



# **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, March 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 – Russell Strong, Dean of Commercial Technologies**

**Approval of February Committee, Board Meeting and Board Retreat Minutes – Appendix A - Action**

### **Standing Committees**

**\* Budget & Finance Committee**

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

2017-2018 Local Budget Request – **Appendix D – Action**

January Foundation Fund Statements – **Appendix E**

Grants Update – **Appendix F**

Foundation Update – **Lynn Epps**

**\* Building & Grounds Committee**

Facilities Report – **Appendix H**

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

Land Acquisitions – **Appendix J – Action**

**\* Personnel Committee**

302.01 Foreign National Employment Policy – **Second Reading – Appendix L – Action**

Revision to Organizational Chart – **Appendix N – Action**

- \* **Curriculum/Student Services Committee**
  - Update from Vice President of Instruction– **Appendix P**
  - Update from Vice President of Student Services - **Appendix Q**
  - Update from Dean of Continuing Education – **Appendix R**
  
- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
    - Governor Proposed Budget – **Appendix T**
    - NCCCS Budget Priorities – **Appendix U**
  - House Bill 14 Updates – **Appendix V – Dr. Chad Bledsoe**
  - State Board of Community Colleges Legislative Recommendation – Dr. Chad Bledsoe - **Appendix V-1**
  - Public Relations/Marketing Update – Michele Haywood – **Appendix W**
  
- \* **Institutional Status Committee**
  
- \* **SGA Report - Appendix Y**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix Z**
  
- \* **Chairman’s Report - Claudia Bulthuis**
  - Calendar of Events – **Appendix AA**
  - HB 12 & 14
  - Presidential Evaluation - Closed Session – **Action** (Pursuant to North Carolina General Statute section 143- 318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27.)
  - Open Session – **Action**
  
- \* **Presidential Evaluation - Action**
  
- \* **Adjourn - Action**

## **Minutes**

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

**Wednesday, February 8, 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	Ron Kincaid
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Sharon Cupples	Johnny McKinnon
George Gilbreath	Adam Sexton,
Anna Hollers (via telephone)	SGA President

#### **Absent**

Paula Covington  
George Gilbreath

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; Jessica McDaniel, Small Business Center Director; and Korrie Ervin, Assistant to the President.

#### **Welcome**

Mrs. Bulthuis welcomed all in attendance including, Jessica McDaniel, Small Business Center Director.

#### **Approval of the Agenda - Action**

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the agenda for the January 11, 2017 meeting as amended. The motion carried.

#### **Board of Ethics**

Mrs. Bulthuis reported that the Statements of Economic Interest is due on April 15, 2017.

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.

#### **NACCE Signing – Jessica McDaniel, Small Business Center Director**

Mrs. McDaniel reported that the college has been working very hard to become a part of the National Association for Community College Entrepreneurship. There are over 300 community colleges as members in the nation; MCC will be one of only 14 in the state to be a NACCE College.

Dr. Bledsoe commended Mrs. McDaniel for her efforts with the Small Business Center.

### **Approval of January Committee and Board Meeting Minutes – Appendix A**

Mr. Knowles made a motion, seconded by Mrs. Marshall, to approve the January Committee and Board 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 January Local, State, and Institutional Funds 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 an update regarding the December Foundation Fund Statement and the Foundation Board meeting.

#### **Building and Grounds Committee – Gordon Knowles, Chairman**

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

- The committee reviewed facilities report.
- The committee reviewed a construction update and the Building Projects Timeline.
- The committee approved and Mr. Knowles made a motion to approve the top three engineer designers for the HVAC Design Project as Elm Engineering, Stanford and White and Optima Engineering . Coming from committee, this required no second. The motion carried.
- The committee received an update on the Central High School project.

#### **Personnel Committee – Gelynda Capel, Chairman**

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

- The committee reviewed Board Policy 302.01 Foreign National Employment Policy for a first reading.

#### **Curriculum/Student Services Committee – Ron Kincaid, Chairman**

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

- The committee received updates regarding Instruction, Student Services and Continuing Education.
- The committee reviewed the 2017-2018 Academic Calendar. The committee approved and Mr. Kincaid made a motion to approve the 2017-2018 Academic Calendar. Coming from committee this required no second. The motion carried.

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

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

- The committee received a legislative update from Dr. Bledsoe, including updates regarding House Bill 14.
- The committee received a public information update.

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

The Institutional Status Committee met earlier this afternoon (see attached minutes- Attachment F) and there was no action to bring before the Board.

### **SGA Report – Appendix S – Adam D. Sexton**

Mrs. Smith gave an update from the Student Government Association, attached as Appendix S.

### **President’s Report – Dr. Chad Bledsoe – Appendix T**

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

- Dr. Bledsoe reported that he and Mr. Proctor attend the SHOT Show where they met with the National Shooting Sports Foundation and Brownells. He commented on the leadership shown by Adam Sexton at the event in thanking the donors.
- The NCACCP is working on a new computer system for the community college system.
- Community College Day in Raleigh is March 29. This will be an opportunity for Trustees to visit with legislators.
- The NCACCP is looking at increasing lobbying efforts.
- NCACCT Law Seminar will be March 29-31, 2017.
- Legislative Brunch will be April 3.
- An Early College Open House will be on campus February 16.
- Dr. Bledsoe discussed an issue with cyber security. He noted that there was personal information transmitted via email that was not properly encrypted. At this time, there is no reason to believe that any information was compromised. The college will be holding additional training sessions for employees regarding cyber security.

**Chairman's Report – Claudia Bulthuis, Chairman – Appendix U**

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

- Staff Senate Chili Cook Off will be on February 14.
- 50<sup>th</sup> Anniversary Events will be coming up throughout the year.
- The focus of the Board Retreat on February 25 will be upcoming plans for the College. There will be an extended Early College presentation at the Retreat.
- There will be a Baby Picture and fun fact activity at the Board Retreat.
- Graduation will be May 10, 2017.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 at 7:25. The motion carried.

No action was taken during closed session. Mr. Knowles made a motion, seconded by Mrs. Eggleston to return to open session at 7:35. The motion carried.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:35 p.m. The motion carried.

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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, February 8, 2017 at 5:31 p.m. in the College Boardroom.

**Present**

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

**Absent**

Anna Hollers

**Others Present**

Phil Absher  
Gelynda Capel  
Sharon Cupples  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix B – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the January Committee Minutes. The motion carried.

**November and December Local, State, and Institutional Funds Financial Report – Appendix C – Action**

Mrs. McBride reported the following:

- As of January 31, 2017, County fund expenditures were \$399,630, 53% of the budget.
- There were \$151,262 available for Capital Expenditures.
- Funds were moved to cover any deficit that might be needed in the garbage line. There will be significant savings seen with the new phone system.
- It was noted that the oil expense is low and will be until a purchase is made later in the year.
- As of January 31, 2017, State fund expenditures were \$3,918,132, 33% of the budget.
- As of January 31, 2017, the Institutional Fund balance was \$648,136.
- As of January 31, 2017, the balance in the STIF account was \$187,632.

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

**December Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the December Foundation Fund Statement. The total funds held by the Foundation are \$3,109,403.92. There was a gain in the investment account of \$45,000.

Mrs. Epps reported that there is an investment policy approved by the Foundation Board that the investment firm follows to handle their investments. Interviews will be held February 22 for an investment firm for the Foundation funds.

**Foundation Update – Lynn Epps**

Mrs. Epps gave an update from the Foundation Board meeting. The Humanitarian of the Year Award was presented to the State Employees Credit Union. The Fundraiser of the Year Award was presented to Mid-South Food Services. There are three new Foundation Board members, Anne Roberts Samsel, Roy Anderson and Susan Eggleston.

So far, 20 bricks have been sold for the bell foundation.

Employees have already given or pledged over 10,000 for the annual fund drive. Mrs. Epps presented the Annual Fund Drive pledge form and asked that the Foundation Board and the Board of Trustees set a goal of 100% giving.

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, February 8, 2017 at 5:42 p.m. in the College Boardroom.

**Present**

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

**Absent**

George Gilbreath

**Others Present**

Phil Absher  
Gelynda Capel  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix G – Action**

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

**Facilities Report – Appendix F**

Mrs. McBride presented Appendix F, the facilities report.

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

Mrs. McBride presented Appendix G, the Construction Update and Building Projects Timeline. The roof of Building 200 is being replaced by Roofing Options, as they were the lowest bid.

Mrs. McBride noted that the state requires the college to take the lowest bid unless there were extenuating circumstances.

The Building Project Timeline has been revised to reflect adjustments over the past month.

The architectural plans have been completed for the Workforce Development Center and are currently being reviewed by Wanda Frick, Director of Facilities.

**HVAC Design Selection – Appendix G-1 – Action**

Mrs. McBride presented Appendix G-1. She reported that the pre-selection committee interviewed four designers who have selected the top three engineers that will be forwarded to the Office of State Construction for approval.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the top three engineering firms for the HVAC Design project as Elm Engineering, Stanford and White, and Optima Engineering. The motion carried.

Mrs. McBride included the project checklist, showing all that is required by the college during the construction process.

**Montgomery County Schools Meeting Update**

Mr. Knowles reported that he, Mrs. Bulhuis, and Dr. Bledsoe went on a tour with Russell Strong to see the site for the central high school. On March 31, the group met with Dr. Ellis and other Montgomery County administration regarding the central high school. The completion for the central high school is scheduled for 2019.

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

## Attachment C

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:55 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Sharon Cupples

**Absent**

Paula Covington  
Anna Hollers

**Others Present**

Susan Eggleston  
Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix H**

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

**302.01 Foreign National Employment Policy – First Reading – Appendix I**

Mrs. Capel presented Appendix I, the 302.01 Foreign National Employment Policy. Dr. Bledsoe reported that there were changes made by the State Board of Community Colleges regarding the employment of foreign nationals and these revisions reflect the changes made by the state. This policy is being presented for a first reading with action taken at the March Board meeting.

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

## Attachment D

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:57 p.m. in the College Boardroom.

**Present**

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

**Absent**

George Gilbreath

**Others Present**

Gelynda Capel  
Susan Eggleston  
Gordon Knowles  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except George Gilbreath.

**Approval of January Committee Minutes – Appendix J – Action**

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

**Update from Instruction – Appendix K**

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

The Faculty Senate has approved moving to a 10 point grading scale.

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

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

**2017-2018 Academic Calendar – Appendix M – Action**

Mrs. Smith presented Appendix M, the 2017-2018 Academic Calendar.

Mrs. Marshall made a motion, seconded by Mrs. Cupples, to approve the 2017-2018 Academic Calendar. The motion carried.

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

Mr. Proctor gave an update on continuing education activities as presented in Appendix N.

Mrs. Cupples noted how much the Board learns from the reports in this committee.

There being no further business, the meeting adjourned at 6:09 p.m. The motion carried.

**Attachment E**

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon

**Absent**

Paula Covington, Vice Chairman

**Others Present**

Phil Absher  
Sharon Cupples  
Susan Eggleston  
Ron Kincaid  
Gordon Knowles

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix O – Action**

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe reported that the system office will begin holding legislative call-ins this week.

**House Bill 14 – Appendix P**

Dr. Bledsoe presented Appendix P, House Bill 14. He noted that Representative Justin Burr has proposed this legislation to change how four members of the Board of Trustees for Montgomery Community College are appointed. Currently, four trustees are appointed by the Governor, the proposed change would appoint two from the Senate and two from the House. If approved this would take effect July 1. Dr. Bledsoe commented that if this change is made he feels it should be a statewide change that affects all community colleges.

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

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

There being no further business, the meeting adjourned at 6:33 p.m.

**Attachment F**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 6:33 p.m. in the College Boardroom.

**Present**

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

**Absent**

Susan Eggleston

**Others Present**

Gelynda Capel  
Sharon Cupples  
Anna Hollers (via telephone)  
Ron Kincaid  
Gordon Knowles  
Andrea Marshll  
Adam Sexton,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix R – Action**

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

There being no business, the meeting adjourned at 6:34 p.m.

## Minutes

### Board of Trustees Retreat Montgomery Community College

Saturday, February 25, 2017

#### Call to Order

The Board Retreat of the Board of Trustees of Montgomery Community College was called to order at 8:55 a.m. by Claudia Bulthuis, Chairman, with the following members present:

#### **Present**

Phil Absher  
Claudia Bulthuis  
Gelynda Capel  
Paula Covington  
Sharon Cupples

Susan Eggleston  
Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon

#### **Absent**

George Gilbreath  
Anna Hollers  
Adam Sexton,  
SGA President

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

#### **2017-2018 Local Budget Request Draft – Jeanette McBride**

Mrs. McBride presented the draft of the 2017-2018 Local Budget Request.

#### **Strategic Plan – Dr. Chad Bledsoe**

Dr. Bledsoe presented the Strategic Plan. He noted that this is a five year plan we are currently in year three of the plan. The vision, mission and goals are reviewed annually and unless there are significant issues are not rewritten until the new five year plan is written.

Dr. Bledsoe noted that the college is making expected progress with the five year plan.

#### **Long Range Facility Master Plan – Dr. Chad Bledsoe**

Dr. Bledsoe presented the Facility Master Plan. He reported that the college has to report to the state the facility usage of the campus.

Dr. Bledsoe discussed the capital improvement projects as noted in the plan.

**2016 Annual Report – Michele Haywood**

Each department discussed its section of the 2016 Annual Report.

**President's Updates – Dr. Chad Bledsoe**

Dr. Bledsoe reported that bids for the Workforce Development Center came in over bid. Administration will review the project and will be advertising for bid again.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve going into closed session pursuant to North Carolina General Statute section 143- 318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss possible land transfers. The motion carried at 10:12 a.m.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to return to open session at 10:17 a.m. The motion carried. No action was taken in closed session.

Mrs. Bulthuis reported that during closed session the Board discussed the use of college property for the technology building and new high school. Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve authority be given to Dr. Bledsoe and college administration to conduct negotiations regarding a land transfer. The motion carried.

**Early College Presentation – Dr. Heather Seawell**

Dr. Heather Seawell gave a presentation regarding the early college.

Mrs. Capel made a motion, seconded by Mr. Knowles, to approve going into closed session pursuant to North Carolina General Statute section 143- 318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 to discuss the evaluation of the President at 12:05 p.m.. The motion carried.

Mr. Knowles made a motion, seconded by Mrs. Capel, to return to open session at 12:45 p.m. No action was taken in closed session.

There being no further business, the meeting adjourned.

