



# **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, April 12, 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 – Art Furr, Electrical Systems Technology Department Chair**

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

### **Standing Committees**

**\* Budget & Finance Committee**

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

Financial Audit – **Appendix D**

February Foundation Fund Statements – **Appendix E**

Foundation Update – **Lynn Epps**

**\* Building & Grounds Committee**

Facilities Report – **Appendix G**

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

Building 100 Renovations Architect Selection – **Action**

State Board Approval of Land Acquisitions – **Appendix I**

**\* Personnel Committee**

New Position Recommendations

Gunsmithing – **Appendix K – Action**

Counselor – **Appendix K-1 – Action**

Notice of Retirement – **Appendix L**

Personnel Appointment – **Appendix M**

\* **Curriculum/Student Services Committee**

Update from Vice President of Instruction – **Appendix O**

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

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

\* **Legislative/Public Relations Committee**

Legislative Update – Dr. Chad Bledsoe

Senate Bill 420 – **Appendix S – Dr. Chad Bledsoe**

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

\* **Institutional Status Committee**

\* **SGA Report - Appendix U**

\* **President’s Report – Dr. Chad Bledsoe – Appendix V**

\* **Chairman’s Report - Claudia Bulhuis**

Calendar of Events – **Appendix W**

NCACCT Updates

\* **Adjourn - Action**

## Minutes

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

Wednesday, March 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  
Claudia Bulthuis  
Gelynda Capel  
Paula Covington  
Susan Eggleston  
George Gilbreath

Ron Kincaid  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon  
Adam Sexton,  
SGA President

#### Absent

Sharon Cupples  
Anna Hollers

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/SACSCOC Liaison; Russell Strong, Dean of Commercial Technologies; Lynn Epps, Director of Resource Development; and Korrie Ervin, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Russell Strong, Dean of Commercial Technologies.

#### Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the March 8, 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.

#### Board Presentation - Russell Strong, Dean of Commercial Technologies

Mr. Strong gave a presentation to the Board regarding the property of MCC.

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

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the February Committee, Board Meeting and Board Retreat 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 February 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 reviewed the 2017-2018 Local Budget Request. The committee approved and Mrs. Eggleston made a motion to approve the 2017-2018 Local Budget Request. Coming from committee, this required no second. The motion carried.
- The committee received an update regarding the January Foundation Fund Statement, Grants and the called 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 a facilities report and received an update regarding construction on campus.
- The committee reviewed and discussed land transfers with Montgomery County and Montgomery County Schools to build a new central high school. The committee approved and Mr. Knowles made a motion to approve the transfer of the acreage described in Appendix J for the purpose to construct a new joint technical building for the new central high school, in return Montgomery County Schools and Montgomery County will provide funds to Montgomery Community College to purchase property described in Deed Book 679 Deed Page 638 Parcel ID ending in 6573 and Deed Book 679 Deed Page 638 Parcel ID 5476 and \$10,000 for removal of existing structures. Coming from committee, this required no second. The motion carried.

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

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

- The committee approved and Mrs. Capel made a motion to approve revisions to Board Policy 302.01 Foreign National Employment Policy. Coming from committee, this required no second. The motion carried.
- The committee approved and Mrs. Capel made a motion to approve the revisions to the Organizational Chart. Coming from committee, this required no second. The motion carried.

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

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

- The committee received updates regarding Instruction, Student Services and Continuing Education.

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

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

- The committee received a legislative update from Dr. Bledsoe.
- The committee received a public information update.

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

The Institutional Status Committee had no business to be conducted.

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

Mr. Sexton gave an update from the Student Government Association, attached as Appendix Y.

Mrs. Bulthuis recognized Mr. Sexton for his efforts to thank donors at the SHOT Show.

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

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

- There have been various Early College presentations over the past month.
- The President’s Association has been meeting discussing the recent legislation.
- Dr. Bledsoe assisted the Foundation with the interviews and selection of a new Investment firm.
- Dr. Bledsoe and Mr. Knowles toured of Davie County High School currently under construction.
- Dr. Bledsoe attended the Denim, Dinner, and Dance fundraiser and the Turkey Federation Fundraiser.
- The Legislative Brunch will be April 3 in the Multi-Purpose Room.

- Dr. Bledsoe will be attending the installation of Dr. Jimmie Williamson, President of the North Carolina Community College System.
- Dr. Bledsoe has been asked to be a panelist regarding the Road to Presidency at Northeastern State Community College in Tennessee on April 21.
- With no objections, Dr. Bledsoe suggested adding trustee's phone numbers and email addresses to the website.

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

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

- The NCACCT Law Seminar will be March 29-31, 2017.
- The Foundation Golf Tournament will be April 21, 2017.
- Graduation will be May 10, 2017.

Mrs. Bulthuis noted recent challenges with the House Bills 12 and 14. She encouraged trustees to not focus on the political aspect of things going on but to focus on why they are here, the students.

### **President's Evaluation – Action**

Mr. Knowles made a motion, seconded by Mrs. Capel, 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 7:45 p.m. 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 8:00 p.m. The motion carried.

Mrs. Bulthuis reported that the Board reviewed the President's Evaluation. Mr. Kincaid made a motion, seconded by Mr. Gilbreath, to approve the report of Dr. Bledsoe's 2017 Evaluation to be sent to the State Board of Community Colleges. The motion carried.

There being no further business, Mr. Knowles made a motion, seconded by Mr. Gilbreath, to adjourn the meeting at 8:02 p.m. The motion carried.

---

Claudia Bulthuis, Chairman

**Attachment A**

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 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  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Johnny McKinnon  
Adam Sexton,  
SGA President

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

Mrs. Eggleston, 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 February Committee Minutes – Appendix B – Action**

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

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

Mrs. McBride reported the following:

- As of February 28, 2017, County fund expenditures were \$441,811, 59% of the budget.
- There were \$141,235 available for Capital Expenditures.
- As of February 28, 2017, State fund expenditures were \$4,479,845, 61% of the budget.
- As of February 28, 2017, the Institutional Fund balance was \$626,657.
- As of February 28, 2017, the balance in the STIF account was \$187,777.

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

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

Mrs. McBride presented Appendix D, the 2017-2018 Local Budget Request. She noted that this was first presented at the Board Retreat in February. There were no recommended changes at that time. She noted that once approved the budget request will be submitted to the County Commissioners.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to approve the 2017-2018 Local Budget Request. The motion carried.

**January Foundation Fund Statement – Appendix E**

Mrs. Epps presented Appendix E, the January Foundation Fund Statement. The total funds held by the Foundation are \$3,162,494.84. There was a gain in the investment account of \$48,579.

Spring scholarships will be paid next month, totaling \$50,000.

**Grants Update – Appendix F**

Mrs. Epps presented Appendix F, a grants update. She noted that the \$400,000 Golden Leaf grant is moving forward to help fund renovations with Gunsmithing, Bladesmithing, and Woodworking. Two NRA grants were approved totaling \$6,000 for scholarships and funds were received for ammunition.

**Foundation Update – Lynn Epps**

Mrs. Epps reported that the Foundation Board met on March 7 and approved Wells Fargo as the new investment firm for the Foundation.

Troy Ready Mix has agreed to donate the concrete for the base of the bell. There have been 30 bricks sold.

The Foundation Golf Tournament will be April 21. McRae Industries has agreed to be a tournament sponsor. There are currently eight hole sponsors for the tournament. Volunteers can be used on the day of the event. Raffle items are still needed for the tournament.

Mrs. Epps reported that the legacy brick brochures were mailed to anyone who gave last year to the Foundation. They have also been mailed to donors who have endowments. There are brochures at local businesses.

Mrs. Eggleston asked that the Board support the MCC Foundation Golf Tournament by sponsoring a team or an individual to play at the tournament.

The Foundation Board approved two mini-grants at their meeting on March 7. Gift certificates will be awarded to a student and employee who complete the most Microsoft Certifications,

totaling \$100 mini-grant. A \$900 mini-grant was awarded to the Human Services Club to assist with expenses for students to attend a conference.

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

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, March 8, 2017 at 5:45 p.m. in the College Boardroom.

**Present**

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

**Absent**

Sharon Cupples

**Others Present**

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

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

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

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

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

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

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

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

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. He noted that the bids for the renovation of the Student Outpost all came in over budget. The architects will be working on redesigning some of the space to save money.

**Land Acquisition – Appendix J – Action**

Dr. Bledsoe presented Appendix J, documentation showing the land switch with Montgomery County Schools. Appendix J.1, Appendix J.2 and Appendix J.3 are the current properties of Montgomery Community College. Appendix J.4 and J.5 are the two parcels of land that the college will be purchasing with funds provided by Montgomery County. There are currently trailers and a garage on the property. Montgomery County will be providing the college with \$10,000 to remove the existing structures.

Appendix J.6 shows a property owned by another individual and will be between the college and Page Street Elementary School.

Appendix J.9 showing the five acres that would be transferred to Montgomery County Board of Education.

Appendix J.7 and Appendix J.8 is a description written by Russell Strong, Forestry Instructor and Dean of Commercial Technologies, of the location of the property to be transferred to Montgomery County Schools for the construction of the joint technical facility and central high school.

