion Mr. Martin questioned if these donations are reflected on the Foundation Fund Statement. Mrs. Epps noted that there is no monetary reflection of the gift on the Foundation Fund Statement. The motion carried.
- The committee received a foundation and grants update.

### **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 facilities and incident reports.
- The committee received an update on construction projects.
- The committee reviewed the amended 3-1 form. The committee approved and Mr. Knowles made a motion to approve the amended 3-1 form to revise the scope to include Golden Leaf grant funds. Coming from committee, this required no second. The motion carried.

### **Personnel Committee – Phil Absher, Vice Chairman**

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

- Mr. Absher introduced new employees Allison Burns, Practical Nursing Instructor and Russell Ingram, NC Works Career Development Consultant.
- The committee received new position recommendations. The committee approved and Mr. Absher made a motion to approve the Program Facilitator of Short Term Gunsmithing Courses and Associate Degree in Nursing Instructor as new positions. Coming from committee, this required no second. The motion carried.
- The committee received a Christmas Break recommendation. The committee approved and Mr. Absher made a motion to approve closing the College on December 28 allowing full closure the week of December 25-29, 2017. The motion carried.

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

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

- The committee received updates regarding Instruction, Continuing Education, and Student Services.
- The committee received a Class Visitation Report regarding Continuing Education Classes held during the Summer of 2017.

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

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

- The committee received a public information update.

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

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

- The committee received an update regarding the upcoming SACSCOC On-Site visit.
- The committee received the 2017-2018 Institutional Effectiveness Plan that is available on the MCC website.

### **SGA Report – Appendix AB – Mr. Matthew Monroe**

Mr. Monroe, SGA President, gave an update on the Student Government Association.

Sam Whitesner, Student Ambassador, was introduced to the Board.

Mrs. Bulthuis commended the SGA President and the ambassadors for all of the events they have attended.

### **President's Report – Dr. Chad Bledsoe – Appendix AC**

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

- Dr. Bledsoe gave an update on the visit of the Governor.
- Dr. Bledsoe attended the Cradle of Forestry event held October 7.
- The NCACCP Fall meeting will be held October 25-27, 2017.
- The SACSCOC On-Site visit will be October 30- November 1. He noted that it is possible that the committee could call on a Trustee during their visit.
- Dr. Bledsoe will be attending the upcoming Friends of the NRA event.
- Jay Neiderhoffer, Project Manager for the Montgomery County Central High School has met with Dr. Bledsoe and noted that the college would be experiencing additional noise, dust, and smoke from the construction project. There will also be blasting over the next few months but the college will be given advance notice of those dates.

### **Chairman's Report – Claudia Bulthuis, Chairman**

Mrs. Bulthuis reported on the recent 50<sup>th</sup> Anniversary celebrations. She presented Michele Haywood the bubbly award, champagne flavored jelly beans, for all of her hard work with the various events.

### **Calendar of Events – Appendix AD**

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

- Montgomery County Central High School Groundbreaking will be Tuesday, October 24.
- Graduation will be May 9, 2018.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the October Board meeting. The motion carried at 7:42 p.m.

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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, October 11, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

Susan Eggleston, Chairman  
Gordon Knowles, Vice Chairman  
Phil Absher  
Susan Hershberger  
Claudia Bulthuis

**Absent****Others Present**

Gelynda Capel(via telephone)  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

**Approval of September Committee Minutes – Appendix B**

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the September Budget and Finance Committee minutes. The motion carried.

**September Local, State, and Institutional Funds Financial Report – Appendix C**

Mrs. McBride presented Appendix C, the September Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of September 30, 2017, County fund expenditures were \$184,398, 24% of the budget.
- There were \$168,929 available for Capital Expenditures. The college has earned \$11,500 in the Capital Education Property Tax allocation this fiscal year.
- As of September 30, 2017, state funds expenditures were \$1,894,322, 25% of the budget.
- As of September 30, 2017, the Institutional Fund balance was \$619,250.
- As of September 30, 2017, the balance in the STIF account was \$189,023.

Mrs. Hershberger made a motion, seconded by Mr. Knowles, to approve the September Local, State and Institutional Funds Financial Reports. The motion carried.

**August Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the August Foundation Fund Statement. The total funds held by the Foundation are \$3,284,899.

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

Mrs. Epps presented Appendix E, the In-Kind Transfer Report. The report includes donations to the HVAC program.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

**Grants Update – Appendix F**

Mrs. Epps presented Appendix F, the grants update. Continuing Education recently submitted a grant to fund the drone program.

**Foundation Update – Lynn Epps**

Mrs. Epps gave an update on the Foundation Gala event on September 23. There were 12 sponsors for the event, the grand prize winner was Sandra Miller, who plans to donate \$1,000 back to the Forestry Program and the rest will be donated to hurricane relief efforts. Five of the \$100 winners donated their winnings back to Foundation. In total the event raised \$19,000. Pottery sales raised \$700 for Pottery scholarships. The Gunsmithing Club raised \$500 in raffle ticket sales. The Forestry Club raised \$200 in raffle ticket sales.

Mrs. Epps presented prizes to Mrs. Bulthuis and Mrs. Eggleston for selling six or more tickets.

Mrs. Eggleston commended Mrs. Epps and Mrs. Abbott for all of the hard work that went into the event. It was noted that ticket sales were down due to moving the event to Saturday rather than a Friday evening and several other events being held in the county on the same date.

There being no further business, the meeting adjourned at 5:42 p.m.

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:42 p.m. in the College Boardroom.

**Present**

Gordon Knowles, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel(via telephone)  
Johnny McKinnon

**Absent**

**Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; 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.

**Approval of September Committee Minutes – Appendix G**

Mr. Martin made a motion, seconded by Mrs. Bulthuis, to approve the September Building and Grounds Committee minutes. The motion carried.

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

**Incident Report – Appendix I**

Mrs. McBride presented Appendix I, the incident report.

**Construction Update and Building Projects Timeline – Appendix J**

Dr. Bledsoe presented Appendix J, the Construction Update and Building Projects Timeline.

Mr. Knowles asked that all internal reports reference the names Capel Hall and/or Blair Hall.

**Amended 3-1 Form – Building 100 – Appendix J-1 – Action**

Mrs. McBride reported that the college must submit an amended 3-1 form to include the additional \$400,000 from the Golden Leaf Grant to be spent on renovations to the Gunsmithing, Bladesmithing, and Woodworking areas of Blair Hall.

Mr. Martin made a motion, seconded by Mrs. Bulhuis, to approve the amended 3-1 form to revise the scope to include the Golden Leaf grant funds. The motion carried.

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

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

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:49 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman (via telephone)  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Paula Covington  
George Gilbreath

**Absent****Others Present**

Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the September Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Practical Nursing Instructor – Appendix L**

**NC Works Career Development Consultant – Appendix M**

Mr. Absher reported that two new employees will be introduced during the Board meeting.

**New Position Recommendations**

**Program Facilitator of Short Term Gunsmithing Courses – Appendix O – Action**

**Associate Degree in Nursing Instructor – Appendix O-1 – Action**

Dr. Bledsoe presented Appendix O, a recommendation to add a new Program Facilitator of Short Term Gunsmithing Courses position. This position would teach and recruit for the short term NRA courses.

Dr. Bledsoe presented Appendix O-1, a recommendation to add a new Associate Degree in Nursing Instructor position. This position would be hired once the ADN program is running.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the Program Facilitator of Short Term Gunsmithing Courses and Associate Degree in Nursing Instructor as new positions. The motion carried.

**Christmas Break – Appendix P – Action**

Dr. Bledsoe presented Appendix P, a memo regarding the Christmas Break. Dr. Bledsoe reported the college is very conservative when requesting additional days off. The college will be closed for the Christmas holiday December 25, 26, 27 and December 29 and January 1 for the New Year's Holiday. The recommendation is to close the college December 28 to allow the facilities full closure the week of December 25-29.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve closing the college on December 28 allowing full closure the week of December 25-29, 2017. The motion carried.

There being no further business, the meeting adjourned at 5:55 p.m.

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:55 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Andrea Marshall, Vice Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent****Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Paula Covington  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the September Curriculum and Student Services Committee minutes. The motion carried.

**Update from Vice President of Instruction**

**Instruction – Appendix R  
Continuing Education – Appendix S**

Mr. Proctor gave an update on instructional activities as presented in Appendix R and continuing education activities as presented in Appendix S.

**Class Visitation Report – Appendix T**

Mr. Proctor presented Appendix T, the Continuing Education Class Visitation Report for the Summer 2017.

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

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

There being no further business, the meeting adjourned at 6:10 p.m.

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

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Paula Covington, Vice Chairman  
Claudia Bulthuis  
Bill Price

**Absent****Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Samuel Martin  
Johnny McKinnon  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mrs. Covington made a motion, seconded by Mr. Price, to approve the September Legislative and Public Relations Committee minutes. The motion carried.

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe reported that there is no legislative activity at this time.

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

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

Mrs. Eggleston commended Mrs. Haywood on the weekly articles in the Montgomery Herald.

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

**Attachment F**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 6:13 p.m. in the College Boardroom.

**Present**

Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Claudia Bulthuis  
Susan Hershberger

**Absent****Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Paula Covington  
Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; 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 September Committee Minutes**

Mr. Gilbreath made a motion, seconded by Mrs. Hershberger, to approve the September Institutional Status Committee minutes. The motion carried.

**SACSCOC On-Site Visit Draft Schedule – Appendix Y**

Mrs. Holton reported that SACSCOC will be visiting campus October 30-November 1. The visit is due to the college offering courses off campus at East and West Montgomery High Schools. The team will visit the off campus sites.

**2017-2018 Institutional Effectiveness Plan – Can be viewed by going to <https://www.montgomery.edu/pdf/mcc/ieplan17-18.pdf>**

Mrs. Holton presented the 2017-2018 Institutional Effectiveness Plan. She noted that this plan is a compilation of 2016-2017 goals and assessment of those goals and the 2017-2018 goals.

There being no further business, the meeting adjourned at 6:16 p.m.

**Budget & Finance Committee  
Wednesday, November 8, 2017  
5:30 p.m.**

**Committee Members**

**Susan Eggleston, Chairman  
Gordon Knowles, Vice Chairman  
Phil Absher  
Susan Hershberger  
Claudia Bulthuis**

**Agenda Items**

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix B – Action**
- ❖ **October Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **September Foundation Fund Statements – Appendix D**
- ❖ **In-Kind Transfer – Appendix E – Action**
- ❖ **Foundation Update – Appendix E-1 - Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:32 p.m. in the College Boardroom.

**Present**

Susan Eggleston, Chairman  
Gordon Knowles, Vice Chairman  
Phil Absher  
Susan Hershberger  
Claudia Bulthuis

**Absent****Others Present**

Gelynda Capel(via telephone)  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

**Approval of September Committee Minutes – Appendix B**

Mr. Knowles made a motion, seconded by Mrs. Hershberger, to approve the September Budget and Finance Committee minutes. The motion carried.

**September Local, State, and Institutional Funds Financial Report – Appendix C**

Mrs. McBride presented Appendix C, the September Local, State and Institutional Funds Financial Reports. Mrs. McBride reported the following:

- As of September 30, 2017, County fund expenditures were \$184,398, 24% of the budget.
- There were \$168,929 available for Capital Expenditures. The college has earned \$11,500 in the Capital Education Property Tax allocation this fiscal year.
- As of September 30, 2017, state funds expenditures were \$1,894,322, 25% of the budget.
- As of September 30, 2017, the Institutional Fund balance was \$619,250.
- As of September 30, 2017, the balance in the STIF account was \$189,023.

Mrs. Hershberger made a motion, seconded by Mr. Knowles, to approve the September Local, State and Institutional Funds Financial Reports. The motion carried.