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Claudia Bulthuis, Chairman

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

**Committee Members**

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

**Agenda Items**

- ❖ Call to Order – Susan Eggleston, Chairman**
- ❖ Approval of February Committee Minutes – Appendix B – Action**
- ❖ February Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ 2017-2018 Local Budget Request – Appendix D – Action**
- ❖ January Foundation Fund Statements – Appendix E**
- ❖ Grants Update – Appendix F**
- ❖ Foundation Update – Lynn Epps**
- ❖ New Business**
- ❖ Adjourn**

## Attachment A

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:31 p.m. in the College Boardroom.

**Present**

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

**Absent**

Anna Hollers

**Others Present**

Phil Absher  
Gelynda Capel  
Sharon Cupples  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix B – Action**

Mr. Knowles made a motion, seconded by Mr. Kincaid, to approve the January Committee Minutes. The motion carried.

**November and December Local, State, and Institutional Funds Financial Report – Appendix C – Action**

Mrs. McBride reported the following:

- As of January 31, 2017, County fund expenditures were \$399,630, 53% of the budget.
- There were \$151,262 available for Capital Expenditures.
- Funds were moved to cover any deficit that might be needed in the garbage line. There will be significant savings seen with the new phone system.
- It was noted that the oil expense is low and will be until a purchase is made later in the year.
- As of January 31, 2017, State fund expenditures were \$3,918,132, 33% of the budget.
- As of January 31, 2017, the Institutional Fund balance was \$648,136.
- As of January 31, 2017, the balance in the STIF account was \$187,632.

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

**December Foundation Fund Statement – Appendix D**

Mrs. Epps presented Appendix D, the December Foundation Fund Statement. The total funds held by the Foundation are \$3,109,403.92. There was a gain in the investment account of \$45,000.

Mrs. Epps reported that there is an investment policy approved by the Foundation Board that the investment firm follows to handle their investments. Interviews will be held February 22 for an investment firm for the Foundation funds.

**Foundation Update – Lynn Epps**

Mrs. Epps gave an update from the Foundation Board meeting. The Humanitarian of the Year Award was presented to the State Employees Credit Union. The Fundraiser of the Year Award was presented to Mid-South Food Services. There are three new Foundation Board members, Anne Roberts Samsel, Roy Anderson and Susan Eggleston.

So far, 20 bricks have been sold for the bell foundation.

Employees have already given or pledged over 10,000 for the annual fund drive. Mrs. Epps presented the Annual Fund Drive pledge form and asked that the Foundation Board and the Board of Trustees set a goal of 100% giving.

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

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

County Funds - FEBRUARY 2017		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	4,000	2,000	67%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	104,908	50,924	67%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	56,067	27,068	67%
518100	Social Security	18,327	1,489	12,429	5,898	68%
518200	Retirement	39,363	3,225	26,463	12,900	67%
518300	Medical Insurance	44,682	3,798	29,405	15,277	66%
518700	Longevity Payments	2,171	-	2,171	(0)	100%
519090	Waste Removal/Recycling	14,000	(2,795)	4,594	9,406	33%
519120	Lawns and Grounds Service	500	-	322	178	64%
519110	Pest Control Svcs Agreement	1,000	500	750	250	75%
521000	Custodial Supplies	14,000	101	7,588	6,412	54%
522000	Maintenance Supplies	16,863	1,666	7,665	9,198	45%
524000	Repair Supplies	8,178	993	4,747	3,431	58%
525000	Gas/Travel/Reimbursement	1,717	9	(246)	1,963	-14%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	-	-	500	0%
531500	Regisstration Fees	780	-	780	0	100%
532200	Telephone	16,300	2,927	9,738	6,562	60%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	29,241	63	1,683	27,558	6%
533200	Water	11,560	-	6,473	5,087	56%
533300	Electricity	202,422	11,743	129,629	72,793	64%
1 533400	Garbage/Sewage Disposal	5,600	154	3,530	2,070	63%
535100	Equipment Repair	8,300	(3,475)	430	7,870	5%
535200	Repairs to Facilities	15,000	669	13,913	1,087	93%
535201	Repairs to Grounds-Supp	370	370	370		100%
535400	Service Contracts	16,800	(185)	11,258	5,542	67%
539200	PR-President's Office	600	-	225	375	37%
539500	Other Current Expense	1,022	74	41	981	4%
543000	Lease/Rental Other Equipment	1,815	140	1,123	692	62%
545000	Property Insurance	14,090	-	-	14,090	0%
545100	Motor Vehicle Insurance	2,273	-	182	2,091	8%
545200	Liability Insurance	3,027	-	-	3,027	0%
545201	Workers Comp	10,300	-	(1,914)	12,214	-19%
545301	Life Insurance	1,993	165	1,338	655	67%
546100	Membership & Dues	1,000	-	1,000	-	100%
555100	Minor Equip Low Risk	1,149	922	1,149	(0)	100%
<b>Total Current Expense</b>		<b>750,800</b>	<b>42,551</b>	<b>441,811</b>	<b>308,989</b>	<b>59%</b>

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

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

Life-to-date Revenues as of State's December 2016 Report	\$ 344,315
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	28,668
	431,651
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects - SimMan Lab (\$7.4K) Lawn Equip (\$6.2K) Truck (\$25.6K) Geo Surv(\$2.7K)	(58,729)
Sub-total Life-to-date Revenues less Submitted Projects	(33,765)
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 2-28-17</b>	<b>\$ 141,235</b>

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

State Funds - FEBRUARY 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	140,328	11,521	94,243	46,085	67%
511200 FT Senior Administrator	232,330	19,098	155,939	76,391	67%
511300 FT Professional Staff	928,684	75,521	631,669	297,015	68%
511310 PT Professional Staff	80,340	1,856	27,524	52,816	34%
512000 FT Support	60,146	4,897	40,558	19,588	67%
512010 PT Support	26,554	2,087	15,622	10,932	59%
512040 30 Hour Support	28,204	2,254	19,188	9,016	68%
513000 FT Faculty	1,860,609	148,234	1,235,931	624,678	66%
513010 PT Faculty	676,659	53,272	428,751	247,908	63%
513030 PT Teaching Assistant	13,600	938	6,250	7,350	46%
513040 30 Hour Faculty	37,064	2,663	26,414	10,651	71%
515000 FT Technical/Paraprofessional	416,652	34,070	280,393	136,259	67%
515010 PT Technical/Paraprofessional	105,072	8,336	72,035	33,037	69%
518100 Social Security	341,227	26,384	222,456	118,771	65%
518200 Retirement	630,046	50,543	422,001	208,045	67%
518300 Medical Insurance	422,025	34,332	275,728	146,297	65%
518700 Longevity Payments	50,850	722	46,713	4,137	92%
519000 Legal Services	945	-	945	-	100%
519010 Financial/Audit Service	44,000	-	-	44,000	0%
519020 Sys Implementation/Inte	48,084	-	8,484	39,600	18%
519040 Administrative Services	3,000	-	1,360	1,640	45%
519142 LAN Support Services	4,500	-	500	4,000	11%
519144 Managed Server Support	7,490	-	-	7,490	0%
519200 Other Contractual	2,350	-	-	2,350	0%
519400 Contracted Instruction	60,568	3,103	30,179	30,389	50%
519401 Online Tutoring-Contrac	3,000	1,175	2,408	592	80%
519700 Personal Service - 3rd Party	2,250	250	250	2,000	11%
523XXX Copies & Instructional Supplies	166,502	6,866	85,475	81,027	51%
527000 Other Supplies	57,048	3,972	29,905	27,143	52%
527005 Tires & Oil Changes	1,866	145	694	1,172	37%
531110 In-State Ground Transportation	18,070	1,275	11,391	6,679	63%
531140 In-State Lodging	15,589	640	9,063	6,526	58%
531150 In-State Meals	4,502	178	2,131	2,371	47%
531210 Out-of-State Ground Transportation	1,314	347	1,121	193	85%
531220 Out-of-State Air Transportation	2,846	50	1,459	1,387	51%
531240 Out-of-State Lodging	8,538	2,488	6,155	2,383	72%
531250 Out-of-State Meals	1,336	609	1,148	188	86%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	2,349	-	779	1,570	33%
531500 Registration Fees	22,361	1,170	14,809	7,552	66%
532100 Postage	13,500	24	3,287	10,213	24%
535100 Equipment Repair	80	-	-	80	0%
535400 Service Contracts	12,104	2,106	4,575	7,529	38%
535430 Maint Agreement-Equipment	925	-	-	925	0%
535450 Maint Agreement-NonWAN - Curr	5,550	-	-	5,550	0%
535470 Maint Agreement-NonWAN - ConEd	26,209	2,677	9,770	16,439	37%

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

State Funds - FEBRUARY 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535494 Maint. Agree.-Server Sf	810	-	-	810	0%
535495 Maint. Agree.-Server	4,000	-	-	4,000	0%
537000 Advertising	7,694	4,029	4,029	3,665	52%
537100 Advertise Vacant Positions	55,000	2,427	20,757	34,243	38%
539400 Magazine/Newspaper Subscriptions	9,925	121	5,287	4,638	53%
539500 Other Current Expense	3,750	95	2,934	816	78%
539520 Electronic Processing	9,854	718	6,842	3,012	69%
539700 Childcare - 530 Purpose	6,100	-	2,659	3,441	44%
544000 NonWAN Data Process Software	22,618	1,118	7,214	15,404	32%
544010 Software License Renewal	395	-	-	395	0%
544020 Laptop Application So	66,527	1,407	50,494	16,033	76%
545100 Motor Vehicle Insurance	1,000	-	-	1,000	0%
545200 Liability Insurance	2,876	-	1,201	1,675	42%
546100 Membership & Dues	3,800	-	-	3,800	0%
546200 Accreditation Expense	14,113	484	5,650	8,463	40%
548000 NEIT	3,900	-	1,750	2,150	45%
552072 Server	34,313	21,724	33,260	1,053	97%
555100 Minor Equip Low Risk <\$5K	30,687	4,506	30,687	0	100%
555200 Minor Equip High Risk	10,155	-	5,372	4,783	53%
<b>Total Current Expense</b>	<b>6,874,883</b>	<b>540,430</b>	<b>4,405,437</b>	<b>2,469,446</b>	<b>64%</b>
551000 Office Equipment	73,965	-	-	73,965	0%
552000 Non-WAN Data Processing	20,209	20,209	20,209	(0)	100%
552030 Voice Communication Equ	12,749	-	12,642	107	99%
553000 Educational Equipment	356,978	-	12,600	344,378	4%
555100 Minor Equipment Low Risk	11,266	-	8,623	2,643	77%
555200 Minor Equipment High Risk	16,816	-	16,816	(0)	100%
556100 Books	31,573	1,074	3,518	28,055	11%
<b>Total Capital Expense</b>	<b>523,556</b>	<b>21,283</b>	<b>74,408</b>	<b>449,148</b>	<b>14%</b>
<b>Total Expenses</b>	<b>7,398,439</b>	<b>561,713</b>	<b>4,479,845</b>	<b>2,918,594</b>	<b>61%</b>

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

<b>Institutional Funds - FEBRUARY 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	-	-	-	-	138.20
01-128	Veterans Reporting Fee	-	-	-	195	351
01-132	Overhead Receipts 75%	312	751	1,225	5,415	9,555
01-133	Current General & Misc	170	87	908	2,316	12,724
01-134	Admin Support	664	664	4,617	4,617	-
01-135	Overhead Receipts 25%	104	-	408	-	6,960
01-142	Textbook Rental	8,800	3,096	23,214	26,051	9,466
01-222	Forestry Program	0	-	2	2,766	9,467
01-291	Specific Fees: Medical	240	-	525	359	2,591
01-291	Specific Fees: Electron	150	-	525	-	2,075
01-291	Specific Fees: Gunsmith	281	-	5,417	1,622	44,022
01-291	Specific Fees: Phleboto	-	-	300	-	300
01-291	Specific Fees: Taxiderm	69	10	1,123	2,135	13,381
01-291	Specific Fees - LP	113	-	2,519	-	9,062
01-291	Specific Fees: Dental	350	275	731	727	3,797
01-291	Specific Fees: NET/TEAS	2,592	4,400	3,936	4,418	2,978
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	4,129	4,113	52,416	22,782	52,164
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	1,035	651	1,720
01-363	Small Business Center	-	320	1,149	843	9,086
01-391	Specific Fees: Occ. Ext	2,529	99	15,949	5,639	71,960
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	693	877	4,528	9,417	31,474
<b>1</b> 01-622	Sales Tax Utilization	-	16,810	11,692	19,510	(7,817)
01-715	Vending	360	360	5,433	5,433	-
02-131	College Work Study	2,872	2,872	19,871	19,871	-
02-228	Self Supp. Curriculum	0	-	5	188	28,004
02-229	Distance Learning	8	-	63	-	-
<b>2</b> 02-237	Perkins Prof Dev	-	-	-	13,241	(13,241)
02-292	Tech Fee-Curr	3,739	535	15,632	10,335	109,749
02-383	Fire Training Center Gr	-	4,737	1,895	9,215	2,230
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
<b>2</b> 02-429	Vo-Ed PT Curr Support	-	772	5,573	6,346	(772)
<b>2</b> 02-511	Voc-Ed Counseling	-	1,284	9,207	10,491	(1,284)
02-512	Voc-Ed Tutor Funds	-	(175)	1,432	1,292	140
02-823	FSEOG	5,869	5,869	11,749	11,749	-
<b>3</b> 02-824	Pell Grant	423,407	424,589	961,568	962,750	(1,735)
<b>4</b> 02-830	Restricted Scholarship	-	280	-	280	(280)
02-831	Educ. Lottery Schol.	17,951	17,951	44,337	44,337	-
02-833	Golden LEAF	-	-	5,873	5,563	311
02-835	NC Comm Coll Grt	23,108	23,108	54,771	54,514	257
02-836	High Demand/Low Enrol	710	710	1,655	1,655	-
<b>4</b> 02-837	MCC Foundation Scholar	-	44,208	65,011	107,927	(42,916)
<b>4</b> 02-838	Wells Fargo Scholarship	-	500	250	500	(250)
02-839	Less Than Half-time	(710)	540	764	720	44