Mrs. Eggleston made a motion, seconded by Mr. Gilbreath, to approve the transfer of the acreage described in Appendix J for the purpose to construct a new joint technical building for the new central high school, in return Montgomery County Schools and Montgomery County will provide funds to Montgomery Community College to purchase property described in Deed Book 679 Deed Page 638 Parcel ID ending in 6573 and Deed Book 679 Deed Page 638 Parcel ID 5476 and \$10,000 for removal of existing structures. The motion carried.

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

**Present**

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

**Absent**

Sharon Cupples  
Anna Hollers

**Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix K**

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

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

Mrs. Capel presented Appendix I, the 302.01 Foreign National Employment Policy. Mrs. Covington made a motion, seconded by Mr. Absher, to approve 302.01 Foreign National Employment Policy. The motion carried.

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

Mrs. Capel presented Appendix N, revisions to the organizational chart. Mrs. Covington made a motion, seconded by Mr. Absher, to approve the revisions to the organizational chart. During discussion, Dr. Bledsoe reported that the reorganization is in the Nursing department to accommodate the addition of the Associate Degree in Nursing Program. The motion carried.

There being no further business, the meeting adjourned at 6:00 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, March 8, 2017 at 6:00 p.m. in the College Boardroom.

**Present**

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

**Absent**

Sharon Cupples

**Others Present**

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

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

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

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

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

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

**Update from Vice President of Instruction – Appendix P**

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

The Mental Health First Aid will be offered to 24 staff and faculty to begin with. It will be eventually expanded and offered to all employees.

Mr. Proctor reported on possible changes to prerequisites for entrance in the Gunsmithing program.

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

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

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

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

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

**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 6:13 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix S – Action**

Dr. McKinnon made a motion, seconded by Mrs. Covington, to approve the February Committee minutes. The motion carried.

**Legislative Update – Governor Proposed Budget – Appendix T - Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix T, he noted that this is a biennium budget. The Governor's budget was very supportive of community colleges.

Dr. Bledsoe noted that there are several programs that have waiting list including, Gunsmithing, Nursing and Forestry.

**NCCCS Budget Priorities – Appendix U**

Dr. Bledsoe presented Appendix U, the NCCCS Budget Priorities. He asked Trustees to discuss the budget initiatives with legislators.

**House Bill 14 Updates – Appendix V – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix V, House Bill 14. He noted that this bill would take the appointing responsibility of the four trustees currently appointed by the Governor and move that responsibility to the House and Senate.

Dr. Bledsoe noted that the House Bill 12 was very similar but introduced for Stanly County. Appendix V also shows a resolution in support of House Bills 12 and 14. The Montgomery County Commissioners have not agreed to such a resolution.

Several other community colleges have been added to these bills. Dr. Bledsoe noted that this is still not a bill that would affect all community colleges.

Representative Burr has stated that he feels that the Representatives from the House and Senate are more closely connected to the communities and would be better equipped to appoint trustees.

**State Board of Community Colleges Legislative Recommendation – Dr. Chad Bledsoe – Appendix V-1**

Dr. Bledsoe presented Appendix V-1, a legislative recommendation from the State Board of Community Colleges. He noted that following issues arising from Martin Community College the State Board was requested to make recommendations that could affect the governance of community colleges.

Recommendations to North Carolina General Statute 115D-13 would limit the number of terms trustees could serve. Recommendations to North Carolina General Statute 115D-18 would require the Board of Trustees to meet at least every two months. Recommendation to North Carolina General Statute 115D-19 would affect the removal of trustees.

Dr. Bledsoe reported that this is a situation that he will monitor closely as it could have a potential effect to the Board of Trustees.

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

Mrs. Haywood presented Appendix W, 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 did not have any business to conduct and did not meet.

**Budget & Finance Committee**  
**Wednesday, April 12, 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 March Committee Minutes – Appendix B – Action**
- ❖ **March Local, State, and Institutional Funds Financial Reports – Appendix C - Action**
- ❖ **Financial Audit – Appendix D**
- ❖ **February Foundation Fund Statements – Appendix E**
- ❖ **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, March 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  
Paula Covington  
George Gilbreath  
Andrea Marshall  
Johnny McKinnon  
Adam Sexton,  
SGA President

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

Mrs. Eggleston, 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 February Committee Minutes – Appendix B – Action**

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

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

Mrs. McBride reported the following:

- As of February 28, 2017, County fund expenditures were \$441,811, 59% of the budget.
- There were \$141,235 available for Capital Expenditures.
- As of February 28, 2017, State fund expenditures were \$4,479,845, 61% of the budget.
- As of February 28, 2017, the Institutional Fund balance was \$626,657.
- As of February 28, 2017, the balance in the STIF account was \$187,777.

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

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

Mrs. McBride presented Appendix D, the 2017-2018 Local Budget Request. She noted that this was first presented at the Board Retreat in February. There were no recommended changes at that time. She noted that once approved the budget request will be submitted to the County Commissioners.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to approve the 2017-2018 Local Budget Request. The motion carried.

### **January Foundation Fund Statement – Appendix E**

Mrs. Epps presented Appendix E, the January Foundation Fund Statement. The total funds held by the Foundation are \$3,162,494.84. There was a gain in the investment account of \$48,579.

Spring scholarships will be paid next month, totaling \$50,000.

### **Grants Update – Appendix F**

Mrs. Epps presented Appendix F, a grants update. She noted that the \$400,000 Golden Leaf grant is moving forward to help fund renovations with Gunsmithing, Bladesmithing, and Woodworking. Two NRA grants were approved totaling \$6,000 for scholarships and funds were received for ammunition.

### **Foundation Update – Lynn Epps**

Mrs. Epps reported that the Foundation Board met on March 7 and approved Wells Fargo as the new investment firm for the Foundation.

Troy Ready Mix has agreed to donate the concrete for the base of the bell. There have been 30 bricks sold.

The Foundation Golf Tournament will be April 21. McRae Industries has agreed to be a tournament sponsor. There are currently eight hole sponsors for the tournament. Volunteers can be used on the day of the event. Raffle items are still needed for the tournament.

Mrs. Epps reported that the legacy brick brochures were mailed to anyone who gave last year to the Foundation. They have also been mailed to donors who have endowments. There are brochures at local businesses.

Mrs. Eggleston asked that the Board support the MCC Foundation Golf Tournament by sponsoring a team or an individual to play at the tournament.

The Foundation Board approved two mini-grants at their meeting on March 7. Gift certificates will be awarded to a student and employee who complete the most Microsoft Certifications,

totaling \$100 mini-grant. A \$900 mini-grant was awarded to the Human Services Club to assist with expenses for students to attend a conference.

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

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

County Funds - MARCH 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	4,500	1,500	75%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	117,639	38,193	75%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	62,834	20,301	76%
518100	Social Security	18,427	1,489	13,919	4,508	76%
518200	Retirement	39,363	3,225	29,688	9,675	75%
518300	Medical Insurance	44,664	3,815	33,220	11,444	74%
518700	Longevity Payments	2,172	-	2,171	1	100%
519030	Engineering Services	600	600	600	-	100%
519090	Waste Removal/Recycling	14,000	1,288	5,882	8,118	42%
519120	Lawns and Grounds Service	500	-	322	178	64%
519110	Pest Control Svcs Agreement	1,000	-	750	250	75%
521000	Custodial Supplies	14,000	1,354	8,942	5,058	64%
522000	Maintenance Supplies	16,863	846	8,510	8,353	50%
524000	Repair Supplies	8,508	997	5,744	2,764	68%
525000	Gas/Travel/Reimbursement	1,717	80	(166)	1,883	-10%
531140	In-State Lodging	500	-	-	500	0%
531150	In-State Meals	500	118	118	382	24%
531500	Registration Fees	1,118	253	1,033	85	92%
532200	Telephone	16,300	1,009	10,747	5,553	66%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	24,885	-	1,683	23,202	7%
533200	Water	11,560	1,234	7,707	3,853	67%
533300	Electricity	202,422	12,337	141,966	60,456	70%
533400	Garbage/Sewage Disposal	5,600	556	4,086	1,514	73%
535100	Equipment Repair	8,300	-	430	7,870	5%
535200	Repairs to Facilities	16,000	1,188	15,101	899	94%
535201	Repairs to Grounds-Supp	2,370	1,875	2,245	125	95%
535400	Service Contracts	16,800	276	11,534	5,266	69%
539200	PR-President's Office	600	14	239	361	40%
539500	Other Current Expense	1,022	-	41	981	4%
543000	Lease/Rental Other Equipment	1,820	140	1,264	556	69%
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	1,503	490	75%
546100	Membership & Dues	1,000	-	1,000	-	100%
555100	Minor Equip Low Risk	1,149	-	1,149	(0)	100%
<b>Total Current Expense</b>		<b>750,800</b>	<b>52,858</b>	<b>494,669</b>	<b>256,131</b>	<b>66%</b>