**August Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the August Foundation Fund Statement. The total funds held by the Foundation are \$3,284,899.

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

Mrs. Epps presented Appendix E, the In-Kind Transfer Report. The report includes donations to the HVAC program.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the in-kind donation transfer. The motion carried.

**Grants Update – Appendix F**

Mrs. Epps presented Appendix F, the grants update. Continuing Education recently submitted a grant to fund the drone program.

**Foundation Update – Lynn Epps**

Mrs. Epps gave an update on the Foundation Gala event on September 23. There were 12 sponsors for the event, the grand prize winner was Sandra Miller, who plans to donate \$1,000 back to the Forestry Program and the rest will be donated to hurricane relief efforts. Five of the \$100 winners donated their winnings back to Foundation. In total the event raised \$19,000. Pottery sales raised \$700 for Pottery scholarships. The Gunsmithing Club raised \$500 in raffle ticket sales. The Forestry Club raised \$200 in raffle ticket sales.

Mrs. Epps presented prizes to Mrs. Bulthuis and Mrs. Eggleston for selling six or more tickets.

Mrs. Eggleston commended Mrs. Epps and Mrs. Abbott for all of the hard work that went into the event. It was noted that ticket sales were down due to moving the event to Saturday rather than a Friday evening and several other events being held in the county on the same date.

There being no further business, the meeting adjourned at 5:42 p.m.

**Montgomery Community College  
County Funds - Board Report for October 2017**

<b>County Funds - October 2017</b>		<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Spend This Year</b>
511101	Car Allowance	6,000	500	2,000	4,000	33%
514000	FT Svc/Maint/Skilled Craft	155,401	13,181	49,953	105,448	32%
514050	Supvr Svc/Maint/Skilled Craft	82,211	6,851	27,547	54,664	34%
518100	Social Security	18,705	1,528	6,073	12,632	32%
518200	Retirement	41,064	3,431	13,637	27,427	33%
518300	Medical Insurance	47,173	3,806	14,757	32,416	31%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	15,000	838	3,351	11,649	22%
519120	Lawns and Grounds Service	482	-	-	482	0%
519110	Pest Control Svcs Agreement	1,000	-	250	750	25%
521000	Custodial Supplies	17,000	2,759	9,150	7,850	54%
522000	Maintenance Supplies	26,500	911	8,127	18,373	31%
524000	Repair Supplies	15,500	3,408	4,224	11,276	27%
525000	Gas/Travel/Reimbursement	6,000	54	630	5,370	10%
531110	In-State Ground	300	217	217	83	72%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	-	105	795	12%
532200	Telephone	16,800	1,192	4,737	12,063	28%
533100	Heat	14,038	-	1,160	12,878	8%
533200	Water	11,500	1,216	3,493	8,007	30%
533300	Electricity	188,000	17,846	73,919	114,081	39%
533400	Garbage/Sewage Disposal	6,485	1,138	3,970	2,515	61%
535100	Equipment Repair	1,800	966	1,047	753	58%
535200	Repairs to Facilities	15,500	2,998	11,933	3,567	77%
535201	Repairs to Grounds-Supp	3,289	3,288	3,288	1	100%
535400	Service Contracts	19,000	4,469	6,921	12,079	36%
539200	PR-President's Office	600	-	77	523	13%
539500	Other Current Expense	8,000	-	63	7,937	1%
543000	Lease/Rental Other Equipment	2,500	383	1,150	1,350	46%
545000	Property Insurance	13,007	-	-	13,007	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	250	250	5,236	5%
545201	Workers Comp	11,125	-	-	11,125	0%
545301	Life Insurance	1,992	167	652	1,340	33%
545302	EAP Program Expense	1,683	281	701	982	42%
546100	Membership & Dues	1,000	-	-	1,000	0%
555200	Minor Equipment High	7,500	-	-	7,500	0%
<b>Total Current Expense</b>		<b>768,000</b>	<b>71,677</b>	<b>256,076</b>	<b>511,924</b>	<b>33%</b>

**Montgomery Community College  
County Funds - Board Report for October 2017**

Appendix C

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

Life-to-date Revenues as of State's August 2017 Report	\$ 405,313
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
Add: FY18 Property Tax Allocation from County Report	<u>11,499</u>
<b>Total Revenue</b>	<b>533,529</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$10K)	<u>(65,620)</u>
Sub-total Life-to-date Revenues less Submitted Projects	494
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	<u>100,000</u>
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 10-31-17</b>	<b><u><u>\$ 175,494</u></u></b>

**Montgomery Community College**  
**State Funds - Board Report for October 2017**

Appendix C

State Funds - October 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	139,254	11,605	46,418	92,836	33%
511200 FT Senior Administrator	238,968	19,914	79,656	159,312	33%
511300 FT Professional Staff	1,010,489	80,314	326,814	683,675	32%
511310 PT Professional Staff	98,033	1,710	11,957	86,076	12%
511340 30 Hour Professional St	72,772	-	-	72,772	0%
512000 FT Support	60,780	5,065	20,260	40,520	33%
512010 PT Support	30,160	2,649	10,951	19,210	36%
512040 30 Hour Support	28,608	2,384	9,536	19,072	33%
513000 FT Faculty	1,826,088	155,603	585,176	1,240,912	32%
513010 PT Faculty	723,322	74,917	186,506	536,816	26%
513030 PT Teaching Assistant	15,000	1,250	4,788	10,213	32%
513040 30 Hour Faculty	32,706	2,726	10,839	21,867	33%
515000 FT Technical/Paraprofessional	402,657	33,455	127,615	275,042	32%
515010 PT Technical/Paraprofessional	79,466	5,871	26,920	52,546	34%
518100 Social Security	349,185	29,007	105,969	243,216	30%
518200 Retirement	648,772	55,376	216,163	432,609	33%
518300 Medical Insurance	435,369	34,291	136,188	299,181	31%
518500 Unemployment Comp	1,000	-	-	1,000	0%
1 518700 Longevity Payments	190	3,441	23,600	(23,410)	0%
519000 Legal Services	1,200	-	-	1,200	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	5,099	-	129	4,970	3%
519140 WAN Support Services	30,000	-	30,000	-	100%
519144 Managed Server Support	12,800	-	-	12,800	0%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instruction	50,803	3,235	14,008	36,795	28%
519401 Online Tutoring-Contrac	5,522	-	-	5,522	0%
519700 Personal Svcs - 3rd Party	15,760	-	-	15,760	0%
523XXX Copies & Instructional Supplies	142,316	9,548	47,643	94,673	33%
527000 Other Supplies	46,895	543	14,646	32,249	31%
527005 Tires & Oil Changes	1,600	-	-	1,600	0%
531110 In-State Ground Transportation	19,356	1,456	3,884	15,472	20%
531140 In-State Lodging	20,107	1,550	3,507	16,600	17%
531150 In-State Meals	5,739	496	1,000	4,739	17%
531210 Out-of-State Ground Transportation	2,197	697	697	1,500	32%
531220 Out-of-State Air Transportation	3,927	296	904	3,023	23%
531240 Out-of-State Lodging	8,073	931	1,220	6,853	15%
531250 Out-of-State Meals	1,850	87	87	1,763	5%
531410 Board/non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsistence	2,294	-	1,288	1,006	56%
531500 Registration Fees	30,643	2,612	10,332	20,311	34%
532100 Postage	8,257	29	784	7,473	9%
532700 Software Subscriptions	18,885	6,700	7,745	11,140	41%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%
535100 Equipment Repair	15,268	1,528	5,543	9,725	36%
535400 Service Contracts	325	-	-	325	0%

**Montgomery Community College**  
**State Funds - Board Report for October 2017**

State Funds - October 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535430 Maint Agreement-Equipment	6,150	-	2,357	3,793	38%
535450 Maint Agreement-NonWAN - Curr	38,220	450	20,784	17,436	54%
535494 Maint. Agree.-Server-Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	2,600	-	-	2,600	0%
537000 Advertising	57,679	467	4,892	52,787	8%
537100 Advertise Vacant Positions	12,000	126	3,279	8,721	27%
539400 Magazine/Newspaper Subscriptions	3,750	1,066	1,373	2,377	37%
539500 Other Current Expense	2,503	-	-	2,503	0%
539520 Electronic Processing	12,000	3,555	3,555	8,445	30%
539700 Childcare - 530 Purpose	22,683	1,363	2,244	20,439	10%
542403 Rental/Lease Servers	3,840	320	1,280	2,560	33%
544000 NonWAN Data Process Software	400	-	-	400	0%
544010 Software License Renewal	25,214	-	-	25,214	0%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,090	424	1,304	16,786	7%
546200 Accreditation Ex	9,090	1,200	1,750	7,340	19%
548000 NEIT	1,662	-	-	1,662	0%
555100 Minor Equip Low Risk <\$5K	6,116	1,498	6,116	(0)	100%
555200 Minor Equip High Risk	3,816	932	2,207	1,609	58%
<b>Total Current Expense</b>	<b>6,891,497</b>	<b>560,684</b>	<b>2,135,421</b>	<b>4,756,076</b>	<b>31%</b>
553000 Educational Equipment	549,946	-	309,036	240,910	56%
555100 Minor Equipment Low Risk	10,000	(515)	(2,023)	12,023	0%
555200 Minor Equip High Risk	35,096	3,007	15,096	20,000	43%
556100 Books	15,985	261	228	15,757	1%
<b>Total Capital Expense</b>	<b>611,027</b>	<b>2,753</b>	<b>322,338</b>	<b>288,689</b>	<b>53%</b>
<b>Total Expenses</b>	<b>7,502,524</b>	<b>563,437</b>	<b>2,457,758</b>	<b>5,044,766</b>	<b>33%</b>

1 Longevity to be funded in November.

**Montgomery Community College**  
**Institutional Funds - Board Report for October 2017**

<b>Institutional Funds - October 2017</b>	<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
01-121 Pell Overpayments	-	-	-	-	-
01-128 Veterans Reporting Fee	-	-	-	25	777
01-132 Overhead Receipts 75%	324	323	423	1,035	12,394
01-133 Current General & Misc	129	129	662	637	15,767
01-134 Admin Support	(1,009)	(3,360)	633	633	-
01-135 Overhead Receipts 25%	108	-	141	-	7,616
01-142 Textbook Rental	15,703	560	16,670	21,626	4,636
01-222 Forestry Program	-	-	-	-	10,045
01-291 Specific Fees: Medical	-	-	255	-	2,876
01-291 Specific Fees: Electron	(25)	-	225	-	2,335
01-291 Specific Fees: Gunsmith	150	-	6,270	6,217	42,177
01-291 Specific Fees: Phlebotomy	100	-	100	-	400
01-291 Specific Fees: Taxiderm	50	-	645	1,172	13,039
01-291 Specific Fees - LP	-	-	1,800	-	7,955
01-291 Specific Fees: Dental	-	-	1,615	190	5,253
01-291 Specific Fees: NET/TEAS	192	-	192	-	4,106
01-291 Specific Fees: HVAC	25	-	150	-	150
01-294 Live Projects: Taxiderm	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	-	-	558
01-315 Self Supporting	1,795	4,755	23,711	16,551	50,988
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	345	184	2,049
01-363 Small Business Center	887	111	1,259	1,148	7,385
01-391 Specific Fees: Occ. Ext	1,257	2,087	3,903	3,752	62,948
01-394 Horticulture: Live Proj	-	-	-	-	878
01-621 Operational Funds	45	1,183	472	25,543	35,421
01-622 Sales Tax Utilization	-	2,000	79,620	67,618	12,003
01-715 Vending	1,253	1,253	2,306	2,306	-
01-810 Temp Loan	-	-	-	-	200
02-131 College Work Study	2,809	2,809	4,111	4,111	-
02-228 Self Supp. Curriculum	-	-	-	2,307	24,879
02-229 Distance Learning	11	-	42	-	-
02-237 Perkins Prof Dev	-	-	-	-	-
02-238 Perkins Prof Develop	-	-	-	-	-
02-241 Perkins Automation Soft	-	-	-	-	-
02-292 Tech Fee-Curr	23	(6,447)	8,246	1,713	119,488
02-383 Fire Training Center Gr	3,860	2,282	3,434	5,404	8,840
02-392 Tech Fee: Con Ed	-	-	5	-	1,958
<b>1</b> 02-425 NCWorks Grant Adult Services	4,820	7,366	13,617	20,983	(7,366)
<b>1</b> 02-427 NCWorks Grant Dislocated Worker	1,308	1,735	3,990	5,725	(1,735)
<b>2</b> 02-429 Vo-Ed PT Curr Support	-	833	-	3,352	(3,352)
<b>2</b> 02-511 Voc-Ed Counseling	-	1,352	-	5,409	(5,409)
<b>2</b> 02-512 Voc-Ed Tutor Funds	-	405	-	491	(491)
02-823 FSEOG	6,269	6,269	6,269	6,269	-
<b>3</b> 02-824 Pell Grant	1,958	1,958	525,012	525,012	(2,711)
02-831 Educ. Lottery Schol.	2,751	451	14,168	13,481	687
02-833 Golden LEAF	-	4,313	5,873	4,313	1,561
02-835 NC Comm Coll Grt	3,614	1,475	32,394	29,374	2,786