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

Institutional Funds - FEBRUARY 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	PELL Overpayments	-	-	-	-	138.20
4	02-842 SGA President Scholar	-	750	750	1,500	(750)
02-845	SECU Scholarships	-	2,500	6,250	6,250	-
05-227	Daycare Center	-	-	-	-	353
05-715	Vending	565	443	4,396	5,515	15,221
05-716	Bookstore Vending	17,517	-	24,116	6,477	77,633
05-720	Bookstore	46	-	368	-	-
05-721	General Store	3,092	256	24,731	22,715	2,836
05-740	Parking Fee	864	-	3,791	-	33,192
05-770	Stud Govt Assoc	6,208	415	25,358	9,223	34,218
05-771	Graduation Fund	1,290	-	1,655	559	4,898
05-774	Stud. Amabassador	690	-	2,815	588	28,596
07-918	Capital Projects	-	-	32,216	32,216	-
07-924	Duke Energy Grant	-	-	-	-	2,089
09-772	Club Accounts	-	-	-	-	69,595
09-773	Agency Fund	-	-	-	-	(16,360)
09-775	Funds for Others	-	-	-	-	1,411
09-776	Restricted Schol Held	-	-	-	-	-
09-777	Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>528,782</b>	<b>564,005</b>	<b>1,463,778</b>	<b>1,460,912</b>	<b>626,657</b>

STIF Account as of 11/30/16		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	33	263	42,232	42,495
02-229	Distance Learning	8	63	10,209	10,273
02-292	Technology Fees	58	466	74,984	75,450
05-720	Bookstore	46	368	59,192	59,560
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>145</b>	<b>1,160</b>	<b>186,617</b>	<b>187,777</b>

- 1 Due from County
- 2 Randolph Community College (PERKINS)
- 3 PELL Adjustment
- 4 Scholarship funds due from Foundation

Montgomery Community College						
FY 2017-2018 County Budget						
Description	Budget 2015-16	Budget 2016-17	% Diff FY16 vs FY17	Requested 2017-18	% Diff FY17 vs FY18	
Salaries	235,021	238,967	1.7%	240,995	0.8%	Incl +3% for current employees; savings due to attrition
FICA	18,085	18,327	1.3%	18,598	1.5%	
Retirement	35,479	39,363	10.9%	40,211	2.2%	
Health Insurance	41,164	44,682	8.5%	46,808	4.8%	
Longevity	2,535	2,171	-14.4%	2,117	-2.5%	FY16 includes 2 retiree payouts & FY17 incl 1 payout
Workmans Comp Insurance	9,595	10,300	7.3%	11,125	8.0%	
Contract Waste Removal	15,308	15,000	-2.0%	15,000	0.0%	
Custodial Supplies	15,370	16,000	4.1%	17,000	6.3%	
Pest Control	1,000	1,000	0.0%	1,000	0.0%	\$250 per quarter
Travel / Training Fees	1,096	1,780	62.4%	2,000	12.4%	Specialized Training for HVAC Water Systems & Electrical
Vehicle Operations	6,000	6,000	0.0%	6,000	0.0%	Incl travel reimburse for President use of personal vehicle
Maintenance Supplies	24,821	25,041	0.9%	26,500	5.8%	
Repairs to Equipment	1,788	1,800	0.7%	1,800	0.0%	
Repairs to Facilities	13,070	14,370	9.9%	15,500	7.9%	
Service Contracts	18,111	18,300	1.0%	19,000	3.8%	
Motor Vehicle Repair	1,717	1,500	-12.6%	1,600	6.7%	
Utilities	266,988	266,435	-0.2%	277,000	4.0%	Contingency for increase in occupancy (Early College)
Public Rel/Outreach/Postage	494	600	-	600	0.0%	
Other Expense	3,671	3,781	3.0%	4,000	5.8%	
Gen Ins.-Property and Vehicles	21,159	21,383	1.1%	22,025	3.0%	Increase in property values
Membership/Dues	720	1,000	38.9%	1,000	0.0%	
Non-Capitalized Equip (<\$5K)	2,888	3,000	3.9%	3,000	0.0%	
<b>Total Operations</b>	<b>736,080</b>	<b>750,800</b>	<b>2.0%</b>	<b>772,879</b>	<b>2.9%</b>	
Buildings						
Equipment						See Attached List
Other Capital Outlay	100,000	0	-100.0%	-	-	
<b>Total Capital Outlay</b>	<b>100,000</b>	<b>0</b>	<b>-100.0%</b>	<b>0</b>	<b>-</b>	
<b>TOTAL</b>	<b>\$ 836,080</b>	<b>\$ 750,800</b>	<b>-10.2%</b>	<b>\$ 772,879</b>	<b>2.9%</b>	

**MONTGOMERY COMMUNITY COLLEGE**  
**Equipment, Maintenance and Capital Improvements**  
**FY 2017-18**

<b><u>Equipment Needs &lt; \$5K</u></b> <b><u>Included in Local Budget Request</u></b>	<b><u>Estimated</u></b> <b><u>Cost</u></b>
Fork Truck Extensions	400
Fork Truck Lifting Hook	400
Lawn Aerator	500
Bagger System for Mower	1,500
Equipment Inspection Camera	500
Machine Shop Dollies	1,000
Miscellaneous Tools & Equipment	2,500
	<b><u>\$ 6,800</u></b>

<b><u>Equipment Needs &gt; \$5K</u></b> <b><u>County Facilities Maint/Capital Improvement Fund</u></b>	<b><u>Estimated</u></b> <b><u>Cost</u></b>
Cub Cadet UTV (Local Dealer)	\$ 8,500
CarryAll 500 Electric Vehicle	7,200
Floor Care Machine 24" Sport Edge	6,440
	<b><u>\$ 22,140</u></b>

<b><u>Building/Grounds Improvement &amp; Repairs</u></b> <b><u>County Facilities Maint/Capital Improvement Fund</u></b>	<b><u>Estimated</u></b> <b><u>Cost</u></b>	
Asphalt areas between 100 & 500, behind 500	\$ 51,500	
Asphalt Main Lot to Page Street	102,000	
Asphalt Back Lots	64,500	
Asphalt Back Loop (Road behind 200)	19,200	
Concrete repairs, Walkways Connected	10,000	Step, Building 200, President's Office, Connect walks near Sport Sports Courts, Building 100 Dumpster Pad
Campus Security Camera System	25,000	
Update Campus Fire Alarm System	25,000	Bldg 300, 500 & 600. Bldgs 100 & 200 incl in Bond Renovations
HVAC Controls Updates	34,500	Bldg 300, 500 & 600. Bldgs 100 & 200 incl in Bond Renovations
Install Remaining Security Camera System	25,000	Bldg 300, 500, 600 and Firing Range
Access Controls for Building Entries	100,000	Bldg 200, 300, 500 & 600
Security System Update (All Buildings)	2,500	All bldgs updated to cellular and zones designated for identification
	<b><u>\$ 459,200</u></b>	

**MONTGOMERY COMMUNITY COLLEGE**  
**Quarter Cent Sales Tax and Property Tax Allocation**  
**Estimated Revenue for FY2018**

**Revenues**

Sales Tax Revenues Life-to-Date 1/31/17	\$ 337,532
Add'l Projection through 6/30/17	32,500
Estimated FY2018 Revenue	78,000
	<u><b>448,032</b></u>
Property Tax Revenues Life-to-Date 1/31/17	87,336
Add'l Projection through 6/30/17	31,332
Estimated FY2018 Revenue	60,000
	<u><b>178,668</b></u>
Additional Capital Appropriation FY2015	75,000
Additional Capital Appropriation FY2016	100,000
	<u><b>175,000</b></u>
Total Life-to-Date Revenues @ 6/30/18	<b>\$ 801,700</b>

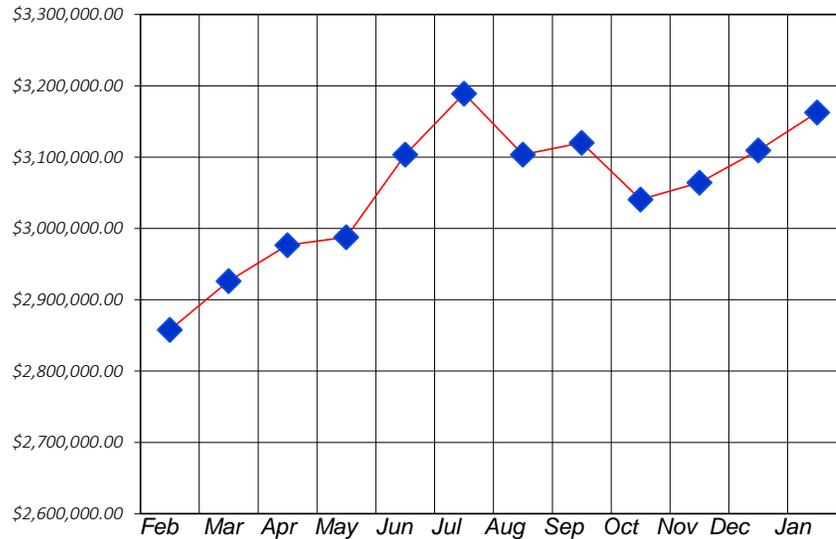
**Expenses**

2012-13 Projects	\$ 11,537	Renovation of Old Bookstore to Testing Center
2013-14 Projects	53,882	Firing Range, Flooring, Sidewalk and Parking Lot Upgrades
2014-15 Projects	-	
2015-16 Projects	341,268	Multi-purpose Room Project & Bldg 500 Flooring
2016-17 Projects	58,729	Maint Truck, SimLab Construction, Lawn Mower, Asbestos Survey, Landscaping
	<u><b>465,416</b></u>	
Est. Balance for 2017-18 Projects	<u><b>\$ 336,284</b></u>	

## Montgomery Community College Foundation Funds Statement FY 2016-2017

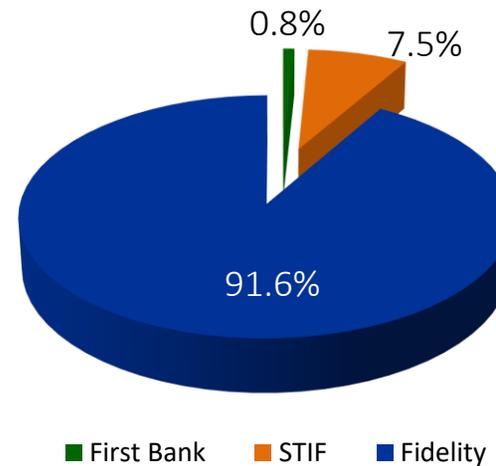
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of January 2017			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$2,742,627.59</b>	<b>\$242,843.84</b>	<b>\$117,963.19</b>	<b>\$3,103,434.62</b>	<b>\$2,849,799.43</b>	<b>\$237,505.13</b>	<b>\$22,099.36</b>	<b>\$3,109,403.92</b>
<b>Receipts</b>								
Interest/Gains	\$44,040.87	\$1,489.47	\$3.20	\$45,533.54	\$2,504.25	\$178.71	\$0.47	\$2,683.43
Deposits	\$17,954.37	\$124,039.96	\$82,090.51	\$224,084.84	\$3,742.32	\$2,310.00	\$16,581.81	\$22,634.13
<b>Total Receipts</b>	<b>\$61,995.24</b>	<b>\$125,529.43</b>	<b>\$82,093.71</b>	<b>\$269,618.38</b>	<b>\$6,246.57</b>	<b>\$2,488.71</b>	<b>\$16,582.28</b>	<b>\$25,317.56</b>
<b>Disbursements</b>								
Withdrawals/Fees	\$61,549.81	\$130,930.13	\$173,384.59	\$365,864.53	\$1,643.85	\$2,550.70	\$12,009.33	\$16,203.88
<b>Total Disbursements</b>	<b>\$61,549.81</b>	<b>\$130,930.13</b>	<b>\$173,384.59</b>	<b>\$365,864.53</b>	<b>\$1,643.85</b>	<b>\$2,550.70</b>	<b>\$12,009.33</b>	<b>\$16,203.88</b>
<b>Market Value Net Change</b>	<b>\$155,306.37</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$155,306.37</b>	<b>\$43,977.24</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$43,977.24</b>
<b>Ending Value</b>	<b>\$2,898,379.39</b>	<b>\$237,443.14</b>	<b>\$26,672.31</b>	<b>\$3,162,494.84</b>	<b>\$2,898,379.39</b>	<b>\$237,443.14</b>	<b>\$26,672.31</b>	<b>\$3,162,494.84</b>
<b>Net Change</b>	<b>\$155,751.80</b>	<b>(\$5,400.70)</b>	<b>(\$91,290.88)</b>	<b>\$59,060.22</b>	<b>\$48,579.96</b>	<b>(\$61.99)</b>	<b>\$4,572.95</b>	<b>\$53,090.92</b>

### Foundation Funds Value



Jul 2016 - Jun 2017

### Foundation Funds Distribution



## Grants Applied For

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$1.5M per county in prosperity zone, County Manager to endorse	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16  al of Extension 7/1/16 Approval of remodel of Gunsmithing, thing and WoodWorking 2/20/17 3/15/17 Deadline for update PMP and estimated construction cost
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$3,000 -Eastern \$3,000 - Western	Due date: October 1, 2016 Report is due November 30, 2017 Application was sent 9/21/16

## Grants Awarded

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
Cannon Foundation	SimMan for Nursing Programs	Purchase of a Simulation Manikin, Software and Scenarios, construction of movable walls with one way glass for instructor viewing		\$100K	Grant submitted March 2016	Training October 10th & 11th December 2016-Tax Reimbursement Received
NCCCS	Minority Male Mentoring	The NCCS has redesigned the Minority Male Mentoring Program to more closely align with the student success initiatives currently taking place throughout the system. The new model is designed to strengthen minority male student outcomes by encouraging participation and collaboration among student participants in institutional departments. To help achieve this goal, NCCS is seeking for colleges to make a three-year commitment to access and enhance the student success outcomes of minority male students.	3 Years	\$17,234 per year	Conference Call 7/21/16 Application deadline 8/12/16 Grant Awarded 8/25/16 Minority Male Event - April 25, 2017	
NCDHHS-The NC Problem Gambling Program	College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening	Partnering with the Criminal Justice Club and the Human Service Club, club activities will include an awareness campaign during Spooktacular event. PSA will be included in our weekly YourSpace publication. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Problem Gambling Program information will be set up during Spring Fling or other events.	1 year Can be renewed yearly	\$5,000	Application to be sent by 10/1/16 Grant is through 6/30/17 Application was sent 9/28/16 Approval 9/29/16 November 2016 -Amy Friery and student	March 2017 - A. Friery and student to attend Sure Bet 3 training February 2017 -Online survey for base  March 2017 - Gambling Awareness Month T-shirt design contest

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

**Committee Members**

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

**Agenda Items:**

- ❖ Call to Order – Gordon Knowles, Chairman**
- ❖ Approval of February Committee Minutes- Appendix G – Action**
- ❖ Facilities Report - Appendix H**
- ❖ Construction Update and Building Projects Timeline – Appendix I**
- ❖ Land Acquisitions – Appendix J – Action**
- ❖ New Business**
- ❖ Adjourn**

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:42 p.m. in the College Boardroom.