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

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

Life-to-date Revenues as of State's January 2017 Report	\$ 351,463
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	56,925
	<hr/>
<b>Total Revenue</b>	<b>467,056</b>
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)
	<hr/>
Sub-total Life-to-date Revenues less Submitted Projects	1,640
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
	<hr/>
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 3-31-17</b>	<b>\$ 176,640</b>
	<hr/> <hr/>

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

State Funds - MARCH 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	105,765	34,563	75%
511200 FT Senior Administrator	232,330	19,098	175,037	57,293	75%
511300 FT Professional Staff	924,568	75,521	707,190	217,378	76%
511310 PT Professional Staff	68,574	2,332	29,856	38,718	44%
512000 FT Support	60,146	4,897	45,455	14,691	76%
512010 PT Support	26,554	1,762	17,384	9,170	65%
512040 30 Hour Support	28,204	2,254	21,442	6,762	76%
513000 FT Faculty	1,842,726	148,234	1,384,165	458,561	75%
513010 PT Faculty	687,235	69,535	498,286	188,949	73%
513030 PT Teaching Assistant	13,600	1,188	7,438	6,163	55%
513040 30 Hour Faculty	37,064	2,663	29,076	7,988	78%
515000 FT Technical/Paraprofessional	416,652	34,070	314,463	102,190	75%
515010 PT Technical/Paraprofessional	102,583	5,613	77,648	24,935	76%
518100 Social Security	341,733	27,366	249,822	91,911	73%
518200 Retirement	627,586	50,844	472,846	154,740	75%
518300 Medical Insurance	422,145	34,339	310,068	112,077	73%
518700 Longevity Payments	51,859	-	46,713	5,146	90%
519000 Legal Services	1,103	158	1,103	1	100%
519010 Financial/Audit Service	44,000	5,820	5,820	38,181	13%
519020 Sys Implementation/Inte	77,367	8,731	17,215	60,152	22%
519040 Administrative Services	3,000	-	1,360	1,640	45%
519142 LAN Support Services	500	-	500	-	100%
519144 Managed Server Support	26,964	-	-	26,964	0%
519200 Other Contractual	2,350	2,350	2,350	-	100%
519400 Contracted Instruction	55,259	3,408	33,587	21,672	61%
519401 Online Tutoring-Contrac	3,908	-	2,408	1,500	62%
519700 Personal Service - 3rd Party	2,250	-	250	2,000	11%
523XXX Copies & Instructional Supplies	180,165	22,865	108,340	71,825	60%
527000 Other Supplies	62,917	6,828	36,733	26,184	58%
527005 Tires & Oil Changes	1,866	278	972	894	52%
531110 In-State Ground Transportation	18,173	2,059	13,450	4,723	74%
531140 In-State Lodging	15,768	1,346	10,409	5,359	66%
531150 In-State Meals	4,497	559	2,690	1,807	60%
531210 Out-of-State Ground Transportation	1,449	235	1,356	93	94%
531220 Out-of-State Air Transportation	1,848	15	1,474	374	80%
531240 Out-of-State Lodging	8,153	152	6,307	1,846	77%
531250 Out-of-State Meals	1,601	365	1,513	88	94%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	2,349	-	779	1,570	33%
531500 Registration Fees	24,224	980	15,789	8,435	65%
532100 Postage	13,744	1,508	4,795	8,949	35%
532700 Software Subscriptions	225	80	80	145	36%
535100 Equipment Repair	12,899	56	4,631	8,268	36%
535400 Service Contracts	925	225	225	700	24%
535430 Maint Agreement-Equipment	6,130	580	580	5,550	9%
535450 Maint Agreement-NonWAN - Curr	21,870	-	9,770	12,100	45%

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

State Funds - MARCH 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%
535495 Maint. Agree.-Server	5,336	1,307	5,336	(0)	100%
537000 Advertising	58,000	3,404	24,161	33,839	42%
537100 Advertise Vacant Positions	9,925	1,152	6,439	3,486	65%
539400 Magazine/Newspaper Subscriptions	3,750	31	2,965	785	79%
539500 Other Current Expense	9,854	2,500	9,342	512	95%
539520 Electronic Processing	6,100	-	2,659	3,441	44%
539700 Childcare - 530 Purpose	22,618	1,880	9,094	13,524	40%
542403 Rental/Lease Servers	1,370	-	-	1,370	0%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	74,415	2,510	53,003	21,412	71%
544020 Laptop Application So	1,000	-	-	1,000	0%
545100 Motor Vehicle Insurance	2,876	-	1,201	1,675	42%
545200 Liability Insurance	3,800	-	-	3,800	0%
546100 Membership & Dues	15,898	4,685	10,335	5,563	65%
546200 Accreditation Expense	3,900	200	1,950	1,950	50%
547000 Administrative/Indirect Co	200	-	-	200	0%
552072 Server	-	(33,260)	-	-	0%
555100 Minor Equip Low Risk <\$5K	33,946	3,238	33,925	21	100%
555200 Minor Equip High Risk	15,399	1,506	6,877	8,522	45%
<b>Total Current Expense</b>	<b>6,889,083</b>	<b>538,985</b>	<b>4,944,421</b>	<b>1,944,662</b>	<b>72%</b>
551000 Office Equipment	73,965	-	-	73,965	0%
552000 Non-WAN Data Processing	20,209	-	20,209	(0)	100%
552030 Voice Communication Equ	12,749	-	12,642	107	99%
552072 Server	40,931	40,931	40,931	-	100%
553000 Educational Equipment	316,047	-	12,600	303,447	4%
555100 Minor Equipment Low Risk	11,266	(522)	8,101	3,165	72%
555200 Minor Equipment High Risk	16,816	-	16,816	(0)	100%
556100 Books	31,573	9,260	12,777	18,796	40%
<b>Total Capital Expense</b>	<b>523,556</b>	<b>49,669</b>	<b>124,077</b>	<b>399,479</b>	<b>24%</b>
<b>Total Expenses</b>	<b>7,412,639</b>	<b>588,653</b>	<b>5,068,498</b>	<b>2,344,141</b>	<b>68%</b>

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

<b>Institutional Funds - MARCH 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
01-128 Veterans Reporting Fee	-	-	-	195	351
01-132 Overhead Receipts 75%	1,294	(778)	2,519	4,637	7,712
01-133 Current General & Misc	90	90	998	2,406	11,743
01-134 Admin Support	(868)	3,047	3,749	7,663	-
01-135 Overhead Receipts 25%	431	-	839	-	7,392
01-142 Textbook Rental	456	50	23,670	26,101	9,873
01-222 Forestry Program	0	-	2	2,766	9,467
01-291 Specific Fees: Medical	30	-	555	359	2,621
01-291 Specific Fees: Electron	-	-	525	-	2,075
01-291 Specific Fees: Gunsmith	81	-	5,498	1,622	44,103
01-291 Specific Fees: Phleboto	-	-	300	-	300
01-291 Specific Fees: Taxiderm	19	-	1,142	2,135	13,400
01-291 Specific Fees - LP	-	136	2,519	136	8,926
01-291 Specific Fees: Dental	50	19	781	746	3,828
01-291 Specific Fees: NET/TEAS	2,016	1,320	5,952	5,738	3,674
01-294 Live Projects: Taxiderm	-	-	-	-	349
01-314 Scrap Metal Fund HVAC	-	-	26	-	558
01-315 Self Supporting	3,686	9,019	56,102	31,801	46,831
01-331 Community Service	-	-	-	-	4,275
01-352 Career Readiness	-	-	1,035	651	1,720
01-363 Small Business Center	-	1,425	1,149	2,268	7,661
01-391 Specific Fees: Occ. Ext	1,732	1,738	17,681	7,377	71,954
01-394 Horticulture: Live Proj	-	-	-	-	878
01-621 Operational Funds	1,791	1,102	6,319	10,519	32,122
01-622 Sales Tax Utilization	-	(7,817)	11,692	11,692	-
01-715 Vending	890	890	6,323	6,323	-
02-131 College Work Study	3,875	3,875	23,746	23,746	-
02-228 Self Supp. Curriculum	86	-	90	188	28,090
02-229 Distance Learning	10	-	73	-	-
02-237 Perkins Prof Dev	13,241	-	13,241	13,241	-
02-292 Tech Fee-Curr	1,415	327	17,047	10,662	110,767
02-383 Fire Training Center Gr	-	2,002	1,895	11,217	228
2.384 Lead the Way Grant	-	-	1,250	-	1,250
02-392 Tech Fee: Con Ed	-	-	-	-	1,953
<b>1</b> 02-429 Vo-Ed PT Curr Support	772	766	6,346	7,111	(766)
<b>1</b> 02-511 Voc-Ed Counseling	1,284	1,284	10,491	11,775	(1,284)
02-512 Voc-Ed Tutor Funds	(140)	-	1,292	1,292	-
02-823 FSEOG	-	-	11,749	11,749	-
<b>2</b> 02-824 Pell Grant	4,090	2,908	965,658	965,658	(552)
02-830 Restricted Scholarship	280	-	280	280	-
02-831 Educ. Lottery Schol.	2,176	-	46,513	44,337	2,176
02-833 Golden LEAF	5,839	4,379	11,712	9,942	1,771
02-835 NC Comm Coll Grt	1,351	-	56,122	54,514	1,608
02-836 High Demand/Low Enrol	-	-	1,655	1,655	-
02-837 MCC Foundation Scholar	43,416	-	108,427	107,927	500
<b>3</b> 02-838 Wells Fargo Scholarship	-	-	250	500	(250)