**Montgomery Community College  
Institutional Funds - Board Report for October 2017**

Appendix C

Institutional Funds - October 2017	Revenues	Expended	Revenues	Expended	Balance
	This Month	This Month	This Year	This Year	In Account
02-836 High Demand/Low Enrol	-	-	1,100	1,100	-
02-837 MCC Foundation Scholar	77,548	715	77,548	77,298	250
02-838 Wells Fargo Scholarship	-	-	-	-	-
02-839 Less Than Half-time	-	-	1,300	90	1,210
02-842 SGA President Scholar	-	-	750	750	-
02-845 SECU Scholarships	-	-	5,000	5,000	-
05-715 Vending	1,013	49	2,662	2,541	11,747
05-716 Bookstore Vending	-	-	5,184	-	83,407
05-720 Bookstore	63	-	241	-	-
05-721 General Store	1,182	2,186	7,698	5,103	4,161
05-740 Parking Fee	(22)	-	2,033	-	36,171
05-770 Stud Govt Assoc	(73)	234	12,798	8,598	28,631
05-771 Graduation Fund	-	-	150	73	1,975
05-774 Stud. Amabassador	(12)	-	1,434	-	27,478
07-925 Bond-Workplace Dev Renovation	45,109	45,109	45,109	45,109	-
07-925 Bond-Bldg 200 HVAC Replacement	-	-	54,050	54,050	-
07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
09-772 Club Accounts	-	-	-	-	71,119
<b>4</b> 09-773 Agency Fund	-	-	-	-	(19,860)
<b>5</b> 09-775 Funds for Others	-	-	-	-	(1,272)
09-776 Restricted Schol Held	-	-	-	-	-
09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total Institutional Funds: First Bank</b>	<b>173,214</b>	<b>82,134</b>	<b>1,031,029</b>	<b>1,031,710</b>	<b>690,729</b>

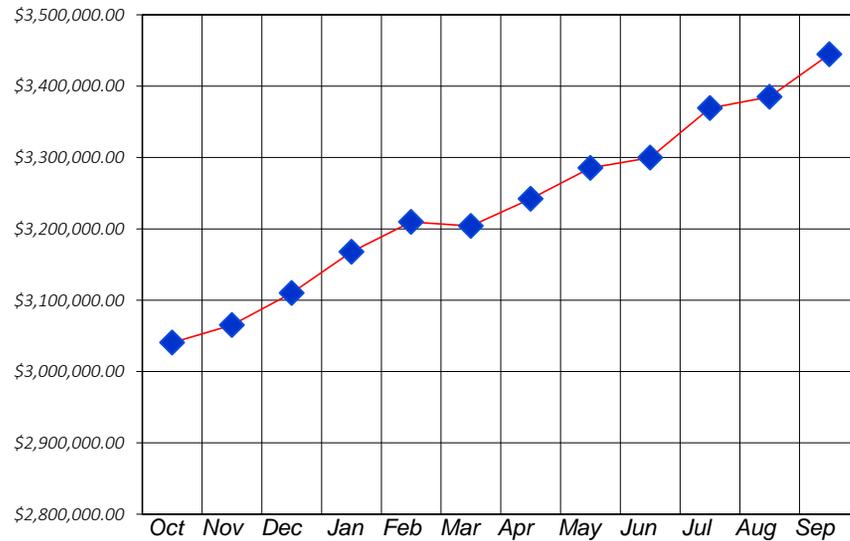
STIF Account as of 10/31/17	Interest	Interest	Prior Y.E.	Current
	This Period	This Year	Balance	Balance
01-621 Operational Funds	45	172	42,650	42,822
02-229 Distance Learning	11	42	10,310	10,352
02-292 Technology Fees	80	305	75,725	76,030
05-720 Bookstore	63	241	59,777	60,018
<b>Total Institutional Funds: State Treasury</b>	<b>198</b>	<b>759</b>	<b>188,462</b>	<b>189,221</b>

- 1 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed**
- 2 PERKINS Due from Randolph CC**
- 3 PELL Adjustment**
- 4 Financial Aid Charges for Books**
- 5 Flexible Spending Account**

## Montgomery Community College Foundation Funds Statement FY 2017-2018

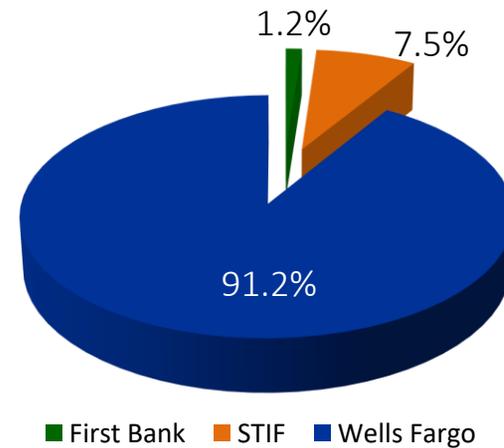
	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of September 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$3,027,479.82</b>	<b>\$244,312.93</b>	<b>\$27,862.79</b>	<b>\$3,299,655.54</b>	<b>\$3,099,356.76</b>	<b>\$262,634.31</b>	<b>\$22,908.50</b>	<b>\$3,384,899.57</b>
<b>Receipts</b>								
Interest/Dividends	\$16,552.17	\$761.09	\$1.36	\$17,314.62	\$7,596.19	\$251.65	\$0.45	\$7,848.29
Deposits	\$6,559.40	\$27,243.61	\$54,281.29	\$88,084.30	\$305.80	\$657.26	\$23,906.47	\$24,869.53
<b>Total Receipts</b>	<b>\$23,111.57</b>	<b>\$28,004.70</b>	<b>\$54,282.65</b>	<b>\$105,398.92</b>	<b>\$7,901.99</b>	<b>\$908.91</b>	<b>\$23,906.92</b>	<b>\$32,717.82</b>
<b>Disbursements</b>								
Fees/Withdrawals	\$5,505.21	\$12,299.41	\$40,393.08	\$58,197.70	\$1,874.18	\$3,525.00	\$5,063.06	\$10,462.24
<b>Total Disbursements</b>	<b>\$5,505.21</b>	<b>\$12,299.41</b>	<b>\$40,393.08</b>	<b>\$58,197.70</b>	<b>\$1,874.18</b>	<b>\$3,525.00</b>	<b>\$5,063.06</b>	<b>\$10,462.24</b>
<b>Market Value Net Change</b>	<b>\$97,685.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$97,685.56</b>	<b>\$37,387.17</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,387.17</b>
<b>Ending Value</b>	<b>\$3,142,771.74</b>	<b>\$260,018.22</b>	<b>\$41,752.36</b>	<b>\$3,444,542.32</b>	<b>\$3,142,771.74</b>	<b>\$260,018.22</b>	<b>\$41,752.36</b>	<b>\$3,444,542.32</b>
<b>Net Change</b>	<b>\$115,291.92</b>	<b>\$15,705.29</b>	<b>\$13,889.57</b>	<b>\$144,886.78</b>	<b>\$43,414.98</b>	<b>(\$2,616.09)</b>	<b>\$18,843.86</b>	<b>\$59,642.75</b>

### Foundation Funds Value



Oct 2016 - Sep 2017

### Foundation Funds Distribution



In-Kind Donation Transfers  
 November 2017  
 Foundation Office

Approximate Value	Item	Transfer To
\$650.00	G-5 Recovery Machine Donated by Apion, Inc	HVAC
\$700.00	Zane Simmons framed artwork 22" x 29" Watercolor "Mama High's" House-Highsmith Homeplace Donated by Johnny Highsmith	MCC
\$75.00	Safety glasses (60) #RAD64051205 Donated by Airgas	Gunsmithing Program
\$7,860.32	Electrical supplies-Control & fluid power products Donated by Kenneth Jahns	Electrical Systems Technology

# Veterans Day Celebration at Montgomery Community College Thursday, November 9, 2017



**11:00 AM Meet at the Flag Pole Ceremony**  
VFW Post 10940 Mt. Gilead  
Roll Call  
Refreshments

Refreshments provided by:  **MONTGOMERY**  
COMMUNITY COLLEGE  
FOUNDATION

Montgomery  
Community  
College  
Foundation

Presents:

A CHRISTMAS CAROL

Featuring:

Friday, December 8th

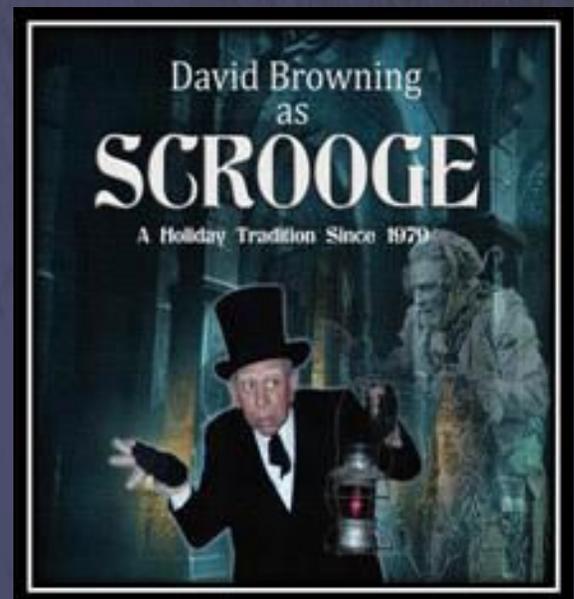
At the

James Garner Center

Doors Open at 7:00 p.m.

Program begins at 7:30 p.m.

\*\*\*FREE\*\*\*



As we bring Montgomery Community College's 50th Anniversary Year to a close, we ask you to join us for a night of fun together. We invite all alumni, students, donors, past and present employees as well as our friends and family to sit down with a cup of hot chocolate and enjoy this amazing performance by David Browning (also known as The Mayberry Deputy). This is a FREE event. No tickets are necessary. The public is invited to attend.