**Present**

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

**Absent**

George Gilbreath

**Others Present**

Phil Absher  
Gelynda Capel  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix G – Action**

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

**Facilities Report – Appendix F**

Mrs. McBride presented Appendix F, the facilities report.

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

Mrs. McBride presented Appendix G, the Construction Update and Building Projects Timeline. The roof of Building 200 is being replaced by Roofing Options, as they were the lowest bid.

Mrs. McBride noted that the state requires the college to take the lowest bid unless there were extenuating circumstances.

The Building Project Timeline has been revised to reflect adjustments over the past month.

The architectural plans have been completed for the Workforce Development Center and are currently being reviewed by Wanda Frick, Director of Facilities.

**HVAC Design Selection – Appendix G-1 – Action**

Mrs. McBride presented Appendix G-1. She reported that the pre-selection committee interviewed four designers who have selected the top three engineers that will be forwarded to the Office of State Construction for approval.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve the top three engineering firms for the HVAC Design project as Elm Engineering, Stanford and White, and Optima Engineering. The motion carried.

Mrs. McBride included the project checklist, showing all that is required by the college during the construction process.

**Montgomery County Schools Meeting Update**

Mr. Knowles reported that he, Mrs. Bulhuis, and Dr. Bledsoe went on a tour with Russell Strong to see the site for the central high school. On March 31, the group met with Dr. Ellis and other Montgomery County administration regarding the central high school. The completion for the central high school is scheduled for 2019.

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

Facilities

March 2017

Prepared By: Wanda Frick

Director of Facilities

Several of the guardrails round campus are getting cleaned and painted. Below Mark Little works on the rails at the entrance of Building 500.



Maintenance staff working to install the two new paint booths in Room 172. The booths are currently wired and the ventilation installation will be the next step.



MCC Recycles! Across campus, several blue recycle bins have been placed in areas for the collection of recyclable materials. Red containers across campus are for cans and bottles. A large recycle container has been placed behind Building 100. Maintenance staff will collect materials from across campus and place in the container for pick up.

Items that can be recycled include:

Newspaper/Magazines/Mail

Phone Books/Office Paper

Cardboard - Non-Waxed

Aluminum Cans

Plastic Bottles

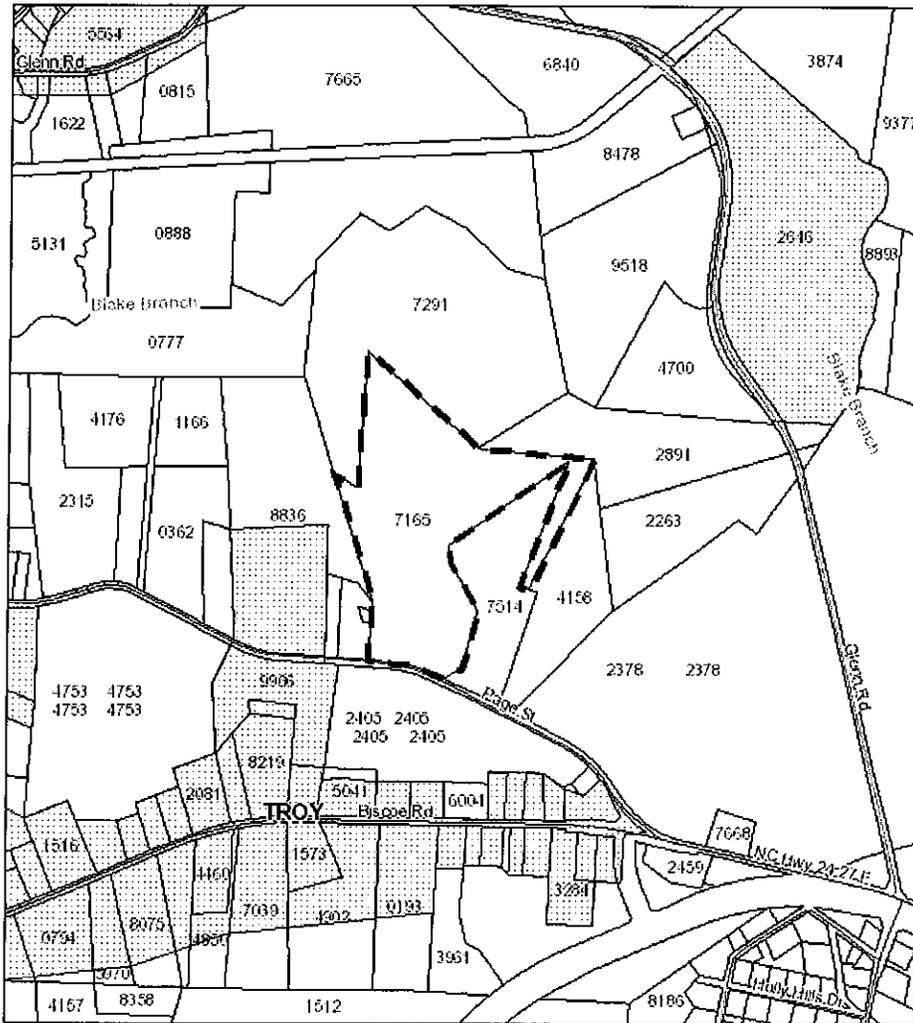
Glass Bottles



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

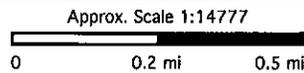
Board Approval
State Construction (3-1)
Architectural Bid
Architectural Design
Construction Bid
Construction



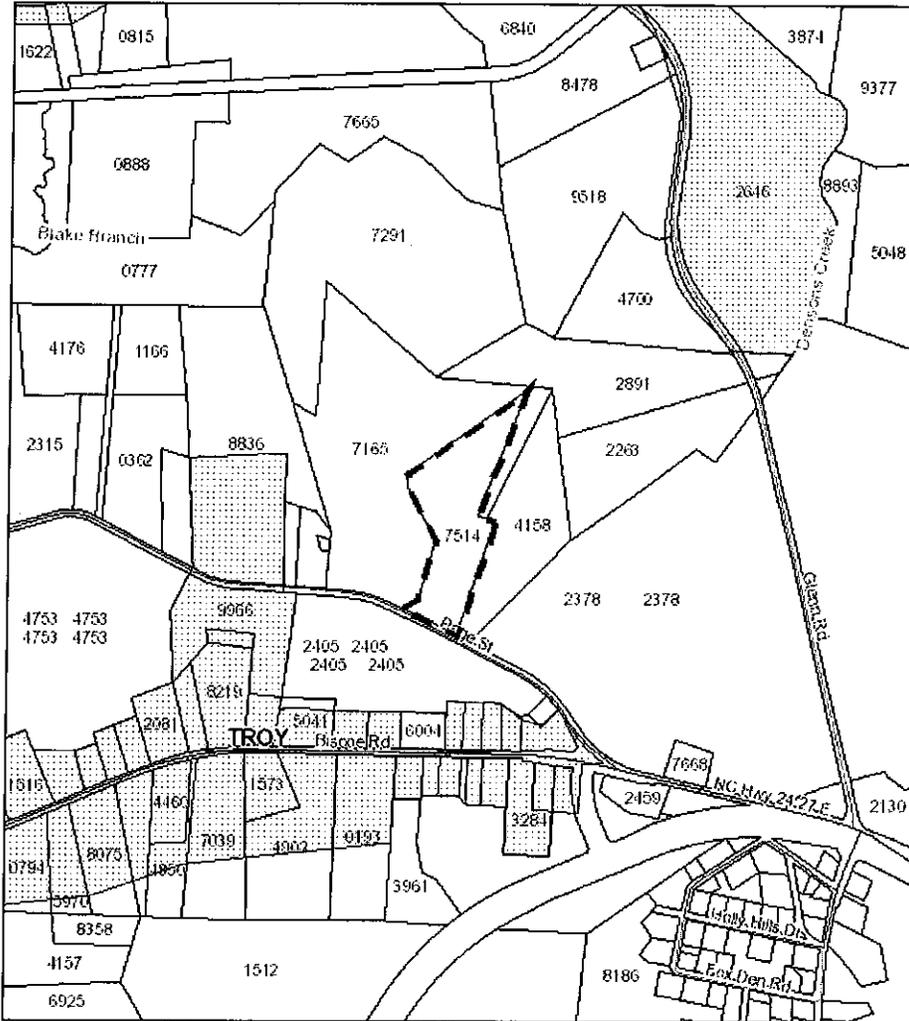
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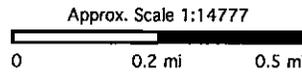
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Layer: Zoning	Zoning: City City: TROY
Layer: Voting District Precincts	Name: T2



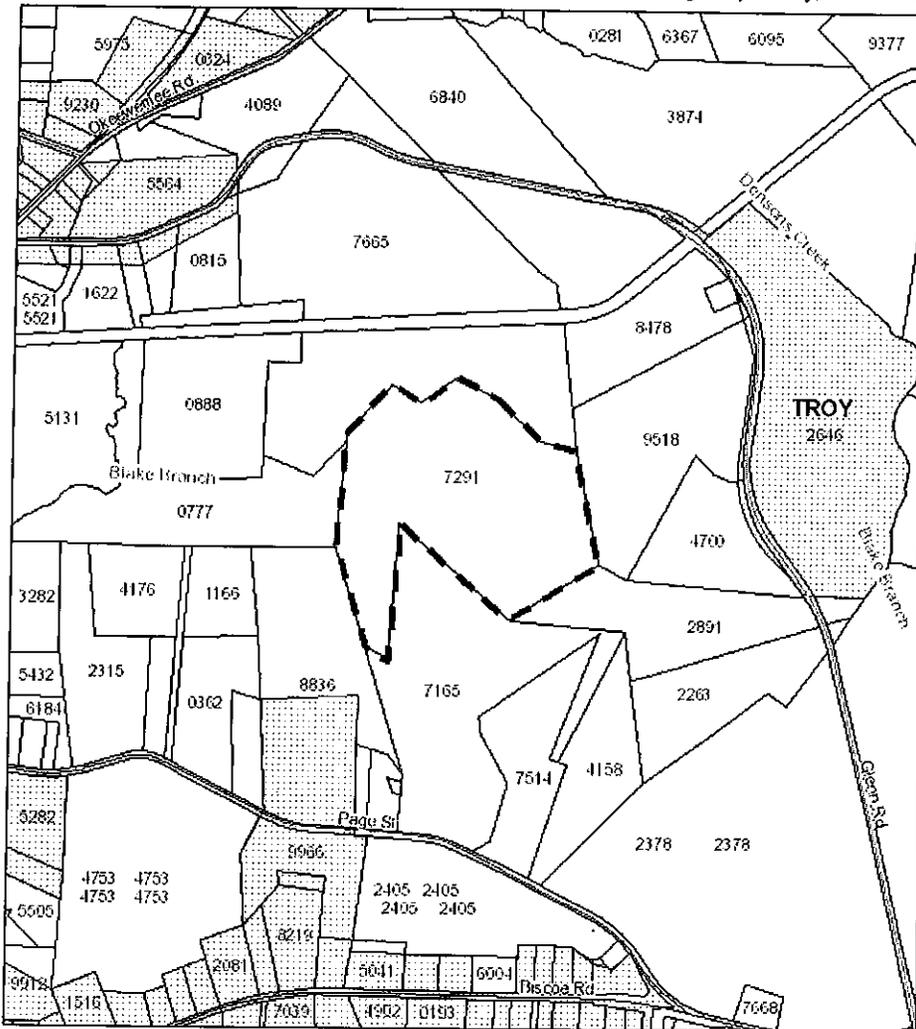
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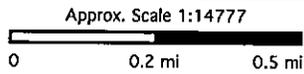
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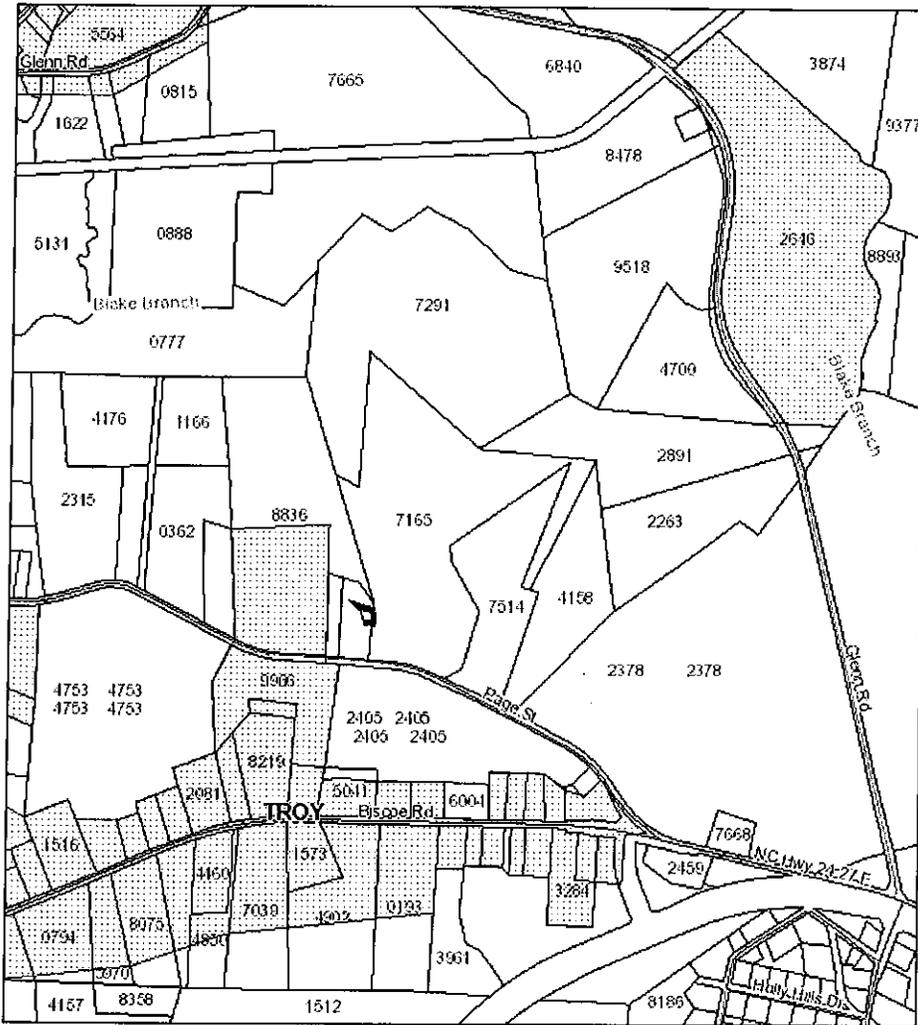
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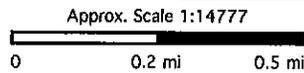
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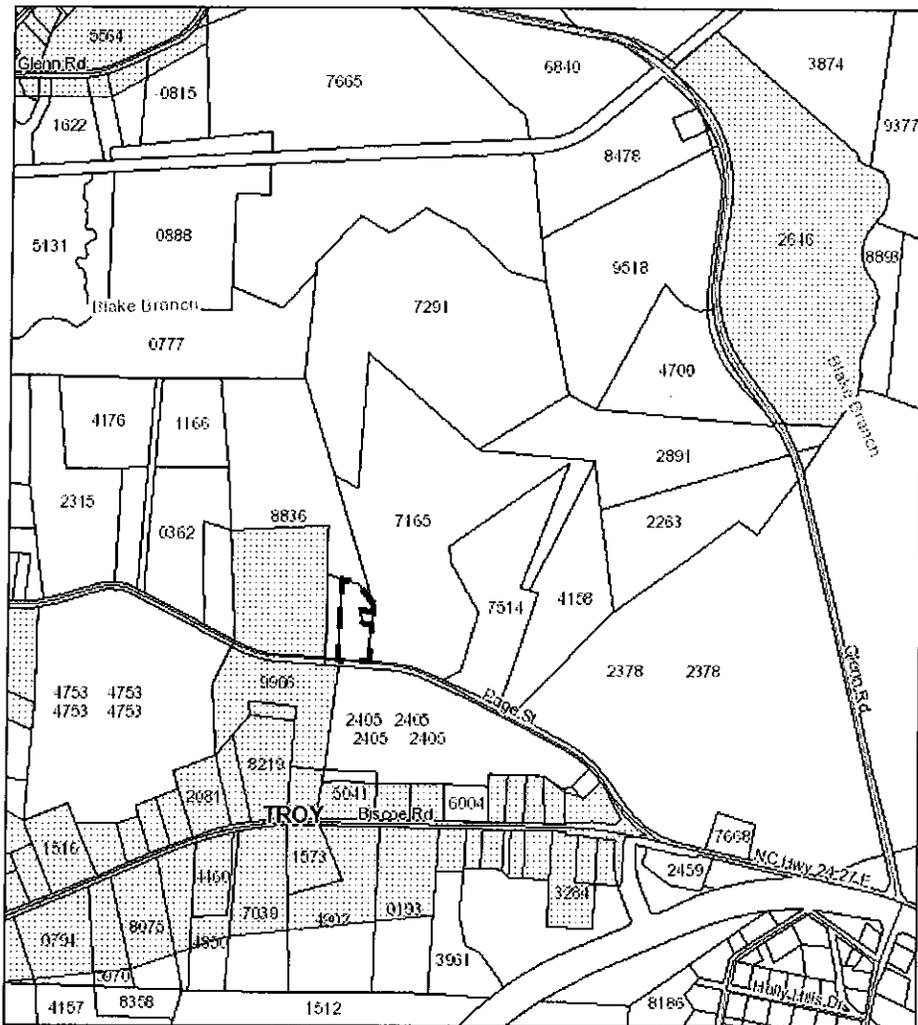