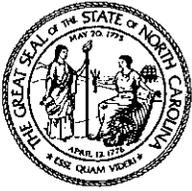
**Montgomery Community College  
Institutional Funds - Board Report for March 2017**

Institutional Funds - MARCH 2017	Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account	
01-121 PELL Overpayments	-	-	-	-	138	
02-839 Less Than Half-time	-	-	764	720	44	
02-842 SGA President Scholar	750	-	1,500	1,500	-	
02-845 SECU Scholarships	-	-	6,250	6,250	-	
05-227 Daycare Center	-	-	-	-	353	
05-715 Vending	703	890	5,099	6,405	15,035	
05-716 Bookstore Vending	2	-	24,118	6,477	78,497	
05-720 Bookstore	56	-	424	-	-	
05-721 General Store	354	1,476	25,085	24,191	1,714	
05-740 Parking Fee	272	-	4,063	-	33,464	
05-770 Stud Govt Assoc	1,824	1,193	27,183	10,416	34,849	
05-771 Graduation Fund	2,120	-	3,775	559	7,018	
05-774 Stud. Amabassador	216	-	3,031	588	28,812	
07-918 Capital Projects	41,897	-	74,113	32,216	41,897	
07-924 Duke Energy Grant	-	-	-	-	2,089	
09-772 Club Accounts	-	-	-	-	57,474	
4 09-773 Agency Fund	-	-	-	-	(12,368)	
09-775 Funds for Others	-	-	-	-	3,503	
09-776 Restricted Schol Held	-	-	-	-	-	
09-777 Loan Funds Held & Dist	-	-	-	-	-	
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>137,587</b>	<b>29,339</b>	<b>1,602,615</b>	<b>1,490,251</b>	<b>729,824</b>

STIF Account as of 11/30/16	Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance	
01-621 Operational Funds	40	303	42,232	42,535	
02-229 Distance Learning	10	73	10,209	10,282	
02-292 Technology Fees	71	537	74,984	75,521	
05-720 Bookstore	56	424	59,192	59,616	
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>177</b>	<b>1,337</b>	<b>186,617</b>	<b>187,954</b>

- 1 Randolph Community College (PERKINS)
- 2 PELL Adjustment
- 3 Scholarship due from Wells Fargo
- 4 Financial Aid Charges for Books

STATE OF NORTH CAROLINA  
**Office of the State Auditor**



**Beth A. Wood, CPA**  
State Auditor

2 S. Salisbury Street  
20601 Mail Service Center  
Raleigh, NC 27699-0600  
Telephone: (919) 807-7500  
Fax: (919) 807-7647  
<http://www.ncauditor.net>

March 27, 2017

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

Dear Dr. Bledsoe:

We have completed our financial statement audit at Montgomery Community College for the year ended June 30, 2016. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered Montgomery Community College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Montgomery Community College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified. These audit results will be discussed with your staff on March 29, 2017 and will be included in a report for Montgomery Community College.

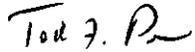
The purpose of this communication, which is an integral part of our audit, is to describe, for management and those charged with governance, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Dr. Chad A. Bledsoe, President  
March 27, 2017  
Page 2

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit.

Sincerely,

BETH A. WOOD, CPA  
STATE AUDITOR

A handwritten signature in cursive script that reads "Ted F. Price".

Ted F. Price, CPA  
Financial Audit Director

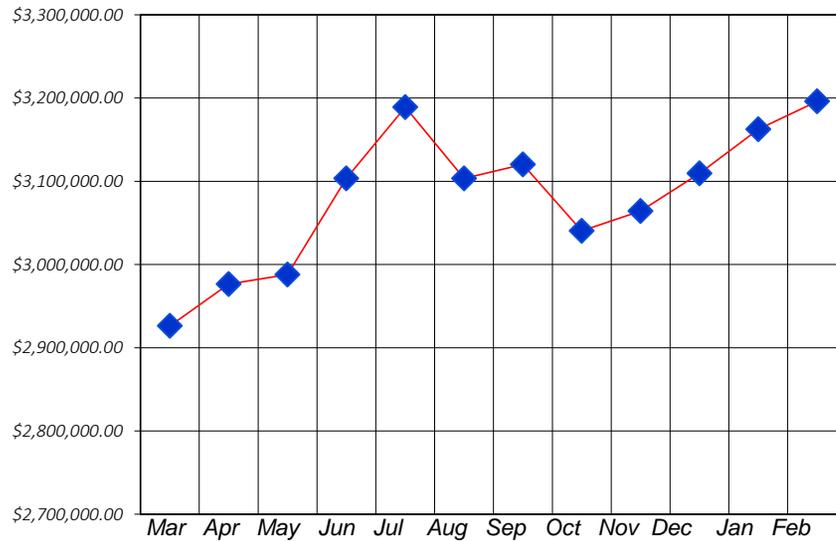
BAW/TFP:ae

cc: Jeanette McBride, Vice President, Administrative Services

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

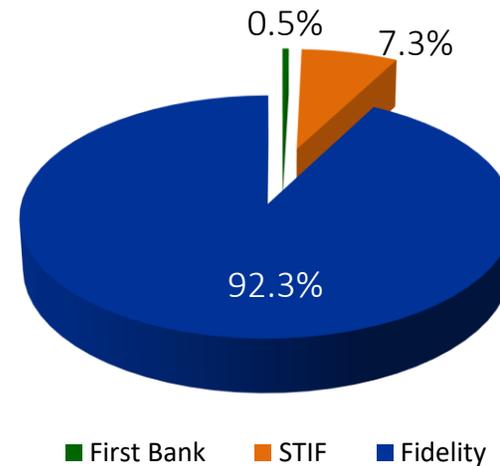
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of February 2017			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	<b>\$2,742,627.59</b>	<b>\$242,843.84</b>	<b>\$117,963.19</b>	<b>\$3,103,434.62</b>	<b>\$2,898,379.39</b>	<b>\$237,443.14</b>	<b>\$26,672.31</b>	<b>\$3,162,494.84</b>
<b>Receipts</b>								
Interest/Gains	\$46,291.18	\$1,674.43	\$3.65	\$47,969.26	\$2,250.31	\$184.96	\$0.45	\$2,435.72
Deposits	\$22,441.69	\$135,385.98	\$88,356.29	\$246,183.96	\$4,487.32	\$11,346.02	\$6,265.78	\$22,099.12
<b>Total Receipts</b>	<b>\$68,732.87</b>	<b>\$137,060.41</b>	<b>\$88,359.94</b>	<b>\$294,153.22</b>	<b>\$6,737.63</b>	<b>\$11,530.98</b>	<b>\$6,266.23</b>	<b>\$24,534.84</b>
<b>Disbursements</b>								
Withdrawals/Fees	\$65,780.92	\$147,635.89	\$191,390.72	\$404,807.53	\$4,231.11	\$16,705.76	\$18,006.13	\$38,943.00
<b>Total Disbursements</b>	<b>\$65,780.92</b>	<b>\$147,635.89</b>	<b>\$191,390.72</b>	<b>\$404,807.53</b>	<b>\$4,231.11</b>	<b>\$16,705.76</b>	<b>\$18,006.13</b>	<b>\$38,943.00</b>
<b>Market Value Net Change</b>	\$203,232.61	\$0.00	\$0.00	\$203,232.61	\$47,926.24	\$0.00	\$0.00	\$47,926.24
<b>Ending Value</b>	<b>\$2,948,812.15</b>	<b>\$232,268.36</b>	<b>\$14,932.41</b>	<b>\$3,196,012.92</b>	<b>\$2,948,812.15</b>	<b>\$232,268.36</b>	<b>\$14,932.41</b>	<b>\$3,196,012.92</b>
<b>Net Change</b>	<b>\$206,184.56</b>	<b>(\$10,575.48)</b>	<b>(\$103,030.78)</b>	<b>\$92,578.30</b>	<b>\$50,432.76</b>	<b>(\$5,174.78)</b>	<b>(\$11,739.90)</b>	<b>\$33,518.08</b>

### Foundation Funds Value



Jul 2016 - Jun 2017

### Foundation Funds Distribution



■ First Bank    ■ STIF    ■ Fidelity

**Building & Grounds Committee**  
**Wednesday, April 12, 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 March Committee Minutes- Appendix F – Action**
- ❖ **Facilities Report - Appendix G**
- ❖ **Construction Update and Building Projects Timeline – Appendix H**
- ❖ **Building 100 Renovations Architect Selection – Action**
- ❖ **State Board Approval of Land Acquisitions – Appendix I**
- ❖ **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, March 8, 2017 at 5:45 p.m. in the College Boardroom.

**Present**

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

**Absent**

Sharon Cupples

**Others Present**

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

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

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

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

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

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

**Facilities Report – Appendix H**

Mrs. McBride presented Appendix H, the facilities report.