Must RSVP by December 1st to reserve your seat:

Lynn Epps @ 910-898-9603 or  
eppsl@montgomery.edu



**Building & Grounds Committee**  
**Wednesday, November 8, 2017**  
**5:45 p.m.**

**Committee Members**

**Gordon Knowles, Chairman**  
**Sam Martin, Vice Chairman**  
**Gelynda Capel**  
**Johnny McKinnon**  
**Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Incident Report - Appendix H**
- ❖ **Construction Update and Building Projects Timeline – Appendix I**
- ❖ **Discussion - Central High School Common Area Construction on MCC Property – Dr. Chad Bledsoe**
- ❖ **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, October 11, 2017 at 5:42 p.m. in the College Boardroom.

**Present**

Gordon Knowles, Chairman  
Sam Martin, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel(via telephone)  
Johnny McKinnon

**Absent**

**Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; 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.

**Approval of September Committee Minutes – Appendix G**

Mr. Martin made a motion, seconded by Mrs. Bulthuis, to approve the September Building and Grounds Committee minutes. The motion carried.

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

**Incident Report – Appendix I**

Mrs. McBride presented Appendix I, the incident report.

**Construction Update and Building Projects Timeline – Appendix J**

Dr. Bledsoe presented Appendix J, the Construction Update and Building Projects Timeline.

Mr. Knowles asked that all internal reports reference the names Capel Hall and/or Blair Hall.

**Amended 3-1 Form – Building 100 – Appendix J-1 – Action**

Mrs. McBride reported that the college must submit an amended 3-1 form to include the additional \$400,000 from the Golden Leaf Grant to be spent on renovations to the Gunsmithing, Bladesmithing, and Woodworking areas of Blair Hall.

Mr. Martin made a motion, seconded by Mrs. Bulhuis, to approve the amended 3-1 form to revise the scope to include the Golden Leaf grant funds. The motion carried.

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

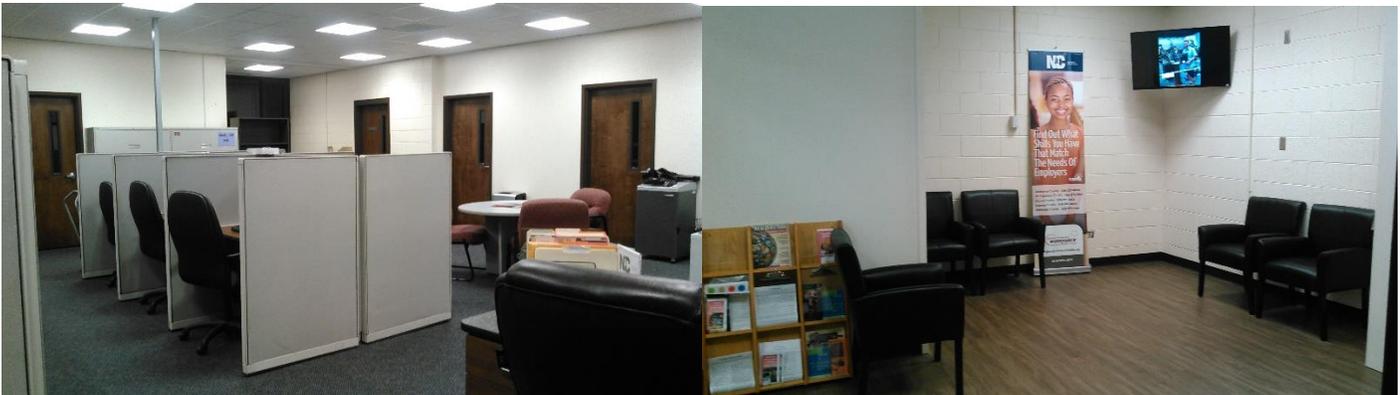
## Board Report

## Facilities

November 2017

Prepared By: Wanda Frick

The Workforce Development Center is operational with the Continuing Education Department and NC Works moved in the area. A set of new entrance doors with handicap operation will complete the renovation project.



New gas lines were installed by SCM Plumbing for the setting up of new forges in the room.



Marcus Ervin and Kevin Lamonds attended the ACCFO (North Carolina Association of Community College Facility Operations) conference on October 11-13 at Carolina Beach. While this gave them the opportunity to meet other facility technicians, Marcus and Kevin also were able to review their abilities and interest, and participate in discussions on facility issues. A couple of the topics up for discussion were “Landscaping Tips for the Campus” and “HVAC Controls & Analytics”.

**Daily Crime/Incident Log/Clery Act Log**

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Altercation (Early College & potential student)	10/12/2017/11:00 am	10/12/2017/11:00 am	Outdoor area (Student Services)

# Montgomery Community College

## Construction Update

### November 2017

- **Capel Hall (Building 200) HVAC Replacement –**  
Construction blueprints (100% complete) received. The construction project was reviewed by State Construction Office and sent for revisions on 10/9. Elm Engineering, Inc. has sent back its revisions and comments for final compliance check and approval for bidding.
  - Budget: \$1,000,000
  - Disbursed to Date: \$57,350
  
- **Center for Workforce Development –** The renovation is approximately 98 % complete with a new entrance, including handicap access, recently installed. Maintenance staff is finishing the implementation of a new key system that will eventually be used campus-wide.
  - Budget: \$200,000
  - Disbursed to Date: \$99,872.68
  
- **Blair Hall (Building 100) Renovation, HVAC and Roof Replacement –**Currently in design phase.
  - Budget:\$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
  - Disbursed to Date: \$36,012.38

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	Constr Bid		Construction	Complete										
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board			Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase								Construction Bid	Contr Approved SCO
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	State Board	Design Phase			Constr Bid (Rejected 3/1)	Modify Scope	Construction Bid	Construction					Complete		
Entrance Sign Renovation	\$ -			Construction		Complete												
Industrial Maintenance Building	\$ 1,000,000.00																	
Building 500 Roof	\$ 40,000.00																	
Building 500 Renovation	\$ 25,000.00																	
Building 500 HVAC	\$ 75,000.00																	
Building 200 Painting/Carpet/Construction	\$ 125,000.00					(3-1)	State Board	Construction Bid	Construction				Complete					
Building 300 HVAC	\$ 75,000.00																	
Building 100 Renovation	\$ -																	
Roof Replacement	\$ 300,000.00																	
HVAC Replacement	\$ 205,000.00					(3-1)	State Board	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase							
Interior Renovation	\$ 2,500,000.00																	
Building 100 Entrance	\$ 500,000.00																	
Total Cost	\$ 6,225,000.00																	

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

**Personnel Committee**  
**Wednesday, November 8, 2017**  
**6:00 p.m.**

**Committee Members**

**Gelynda Capel, Chairman**  
**Phil Absher, Vice Chairman**  
**Paula Covington**  
**George Gilbreath**  
**Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix J – Action**
- ❖ **Personnel Appointments**
  - Coordinator of Educational Partnerships – Appendix K**
  - Program Facilitator of Short Term Gunsmithing Courses – Appendix L**
- ❖ **Notice of Retirement – Appendix M**
- ❖ **New Business**
- ❖ **Adjourn**

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

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:49 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman (via telephone)  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Paula Covington  
George Gilbreath

**Absent****Others Present**

Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Johnny McKinnon  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mrs. Covington made a motion, seconded by Mrs. Bulthuis, to approve the September Personnel Committee minutes. The motion carried.

**Personnel Appointments**

**Practical Nursing Instructor – Appendix L**  
**NC Works Career Development Consultant – Appendix M**

Mr. Absher reported that two new employees will be introduced during the Board meeting.

**New Position Recommendations**

**Program Facilitator of Short Term Gunsmithing Courses – Appendix O – Action**  
**Associate Degree in Nursing Instructor – Appendix O-1 – Action**

Dr. Bledsoe presented Appendix O, a recommendation to add a new Program Facilitator of Short Term Gunsmithing Courses position. This position would teach and recruit for the short term NRA courses.

Dr. Bledsoe presented Appendix O-1, a recommendation to add a new Associate Degree in Nursing Instructor position. This position would be hired once the ADN program is running.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the Program Facilitator of Short Term Gunsmithing Courses and Associate Degree in Nursing Instructor as new positions. The motion carried.

**Christmas Break – Appendix P – Action**

Dr. Bledsoe presented Appendix P, a memo regarding the Christmas Break. Dr. Bledsoe reported the college is very conservative when requesting additional days off. The college will be closed for the Christmas holiday December 25, 26, 27 and December 29 and January 1 for the New Year's Holiday. The recommendation is to close the college December 28 to allow the facilities full closure the week of December 25-29.

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve closing the college on December 28 allowing full closure the week of December 25-29, 2017. The motion carried.

There being no further business, the meeting adjourned at 5:55 p.m.

## Personnel Appointment

<b>Name of Person</b>	Lynn S. Epps
<b>Present Address</b>	1046 Abner Rd.
<b>Position</b>	Coordinator of Educational Partnerships
<b>Position Category</b>	Administration
<b>Salary</b>	
<b>Effective Date of Employment</b>	November 1, 2017
<b>Budget Information</b>	

### Position Description:

The Liaison will work with all high schools – public, private, and home-school. As with all college employees, the Liaison must represent Montgomery Community College in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve; uphold the Montgomery Community College Mission Statement; and interact effectively with a diverse group of faculty, staff, students, parents, and other customers of our services.

### Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	1993-1996	AAS - Accounting
Gardner-Webb University	2009 – 2011	BS – Human Services

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	04/01/2016 – 10/31/2017	Director of Resource Development
Communities in the Schools	10/2012 – 04/01/16	Executive Director
Partnership for Children – Montgomery County	04/1999 – 10/2012	Program Director

**Professional Participation/Honors:****Hiring Committee**

Person	Position
Lee Proctor	VP – Instruction
Robert Nelson	Dean – Arts and Science
Natalie Winfree	Director of Counseling Services
Cindy Ellison	Dean of Information Technology/Library Services/Distance Education
Crystal Thomas	Coordinator of Prison Programs
Karen Frye	Enrollment Coordinator
Wade Auman	Director of Secondary ED/CTE – Montgomery County Schools

**Appointment Recommendation and Approval**

A Hiring Committee of college personnel interviewed Lynn Epps, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Lynn Epps for the Coordinator of Educational Partnerships position.



Chad A. Bledsoe  
President

## Personnel Appointment

<b>Name of Person</b>	Alexander Williams
<b>Present Address</b>	312 Cooper St. Asheboro, NC 27203
<b>Position</b>	Gunsmithing Asstistant/NRA Class Facilitator
<b>Position Category</b>	
<b>Salary</b>	\$35,000
<b>Effective Date of Employment</b>	11/6/2017
<b>Budget Information</b>	

### Position Description:

This position will support the Gunsmithing program at Montgomery Community College. Duties may include repair and maintenance of machinery, ordering and organization of supplies, and supervising students in a lab setting. This position will also be responsible for scheduling, facilitating, and supporting short-term Gunsmithing courses through the Continuing Education Dept.

### Education and Certifications

School/Certification	Years Attended	Degree
Chilton High School, WI		HS diploma
Montgomery Community College	2	AAS Degree

### Work Experience

Employer	Dates of Employment	Position/Title
Americo/Uhaul	2013-2015	Manager/Various

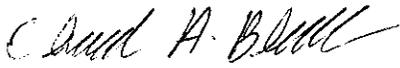
### Professional Participation/Honors:

### Hiring Committee

Person	Position
Mark Dye	Director of Gunsmithing
Matthew Mutarelli	Gunsmithing Instructor
Jonathan Thill	Dean of Continuing Ed.
Connie Harris	
Savannah Heath	Director of Student Life

### Appointment Recommendation and Approval

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




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Chad A. Bledsoe  
President

----- Forwarded message -----

From: **Thompson, Mike** <[thompsonm5757@montgomery.edu](mailto:thompsonm5757@montgomery.edu)>

Date: Thu, Oct 12, 2017 at 5:04 PM

Subject: Retirement

To: Chad Bledsoe <[bledsoec@montgomery.edu](mailto:bledsoec@montgomery.edu)>

Dr. Bledsoe,

My original plans have changed, and I would like to retire at the end of my current employment contract, which is May 31, 2018.