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 City: TROY  
 State: NC  
 Zip: 27371  
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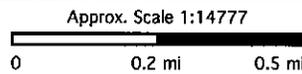
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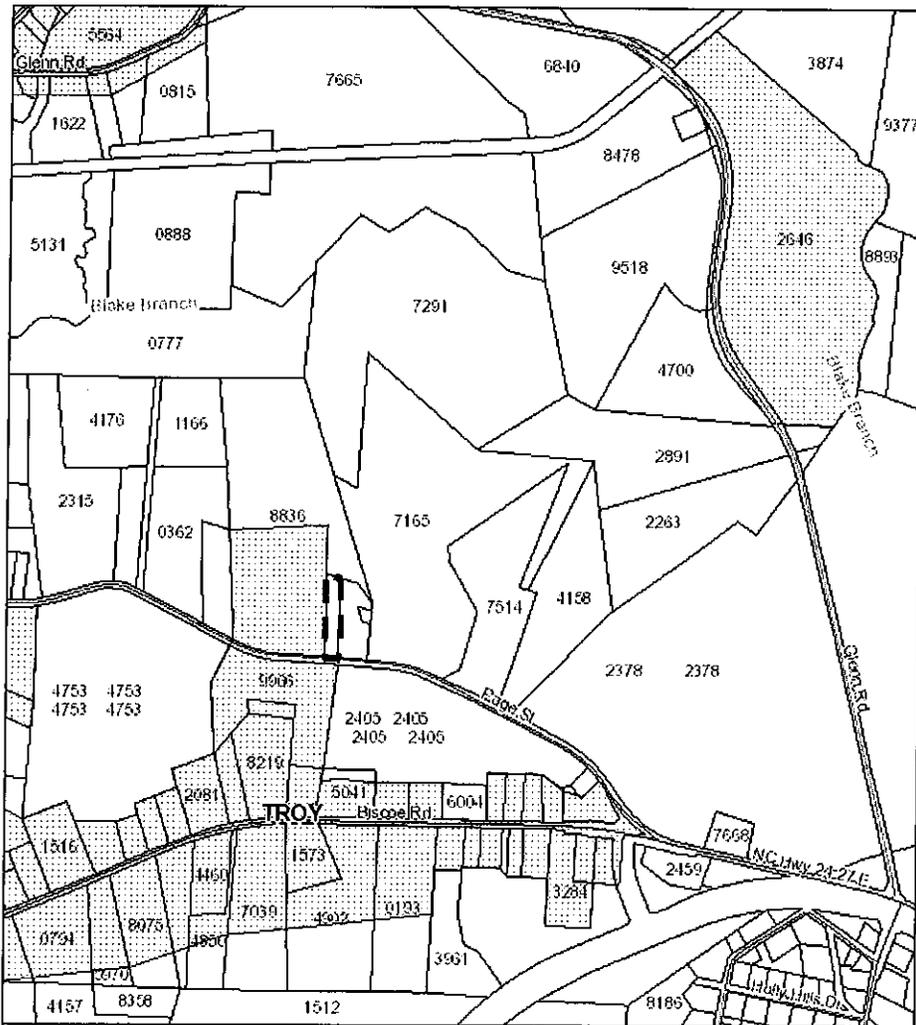
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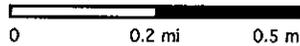
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Approx. Scale 1:14777



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# Description of Proposed Property Transfer

## From

### Montgomery Community College (MCC) to the Montgomery County Board of Education (MCBOE)

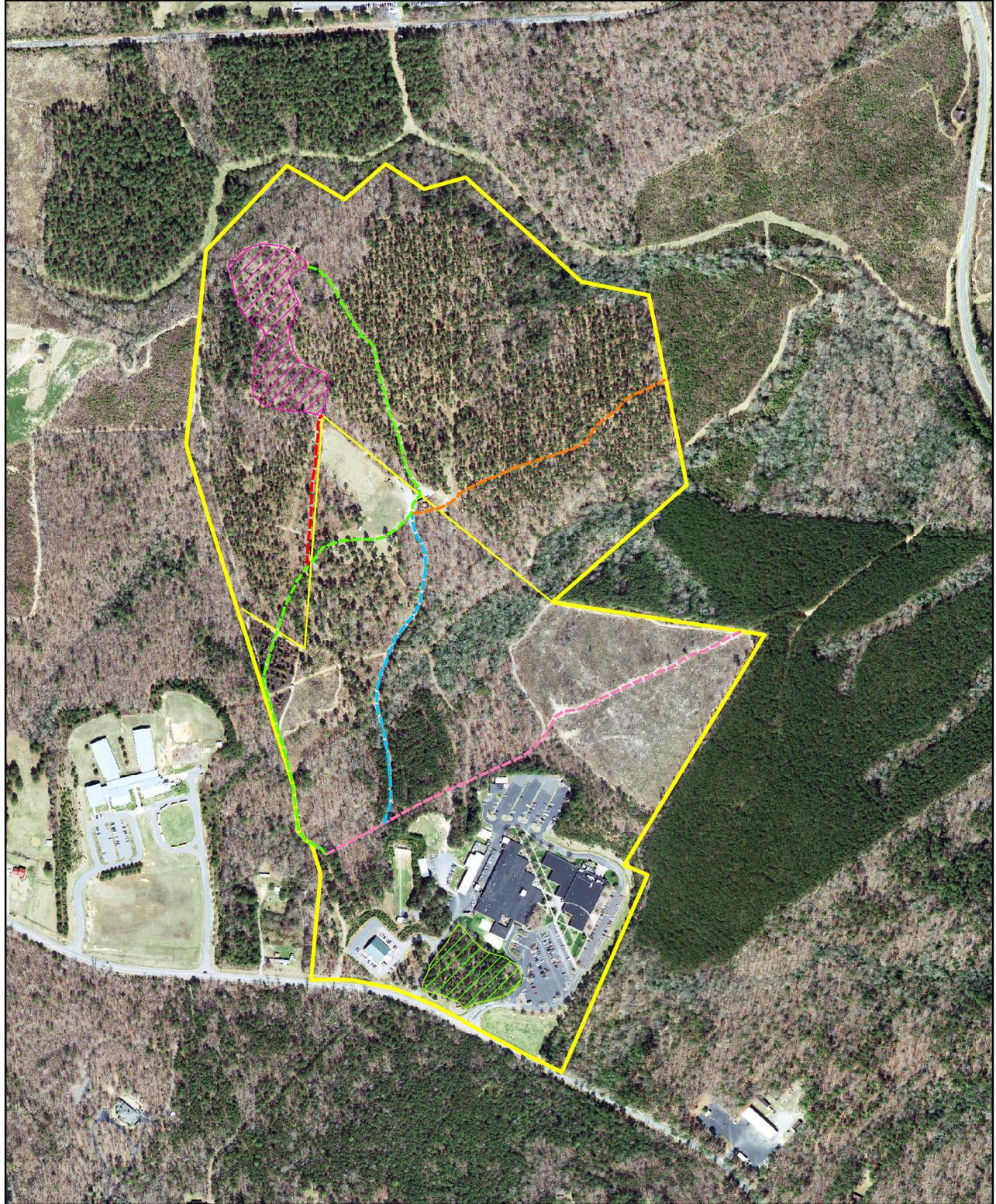
BEGINNING near the lower corner of the hillside Southeast of MCC Building 200 and then running N 65.5836 W 369 feet to the Southeast corner of MCC back parking lot; thence N 26.4714 E 222 feet near the Northeast corner of MCC back parking lot: thence N 64.3212 W 224 feet to a corner near MCC Forestry Lab Road (Baseline Road) and Longleaf Pine Plantation: thence N 27.0645 E 271 feet to a corner out in the Longleaf Pine Plantation: thence S 63.2606 E 604 feet to a corner in the existing property line of MCC and the MCBOE; thence running along with existing property line S 28.3316 W 472 feet to the point of Beginning, containing an **estimated** 5.5 acres.

This proposed transferred acreage contains trees planting on the hillside behind building 200 after construction to help with erosion and maintenance, a buffer of mixed trees between MCC campus and the Longleaf Pine Plantation, and a portion of the Longleaf Pine Plantation itself.

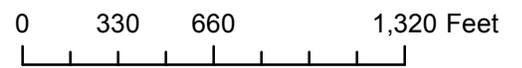
This is an estimated acreage and based upon my interpretation of the Map provided by the Architect Firm. I used the Metes and Bounds System for acreage determination.

Prepared by: Russell H. Strong RF

# MCC Feature Reference Map



- Pine Ridge Road
- Timber Stand Road
- Plantation Road
- Whitetail Road
- Baseline Road
- Interior Property Lines
- South Woodlot
- Wildlife Foodplot
- Property Boundary



1 inch = 660 feet



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

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix K**
- ❖ **302.01 Foreign National Employment Policy – Second Reading – Appendix L – Action**
- ❖ **Revision to Organizational Chart – Appendix N – Action**
- ❖ **New Business**
- ❖ **Adjourn**

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:55 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Phil Absher, Vice Chairman  
Claudia Bulthuis  
Sharon Cupples

**Absent**

Paula Covington  
Anna Hollers

**Others Present**

Susan Eggleston  
Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix H**

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

**302.01 Foreign National Employment Policy – First Reading – Appendix I**

Mrs. Capel presented Appendix I, the 302.01 Foreign National Employment Policy. Dr. Bledsoe reported that there were changes made by the State Board of Community Colleges regarding the employment of foreign nationals and these revisions reflect the changes made by the state. This policy is being presented for a first reading with action taken at the March Board meeting.

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

## Current Policy

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**302.01 Foreign National Employment Policy**

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When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

MCC will track required information on Non-US citizens when hiring and/or making non-salary payments as established by the Office of State Controller. Non-US Citizens will complete the necessary paperwork to track and report payments to them in accordance with State/Federal guidelines as listed below.

**POLICY:**Hiring Permanent/Temporary non-US Citizens:

1. In addition to the I-9 Form, require all non-US Citizens to fill out the ***Foreign National Information Data Gathering Form*** at the time they are hired.
2. The foreign national's ***full name (first, middle, last), date of birth, and social security number*** will be emailed to the OSC Foreign National Team ([Foreign.National.Team@ncosc.net](mailto:Foreign.National.Team@ncosc.net)).
3. The information from the data gathering form will be entered into the Tax Navigator by the HR representative and then placed in the employee's file.
4. The original signed form is sent to the OSC Foreign National Team.

Non-Salary Payments to non-US Citizens:

1. Require all potential contractor(s) to complete an ***I-9 Form***. When it is determined that the payee is not a US Citizen, have the contractor(s) complete a ***Foreign National Information Data Gathering Form***.
2. A copy of the form is faxed to the OSC Foreign National Team (919-981-6651) for review.
3. The foreign national contractor will sign to approve the information. The form is then sent to the VP of Administrative Services for the authorized signature. A copy is made for distribution to Accounts Payable.
4. The original signed form is sent to the OSC Foreign National Team.