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

Dr. Bledsoe presented Appendix I, the Construction Update and Building Projects Timeline. He noted that the bids for the renovation of the Student Outpost all came in over budget. The architects will be working on redesigning some of the space to save money.

**Land Acquisition – Appendix J – Action**

Dr. Bledsoe presented Appendix J, documentation showing the land switch with Montgomery County Schools. Appendix J.1, Appendix J.2 and Appendix J.3 are the current properties of Montgomery Community College. Appendix J.4 and J.5 are the two parcels of land that the college will be purchasing with funds provided by Montgomery County. There are currently trailers and a garage on the property. Montgomery County will be providing the college with \$10,000 to remove the existing structures.

Appendix J.6 shows a property owned by another individual and will be between the college and Page Street Elementary School.

Appendix J.9 showing the five acres that would be transferred to Montgomery County Board of Education.

Appendix J.7 and Appendix J.8 is a description written by Russell Strong, Forestry Instructor and Dean of Commercial Technologies, of the location of the property to be transferred to Montgomery County Schools for the construction of the joint technical facility and central high school.

Mrs. Eggleston made a motion, seconded by Mr. Gilbreath, to approve the transfer of the acreage described in Appendix J for the purpose to construct a new joint technical building for the new central high school, in return Montgomery County Schools and Montgomery County will provide funds to Montgomery Community College to purchase property described in Deed Book 679 Deed Page 638 Parcel ID ending in 6573 and Deed Book 679 Deed Page 638 Parcel ID 5476 and \$10,000 for removal of existing structures. The motion carried.

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

## Board Report

Facilities

April 2017

Prepared By: Wanda Frick

Director of Facilities

Maintenance staff have finished the installation of grinders for the Bladesmith area. The electrical wiring, receptacles, and lighting were updated for the grinders moved into the space. A ventilation system for the forgers will be installed mid-April. The system will be built and installed by an outside contractor, S & S Systems. During this time, Maintenance staff will install gas lines and forgers in the room.



Two spaces were cut in the roof of Room 172 for the installation of a ventilation system for the new Gunsmithing paint booths.



Montgomery Community College  
Building Project Timeline

Project Name	Projected Cost	2016			
		September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board	Design	Constr Bid
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board		
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	State Board	Design Phase
Entrance Sign Renovation	\$ -			Construction	
Industrial Maintenance Building	\$ 1,000,000.00				
Building 500 Roof	\$ 40,000.00				
Building 500 Renovation	\$ 25,000.00				
Building 500 HVAC	\$ 75,000.00				
Building 200 Painting/Carpet/Construction	\$ 125,000.00				
Building 300 HVAC	\$ 75,000.00				
Building 100 Renovation	\$ -				
Roof Replacement	\$ 300,000.00				
HVAC Replacement	\$ 205,000.00				
Interior Renovation	\$ 2,500,000.00				
Building 100 Entrance	\$ 500,000.00				
Total Cost	\$ 6,225,000.00				

Project Name	Projected Cost	2017											
		January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00		Construction	Complete									
Building 200 HVAC Replacement	\$ 1,000,000.00	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	Design Phase	Construction Bid (Rejected 3/1)	Modify Scope	Combine with Bldg 100								
Entrance Sign Renovation	\$ -	Complete											
Industrial Maintenance Building	\$ 1,000,000.00							(3-1)	State Board	(3-1)	State Board	Design	
Building 500 Roof	\$ 40,000.00							(3-1)	State Board	Construction Bid	Construction	Bids	Construction
Building 500 Renovation	\$ 25,000.00									(3-1)	State Board	Bids	Construction
Building 500 HVAC	\$ 75,000.00									(3-1)	State Board	Complete	
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid	Construction								Construction
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	Construction
Interior Renovation	\$ 2,500,000.00												
Building 100 Entrance	\$ 500,000.00												
Total Cost	\$ 6,225,000.00												

Project Name	Projected Cost	2018											
		January	February	March	April	May	June	July	August	September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00												
Building 200 HVAC Replacement	\$ 1,000,000.00	Construction					Complete						
Center for Workforce Development (Outpost)	\$ 180,000.00												
Entrance Sign Renovation	\$ -												
Industrial Maintenance Building	\$ 1,000,000.00	Design	Construction									Complete	
Building 500 Roof	\$ 40,000.00												
Building 500 Renovation	\$ 25,000.00												
Building 500 HVAC	\$ 75,000.00												
Building 200 Painting/Carpet/Construction	\$ 125,000.00												
Building 300 HVAC	\$ 75,000.00												
Building 100 Renovation	\$ -												
Roof Replacement	\$ 300,000.00	Construction									Complete		
HVAC Replacement	\$ 205,000.00	Construction									Complete		
Interior Renovation	\$ 2,500,000.00	Construction									Complete		
Building 100 Entrance	\$ 500,000.00												
Total Cost	\$ 6,225,000.00												



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph. D.*

*President*

March 17, 2017

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

Subject: Acquisition/Disposal of Real Property

Dear President Bledsoe:

Consistent with G.S. 115D-20, the State Board of Community Colleges approved your request to acquire by purchase approximately 4.0 acres of property and dispose of properties in its meeting on March 17, 2017.

Sincerely,

A handwritten signature in cursive script that reads 'Brandy Andrews'.

Brandy Andrews  
Associate Vice President for College  
Finance and Operations

BA/io

Enclosure

c: Mrs. Sharon Rosado



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*James C. Williamson, Ph. D.*

*President*

March 17, 2017

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

Subject: Disposal of Real Property

Dear President Bledsoe:

Consistent with G.S. 115D-15, the State Board of Community Colleges approved your request to transfer approximately 5.5 acres of property located at 1011 Page Street, Troy, North Carolina to Montgomery County Public Schools in its meeting on March 17, 2017.

If further assistance is needed, please contact Dorrine Fokes at (919) 807-7088

Sincerely,

A handwritten signature in cursive script that reads "Brandy Andrews".

Brandy Andrews  
Associate Vice President for College  
Finance and Operations

BA/io

Enclosure

c: Mrs. Sharon Rosado

**Personnel Committee**  
**Wednesday, April 12, 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 March Committee Minutes – Appendix J**
- ❖ **New Position Recommendations**
  - Gunsmithing Instructor – Appendix K – Action**
  - Counselor – Appendix K-1 – Action**
- ❖ **Notice of Retirement – Appendix L**
- ❖ **Personnel Appointment – Appendix M**
- ❖ **New Business**
- ❖ **Adjourn**

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

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

**Present**

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

**Absent**

Sharon Cupples  
Anna Hollers

**Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix K**

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

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

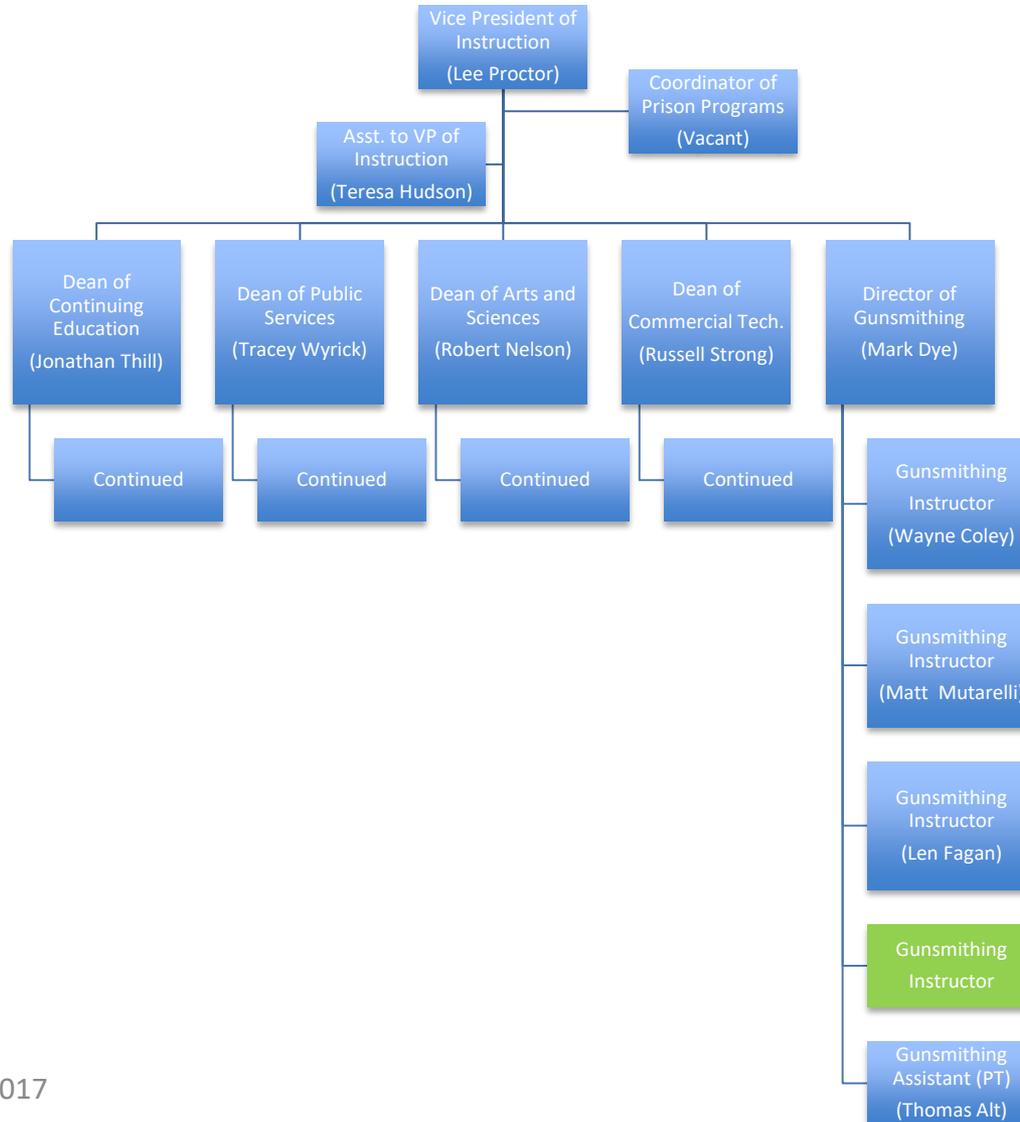
Mrs. Capel presented Appendix I, the 302.01 Foreign National Employment Policy. Mrs. Covington made a motion, seconded by Mr. Absher, to approve 302.01 Foreign National Employment Policy. The motion carried.