One of the highlights of my life has been my association with the college and its forestry program. I greatly appreciate the opportunity that has been afforded me here to teach and to advance the practice of forestry among the students. My best wishes are to you as you lead the college into its next era.

Thanks very much,

Michael C. Thompson, RF  
Senior Instructor, Forest Management Technology  
Montgomery Community College  
[1011 Page Street, Troy, NC 27371](https://www.mcc.edu/1011-Page-Street-Troy-NC-27371)  
(W) [\(910\) 898-9731](tel:9108989731)  
(C) [\(910\) 220-1487](tel:9102201487)  
[thompsonm5757@montgomery.edu](mailto:thompsonm5757@montgomery.edu)

Trees Are America's Renewable Resource



# MONTGOMERY COMMUNITY COLLEGE

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

October 17, 2017

Mr. Michael Thompson  
1011 Page Street  
Troy, NC 27371

Dear Mr. Thompson:

I am in receipt of your email dated October 12, 2017 announcing your retirement on May 31, 2018. I accept your letter notifying me of your retirement as Senior Forestry Instructor. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink that reads 'Chad A. Bledsoe' with a long, sweeping underline.

Chad A. Bledsoe, Ph.D.  
President

**Curriculum and Student Services Committee**  
**Wednesday, November 8, 2017**  
**6:05 p.m.**

**Committee Members**

**Sam Martin, Chairman**  
**Andrea Marshall, Vice Chairman**  
**Bill Price**  
**Susan Eggleston**  
**Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix N – Action**
- ❖ **Update from Vice President of Instruction**  
**Instruction – Appendix O**  
**Continuing Education – Appendix P**
- ❖ **Accountability and Integrity Plan - Appendix Q – Action**
- ❖ **Board Policy 504.00 Revision – First Reading – Appendix R**
- ❖ **Update from Vice President of Student Services – Appendix S**
- ❖ **New Business**
- ❖ **Adjourn**

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 5:55 p.m. in the College Boardroom.

**Present**

Sam Martin, Chairman  
Andrea Marshall, Vice Chairman  
Claudia Bulthuis  
Bill Price  
Susan Eggleston

**Absent****Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Paula Covington  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the September Curriculum and Student Services Committee minutes. The motion carried.

**Update from Vice President of Instruction**

**Instruction – Appendix R  
Continuing Education – Appendix S**

Mr. Proctor gave an update on instructional activities as presented in Appendix R and continuing education activities as presented in Appendix S.

**Class Visitation Report – Appendix T**

Mr. Proctor presented Appendix T, the Continuing Education Class Visitation Report for the Summer 2017.

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

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

There being no further business, the meeting adjourned at 6:10 p.m.

**Board Report  
Vice President of Instruction  
November, 2017**

**Program Updates**

The Council for Standards in Human Service Education (CSHE) has informally notified the College that Montgomery Community College has received reaccreditation for the Human Services Program. The College will receive a formal letter within the next 30 days. The next reaccreditation cycle for this program will be in June 2022.

The Board of Nursing will be on campus November 9 to review the Associate Degree in Nursing Application. We should know our status for Fall 2018 after the visit.

Staff attended a presentation on the proposed changes to Developmental Education and testing at Sandhills Community College in October. The proposed changes include increasing the minimum GPA for Multiple Measures to 2.8 and developing set of co-requisite courses for students who have GPA between 2.2 and 2.79. Students below a 2.2 would have to complete a skill assessment and development course before entering college-level Math and English courses. The current Placement Test would be terminated.

Plans are to offer Medical Office Administration Coding Certificate courses at Southern Correctional Unit Spring 2018. Funding was provided by the state for new programs provided by rural community colleges in correctional units.

Demand for Welding courses both curriculum and continuing education continue to increase. Effective Spring 2018 Welding will be offered 4 evenings and 2 days. We are currently looking for additional part-time faculty to expand to 4-5 days a week.

**Montgomery Community College  
Board of Trustees Report  
Continuing Education Department  
November, 2017**

**Heritage Crafts**

- **Pottery:**
  - Set date for Sleigh Full of Clay, Thursday and Friday, December 7th and 8th, 2017
  
- **Metal working:**
  - Blacksmith and knifemaker John Hege will present a FREE Forging demo on Wednesday, November 15th. John will be instructing in the spring a Tomahawk forging class.  
[http://www.jbhegecustomknives.com/jbhegecustomknives/For\\_Sale.html](http://www.jbhegecustomknives.com/jbhegecustomknives/For_Sale.html)

**Small Business Center:**

- **Seminars/Workshops/Events**
  - The SBC will be partnering with the Chamber and community organizations to host Small Business Saturday in partnership with American Express on November 25th. There will be two events leading up to Small Business Saturday; one at the tree lighting in Mt. Gilead and one at the tree lighting in Troy.
  
- **SBC Conferences/Events**
  - Attended NACCE Conference in Tampa, FL 10/8-11. Great networking and awesome conference
  - Jessica will be receiving all three levels of credentialing as required by the SBCN at the Fall PD Conference 11/7-11/9 in Concord.

**Business and Industry Training Program:**

- **Customized Training**
  - Delivered training to the following companies during the month of October: Perdue, Jordan Lumber, and McRae Industries.

**Health & Public Safety:**

- Drones
  - The NC Public Safety Drone Academy held two classes during the week of October 16-22, 1. Drones In The Fire Service 2. Drones In Hazmat Operations with 102 registered students between the two classes.

**NCWorks Career Center :**

- Will be hosting the NCWorks Career Center Partners Meeting that is scheduled for Tuesday ( November 14, 2017) from the hours of 9am -12pm( Noon).

## **Introduction: Accountability & Integrity Planning for Workforce Continuing Education**

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.98, 1D SBCCC 300.4)) to review the programs provided to ensure that occupational training is **relevant** to the workforce, **responsive** to training needs and is **responsible** for state funds. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document their programs and processes. This includes the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies and various grant entities among others.

The following document is the *Accountability and Integrity Plan for Montgomery Community College's Continuing Education Division*. The plan has been adopted based on a state-wide accountability model in which all NC community colleges have had some input or representation. This local plan will be monitored and reviewed at least once per year and as needed by a continuing education internal team and reviewed for approval every three (3) years by the Montgomery Community College Board of Trustees. *This plan replaces the division's former internal audit plan*. The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting. The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

Importantly, the plan reflects the college's ongoing effort to:

1. Review programs for relevancy, rigor, and quality
2. Develop goals for growth and sustainability
3. Ensure state budget compliance
4. Respond to demands to align programs with a broad array of governing requirements and industry needs

For each area, goals and objectives are outlined that support the mission of both the NC Community College System and Montgomery Community College to foster student success through the delivery of high-quality workforce training programs.

**Selected Objectives for the new Montgomery Community College Continuing Education Accountability & Integrity Plan 2018-2020.** *This document lists objectives adopted for continuing education accountability and integrity planning for 2018-2020; additional objectives will be added and assessed as we determine and develop additional accountability measures and processes as needed.*

## 1. Governance Priorities

### **Goal 1: Demonstrate accountability and credibility of operational functions**

*The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.*

Objective 1: Identify and establish responsibilities and authority for staff overseeing programmatic functions such as fiscal management, audit compliance, and course management.

### **Goal 2: Demonstrate operational accountability for data reported for the state**

*The responsibility of meeting NC General Statutes and NC State Board of Community College Code relevant to hours reported for state budget resources.*

Objective 1: No material findings identified in biennial review of records

Objective 2: Respond effectively to non-compliance issues, both material and non-material, identified in biennial review of records

### **Goal 3: Demonstrate accountability to performance aligned with state and federal agencies.**

*The responsibility of meeting performance benchmarks as defined by state or federal agencies.*

Objective 1: Pass all external credentialing agency audits and program assessments (including DHHS, NCDOJ, NCBCE, NC OSFM)

## 2. Academic Interests

**Goal 1: Students will meet specific course criteria to attain relevant license, credential or demonstrate course completion requirements.** *Responsibility to align and demonstrate student learning outcomes student learning culminating in demonstration of competency and/or attainment of licensure or credential.*

Objective 1: Students will successfully attain student learning outcomes described within the course syllabus.

**Goal 2: Instructional programs will demonstrate relevancy, rigor, viability and student success (Align4NCWorks Goal #3)** *Responsibility to provide quality training that is relevant to student learning and workforce needs.*

Objective 1: Utilize program reviews to demonstrate program relevancy.

**Goal 3: Faculty qualifications will support program relevancy and student success**

*Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc.) to deliver relevant, quality training*

Objective 1: Faculty will hold appropriate qualifications for credential programs.

Objective 2: Faculty will attend 2 hours of professional development training per year

### **3. Market Forces**

**Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths. (Align4NCWorks Goal #1)** *Responsibility to ensure that education/workforce partners collaborate to identify strategic solutions for current and future workforce needs.*

Objective 1: Integrate NCWorks career services into program areas and courses that lead to employment or credentialing.

**Goal 2: Demonstrate proactive and reactive response to industry training needs**

**(Align4NCWorks Goal #3)** *Responsibility to develop workforce training programs based on industry standards and documented business needs.*

Objective 1: Develop training programs in response to specific businesses or industry sector needs.

**Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment (Align4NCWorks Goal #2)** *Responsibility to develop workforce employability programs to support development of NC talent pool.*

Objective 1: Develop training programs impacting employability of workforce.

## 2018-20 Montgomery Continuing Education

### Accountability & Integrity Team and Area:

#### Program Members:

Josh Floyd	Self-support and Craft Trades
Riley Beaman	Public Safety and Health
Jessica McDaniel	Small Business Engagement
Crystal Thomas	Prison Education

#### Standing Members:

Jonathan Thill	Senior Continuing Education Administrator
Ashlie Martin	Accountability and Compliance
Julie Buchikos	College and Career Readiness
Andrew Gardner	Business and Industry Engagement

**Team Members:** The internal team membership for accountability and integrity planning will consist of two rotating program representatives every year and four team members who will maintain yearly representation. In addition to the Senior Continuing Education Administrator, the four standing team members each represent an area of focus that will require annual evaluation to guard against institutional risk. Other standing members will rotate two at a time for terms of one year. The team meets twice per year during fall and spring terms.

**Team Purpose:** Program and administrative representation will contribute to the development of the division's accountability and integrity planning and processes by:

1. Providing guidance based on constructive planning and assessment practices among programs.
2. Recognizing, identifying, and developing internal division or campus-wide measures that support goals and objectives of the NCCCS Accountability and Integrity Planning document.
3. Suggesting improvements to support best business practices for integrity with operations and practices.

Development and Implementation Timeline for 2017

1. Continuing Education Administration Planning Meetings: review framework and objectives; review of best business practices – early spring 2017
2. Establish the accountability and integrity internal planning team - April 2017.  
*Team will be rotated every year to engage various programs areas of Continuing Education.*
3. CE Division program reviews and administrative/operational reviews– April/May 2017  
*Information gathered will be very useful in determining objectives of initial plan*
4. First team meeting and selection of first objectives; review with all CE programs for feedback – May 2017
5. Develop a plan based on selected objectives, division input, updates, and improvements – summer 2017
6. Revise, strengthen as needed based on feedback, input and shared practices from NCCCS colleges (during fall conference) – October 2017
7. Provide a copy to the Montgomery Community College Board of Trustees for review and approval – November 2017
8. Implement official, three-year approved accountability and integrity plan starting January 2018 (Spring 2018 term).