## Recommended Revisions

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### 302.01 Foreign National Employment Policy

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When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

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Montgomery Community College must withhold and report payments to foreign national (employees, contractors, vendor and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

#### **POLICY:**

##### ~~Hiring Permanent/Temporary non-US Citizens:~~

- ~~1. In addition to the I-9 Form, require all non-US Citizens to fill out the *Foreign National Information Data Gathering Form* at the time they are hired.~~
- ~~2. The foreign national's *full name (first, middle, last), date of birth,* and *social security number* will be emailed to the OSC Foreign National Team ([Foreign.National.Team@ncose.net](mailto:Foreign.National.Team@ncose.net)).~~
- ~~3. The information from the data gathering form will be entered into the Tax Navigator by the HR representative and then placed in the employee's file.~~
- ~~4. The original signed form is sent to the OSC Foreign National Team.~~

##### ~~Non-Salary Payments to non-US Citizens:~~

- ~~1. Require all potential contractor(s) to complete an *I-9 Form*. When it is determined that the payee is not a US Citizen, have the contractor(s) complete a *Foreign National Information Data Gathering Form*.~~
- ~~2. A copy of the form is faxed to the OSC Foreign National Team (919-981-6651) for review.~~
- ~~3. The foreign national contractor will sign to approve the information. The form is then sent to the VP of Administrative Services for the authorized signature. A copy is made for distribution to Accounts Payable.~~
- ~~4. The original signed form is sent to the OSC Foreign National Team.~~

#### Definitions

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

Aliens are classified as either "Nonresident Aliens" or "Resident Aliens". Section 1441 of the Internal Revenue Code provides a separate tax system with a different set of tax rules and regulations for individuals deemed to be Nonresident Aliens. Colleges making payments to NRAs are subject to different tax withholding, reporting and liability requirements.

A Resident Alien's income is subject to tax in the same manner as a U.S. citizen. RAs are generally taxed in the same way as U.S. citizens. This means that their worldwide income is subject to U.S. tax and must be reported on their U.S. tax return. Income of RAs is subject to the graduated tax rates that apply to U.S. citizens.

A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

For additional information please contact the Human Resources Coordinator at Montgomery Community College.

Revised Policy

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### **302.01 Foreign National Employment Policy**

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When hiring any non-US citizen, Montgomery Community College adheres to the policies set forth by the Office of State Controller (OSC).

Montgomery Community College must withhold and report payments to foreign national (employees, contractors, vendor and students) in accordance with Internal Revenue Service (IRS) Code of Regulations 1441 and with policies established by the Office of the State Controller.

#### **Definitions**

A foreign national is “a person who was born outside the jurisdiction of the United States, is a citizen of a foreign country, and not become a naturalized United States citizen under United States law. This includes legal permanent residents; also known as permanent resident aliens.” A foreign national owes allegiance to or is under the protection of a country other than the United States.

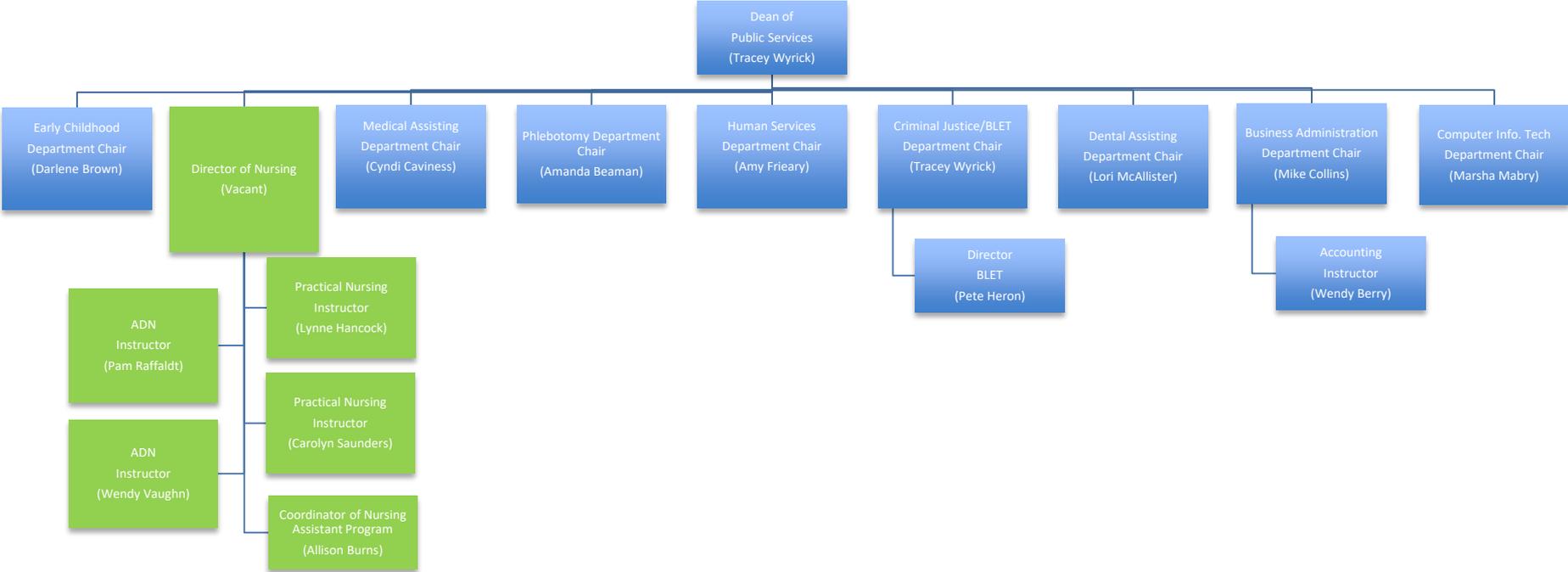
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A Nonresident Alien's income is subject to federal income tax only on income which is derived from sources within the United States and/or income that is effectively connected with a U.S. trade or business. NRAs are taxed according to special rules contained in certain parts of the Internal Revenue Code.

For additional information please contact the Human Resources Coordinator at Montgomery Community College.

# Instruction (Public Services)



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

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix O – Action**
- ❖ **Update from Vice President of Instruction – Appendix P**
- ❖ **Update from Vice President of Student Services – Appendix Q**
- ❖ **Update from Dean of Continuing Education – Appendix R**
- ❖ **New Business**
- ❖ **Adjourn**

## Attachment D

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 5:57 p.m. in the College Boardroom.

**Present**

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

**Absent**

George Gilbreath

**Others Present**

Gelynda Capel  
Susan Eggleston  
Gordon Knowles  
Johnny McKinnon

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

Committee roll was taken by Chairman Kincaid and all committee members were present, except George Gilbreath.

**Approval of January Committee Minutes – Appendix J – Action**

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

**Update from Instruction – Appendix K**

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

The Faculty Senate has approved moving to a 10 point grading scale.

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

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

**2017-2018 Academic Calendar – Appendix M – Action**

Mrs. Smith presented Appendix M, the 2017-2018 Academic Calendar.

Mrs. Marshall made a motion, seconded by Mrs. Cupples, to approve the 2017-2018 Academic Calendar. The motion carried.

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

Mr. Proctor gave an update on continuing education activities as presented in Appendix N.

Mrs. Cupples noted how much the Board learns from the reports in this committee.

There being no further business, the meeting adjourned at 6:09 p.m. The motion carried.

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

**Professional Development** – Mental Health First Aid training is scheduled for March 24 and 31. The training will concentrate on identify, understand, and respond to signs of mental illnesses and substance use disorders. We will continue to offer this training periodically throughout 2017-2018.

**Program Status-** Montgomery Community College is currently advertising for a Director of Nursing to coordinate both the Associate Degree Nursing and Licensed Practical Nursing Programs. The College will submit our application for the Associate Degree Nursing Program to the North Carolina Board of Nursing when the position is filled. Pending BON approval, the College still plans to enroll a small ADN class for Fall 2017 and a larger LPN “bridge class” in Spring 2018.

The Gunsmithing program will admit an additional class of first year students for Fall 2017. The class of 15 will be admitted as day students. Plans for renovation of the Gunsmithing area and re-allocation of space is currently underway to make room for the new class.

Basic Law Enforcement Training will have their graduation on May 1, 2017 at 6:30. Pete expects to have 7-8 graduates in the class this year.

Review of admission requirements for entry into the Dental Hygiene and Medical Assisting programs are currently underway for admittance into the programs beginning Fall 2018. Both programs have requested the addition of pre- requests for entry into the program to help increase retention in the program. Currently both programs are first-come first-serve and do not require that students have completed transitional studies requirements before entry into the program.

The Montgomery Early College Selection Committee will meet March 16 to determine the selection process for admittance of the Freshmen and Sophomore classes for Fall 2017. The Academic Deans are working on scheduling the required College General Education required courses for 2017-18. The College will have a better idea of the additional classes needed to meet the different Early College tracks by the end of April.

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

### Highlights & Previews

- Beth Smith, Diana Sanchez, Karen Frye, and Savannah Heath attended the Montgomery County Early College Open House held at MCC February 16.
- The Minority Male Success Initiative program at MCC is sponsoring a motivational speaker who will conduct his presentation during the Diversity Event March 28.
- Savannah Heath will represent MCC at the Anson High School Transfer Fair March 15; Doni Hatchel will represent MCC at the West Davidson High School Career Fair March 30.
- Tammy Owens will be attending the annual statewide VA conference March 27-30.

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

**Health and Public Safety**

- Staff is working with the Foundation to develop summer camps including a Drone Petting Zoo and Wilderness Survival.
- Riley is working with Russell Strong and the Forestry program to look at opportunities to incorporate Drones in the program including stand-alone certificates, as part of existing courses, and as continuing education credits.
- The College is working to obtain institutional accreditation for Basic Detention Officer Training School to assist local Sherriff's departments with training due to high turnover of personnel in area detention centers.

**Heritage Crafts**

- February saw the successful return on basket weaving to Montgomery Community College. There are additional classes scheduled, including a chair weaving class.
- February's Working Artist Wednesday featured Ron Philbeck and had over 20 people in attendance. Josh "streamed" the presentation on Facebook and is looking for other opportunities to present the Working Artist Wednesday series online.

**Business and Industry**

- Applications are now available for the 2017 Apprenticeship Montgomery Cohort and are due May 5, 2017.
- Staff met with personnel from MPG, Carolina Structural Systems, and Myrick Construction to discuss training and employment needs. MPG reported that their future looked very bright under their new owner, American Axle, and that they are currently looking to fill 30 positions.
- The College initiated technical training at Robinwood Enterprises.

**Small Business Center**

- The National Association for Community College Entrepreneurship is going to include a photo and article on Montgomery Community College in their upcoming newsletter.
- The College is partnering with Market MontGOMery to host the North Carolina Tourism Resource Assistance Center meeting on campus March 9 and Business After Hours event on March 23 at Front Porch Pickin'. The BAH event will include an opportunity for businesses to get assistance with Facebook pages, Google listings, and linking their website to a list of local businesses on the county website.
- SBC will host a two-day Quickbooks session on April 6 and 7 from 10 am – 2:45 pm.

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

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix S – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**  
**Governor Proposed Budget – Appendix T**  
**NCCCS Budget Priorities – Appendix U**
- ❖ **House Bill 14 Updates – Appendix V – Dr. Chad Bledsoe**
- ❖ **State Board of Community Colleges Legislative Recommendation**  
**– Dr. Chad Bledsoe - Appendix V-1**
- ❖ **Public Relations/Marketing Update – Michele Haywood –**  
**Appendix W**
- ❖ **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, February 8, 2017 at 6:10 p.m. in the College Boardroom.

**Present**

Andrea Marshall, Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon

**Absent**

Paula Covington, Vice Chairman

**Others Present**

Phil Absher  
Sharon Cupples  
Susan Eggleston  
Ron Kincaid  
Gordon Knowles

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; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix O – Action**

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe reported that the system office will begin holding legislative call-ins this week.

**House Bill 14 – Appendix P**

Dr. Bledsoe presented Appendix P, House Bill 14. He noted that Representative Justin Burr has proposed this legislation to change how four members of the Board of Trustees for Montgomery Community College are appointed. Currently, four trustees are appointed by the Governor, the proposed change would appoint two from the Senate and two from the House. If approved this would take effect July 1. Dr. Bledsoe commented that if this change is made he feels it should be a statewide change that affects all community colleges.

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

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

There being no further business, the meeting adjourned at 6:33 p.m.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
BUDGET TRACKING SHEET: FY 2017-18 and FY 2018-19**

1	Budget Priorities				Governor			
	2017-18		2018-19		2017-18		2018-19	
2	<b>2017-18 Base Budget</b>				1,068,233,344	1,068,233,344	1,068,233,344	1,068,233,344
3	<b>Enrollment Adjustment</b>				8,396,208 R	8,396,208 R	8,396,208 R	8,396,208 R
4	<b>Correct 2016 Salary Loss Error/Salary Restoration</b>				10,000,000 R	10,000,000 R	10,000,000 R	10,000,000 R
					10,000,000 NR			
5	<b>Expansion</b>							
6	Short-Term Workforce Training Programs				15,301,375 R	15,301,375 R	15,301,375 R	15,301,375 R
7	Study Workforce Training Costs				98,500 NR	Based on Study	98,500 NR	-
8	Start-Up Fund High-Cost Workforce Programs				3,000,000 R	4,500,000 R	3,000,000 R	3,000,000 R
9	Additional Career Coaches				1,100,000 R	1,840,000 R	1,100,000 R	1,840,000 R
10	Increase Student Completion				22,634,940 R	22,634,940 R	7,500,000 R	7,500,000 R
11	Reward Colleges for Outcomes				3,000,000 R	3,000,000 R	3,000,000 R	3,000,000 R
12	Stop-Loss Provision Colleges Significant Enrollment Declines				5,160,677 R	5,160,677 R	-	-
13	Enrollment Growth Reserve Colleges with Significant Increases				5,000,000 R	5,000,000 R	-	-
14	NC Getting Ready for Opportunities and Work (NC Grow)				-	-	-	\$19.4M from Lottery R
15	Financial Assistance Students Seeking Industry Credentials				-	-	\$2.5M from Lottery R	\$5M from Lottery R
16	<b>Expansion Subtotal</b>				<b>55,295,492 5.2%</b>	<b>57,436,992 5.4%</b>	<b>29,999,875 2.8%</b>	<b>30,641,375 2.9%</b>
17	<b>Net Adjustments to 2016-17 Base Budget (without salary adj)</b>				<b>\$ 83,691,700 7.8%</b>	<b>\$ 75,833,200 7.1%</b>	<b>\$ 48,396,083 4.5%</b>	<b>\$ 49,037,583 4.6%</b>
18	<b>Recommended FY 2016-17 General Fund Approp. (without salary adj)</b>				<b>\$ 1,151,925,044 7.8%</b>	<b>\$ 1,144,066,544 7.1%</b>	<b>\$ 1,116,629,427 4.5%</b>	<b>\$ 1,117,270,927 4.6%</b>
19	<b>Salaries &amp; Benefits</b>							
20	Faculty & Staff Salary Increases -State Aid						22,994,204 R	22,994,204 R
21	Faculty & Staff Salary Increases - State Aid - Bonus						9,654,055 NR	-
22	System Office Salary Increases				Salary increases in the same amount as given to State Employees.			
23	System Office Salary Increases - Bonus						294,462 R	294,462 R
24	State Retirement Contributions - System Office				-	-	89,080 NR	-
							13,337 R	86,082 R
							80,020 NR	-
25	State Retirement Contributions - State Aid				-	-	1,016,013 R	6,557,902 R
							6,096,078 NR	-
26	State Health Plan - System Office				-	-	64,048 R	128,095 R
27	State Health Plan - State Aid				-	-	6,056,752 R	12,113,503 R
28	<b>Recommended FY 2017-18 General Fund Appropriation</b>				<b>\$ 1,151,925,044 7.8%</b>	<b>\$ 1,144,066,544 7.1%</b>	<b>\$ 1,162,987,476 8.9%</b>	<b>\$ 1,159,445,175 8.5%</b>
29	Adjustments - Recurring				\$ 73,593,200 6.9%	\$ 75,833,200 7.1%	\$ 78,736,399 7.4%	\$ 91,211,831 8.5%
30	Adjustments - Non-Recurring				\$ 10,098,500 0.9%	\$ - 0.0%	\$ 16,017,733 1.5%	\$ - 0.0%