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

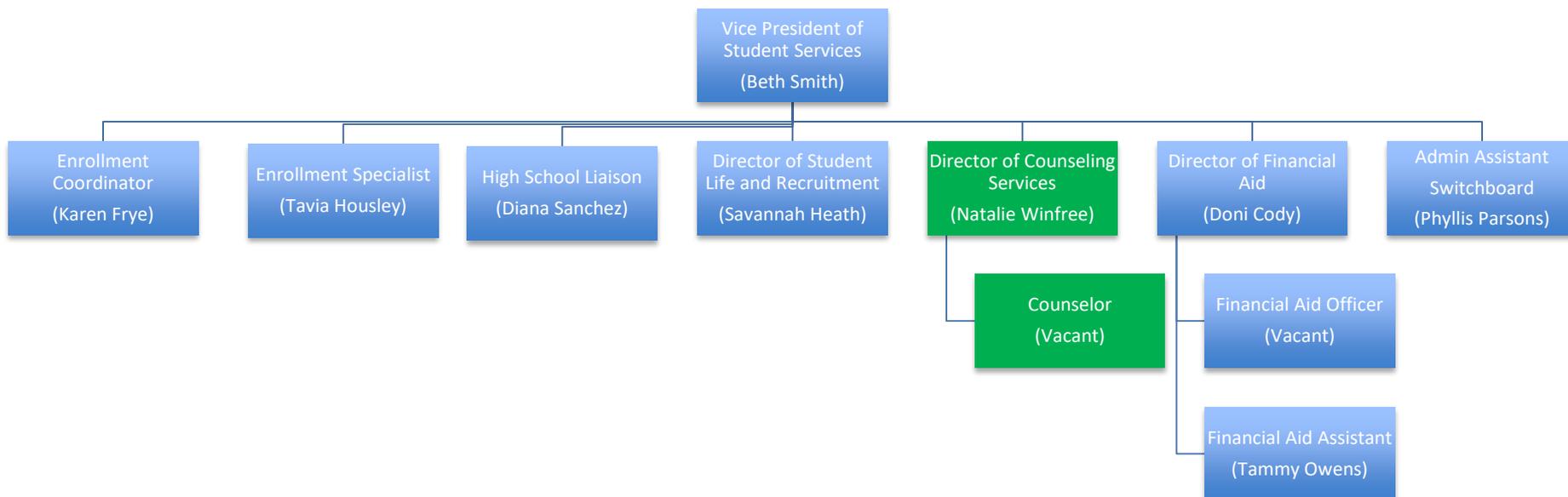
Mrs. Capel presented Appendix N, revisions to the organizational chart. Mrs. Covington made a motion, seconded by Mr. Absher, to approve the revisions to the organizational chart. During discussion, Dr. Bledsoe reported that the reorganization is in the Nursing department to accommodate the addition of the Associate Degree in Nursing Program. The motion carried.

There being no further business, the meeting adjourned at 6:00 p.m.

# Instruction



# Vice President of Student Services





## MONTGOMERY COMMUNITY COLLEGE

1011 Page Street · Troy, NC 27371 · (910) 576-6222 · Fax (910) 576-2176

March 20, 2017

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

Dear Dr. Bledsoe,

On March 1, 1993, I began my journey as a nurse educator at Montgomery Community College. In August 2003, upon the retirement of the Practical Nursing Program Director, I became the Practical Nursing Program Head/Lead Instructor. During my employment at Montgomery Community College the Practical Nursing Program has grown from an enrollment of thirty (30) approved by the North Carolina Board of Nursing, to and approved enrollment of forty-five (45) with the beginning of a new hybrid, evening/weekend option in 2007 which was the first in North Carolina, to an approved enrollment of 60 in October 2014. In addition the Practical Nursing Program moved to a two-semester, accelerated diploma program by making both options of study hybrid to help with the nursing shortage. Needless to say the Practical Nursing Program has grown under my direction.

Upon my return from medical leave in the spring of 2016, I learned my title had been changed to Director of Nursing. When you, Carol Holton, and I met in May to begin filling out the application to the North Carolina Community College System requesting the approval for an Associate Degree Nursing Program at Montgomery Community College, I was listed as the Director of Nursing. At that time, you informed me that being the Director of Nursing, I would be overseeing the current Practical Nursing Program, the Associate Degree Nursing Program, once approved, and the Nurse Aide Curriculum Program. However, during the 2016-2017 academic year, several options were mentioned to me about the future of the nursing program(s) at Montgomery Community College. It was not until the meeting that I had with you and Lee Proctor that I learned that the college finally decided to have only one Director of Nursing. When I asked if I was losing my job, you replied "No" but Mr. Proctor immediately spoke up "Not necessarily. You can apply for the Director's job or step down to become faculty." It was disconcerting that a job I had been told in May of 2016 would be mine would now require me to apply if I want the Director's job or I could step down to become faculty. I chose not to apply as another member of my faculty was applying.

After much thought and prayer, I have decided to leave employment at Montgomery Community College and begin my state retirement. My last day of employment will be April 26, 2017. I feel it is in my best interest both physically and emotionally to leave before the end of the academic year. I wish Montgomery Community College continued success in the future.

Sincerely,

Lynne S. Hancock



## MONTGOMERY COMMUNITY COLLEGE

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

March 21, 2017

Mrs. Lynne Hancock  
1011 Page Street  
Troy, NC 27371

Dear Lynne:

I am in receipt of your letter dated March 20, 2017 announcing your retirement on April 26, 2017. I accept your letter notifying me of your retirement as Director of Nursing. For over twenty years you led the Nursing program at Montgomery Community College with distinction. Due to your leadership, many of the nurses in our local hospital and medical offices are able to care for this community. You have been a positive influence at this institution and will be missed as a colleague.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.  
President

## Personnel Appointment

<b>Name of Person</b>	Wendy Vaughn
<b>Present Address</b>	1263 Gurney W Road; Eagle Springs, NC 27242
<b>Position</b>	Director of Nursing
<b>Position Category</b>	
<b>Salary</b>	\$62,000 – 12 month
<b>Effective Date of Employment</b>	April 1, 2017
<b>Budget Information</b>	

### Position Description

Full-time 12-month position responsible for development and direction of the nursing programs and instructor in nursing programs. Master of Nursing degree, two years full-time teaching experience in a board approved nursing program, and current unrestricted license as a registered nurse are required. Two- years clinical experience as a registered nurse and community college teaching experience preferred.

### Education and Certifications

School/Certification	Years Attended	Degree
Sandhills Community College	1992	ADN
UNC – Chapel Hill	2002	BSN
UNC – Charlotte	2014	MSN
UNC – Charlotte	2009	Certificate in Nurse Educator

### Work Experience

Employer	Dates of Employment	Position/Title
First Health of the Carolinas	June 1992 – present	Staff Nurse
Randolph Community College	August 2003 – 2005	Adjunct Clinical Instructor
Montgomery Community College	May 2009 – Present	Practical Nursing Instructor

### Professional Participation/Honors

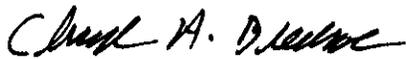
#### Hiring Committee

Person	Position
Dr. Mindy Joyner	Instructor, Biology
Pam Raffaldt	Instructor, Nursing

Carol Holton	Coordinator of Institutional Effectiveness/SACS Liaison
Tracey Wyrick	Dean of Public Service
Lee Proctor	Vice President of Instruction

### Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Wendy Vaugh, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Wendy Vaugh for the Director of Nursing position.