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**504.00 Internal Audit Plan – Continuing Education**

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**I. On-Site Visits to Each Class**

- A. The instructor's supervisor, or a designated representative as approved in writing by the senior continuing education administrator, will make at least one visit each semester to fifty (50) percent of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supported and community service classes) and will maintain written documentation for such visits. These visits will be unannounced.
1. Classes which meet twelve (12) hours or less may be excluded from a visit by a college representative.
  2. Twenty-five (25) percent of the on campus classes require visitation and documentation as noted above.
- B. The senior continuing education administrator or his/her designee will visit a ten (10) percent sample of randomly selected off-campus continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of each visit. The designee must be approved in writing by the College President. The registration period will not count as an official visit.
- C. An off-campus class is defined as any class not to be held in college owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, Internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For Internet courses for which it is not possible to physically visit the class, visitation should be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officers to log on and check the activity in the class. System Office Program Auditors must also have access to this system so that they may do unannounced class visits for these classes as well.
- D. For those classes identified as distance education or nontraditional delivery, student attendance in class or in an orientation session, or the submission of a written assignment, examination, or project is the basis for determination of class membership at the ten (10) percent point of the class.

**II. Student Membership Verification**

- A. Each individual student upon enrollment in any continuing education class will sign the class registration form, roster receipt form or attendance sheet. Any registration or roster receipt forms that, by necessity, have the participants listed by the instructor must include the student's mark (X) and be counter-signed by the instructor. Continuing Education office personnel will review these forms and check on any problem or questionable situations.
- B. In situations where the class does not meet physically (such as Internet or other distance education courses), one of the following two criteria is required for student membership verification:
  - 1. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.
  - 2. In cases where no registration fee is paid electronic certification by the student, such as an electronic signature on an email, will be required for student membership verification in the course.

### **III. Instructor Verification**

- A. A random selection of continuing education instructors being paid during a designated month each semester (the month will be designated at random by the Business Office) will come to the Business Office and personally sign for and receive their checks. Exception: Any instructor whose home is fifty (50) or more miles from the main campus may be verified by visual check by the Business Office when filling out initial contracts and other business office paperwork.
- B. In instances when the above verification process is not practical, the Business Office will telephone the instructor to verify his/her teaching the course, correctness of address and correctness of social security number.
- C. Documentation is kept on file in the Business Office.

### **IV. Institutional Approval Processes for Conducting a Continuing Education Class**

- A. The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes. No class may start without prior approval.
- B. All classes will be evaluated by the senior continuing education administrator or his/her designee to ensure that they contain educational objectives consistent with the role and mission of the North Carolina Community College System and Montgomery Community College.
- C. The President of the College may further document the validity of continuing education classes. No class may operate without the approval of the College President indicated on individual contracts signed by the President or his/her designee.

**V. Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs**

- A. The senior continuing education administrator will report each semester/session's internal audit results to the Vice President of Instruction during the subsequent semester/session. The Vice President will make internal checks to determine that all classes being offered are legitimate educational experiences and the internal audit procedures are being followed. The Vice President will report this information to the College President and Board of Trustees.
- B. An up-to-date master schedule, including days, times, and locations, will be maintained for all continuing education classes. Directions to all off-campus classes will be on file in the Continuing Education office.
- C. The President reports to the Board of Trustees the results of each audit report submitted by the state program auditor.

## Proposed Revisions

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**504.00 Continuing Education Accountability and Integrity Plan**


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In accordance with North Carolina State Board of Community College Code 400.98 and 300.4, Montgomery Community College has developed a Accountability and Integrity Plan Workforce Continuing Education. The plan reviews the programs provided to ensure that occupational training is relevant to the workforce, responsive to training needs and is responsible for state funds.

The plan is monitored and reviewed at least once per year and as needed by a continuing Education internal team and reviewed for approval every three (3) years by the Montgomery Community College Board of Trustees.

**504.00.01 Accountability and Integrity Planning for Workforce Continuing Education**

(Insert New Plan once approved.)

**~~I. On-Site Visits to Each Class~~**

~~A. The instructor's supervisor, or a designated representative as approved in writing by the senior continuing education administrator, will make at least one visit each semester to fifty (50) percent of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supported and community service classes) and will maintain written documentation for such visits. These visits will be unannounced.~~

~~1. Classes which meet twelve (12) hours or less may be excluded from a visit by a college representative.~~

~~2. Twenty five (25) percent of the on-campus classes require visitation and documentation as noted above.~~

~~B. The senior continuing education administrator or his/her designee will visit a ten (10) percent sample of randomly selected off-campus continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of each visit. The designee must be approved in writing by the College President. The registration period will not count as an official visit.~~

~~C. An off-campus class is defined as any class not to be held in college-owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, Internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For~~

~~Internet courses for which it is not possible to physically visit the class, visitation should be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officers to log on and check the activity in the class. System Office Program Auditors must also have access to this system so that they may do unannounced class visits for these classes as well.~~

- ~~D. For those classes identified as distance education or nontraditional delivery, student attendance in class or in an orientation session, or the submission of a written assignment, examination, or project is the basis for determination of class membership at the ten (10) percent point of the class.~~

## ~~II. Student Membership Verification~~

- ~~A. Each individual student upon enrollment in any continuing education class will sign the class registration form, roster receipt form or attendance sheet. Any registration or roster receipt forms that, by necessity, have the participants listed by the instructor must include the student's mark (X) and be counter signed by the instructor. Continuing Education office personnel will review these forms and check on any problem or questionable situations.~~
- ~~B. In situations where the class does not meet physically (such as Internet or other distance education courses), one of the following two criteria is required for student membership verification:~~
- ~~1. Evidence of payment of the applicable registration fee by the student. This evidence must link a specific student's payment to the specific class paid for.~~
  - ~~2. In cases where no registration fee is paid electronic certification by the student, such as an electronic signature on an email, will be required for student membership verification in the course.~~

## ~~III. Instructor Verification~~

- ~~A. A random selection of continuing education instructors being paid during a designated month each semester (the month will be designated at random by the Business Office) will come to the Business Office and personally sign for and receive their checks. Exception: Any instructor whose home is fifty (50) or more miles from the main campus may be verified by visual check by the Business Office when filling out initial contracts and other business office paperwork.~~
- ~~B. In instances when the above verification process is not practical, the Business Office will telephone the instructor to verify his/her teaching the course, correctness of address and correctness of social security number.~~
- ~~C. Documentation is kept on file in the Business Office.~~

**IV. ~~Institutional Approval Processes for Conducting a Continuing Education Class~~**

- ~~A. The senior continuing education administrator shall be responsible for approving the establishment/offering of all continuing education classes. No class may start without prior approval.~~
- ~~B. All classes will be evaluated by the senior continuing education administrator or his/her designee to ensure that they contain educational objectives consistent with the role and mission of the North Carolina Community College System and Montgomery Community College.~~
- ~~C. The President of the College may further document the validity of continuing education classes. No class may operate without the approval of the College President indicated on individual contracts signed by the President or his/her designee.~~

**V. ~~Institutional Responsibility for Accuracy in Reporting Practices in Continuing Education Programs~~**

- ~~B. The senior continuing education administrator will report each semester/session's internal audit results to the Vice President of Instruction during the subsequent semester/session. The Vice President will make internal checks to determine that all classes being offered are legitimate educational experiences and the internal audit procedures are being followed. The Vice President will report this information to the College President and Board of Trustees.~~
- ~~B. An up-to-date master schedule, including days, times, and locations, will be maintained for all continuing education classes. Directions to all off-campus classes will be on file in the Continuing Education office.~~
- ~~D. The President reports to the Board of Trustees the results of each audit report submitted by the state program auditor.~~

## **MCC Board of Trustees – November 8, 2017 Update from the Student Services Division**

### Highlights & Previews

- Representatives from various colleges and universities were on campus October 30 to answer students' questions about transfer opportunities at their institutions.
- Advising and registration for Spring 2018 has begun.
- Student Services and the Business Office have begun moving toward a new self-service functionality for several processes in their areas.
- MCC staff will offer their assistance at East and West Montgomery high schools during College Application Week which begins November 13.

**Legislative/Public Relations Committee**  
**Wednesday, November 8, 2017**  
**6:15 p.m.**

**Committee Members**

**Andrea Marshall, Chairman**  
**Paula Covington, Vice Chairman**  
**Bill Price**  
**Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix T – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe - Appendix T-1**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix U**
- ❖ **New Business**
- ❖ **Adjourn**

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Paula Covington, Vice Chairman  
Claudia Bulthuis  
Bill Price

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Gordon Knowles  
Samuel Martin  
Johnny McKinnon  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; and Korrie Ervin, Assistant to the President.

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

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

**Approval of September Committee Minutes**

Mrs. Covington made a motion, seconded by Mr. Price, to approve the September Legislative and Public Relations Committee minutes. The motion carried.

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe reported that there is no legislative activity at this time.

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

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

Mrs. Eggleston commended Mrs. Haywood on the weekly articles in the Montgomery Herald.

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



**North Carolina**  
**State Board of Community Colleges**  
 Mr. Scott Shook, Chair

**MEMORANDUM**

**DATE:** November 2, 2017

**TO:** Presidents  
Trustees

**FROM:** System Governance Task Force

**SUBJECT:** Senate Bill 420 and State Board of Community Colleges Code Language

As you recall, State Board Chair Scott Shook assembled a group of individuals representing each member of the community college family to consider governance issues facing our system. The group, otherwise known as the System Governance Task Force is comprised of Dr. David Johnson, Dr. Debbie Lamm, Dr. Bob Shackelford, and Dr. David Shockley representing presidents; Ms. Ann Bennett-Phillips from Forsyth Tech CC, Mr. Rick Cowan from Martin CC, Ms. Beth Parrott from Davidson CCC, and Mr. Bill Turner from Cape Fear CC representing trustees; Ms. Lisa Estep, Ms. Ann Whitford, Mr. Ernie Pearson, and Mr. Jerry Vaughan representing the State Board of Community Colleges. Ms. Estep and Ms. Whitford serve as Co-Chairs.

Having much work to do, the Task Force began its work on Friday, July 21, 2017. A thorough review of Senate Bill 420 was the initial task, and over the course of several meetings, the Task Force discussed Senate Bill 420 and suggested amendments. After extensive open discussion and consideration of multiple perspectives, the Task Force proposes the following amendments:

- 1) Language requiring the State Board to define “sound fiscal and management practices”;
- 2) The State Board appointing an advisory committee to support and be a resource for any college needing assistance with taking remedial action to correct areas of noncompliance;
- 3) Requiring the advisory committee to be minimally comprised of representatives of the SBCC, the NCACCT, and the NCACCP, but allowing any other representative to serve on the advisory committee as the circumstances warrant;
- 4) Where noncompliance persists after warning and after support from the advisory committee, the State Board vacating only the terms of the leadership of the board as a means to facilitate correcting noncompliance;
- 5) Providing that the appointing authorities replace the vacated terms with new trustees; and
- 6) Only where noncompliance persists after a warning, after support from the advisory committee, and after removal of the board leadership, the State Board vacating the terms of the full board.

The revised, proposed Senate Bill 420 is attached herein for your review, and all proposed amendments are highlighted.

Additionally, the Task Force discussions led to the development of draft State Board of Community Colleges Code (SBCCC) language necessary to implement Senate Bill 420. The first such proposed item is 1A SBCCC 200.3, Sound Fiscal and Management Practices. In sum, the Task Force proposes a list of basic standards for sound fiscal and management practices that, if done, would limit the college's vulnerability to significant financial and operational problems. The Task Force's proposed language is attached herein for review.