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
SUMMARY OF BUDGET PROPOSAL: FY 2017-18**

Appendix T

		GOVERNOR					
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2017-18	% Change vs.	% Change vs.	
1	Certified Budget	Base Budget	Adjustments	Recommended	16-17 Cert.	17-18 Base	
2	<b>NCCCS State Funding</b>						
3	Requirements*	1,480,340,859	1,465,717,504	95,451,311	1,561,168,815	5.5%	6.5%
4	Receipts	414,445,339	397,484,160	697,179	398,181,339	-3.9%	0.2%
5	<b>GF Appropriation</b>	<b>\$1,065,895,520</b>	<b>\$1,068,233,344</b>	<b>\$94,754,132</b>	<b>\$1,162,987,476</b>	<b>9.1%</b>	<b>8.9%</b>
6	<b>NCCCS State Funding per FTE</b>						
7	BFTE	224,092	225,933	-	225,933		
8	Requirements*	\$6,605.95	\$6,487.40	\$422.48	\$6,909.88	4.6%	6.5%
9	Receipts	\$1,849.44	\$1,759.30	\$3.09	\$1,762.39	-4.7%	0.2%
10	<b>GF Appropriation</b>	<b>\$4,756.51</b>	<b>\$4,728.10</b>	<b>\$419.39</b>	<b>\$5,147.49</b>	<b>8.2%</b>	<b>8.9%</b>

11 \*Requirements = Spending Authority

**Other Key Items in the Governor's Recommended Budget:**

12 NC GROW (Getting Ready for Opportunities in the Workforce) Scholarship - Last dollar scholarship for recent high school graduates with a GPA of 2.0 or higher. \$19.4 million from lottery funds effective with 2018-19 fiscal year.

13 Financial Assistance for Students Seeking Industry Credentials - Financial aid of up to \$1,000 per student for students who enroll in non-credit, short-term workforce training programs that lead to an industry credential. \$2.5 million from lottery funds in 2017-18 and \$5 million in 2018-19. NOTE: \$500,000 of the \$2.5 million is to be used for marketing this and the NC GROW programs.

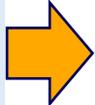
14 Salary increase is 2% or \$800, whichever is higher, and a \$500 NR bonus.

15 No tuition increase proposed.

16 The Public Schools section of the budget did NOT include any additional funding to LEAs for new Cooperative and Innovative High Schools.

## 2017-19 BUDGET PRIORITIES

(Revised 02/13/17 to update enrollment numbers)

GOALS	LEGISLATIVE PRIORITY	FY 2017-18	FY 2018-19	
<b>TECHNICAL ADJUSTMENTS</b> 	Correct 2016 Salary Loss Error.	\$10,000,000 R	\$10,000,000 R	
	Enrollment Growth Adjustment.	\$10,000,000 NR		
		\$8,396,208 R	\$8,396,208 R	
	<b>Technical Adjustments Subtotal</b>	<b>\$18,396,208 R</b>	<b>\$18,396,208 R</b>	
		<b>\$10,000,000 NR</b>		
<b>ENSURE A HIGHLY SKILLED WORKFORCE PIPELINE</b> Ensure <i>business &amp; industry</i> has quick and easy access to a <i>highly-skilled, well-trained workforce</i> and ensure <i>students</i> have an awareness of and access to <i>quality, well-paying career opportunities</i> . 	<b>Invest in Workforce Training.*</b> <ul style="list-style-type: none"> <li>Increase Funding for Short-Term Workforce Training Programs Leading to Industry Credentials.</li> <li>Fund Study of Workforce Training Costs.</li> <li>Start-Up Fund for High-Cost Workforce Programs.</li> </ul>	\$15,301,375 R	\$15,301,375 R	
	<b>Fund Additional Career Coaches.</b> Promote workforce training options for students by placing additional Career Coaches in high schools.	<b>Increase Student Completion.*</b> Improve student completion rates by investing in student support services at rate of \$30/student.	\$98,500 NR	Based on study
		<b>Reward Colleges for Outcomes.*</b> Reward colleges for preparing students for better-paying jobs resulting in earnings gains.	\$3,000,000 R	\$4,500,000 R
			\$1,100,000 R	\$1,840,000 R
			\$22,634,940 R	\$22,634,940 R
			\$3,000,000 R	\$3,000,000 R
	<b>Ensure Highly Skilled Workforce Pipeline Subtotal</b>		<b>\$45,036,315 R</b>	<b>\$47,276,315 R</b>
			<b>\$98,500 NR</b>	
	<b>STRENGTHEN COMMUNITY COLLEGES</b> To continue to provide business & industry with a <i>highly-skilled workforce pipeline</i> , community colleges must have a <i>solid &amp; stable foundation of operations</i> . 	<b>Stabilize Budgets*.</b> Lessen impacts of volatile enrollment changes by funding: <ul style="list-style-type: none"> <li>Stop-Loss Provision for colleges experiencing significant enrollment declines.</li> <li>Enrollment Growth Reserve for colleges experiencing significant enrollment increases.</li> </ul>	\$5,160,677 R	\$5,160,677 R
		<b>Raise Faculty &amp; Staff Salaries.</b>		\$5,000,000 R
Provide add'l salary increases in same amount as given to State employees.				
<b>Strengthen Community Colleges Subtotal</b>			<b>\$10,160,677 R</b>	<b>\$10,160,677 R</b>
<b>TOTAL</b>		<b>\$73,593,200 R</b>	<b>\$75,833,200 R</b>	
		<b>\$10,098,500 NR</b>		

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

**ACCESSIBLE & AFFORDABLE EDUCATION: COMMUNITY COLLEGE TRANSFER INCENTIVE**



**2017-19 BUDGET PRIORITIES**

*(Revised 02/13/17 to update enrollment numbers)*

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



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

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



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



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



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



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



## HELP NC COMMUNITY COLLEGES ENSURE A HIGHLY-SKILLED WORKFORCE PIPELINE

### Help Business and Industry Quickly Access a Well-Trained Workforce.

- **Increase Funding for Short-Term Workforce Training Programs Leading to an Industry Credential** by funding workforce non-credit continuing education programs the same as for-credit curriculum programs. This funding will enable colleges to provide training in less time and based on the needs of local industry.
  - *\$15,301,375 recurring in each year.*
- **Provide Start-Up Funds for High Cost Workforce Programs** so colleges can more quickly offer programs needed by local employers.
  - *2017-18: \$3 million recurring. 2018-19: \$4.5 million recurring.*

### Help Students Learn About & Succeed in High-Demand Programs.

- **Provide Additional Career Coaches in High Schools** to ensure students are aware of community college programs leading to good paying jobs.
  - *2017-18: \$1.1 million recurring. 2018-19: \$1.84 million recurring.*
- **Fund Student Supports** such as tutoring and advising, to ensure students complete programs and enter the workforce well-prepared.
  - *\$22,634,940 recurring in each year.*

### Help Reward and Strengthen Community Colleges.

- **Restore \$10 Million in Salary Funds** that were inadvertently cut from last year's budget.
  - *2017-18: \$10 million non-recurring.*
  - *\$10 million recurring for each year.*
- **Reward Colleges for Outcomes** that prepare students for jobs resulting in earnings gains by funding a wage-gains measure.
  - *\$3 million recurring in each year.*
- **Fund Study of Workforce Training Costs** to determine if amounts colleges are reimbursed for classes fully cover the cost of providing the training.
  - *2017-18: \$98,000 non-recurring.*
- **Stabilize College Budgets** by providing funds for
  - Fully-Funding Enrollment Growth
    - *\$8,396,208 recurring for each year.*
  - Stop-Loss Provision for colleges experiencing greater than 5% enrollment declines.
    - *\$5,160,677 recurring for each year.*
  - Enrollment Growth Reserve for colleges experiencing greater than 5% enrollment increases.
    - *\$5 million recurring for each year.*
- **Reward Faculty & Staff** by providing salary increases in the same amount as given to State employees.

# HIGHLY SKILLED WORKFORCE PIPELINE

Ensure **business & industry** has quick and easy access to a **highly-skilled, well-trained workforce** and ensure **students** have an awareness of and access to **quality, well-paying career opportunities**

<b>Invest in Workforce Training.</b>	<b>2017-2018</b>	<b>2018-2019</b>
<ul style="list-style-type: none"> <li>Increase Funding for Short-Term Workforce Training Programs Leading to Industry Credentials</li> </ul>	\$15,301,375 R	\$15,301,375 R

Industry needs **nimble** and **responsive** workforce training. Providing the same level of funding for workforce training, regardless of whether it is provided through our academic, credit-bearing programs or our workforce continuing education courses, will allow colleges to be more **responsive** and **flexible** to industry needs.

## What is the Difference between Curriculum and Workforce Continuing Education Courses?

- Curriculum (credit)** courses are included in programs which range in length from one semester to two years. These programs lead to **academic** certificates, diplomas, or associate degrees.
- Workforce Continuing Education (non-credit)** training programs are designed to provide instructional opportunities for individuals seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to an **industry-recognized credential** (licensure, certification, renewal, registry listing) and/or meets local workforce labor needs.

## Why Does It Matter?

Under our current funding model, curriculum programs earn 34% more funding than the short-term, non-credit continuing education programs. Therefore, colleges often choose to offer vocational and trade programs in a credit format which requires students to select sequential courses over two to six semesters rather than a short-term training course or courses.

## How Does Increased Funding for Short-Term Workforce Training Programs Help Business & Industry and Students?

**Less Regulation:** Do not have to wait for State Board of Community Colleges and SACS approvals.

### **Flexible Scheduling:**

- Colleges can start and students can complete workforce continuing education programs more quickly than traditional academic programs, enabling colleges to be even more responsive to new technologies and economic conditions.
- Scheduling can be done around the needs of business and students instead of being bound by the traditional academic calendar.

### **Lower Cost to Students & Families:**

- Continuing education fees are lower than curriculum tuition costs.
  - Curriculum Tuition: \$76/credit hour for NC residents & \$268/credit hour for non-residents
  - Workforce Continuing Education Registration Fee: \$180 per course
- Students would not be eligible for federal financial aid, but at the greatly reduced cost, local scholarship programs could support many more students.
- Instructional Options Based on Local Needs:** Colleges would continue to have the option to offer curriculum programs where an academic credential is required or desired by an employer for employment.

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

**H.B. 14**  
**Jan 25, 2017**  
**HOUSE PRINCIPAL CLERK**

H

D

HOUSE BILL DRH40010-MK-28 (01/03)

Short Title: Montgomery CC/Bd. of Trustees. (Local)

Sponsors: Representative Burr.

Referred to:

A BILL TO BE ENTITLED

AN ACT TO MODIFY THE APPOINTMENT METHOD OF THE MONTGOMERY  
COMMUNITY COLLEGE BOARD OF TRUSTEES.

The General Assembly of North Carolina enacts:

**SECTION 1.** G.S. 115D-12 reads as rewritten:

**"§ 115D-12. Each institution to have board of trustees; selection of trustees.**

(a) Each community college established or operated pursuant to this Chapter shall be governed by a board of trustees consisting of 13 members, or of additional members if selected according to the special procedure prescribed by the third paragraph of this subsection, who shall be selected by the following agencies. No member of the General Assembly may be appointed to a local board of trustees for a community college.

Group One – four trustees, elected by the board of education of the public school administrative unit located in the administrative area of the institution. If there are two or more public school administrative units, whether city or county units, or both, located within the administrative area, the trustees shall be elected jointly by all of the boards of education of those units, each board having one vote in the election of each trustee, except as provided in G.S. 115D-59. No board of education shall elect a member of the board of education or any person employed by the board of education to serve as a trustee, however, any such person currently serving on a board of trustees shall be permitted to fulfill the unexpired portion of the trustee's current term.

Group Two – four trustees, elected by the board of commissioners of the county in which the institution is located. Provided, however, if the administrative area of the institution is composed of two or more counties, the trustees shall be elected jointly by the boards of commissioners of all those counties, each board having one vote in the election of each trustee. Provided, also, the county commissioners of the county in which the community college has established a satellite campus may elect an additional two members if the board of trustees of the community college agrees. No more than one trustee from Group Two may be a member of a board of county commissioners. Should the boards of education or the boards of commissioners involved be unable to agree on one or more trustees the senior resident superior court judge in the superior court district or set of districts as defined in G.S. 7A-41.1 where the institution is located shall fill the position or positions by appointment.

Group Three – four trustees, appointed by the ~~Governor~~ General Assembly under G.S. 120-121, two of whom shall be appointed upon recommendation of the Speaker of the House of Representatives and two of whom shall be appointed upon recommendation of the President Pro Tempore of the Senate. The President Pro Tempore of the Senate shall make recommendations for terms expiring in 2017 and 2019, and every four years thereafter. The



\* D R H 4 0 0 1 0 - M K - 2 8 \*

1 Speaker of the House of Representatives shall make recommendations for appointments to terms  
2 expiring in 2018 and 2020, and every four years thereafter.