---

Chad A. Bledsoe  
President

**Curriculum and Student Services Committee**  
**Wednesday, April 12, 2017**  
**6:05 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order – Ron Kincaid, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix N – Action**
- ❖ **Update from Vice President of Instruction – Appendix O**
- ❖ **Update from Vice President of Student Services – Appendix P**
- ❖ **Update from Dean of Continuing Education – Appendix Q**
- ❖ **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, March 8, 2017 at 6:00 p.m. in the College Boardroom.

**Present**

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

**Absent**

Sharon Cupples

**Others Present**

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

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

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

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

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

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

**Update from Vice President of Instruction – Appendix P**

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

The Mental Health First Aid will be offered to 24 staff and faculty to begin with. It will be eventually expanded and offered to all employees.

Mr. Proctor reported on possible changes to prerequisites for entrance in the Gunsmithing program.

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

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

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

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

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

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

**Professional Development** – Thirteen faculty and staff completed the first offering of Mental Health First Aid training. The training concentrated 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.

June 23 and 24, 2017, NIC Industries will provide training for the Gunsmithing faculty in Cerakote application. Once training is complete, the faculty will be Certified Applicators and better prepared to train our curriculum and short-course students. We will also be pitching to NIC Industries the idea of Montgomery Community College becoming the east coast training facility for Cerakote application.

**Program Status** – Michael Raichel, a second year Forestry student took the New York State Registered Foresters exam along with 500 other applicants. Not only did he pass, but he had the highest score of all 500 applicants. He credits MCC Forestry for this accomplishment and that 4-5 courses contained most the questions on the exam. Mike will be continuing his education after graduating this May at Paul Smiths College in Upstate New York. In addition, a recruiter from Paul Smiths came to MCC two weeks ago to recruit forestry students.

The Forestry faculty escorted the students in the Forestry Club to Pennsylvania to compete in the Mid-Atlantic Woodsman Meet at Penn State – Mont Alto on April 8, 2017.

The Montgomery County Early College will begin classes August 14, 2017 with 125 students! The entering freshman class will have 60 members and the entering sophomore class will have 65 students. The first year both classes will complete ACA 122, PED 110, and CIS 110. In addition, sophomores will complete BIO 111. Estimated FTE earned by Early College students for the first year of the Early College is 47.5 FTE.

## **MCC Board of Trustees – April 12, 2017 Update from the Student Services Division**

### Highlights & Previews

- Visits from county school students
  - 90 5<sup>th</sup> graders from Page Street Elementary tour MCC campus March 9
  - 100 high school students from East & West Montgomery attend Diversity Event March 28
  - 300 8<sup>th</sup> graders on campus for MCS Career Fair March 30
- MCC staff held CCP information sessions at East and West Montgomery in March.
- Natalie Winfree, Diana Sanchez, and Officer Shetty Diggs will attend a Student Conduct Symposium April 13.
- Graduation at Southern Correctional Institution is scheduled for Friday, May 12, at 1:15 p.m.

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

**Occupational Extension**

- Drones:
  - Invited by the System Office to work on developing new courses for the state in collaboration with the FAA and Department of Transportation
- Apprenticeship Montgomery was accepted into the Registered Apprenticeship-College Consortium (RACC) through the U.S. Department of Labor  
<http://www.doleta.gov/OA/racc.cfm>

**Foundational Studies**

- Kathy Garner-Smith completed the week-long Working Smart training that will teach students about workplace ethics and other soft-skills identified as important by employers

**Heritage Crafts**

- Growing partnership to grow programs and enrollment:
  - Partnering with Front Porch Emporium to host basket weaving class
  - Partnering with the NC Knifemakers Guild; next meeting on April 15<sup>th</sup> will feature a cutting competition

**Business and Industry**

- Hosted an on-campus Career Day event for 300 8<sup>th</sup> graders in coordination with Montgomery County Schools and local businesses on 3/30 to raise awareness about educational and career opportunities.
- Hosted a joint Apprenticeship and NC Works partnership meeting. Will Collins, NC Secretary of Workforce Solutions was in attendance.

**Small Business Center**

- Partnered with Market MontGOMery to host NC Tourism Resource Assistance Center (TRAC) meeting here in Montgomery County. Over 20 businesses took advantage of the services and the SBC gained 3 clients from this meeting
- Partnered with Market MontGOMery to host Business After Hours event at Front Porch Pickin' on March 23. SBC provided website, Google and social media one-on-one assistance for businesses.
- Attended first session of NC Rural Center Rural Economic Development Institute (REDI) last week in Raleigh.

**Legislative/Public Relations Committee**  
**Wednesday, April 12, 2017**  
**6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Approval of March Committee Minutes – Appendix R – Action**
- ❖ **Legislative Update – Dr. Chad Bledsoe**
- ❖ **Senate Bill 420 – Appendix S – Dr. Chad Bledsoe**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix T**
- ❖ **New Business**
- ❖ **Adjourn**

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

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 8, 2017 at 6:13 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

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

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

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

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

**Approval of February Committee Minutes – Appendix S – Action**

Dr. McKinnon made a motion, seconded by Mrs. Covington, to approve the February Committee minutes. The motion carried.

**Legislative Update – Governor Proposed Budget – Appendix T - Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix T, he noted that this is a biennium budget. The Governor's budget was very supportive of community colleges.

Dr. Bledsoe noted that there are several programs that have waiting list including, Gunsmithing, Nursing and Forestry.

**NCCCS Budget Priorities – Appendix U**

Dr. Bledsoe presented Appendix U, the NCCCS Budget Priorities. He asked Trustees to discuss the budget initiatives with legislators.

**House Bill 14 Updates – Appendix V – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix V, House Bill 14. He noted that this bill would take the appointing responsibility of the four trustees currently appointed by the Governor and move that responsibility to the House and Senate.

Dr. Bledsoe noted that the House Bill 12 was very similar but introduced for Stanly County. Appendix V also shows a resolution in support of House Bills 12 and 14. The Montgomery County Commissioners have not agreed to such a resolution.

Several other community colleges have been added to these bills. Dr. Bledsoe noted that this is still not a bill that would affect all community colleges.

Representative Burr has stated that he feels that the Representatives from the House and Senate are more closely connected to the communities and would be better equipped to appoint trustees.

**State Board of Community Colleges Legislative Recommendation – Dr. Chad Bledsoe – Appendix V-1**

Dr. Bledsoe presented Appendix V-1, a legislative recommendation from the State Board of Community Colleges. He noted that following issues arising from Martin Community College the State Board was requested to make recommendations that could affect the governance of community colleges.

Recommendations to North Carolina General Statute 115D-13 would limit the number of terms trustees could serve. Recommendations to North Carolina General Statute 115D-18 would require the Board of Trustees to meet at least every two months. Recommendation to North Carolina General Statute 115D-19 would affect the removal of trustees.

Dr. Bledsoe reported that this is a situation that he will monitor closely as it could have a potential effect to the Board of Trustees.

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

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

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

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

FILED SENATE Mar 28, 2017 S.B. 420 PRINCIPAL CLERK
---

S

D

SENATE BILL DRS45286-MK-52B (01/25)

Short Title: CC Bd. of Trustees/Governance.

(Public)

Sponsors: Senators Curtis and Barefoot (Primary Sponsors).

Referred to:

A BILL TO BE ENTITLED

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

The General Assembly of North Carolina enacts:

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

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

(a) Notice. – The State Board of Community Colleges is responsible for assuring that boards of trustees of the community colleges comply with applicable State laws, rules, and sound fiscal and management practices. In addition to any actions taken by the State Board under G.S. 115D-6(3), if the State Board finds that a board of trustees of a community college has willfully, or as a result of gross negligence, failed to or refused to comply with applicable State laws, rules, and sound fiscal and management practices, the State Board may issue a written notice to the board of trustees of its findings and direct the board of trustees to take remedial action immediately to address those findings upon receipt of the notice.

(b) Resolution. – If, after receipt of the notice issued under subsection (a) of this section, a board of trustees willfully, or as a result of gross negligence, persists in refusing or failing to comply with the State laws, rules, or sound fiscal and management practices identified in the notice, the State Board of Community Colleges may adopt a resolution, upon approval of at least two-thirds of the members of the State Board attending the meeting in which the resolution is considered, to vacate the terms of the board of trustees and appoint an interim board of trustees to assume the duties and responsibilities of that board of trustees. Prior to adopting the resolution, the State Board shall consult with the appointing authorities of the board of trustees and representatives of the North Carolina Association of Community College Trustees and the North Carolina Association of Community College Presidents regarding the proposed resolution. The State Board shall only exercise this authority as an extraordinary remedy utilized in the most extreme circumstances.

(c) Interim Board Assumption of Powers and Duties. – The adoption of the resolution under this section shall have the effect of vacating the terms of all of the members serving on the board of trustees. Notwithstanding G.S. 115D-12, the State Board of Community Colleges shall appoint an interim five-member board of trustees for a period not to exceed 12 months. To preserve local autonomy, the appointing authorities of the local administrative area of the



\* D R S 4 5 2 8 6 - M K - 5 2 B \*

1 community college under G.S. 115D-12 shall make recommendations to the State Board on the  
2 appointment of the members to the interim board of trustees. At the end of the period of service  
3 of the interim board of trustees, a board of trustees for the community college shall be  
4 appointed in accordance with G.S. 115D-12. Initial terms of members of the new board of  
5 trustees shall be staggered to align with the remainder of the vacated terms of the members of  
6 the board of trustees.