The Task Force has worked diligently to develop proposed modifications which provide for a measured, graduated approach for addressing rare situations where a college does not independently take necessary corrective action. The Task Force has sought to balance respect for an individual college's autonomy with the need to have a clear protocol for dealing with situations that threaten to undermine the System as a whole.

The Task Force welcomes your review and feedback, including suggestions for further refinements, to these proposed amendments and SBCCC language. Please e-mail any feedback to [GovernanceTaskForce@nccommunitycolleges.edu](mailto:GovernanceTaskForce@nccommunitycolleges.edu) by December 1, 2017. After reviewing colleges' feedback, we plan to submit final recommended modifications and SBCCC language to the State Board of Community Colleges in early 2018.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017**

S

1

**SENATE BILL 420**

Short Title: CC Bd. of Trustees/Governance. (Public)

Sponsors: Senators Curtis and Barefoot (Primary Sponsors).

Referred to: Rules and Operations of the Senate

March 29, 2017

A BILL TO BE ENTITLED

AN ACT TO PROVIDE FOR CIRCUMSTANCES IN WHICH THE STATE BOARD OF COMMUNITY COLLEGES MAY APPOINT AN INTERIM BOARD OF TRUSTEES TO ASSUME THE POWERS AND DUTIES OF A BOARD OF TRUSTEES; TO REQUIRE THAT A BOARD OF TRUSTEES MEET AT LEAST ONCE EVERY TWO MONTHS; AND TO AUTHORIZE THE STATE BOARD OF COMMUNITY COLLEGES TO REQUIRE FINANCIAL AUDITS IN CERTAIN CIRCUMSTANCES.

The General Assembly of North Carolina enacts:

**SECTION 1.** Article 1 of Chapter 115D of the General Statutes is amended by adding a new section to read:

**"§ 115D-6.5. Notice of noncompliance; appointment of an interim board of trustees.**

(a) Notice. – The State Board of Community Colleges is responsible for assuring that boards of trustees of the community colleges comply with applicable State laws, rules, and sound fiscal and management practices, as defined in State Board policy. In addition to any actions taken by the State Board under G.S. 115D-6(3), if the State Board finds that a board of trustees of a community college has willfully, or as a result of gross negligence, failed to or refused to comply with applicable State laws, rules, and sound fiscal and management practices, the State Board may issue a written notice to the board of trustees of its findings and direct the board of trustees to take remedial action immediately to address those findings upon receipt of the notice. If the State Board finds the college needs assistance with taking remedial action, the State Board may also appoint an advisory committee to provide support and recommendations to the college. At a minimum, the advisory committee shall consist of representatives of the State Board of Community Colleges, the North Carolina Association of Community College Trustees, the North Carolina Association of Community College Presidents, and the System Office.

(b) Resolution. – If, after receipt of the notice issued under subsection (a) of this section, a board of trustees willfully, or as a result of gross negligence, persists in refusing or failing to comply with the State laws, rules, or sound fiscal and management practices identified in the notice, the State Board of Community Colleges may adopt a resolution, upon approval of at least two-thirds of the members of the State Board attending the meeting in which the resolution is considered, to vacate the terms of the leadership of the board of trustees to include, but not limited to, chair and vice-chair, and appoint an interim board of trustees to assume the duties and

responsibilities of that board of trustees. The respective appointing authorities shall appoint trustees to fulfill the vacated terms and shall not appoint members whose terms were vacated pursuant to this section. If, after the removal of the leadership of the board of trustees, a board of trustees willfully, or as a result of gross negligence, persists in refusing or failing to comply with the State laws, rules, or sound fiscal and management practices identified in the notice, the State Board of Community Colleges may adopt a resolution, upon approval of at least two-thirds of the members of the State Board attending the meeting in which the resolution is considered, to vacate the terms of the full board of trustees. Prior to adopting ~~the~~ either resolution, the State Board shall consult with the appointing authorities of the board of trustees and representatives of the North Carolina Association of Community College Trustees and the North Carolina Association of Community College Presidents regarding the proposed resolution. The State Board shall only exercise this authority as an extraordinary remedy utilized in the most extreme circumstances.

(c) Interim Board Assumption of Powers and Duties. – The adoption of the resolution to remove the full board under this section shall have the effect of vacating the terms of all of the members serving on the board of trustees. Notwithstanding G.S. 115D-12, the State Board of Community Colleges shall appoint an interim five-member board of trustees for a period not to exceed 12 months with input from the advisory committee listed in subsection (a) of this section. To preserve local autonomy, the appointing authorities of the local administrative area of the community college under G.S. 115D-12 shall make recommendations to the State Board on the appointment of the members to the interim board of trustees. At the end of the period of service of the interim board of trustees, a board of trustees for the community college shall be appointed in accordance with G.S. 115D-12. Initial terms of members of the new board of trustees shall be staggered to align with the remainder of the vacated terms of the members of the board of trustees.

(d) Notice to the General Assembly. – Within 60 days of the adoption of the resolution to remove the full board under this section, the State Board shall report to the General Assembly in accordance with G.S. 120-29.5 on the adoption of the resolution, the interim board of trustees appointed by the State Board, and any legislative recommendations necessary in regard to the future governance of the community college.

(e) State Board Policy. – The State Board of Community Colleges shall adopt any policies necessary to implement the provisions of this section."

**SECTION 2.** G.S. 115D-18 reads as rewritten:

**"§ 115D-18. Organization of boards; meetings.**

At the first meeting after its selection, each board of trustees shall elect from its membership a ~~chairman, chair,~~ who shall preside at all board meetings, and a ~~vice chairman, vice-chair,~~ who shall preside in the absence of the ~~chairman, chair.~~ The trustees shall also elect a secretary, who may be a trustee, to keep the minutes of all board meetings. All three officers of the board shall be elected for a period of one year but shall be eligible for reelection by the board.

Each board of trustees shall meet as often as may be necessary for the conduct of the business of the institution but shall meet at least once every ~~three~~ two months. Meetings may be called by the ~~chairman, chair~~ of the board, a majority of the trustees, or the chief administrative officer of the institution."

**SECTION 3.** G.S. 115D-58.16(a) reads as rewritten:

"(a) Each community college shall be subject to a financial audit a minimum of once every two years. Community colleges may use State funds to contract with the State Auditor or with a certified public accountant to perform the audits. The colleges shall submit the results of the audits to the State Board of Community Colleges. The State Board of Community Colleges may require

a community college to be audited annually after the community college has two consecutive financial audits with findings.

The State Board of Community Colleges shall ensure that all colleges are audited in accordance with this section."

**SECTION 4.** This act is effective when it becomes law.

## 1 STATE BOARD OF COMMUNITY COLLEGES CODE

## 2 TITLE 1 – COMMUNITY COLLEGES

3  
4 CHAPTER A. STATE BOARD GOVERNANCE5  
6 SUBCHAPTER 200. STATE BOARD AUTHORITY7  
8 **1A SBCCC 200.3 Sound Fiscal and Management Practices**

9 (a) Local boards of trustees shall adopt policies that assure a community college has  
10 sound fiscal and management practices. Policies to assure sound fiscal and  
11 management practices shall include at least the following:

12 (1) Expending funds prudently and consistently with the approved budget.

13 (2) Demonstrating stewardship of the institution's financial resources by effectively  
14 executing the institution's budget to ensure that the amount of funds that revert to  
15 the State or local tax-levying authority do not exceed three times the average  
16 reversion percentage of all community colleges.

17 (3) Ensuring that institutional fund accounts do not have a negative balance at the end  
18 of the fiscal year.

19 (4) Tracking expenditures consistent with the North Carolina Community College  
20 System's Chart of Accounts, as outlined in the NC Community College System  
21 Accounting Procedures Manual.

22 (5) Providing financial reports to the local boards of trustees at intervals determined  
23 by the local board of trustees.

24 (6) Maintaining a system of internal controls as prescribed by G.S. 143D-7.

25 (7) Ensuring the college does not overdraw accounts by:

26 (A) Reconciling bank accounts within an average of 30 business days from the end  
27 of the prior month or less.

28 (B) Resolving discrepancies within an average of 30 days from the end of the prior  
29 month or less.

30 (8) Submitting complete and accurate financial statements to the North Carolina Office  
31 of the State Controller by the prescribed deadline.

**Commented [QSM1]:** The Task Force will adjust this formula after review of the actual data.

1 (9) Ensuring that audits are conducted consistent with G.S. 115D-20(9) and G.S.  
2 115D-58.16.

3 (10) Addressing any findings identified in audits, compliance reviews, SACSCOC  
4 reviews, or other monitoring reviews.

5 (11) Ensuring that the college is actively seeking to fill leadership and other  
6 supervisory positions in a timely manner with individuals of high competence.

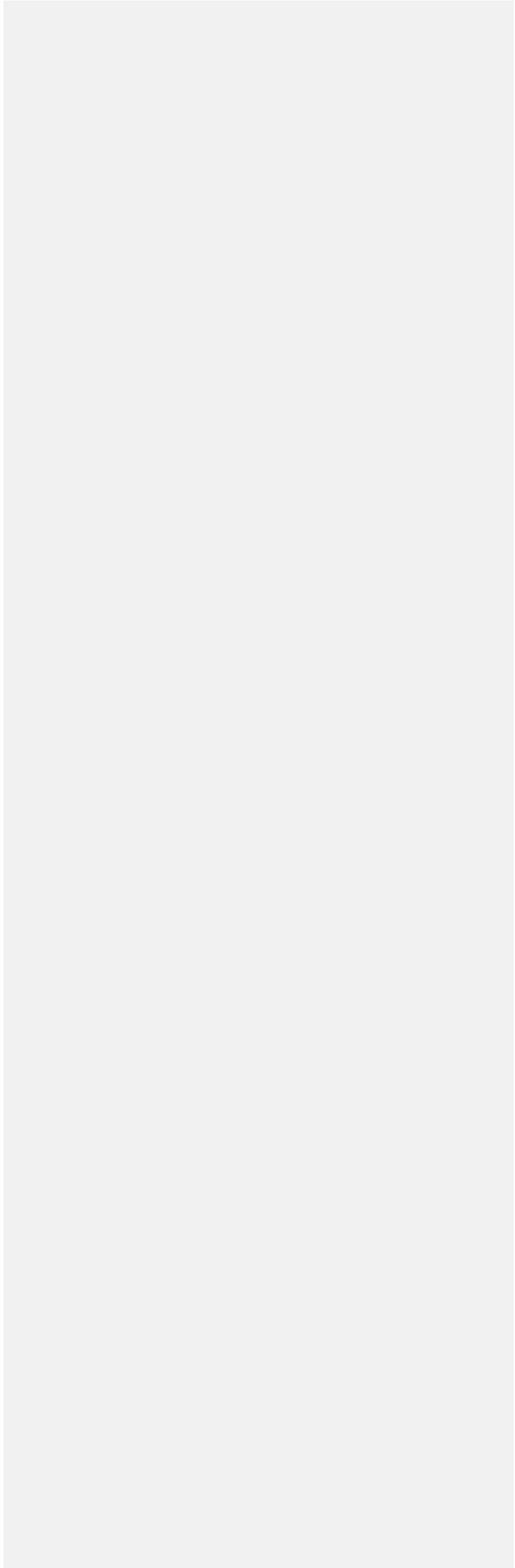
7 (12) Monitoring staff turnover by providing an employee vacancy report for information  
8 to the local board of trustees at least biannually.

9

10 *History Note: Authority G.S. \_\_\_\_\_;*

11 *Eff. \_\_\_\_\_.*

DRAFT



## Public Relations / Marketing Highlights October 2017

### Manufacturing Day and Governor's Visit

A short video presentation of some of the highlights of the Governor's visit on Manufacturing Day on October 4.