3 Group Four – the president of the student government or the chairman of the executive board  
4 of the student body of each community college established pursuant to this Chapter shall be an ex  
5 officio nonvoting member of the board of trustees of each said institution.

6 (b) All trustees shall be residents of the administrative area of the institution for which  
7 they are selected or of counties contiguous thereto with the exception of members provided for in  
8 subsection (a) of this section, Group Four.

9 (b1) No person who has been employed full time by the community college within the prior  
10 5 years and no spouse or child of a person currently employed full time by the community college  
11 shall serve on the board of trustees of that college.

12 (c) Vacancies occurring in ~~any group~~ Groups One and Two for whatever reason shall be  
13 filled for the remainder of the unexpired term by the agency or agencies authorized to select  
14 trustees of that group and in the manner in which regular selections are made. Should the selection  
15 of a Group One or Two trustee not be made by the agency or agencies having the authority to do  
16 so within 60 days after the date on which a vacancy occurs, whether by creation or expiration of a  
17 term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder  
18 of the unexpired term. Vacancies occurring in Group Three shall be filled as provided in  
19 G.S. 120-122."

20 **SECTION 2.** Notwithstanding G.S. 115D-12, as amended by this act, the current  
21 members serving on the Montgomery Community College board of trustees as of the effective  
22 date of this act shall serve the remainder of their terms. Thereafter, as terms expire, or when a  
23 vacancy occurs prior to the expiration of a term, the board of trustees members shall be appointed  
24 in accordance with G.S. 115D-12, as amended by this act. If a vacancy occurs in a Group Three  
25 seat that was appointed by the Governor, the vacancy shall be filled by joint recommendation of  
26 the Speaker of the House of Representatives and the President Pro Tempore of the Senate as  
27 provided in G.S. 120-121. Upon expiration of that term, the member shall be appointed in  
28 accordance with G.S. 115D-12.

29 **SECTION 3.** This act applies only to Montgomery Community College.

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



**Resolution in Support of House Bill 14 Related to the Appointment of Trustees to the Montgomery Community College Board of Trustees**

**WHEREAS**, the Montgomery County Board of Commissioners has a vested interest in ensuring appointments to the Montgomery Community College Board of Trustees represent the values of Montgomery County residents; and

**WHEREAS**, the North Carolina General Assembly and the Montgomery County local legislative delegation are more readily accessible and aware of local issues than the Governor;

**NOW THEREFORE BE IT RESOLVED**, the Stanly County Board of Commissioners supports the passage of House Bill 14 by the North Carolina General Assembly.

ADOPTED this the 20th day of February, 2017

  
W.D. (Bill) Lawhon, Jr., Chairman  
Stanly County Board of Commissioners

ATTEST:

  
Tyler Brummitt, Clerk to the Board

Good afternoon,

Today, the House Education - Community Colleges Committee heard substitute bills for HB 12, Montgomery CC Board of Trustees, and HB 14, Stanly CC Board of Trustees. The substitute bills added an additional 12 colleges where the Governor's appointment authority would be changed to the General Assembly. All colleges in the bills, the bill numbers, and a description of the changes are detailed in the table below.

Also, in both bills, **current members would serve the remainder of their terms**, with General Assembly appointments being made as terms expire or vacancies occur.

Both bills passed out of the Committee, and will be calendared to be heard on the House floor.

Wednesday's House Calendar has not been posted yet; however, the bills could be heard as early as tomorrow. At that time, it is possible for members to amend the bills to add more colleges.

Links: HB 12: <http://www.ncleg.net/gascripts/BillLookUp/BillLookUp.pl?Session=2017&BillID=h12&submitButton=Go>

HB 14: <http://www.ncleg.net/gascripts/BillLookUp/BillLookUp.pl?Session=2017&BillID=h14&submitButton=Go>

As always, if you have any questions, please feel free to contact me.

Mary

College	House Bill #	Changes
Brunswick	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Cape Fear	HB 14, Sec. 1	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Cleveland	HB 12, Sec. 2	<ul style="list-style-type: none"> <li>· Removes local board of education appointing authority and gives 4 additional appointments to the board of commissioners; and,</li> <li>· Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.</li> </ul>
Craven	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Davidson County	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Gaston College	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Isothermal	HB 14, Sec. 2	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.

<b>College</b>	<b>House Bill #</b>	<b>Changes</b>
James Sprunt	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Lenoir	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Montgomery	HB 14, Sec. 1	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Nash	HB 14, Sec. 1	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Rowan-Cabarrus	HB 12, Sec. 3	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Stanly	HB 12, Sec. 1	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.
Wayne	HB 14, Sec. 1	Removes Governor's appointing authority and gives 4 appointments to the General Assembly: 2 upon recommendation of the Speaker, and 2 upon recommendation of the President Pro Tem.

**State Board Direction to Staff re: System Governance Options  
February 17, 2017**

On February 17, 2017, per the direction of the State Board of Community Colleges (SBCC), System Office staff provided a summary list of options for revising system governance to the SBCC for its consideration. Of the list of options provided to the SBCC, the SBCC directed System Office staff to draft language addressing the following subset of challenges and opportunities for resolving those challenges.

1. The SBCC is limited in its ability to exercise its authority to prospectively ensure the officials of an institution are maintaining prescribed standards of administration or instruction because the SBCC is not aware of personnel issues that would signal a problem. To potentially address this issue, the SBCC directed staff to draft language related to the following:
  - a. Requiring contracts of local presidents to be on file with System Office
  - b. Establishing parameters for length and renewal of contracts of local presidents
  - c. Local boards of trustees having oversight of vacancy/turnover rates
  - d. Requiring college president evaluations to be approved and signed by full local board
  - e. Codifying the SBCC vetting process for hiring community college presidents
  - f. SBCC adopting rule requiring that leave payouts be consistent with the State Human Resources Act
2. College accountability could be undermined without a healthy balance between institutional knowledge and new talents and contributions on local boards. To potentially address this issue, the SBCC directed staff to draft language related to trustee term limits. **Legislation is required to address this challenge.**
3. If a local board, after SBCC warning, persists in willfully or negligently failing or refusing to comply with law or maintain prescribed standards of administration or instruction, there is no recourse for the citizens served by that community college. To potentially address this issue, the SBCC directed staff to draft language related to the SBCC having the authority to assume local board duties under prescribed conditions. **Legislation is required to address this challenge.**
4. The SBCC is limited in its ability to exercise its authority to prospectively ensure the officials of an institution are maintaining prescribed standards of administration or instruction because the SBCC is not aware of certain compliance reviews or reports that would signal a problem. To potentially address this issue, the SBCC directed staff to draft language related to colleges sending SACS reviews to the SBCC.
5. Local boards of trustees may have issues that warrant meeting more frequently than once every three months. To potentially address this issue, the SBCC directed staff to draft language related to local boards of trustees meeting at least six times per year. **Legislation is required to address this challenge.**

The SBCC also directed staff to obtain information about the type of trustee training provided to local boards of trustees.

1 § 115D-13. Terms of office of trustees

2 (a) The regular terms of trustees appointed in 1981 and trustees appointed in 1987  
3 shall be extended for one year. The term of one or more trustees, as appropriate,  
4 elected pursuant to G.S. 115D-12 may be extended for one year so that these terms will  
5 be staggered, unless they are already staggered.

6 (b) Except for the one year extensions of terms set forth in subsection (a) of this  
7 section, and for the ex officio member, as the terms of trustees currently in office expire,  
8 their successors shall be appointed for ~~four-year~~six-year terms.

9 (c) No person may be appointed to more than two consecutive terms of six years on  
10 the board of trustees.

11 All terms shall commence on July 1 of the year.

DRAFT

1 § 115D-18. Organization of boards; meetings

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

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

DRAFT

1 § 115D-19. Removal of trustees

2 (a) Should the State Board of Community Colleges have sufficient evidence that any  
3 member of the board of trustees of an institution is not capable of discharging, or is not  
4 discharging, the duties of his office as required by law or lawful regulation, or is guilty of  
5 immoral or disreputable conduct, the State Board shall notify the chairman of such  
6 board of trustees, unless the chairman is the offending member, in which case the other  
7 members of the board shall be notified. Upon receipt of such notice there shall be a  
8 meeting of the board of trustees for the purpose of investigating the charges, at that  
9 meeting a representative of the State Board of Community Colleges may appear to  
10 present evidence of the charges. The allegedly offending member shall be given proper  
11 and adequate notice of the meeting and the findings of the other members of the board  
12 shall be recorded, along with the action taken, in the minutes of the board of trustees. If  
13 the charges are, by an affirmative vote of two-thirds of the members of the board, found  
14 to be true, the board of trustees shall declare the office of the offending member to be  
15 vacant.

16 Nothing in this section shall be construed to limit the authority of a board of trustees to  
17 hold a hearing as provided herein upon evidence known or presented to it.

18 (b) A board of trustees may declare vacant the office of a member who does not attend  
19 three consecutive, scheduled meetings without justifiable excuse. A board of trustees  
20 may also declare vacant the office of a member who, without justifiable excuse, does  
21 not participate within six months of appointment in a trustee orientation and education  
22 session sponsored by the North Carolina Association of Community College Trustees.  
23 The board of trustees shall notify the appropriate appointing authority of any vacancy.

24 (c) The State Board of Community Colleges is responsible for assuring that boards of  
25 trustees comply with State laws, regulations, and sound fiscal and management  
26 practices. When a board of trustees willfully or through gross negligence fails or refuses  
27 to comply with these laws, regulations, and sound fiscal and management practices, the  
28 State Board of Community Colleges may issue a written notice to the board of trustees  
29 and direct it to take remedial action.

30 (d) If a board of trustees, after written notice, persists in willfully or through gross  
31 negligence fails or refuses to comply with any laws regulations, or sound fiscal and  
32 management practices, the State Board of Community Colleges may, after consultation  
33 with representatives of the North Carolina Association of Community College Trustees  
34 and of the North Carolina Association of Community College Presidents, by resolution  
35 approved by two-thirds of the State Board of Community College members in  
36 attendance at the meeting in which the matter is considered, assume the duties of the  
37 board of trustees and may appoint an administrator to exercise the powers assumed.  
38 The adoption of a resolution shall have the effect of divesting the board of trustees of its  
39 powers conferred upon the board of trustees by law. This authority is an extraordinary  
40 remedy and should only be utilized in the most extreme circumstances.

## Public Relations / Marketing Highlights February 2017

### February Marketing Activities

- *Montgomery Herald*
  - 50<sup>th</sup> Anniversary installments
  - MCC becomes NACCE college
  - MCC Foundation awards
- *Annual Report*

### Digital Campaign Update

*February 2017*

Spent: \$1500

Impressions: 135,742

Clicks: 288

Cost per impression: \$0.01

Cost per click: \$5.20

*Digital vs. traditional advertising*

Traditional spend: \$1500

Ad views (est. max based on circulation): 25,000

Cost per view: \$0.06

Traditional advertising provides no metrics, no way to measure success.

Digital provides metrics (above) as well as brand reinforcement through multiple impressions (you can't throw digital ads in the trash or line the bottom of the bird cage with it.)

### 50<sup>th</sup> Anniversary Book in progress

100+ hours of research – ongoing

Interviews ongoing with MCC stakeholders including past presidents, board of trustees chairs, community advocates, alumni.

Alumni spreadsheet created – collecting any information available on alumni

Photos selected and scanned for storyline

### Facebook Top Posts for February

Total Likes 1624 (Down 2 from 1626 in January)\*

\*12 new likes, 14 unlikes, net -2 likes

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	2/3/17	Run for the Cure Event post	762	10	3	2%
MCC	2/9/17	Way to Grow	607	14	13	4%
MCC	2/14/17	Chili cook off winner announced	550	288	25	57%

**TWITTER FOLLOWERS 605 UP 2 FROM 603 IN JANUARY**

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

**Committee Members**

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

**Agenda Items:**

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

**Attachment F**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 6:33 p.m. in the College Boardroom.

**Present**

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

**Absent**

Susan Eggleston

**Others Present**

Gelynda Capel  
Sharon Cupples  
Anna Hollers (via telephone)  
Ron Kincaid  
Gordon Knowles  
Andrea Marshll  
Adam Sexton,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

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

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

**Approval of January Committee Minutes – Appendix R – Action**

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

There being no business, the meeting adjourned at 6:34 p.m.

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

SGA Updates and Highlights

- Spring Fling plans are being finalized; vendors and activities have been determined.
- The application process for 2017-2018 Student Ambassadors began March 6.
- Several student clubs have held food sales recently.
- The new cornhole boards are here.

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

**Activities since the February Board Meeting**

2/8/17	West High School Early College Presentation
2/9/17	East High School Early College Presentation
2/13/17	Montgomery County Chamber Meeting
2/14/17	Staff Senate Chili Cook Off
2/14/17	IIPS Executive Committee Conference
2/15/17	NCACCP Business Meeting
2/16/17	MCC Early College Presentation – Open House
2/20/17	Foundation Board Pre Interview Meeting
2/22/17	Foundation Investment Firm Interviews
2/23/17	NCCCS Legislative Update
2/25/17	Board Retreat
2/28/17	Tour Davie County High School
3/1/17	NCACCP Call-In Meeting
3/2/17	NCCCS Legislative Update
3/4/17	Denim, Dinner and Dance
3/7/17	Called Foundation Board Meeting

**Upcoming Activities**

3/8/17	Board of Trustees Meeting
3/9/17	Employee Meeting
3/14/17	Montgomery County Chamber Board Meeting
3/28/17	MCC Diversity Day
3/29-31/17	NCACCT Law Seminar
4/3/17	Legislative Brunch
4/10/17	Dr. Williamson Installation
4/11/17	Spring Fling
4/12/17	Board of Trustees Meeting



## Board of Trustees Calendar of Events 2017

<b>March 8, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 29-31, 2017</b>		<b>NCACCT Law Seminar, Raleigh</b>
<b>April 3, 2017</b>	<b>10:00 a.m.</b>	<b>Legislative Brunch</b>
<b>April 12, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 21, 2017</b>	<b>12:00 p.m.</b>	<b>MCC Foundation Golf Tournament</b>
<b>May 10, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 10, 2017</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 10, 2017</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 14, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 9, 2017</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 9, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 10, 2017</b>	<b>5:30 p.m.</b>	<b>MCC 50th Anniversary Open House</b>
<b>September 7, 2017</b>		<b>MCC 50th Anniversary &amp; Bell Dedication</b>
<b>September 13, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 22, 2017</b>		<b>MCC 50th Anniversary Gala</b>
<b>October 11, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</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>