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

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

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

15 "**§ 115D-18. Organization of boards; meetings.**

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

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

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

27 "(a) Each community college shall be subject to a financial audit a minimum of once  
28 every two years. Community colleges may use State funds to contract with the State Auditor or  
29 with a certified public accountant to perform the audits. The colleges shall submit the results of  
30 the audits to the State Board of Community Colleges. The State Board of Community Colleges  
31 may require a community college to be audited annually after the community college has two  
32 consecutive financial audits with findings.

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

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

## Public Relations / Marketing Highlights March 2017

- Redesigned program banners for Arts & Sciences, Criminal Justice, Basic Law Enforcement Training, Dental Assisting, Electrical Systems Technology, Early Childhood Education, Forestry, Gunsmithing, Human Services, Industrial Systems, Information Technology, Medical Assisting, Phlebotomy, Practical Nursing and Taxidermy.
- MCC 50<sup>th</sup> anniversary pens, logo napkins
- New Basic Law Enforcement Training brochure
- New Human Services brochure
- New Montgomery Scholars brochure
- 50 Years of Diversity at MCC video
- Career & College Promise tabletop banner
- Trinity Music Academy sponsor ad
- Discover Montgomery 2017 ad
- All4Christ Conference ad
- Summer Transfer Classes ad
- Photograph & publicize Diversity Celebration, middle school tours, NRA submachine gun class.
- Student success stories:
  - Amy Yan and Aiden Yu – mother/son nursing students from Shanghai China. Aiden earned U.S. citizenship
  - Michael Haithcock – 2<sup>nd</sup> year forestry student made top score on N.Y. Forest Ranger exam
  - Brooke Thompson – Dallas Herring Achievement Award nominee

### Facebook Top Posts for March

Total Likes 1646 (Up 22 from 1624 in February)

\*31 new likes, 9 unlikes, net 22 likes

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
MCC	3/16/17	NRA Blog story about MCC student	1,600	85	51	5%
MCC	3/9/17	Name the new central high school	1,400	216	21	15%
MCC	3/17/17	Purchase a brick for the bell	872	142	27	16%
MCC	3/30/17	East & West Middle School career fair	427	202	12	47%
MCC	3/28/17	Diversity Celebration highlights	700	299	19	43%

**TWITTER FOLLOWERS 619 UP 14 FROM 605 IN FEBRUARY**

## Public Relations / Marketing Highlights March 2017

**COLLEGE STUDENTS!**  
PICK UP TRANSFER CREDITS THIS SUMMER AT  
MONTGOMERY COMMUNITY COLLEGE

**Summer Transfer Classes**

- ART 111: Art Appreciation - online (3 credit hours)
- ENG 111: Expository Writing - online (3 credit hours)
- MAT 152: Statistical Methods - M-TH 9:00-11:40 (4 credit hours)
- MAT 271: Calculus 1 - M-TH open lab (4 credit hours)
- MAT 272: Calculus 2 - M-TH open lab (4 credit hours)
- PED 110: Fit and Well for Life - online (2 credit hours)
- PSY 150: General Psychology - M/W 1:00-3:50 (3 credit hours)
- PSY 150: General Psychology - online (3 credit hours)
- REL 110: World Religions - T/TH 1:00-3:50 (3 credit hours)

Summer Registration  
by appointment  
April 3 - 13  
CALL  
910-898-9600  
Summer Session  
begins May 22!



[www.montgomery.edu](http://www.montgomery.edu)

MCC's Comprehensive Articulation Agreement classes transfer to all institutions within the University of NC System and many private colleges and universities in North Carolina.



*Discover*  
**Montgomery  
Community College**



1011 Peach Street, York, NC 27371 Phone 910.898.9600  
[www.montgomery.edu](http://www.montgomery.edu)

**Montgomery  
Community College**

Now offering  
Associate in Fine Arts - Music

A fully-transferable\*  
Two-year Associate Degree



Contact our Admissions  
Office at 910-898-9620  
Scholarships Available

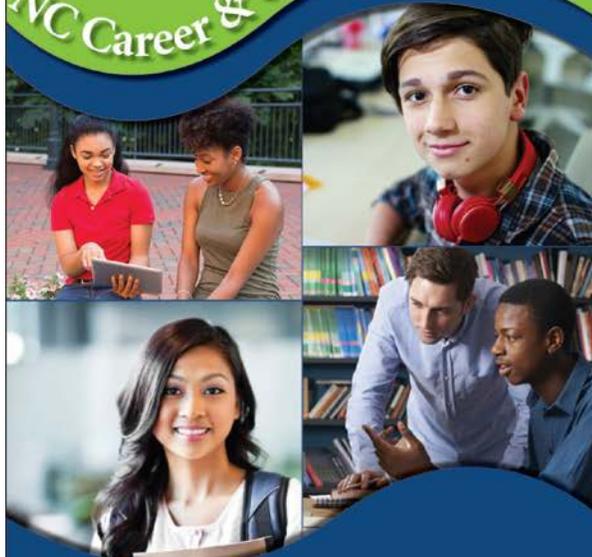
\*All AFA-Music courses are approved for transfer under the NC Comprehensive Articulation Agreement

**Montgomery Community College**



[www.montgomery.edu](http://www.montgomery.edu)

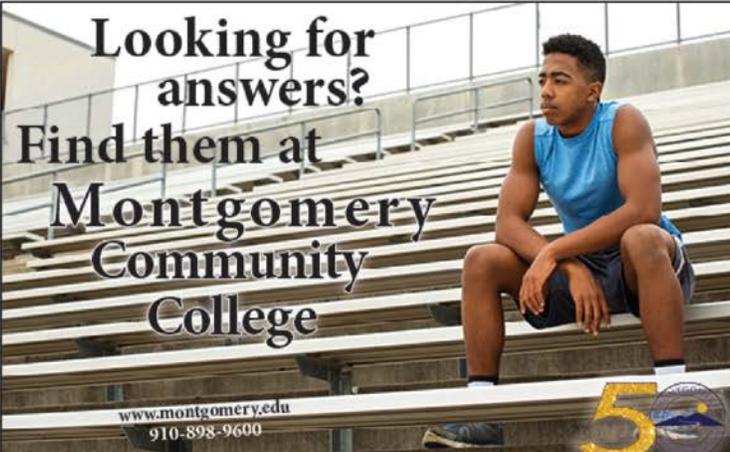
**NC Career & College Promise**



Montgomery Community College offers a variety of CCP Pathways.  
Visit our website at [www.montgomery.edu/CCP](http://www.montgomery.edu/CCP) for more info.

**910-898-9616**

Looking for  
answers?  
Find them at  
**Montgomery  
Community  
College**



[www.montgomery.edu](http://www.montgomery.edu)  
910-898-9600



**Institutional Status Committee**  
**Wednesday, April 12, 2017**  
**6:25 p.m.**

**Committee Members**

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

**Agenda Items:**

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **New Business**
- ❖ **Adjourn**

Montgomery Community College  
SGA Report  
April 12, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- Spring Fling took place April 11.
- Interviews for the 2017-2018 Student Ambassador program were held the week of April 3.
- Students at Southern Correctional Institution will hold their 4<sup>th</sup> annual art show May 5 at 9:30 a.m.

**President's Report**  
**April 12, 2017**

**Activities since the March Board Meeting**

3/8/17	Board of Trustees Meeting
3/9/17	Employee Meeting
	Youth Leadership Welcome
	Montgomery County Planning Meeting
3/13/17	NCACCIA Meeting
3/14/17	Meeting with Gardner Webb
3/15/17	Meeting with McRae Industries
3/17/17	Gunsmithing Advisory Board Meeting
3/21/17	Local Budget Presentation to County Commissioners
3/27/17	Community College Day at Fayetteville Tech.
3/28/17	Building 100 Architect Selection Committee Meeting
	MCC Diversity Day
3/29-31/17	NCACCT Law Seminar
4/3/17	Legislative Brunch
4/5/17	Tour Samarcand Facility
4/10/17	Dr. Williamson Installation
4/11/17	Spring Fling
4/12/17	Building 100 Architect Interviews
	Board of Trustees Meeting

**Upcoming Activities**

4/17/17	College Closed
4/19/17	NCACCP Meeting
4/21/17	President's Panel at Northeast State Community College
	Foundation Golf Tournament
4/26/17	NRA Convention
5/1/17	BLET Graduation
5/6/17	MCC Relay for Life Team "Hike For A Cure"
5/9/17	Practical Nursing Pinning Ceremony
5/10/17	Board of Trustees Meeting
	Graduation – Dr. Jimmie Williamson Guest Speaker
5/12/17	Graduation at Southern Correctional Institute



## Board of Trustees Calendar of Events 2017

<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 9, 2017</b>	<b>7:00 p.m.</b>	<b>Practical Nursing Pinning Ceremony</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>May 12, 2017</b>	<b>1:15 p.m.</b>	<b>Graduation at Southern Correctional Institute</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>