### Other Projects

Spring registration digital ads are complete and ready to launch November 1

Liam Hoffman video for Facebook

New directory photographs

Spring schedule planning

Interviews for 50<sup>th</sup> anniversary press releases, NRA scholarships press release, and spring schedule

SGA Spooktacular coverage for Facebook & Yourspace

Composition and layout in final stages for 50<sup>th</sup> anniversary volume

### Facebook Top Posts for October

Total Likes 1907 (Up 11 from 1896 in August)

Page	Date	Post	Reach	Engagement	Percentage of total engaged
<b>MCC</b>	10/4/17	Manufacturing Day photographs	4,000	1152	29%
<b>MCC</b>	10/25/17	Veterans Day Remembrance announcement	849	9	1%
<b>MCC</b>	10/5/17	Liam Hoffman axe class video	589	77	13%
<b>GSM</b>	10/3/17	NRA Scholarship recipients interview	512	85	17%

**Institutional Status Committee  
Wednesday, November 8, 2017  
6:25 p.m.**

**Committee Members**

**Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Susan Hershberger  
Claudia Bulthuis**

**Agenda Items:**

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Approval of October Committee Minutes – Appendix V**
- ❖ **SACSCOC On-Site Visit Update – Carol Holton**
- ❖ **2017 Fact Book/Sheet – Appendix W – The Fact Book can be viewed at [www.montgomery.edu/pdf/mcc/factbook2017.pdf](http://www.montgomery.edu/pdf/mcc/factbook2017.pdf)**
- ❖ **2017 Business Continuity Plan – Dr. Chad Bledsoe – A copy of the plan will be available at the meeting.**
- ❖ **New Business**
- ❖ **Adjourn**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, October 11, 2017 at 6:13 p.m. in the College Boardroom.

**Present**

Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Claudia Bulthuis  
Susan Hershberger

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel(via telephone)  
Paula Covington  
Susan Eggleston  
Gordon Knowles  
Andrea Marshall  
Samuel Martin  
Bill Price  
Matthew Monroe,  
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; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; 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 September Committee Minutes**

Mr. Gilbreath made a motion, seconded by Mrs. Hershberger, to approve the September Institutional Status Committee minutes. The motion carried.

**SACSCOC On-Site Visit Draft Schedule – Appendix Y**

Mrs. Holton reported that SACSCOC will be visiting campus October 30-November 1. The visit is due to the college offering courses off campus at East and West Montgomery High Schools. The team will visit the off campus sites.

**2017-2018 Institutional Effectiveness Plan – Can be viewed by going to  
<https://www.montgomery.edu/pdf/mcc/ieplan17-18.pdf>**

Mrs. Holton presented the 2017-2018 Institutional Effectiveness Plan. She noted that this plan is a compilation of 2016-2017 goals and assessment of those goals and the 2017-2018 goals.

There being no further business, the meeting adjourned at 6:16 p.m.

**MONTGOMERY COMMUNITY COLLEGE  
INSTITUTIONAL FACT SHEET ~ 2016-2017**

MCC is a state-supported community college with an "open door" policy that serves Montgomery County, NC. It is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas and certificates. It is the MISSION of MCC is to provide quality educational opportunities.

### **MONTGOMERY COUNTY**

County Population: 27,826 (2015 Certified)    County Area: 491 square miles    Population Density: 56

#### **Educational Level**

Less than HS-25.1%	Associate degree-10.2%	HS Graduation rate: 89.8%
HS-29.9%	Bachelor's degree-10.6%	Per-student K-12 expenditure
Some college-20.3%	Graduate degree-3.9%	by Montgomery County \$1,984

### **HISTORY**

1967-Charter issued for Montgomery Technical Institute  
 1968-MTI operates out of a building on Page Street  
 1975-A bond referendum is passed for Building 100 / Blair Hall (64,000 sq. ft.) on 149 acres of donated land.  
 1983-Name changed to Montgomery Technical College  
 1987-Name changed to Montgomery Community College  
 1992-A bond referendum is passed for building 200 / Capel Hall (44,800 sq. ft.)  
 2009-The Forest Management Technology Building is constructed (6,400 sq. ft.)  
 2009-Conversion of the child care center to The Outpost Student Center  
 2016-Connect NC Bond passed, of which ~ \$6.3 million is MCC's share  
 2017-Began conversion of Outpost Student Center to Workforce Development Center  
 2017-Established the Montgomery County Early College  
 2017-The campus of MCC includes facilities of approximately 134,400 sq. feet on 153 acres of land

### **TUITION**

Per credit hour:	2016FA In state--\$72.00	Out of state--\$264.00
	2017SP In state--\$76.00	Out of state--\$268.00

It costs approximately \$9,025.00 (in-state) and \$22,375 (out-of-state) to earn an associate degree.

### **ENROLLMENT**

#### **CURRICULUM STUDENTS**

<b>Graduates 2016-2017</b> 118 Degrees 337 Certificates 66 Diplomas	<b>AY17</b>													
	Number of Students	1,078												
	FTE earned	727.7												
	Average age of students	26												
	Enrollment by Gender:	Female 60.4%												
		Male 39.6%												
<table border="1"> <thead> <tr> <th><b>GRADUATES BY PROGRAM</b></th> <th><b>2016-2017</b></th> </tr> </thead> <tbody> <tr> <td>Arts &amp; Sciences</td> <td align="right">25</td> </tr> <tr> <td>Business Technologies</td> <td align="right">50</td> </tr> <tr> <td>Commercial Technologies</td> <td align="right">211</td> </tr> <tr> <td>Health/Public Service Technologies</td> <td align="right">164</td> </tr> <tr> <td><b>TOTAL</b></td> <td align="right"><b>450</b></td> </tr> </tbody> </table>			<b>GRADUATES BY PROGRAM</b>	<b>2016-2017</b>	Arts & Sciences	25	Business Technologies	50	Commercial Technologies	211	Health/Public Service Technologies	164	<b>TOTAL</b>	<b>450</b>
<b>GRADUATES BY PROGRAM</b>	<b>2016-2017</b>													
Arts & Sciences	25													
Business Technologies	50													
Commercial Technologies	211													
Health/Public Service Technologies	164													
<b>TOTAL</b>	<b>450</b>													

**CONTINUING EDUCATION STUDENTS**

<b>AY17</b>	
Number of Students	2,360
FTE earned	172.9
Average age of students	41
Enrollment by Gender:	
Female	52.2%
Male	47.8%

**CAREER AND COLLEGE PROMISE HIGH SCHOOL STUDENTS**

<b>AY17</b>	
Number of Students	298
Registrations	802
Enrollment by Gender:	
Female	65%
Male	35%

**FACULTY AND STAFF**

Faculty	32	Service Maintenance	8	Support	7
Senior Administration	4	Staff	28	Technical Paraprofessional	9

**FINANCE**

<b>CURRENT REVENUES</b>	
State Aid	5,532,136
County Appropriations	772,310
Federal Student Financial Aid	1,329,397
Noncapital Grants	121,664
Student Tuition and Fees, Net	844,961
Sales and Services, Net	39,588
Gifts	1,981
Capital Grants	23,655
Capital Revenues	436,213
County Capital Aid	74,113
<b>Total</b>	<b>9,176,018</b>

<b>CURRENT EXPENDITURES</b>	
Instruction	3,354,120
Institutional Support	2,697,638
Student Services	610,533
Student Financial Aid	799,385
Plant Operation/Maintenance /	1,112,805
Pension	539,403
Capital Expenditures	124,404
<b>Total</b>	<b>9,238,287</b>

**FOUNDATION**

The Montgomery Community College Foundation was reactivated in 1995 to support the college by soliciting and managing funds for scholarships, awards, equipment, books and other purposes to enable and enrich the college experience for students. The community has strongly supported the Foundation and its assets grew to 3.29 million dollars, with 81 students receiving scholarship support during the three semesters in academic year 2017. The Montgomery Scholars program offers every student who graduates from high school in the county a scholarship to cover tuition and \$250 toward books beginning in the fall semester in the year of graduation. Nine first year and four returning Montgomery Scholars were awarded in 2016-2017.

Montgomery Community College  
SGA Report  
November 8, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- Students, staff, and faculty participated in Spooktacular activities October 31.
- Savannah Heath and two of our Student Ambassadors represented MCC at Biscoe's Halloween in the Park October 31.
- The SGA will sponsor a food drive in November.
- The SGA will sponsor a Brain Boost exam break near the end of the fall term.

**President's Report  
November 8, 2017**

**Activities since the October Board Meeting**

10/12/17	Employee Meeting
10/18/217	Veteran's Resource Fair
10/19/17	Meeting with Boomerang
10/20/17	New Employee Orientation
10/23/17	CIS Board Meeting
10/25-27/17	NCACCP Fall Meeting
10/30/17	IIPS Conference
10/30-11/1	SACSCOC On-Site Visit
11/3/17	NC Organization for Human Services Meeting New Employee Orientation
11/6/17	Foundation Nominating Committee Meeting
11/8/17	Foundation Board Meeting Board of Trustees Meeting
11/9/17	Veterans Day Event

**Upcoming Activities**

11/15/17	NCACCP Meeting Retirement Reception for Donny Hunter (NCACCT)
11/20/17	Meeting with Bob Shackelford
11/29/17	Customized Training Conference
12/3-5-17	SACSCOC Annual Meeting
12/8/17	Christmas Carol Event
12/15/17	Board Christmas Dinner

**David H. Bland, Ed. D.**

2040 Hornbeck Court, Raleigh, N. C. 27614-7094

October 14, 2017

Dear Claudia,

Your gift reminded me of the support and goodwill enjoyed during those founding days. Hedges the Blands of the hotel were my relatives. I was most disappointed over being unable to attend the "50<sup>th</sup>". It is rewarding to see the growth of the school and the support the people of Montgomery County are giving; that's an indication of what the school has come to mean to the people.

I wish you well and that MCC will continue to serve the personal interests and skill needs of the people -



14 Oct 2017

Dear Mrs Bulthuis and  
Board Members:

yesterday I received your gift of  
mini plaque celebrating the 50<sup>th</sup>  
anniversary of MCC. I need to  
say I never thought of myself  
as a trailblazer. What a nice  
compliment!

I enjoyed my years at MTI/MCC  
as both a student and employee. I  
would not have been able to continue  
my education if not <sup>for</sup> the location of MCC.

I'm glad it was a huge success  
and is still there for the next  
generation of would-be learners.

Sorry I missed the celebrative  
ceremony. My health isn't very good.

I heard it was a very nice  
day to ring the bell.

Thank you  
very much.

Sincerely,

Deris M. Haywood



## Board of Trustees Calendar of Events 2017

<b>October 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>October 24, 2017</b>	<b>9:00 a.m.</b>	<b>Central High School Ground Breaking - Building 200</b>
<b>November 8, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 9, 2017</b>	<b>11:00 a.m.</b>	<b>Veteran's Day Event</b>
<b>December 8, 2017</b>	<b>7:00 p.m.</b>	<b>"A Christmas Carol" Friendraiser by MCC Foundation</b>
<b>December 15, 2017*</b>	<b>5:30 p.m.</b>	<b>Board Christmas Dinner (Location TBD)</b>
<b>January 10, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>February 14, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 14, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 24, 2018</b>	<b>8:30 a.m.</b>	<b>Board Retreat</b>
<b>April 11, 2018</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 11-13, 2018</b>		<b>NCACCT Law/Legislative Seminar</b>
<b>May 9, 2018</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 9, 2018</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 9, 2018</b>	<b>7:00 p.m.</b>	<b>Graduation</b>