



# **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, May 10, 2017 at 5:00 p.m. at the Montgomery Community College Boardroom. The Board will meet as a committee of the whole.

**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.

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

### **Standing Committees**

\* **Budget & Finance Committee**

April Local, State, and Institutional Funds Financial Reports – **Appendix B – Action**

Write Offs – **Appendix C – Action**

March Foundation Fund Statements – **Appendix D**

Foundation Update – **Lynn Epps**

\* **Building & Grounds Committee**

Facilities Report – **Appendix E**

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

Property Transfer Update – **Appendix G – Action**

Rental Property Recommendation – **Appendix H – Action**

Building 200 Property Deed – **Appendix H-1**

\* **Personnel Committee**

Personnel Appointment – **Appendix I**

\* **Curriculum/Student Services Committee**

Update from Vice President of Instruction – **Appendix J**  
Update from Vice President of Student Services - **Appendix K**  
Update from Dean of Continuing Education – **Appendix L**

- \* **Legislative/Public Relations Committee**
  - Legislative Update – Dr. Chad Bledsoe
  - Public Relations/Marketing Update – Michele Haywood – **Appendix M**
  
- \* **Institutional Status Committee**
  
- \* **SGA Report - Appendix N**
  
- \* **President’s Report – Dr. Chad Bledsoe – Appendix O**
  
- \* **Chairman’s Report - Claudia Bulhuis**
  - Calendar of Events – **Appendix P**
  
- \* **Adjourn - Action**

## **Minutes**

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

**Wednesday, April 12, 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**

Claudia Bulthuis  
Gelynda Capel  
Paula Covington  
Sharon Cupples  
Susan Eggleston

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

#### **Absent**

Phil Absher  
Andrea Marshall

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; 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; Matt Christian, Town Manager of Mt. Gilead; Art Furr, Electrical Systems Technology Department Chair; Wendy Vaughn, Director of Nursing; and Korrie Ervin, Assistant to the President.

#### **Welcome**

Mrs. Bulthuis welcomed all in attendance including, Matt Christian, Town Manager of Mt. Gilead; Art Furr, Electrical Systems Technology Department Chair; and Wendy Vaughn, Director of Nursing.

Mrs. Bulthuis reported that due to personal reasons Mrs. Anna Hollers has resigned from the Board of Trustees.

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

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the April 12, 2017 meeting as amended. The motion carried.

#### **Board of Ethics**

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

Mrs. Bulthuis reminded the Board that any conflicts or appearances of conflicts of interest should be in writing and submitted to the Chairman prior to the meeting.

### **Board Presentation – Art Furr, Department Chair Electrical Systems Technology**

Mr. Furr gave a presentation to the Board regarding the Electrical Systems Technology Program.

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

Mr. Knowles made a motion, seconded by Mrs. Capel, to approve the March Committee and Board Meeting 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 March Local, State, and Institutional Funds Financial Reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received a report showing no findings in a recent financial audit.
- The committee received an update regarding the February Foundation Fund Statement and a Foundation Update from Mrs. Epps.

### **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 was presented with three recommendations for architects for Building 100. The committee approved and Mr. Knowles made a motion to approve the top three architects for Building 100 renovations to be Boomerang, Morris Berg and Hobbs Architect. Coming from committee, this required no second. The motion carried.
- The committee received two letters from the State Board of Community Colleges approving the land transfer with Montgomery County Schools.

### **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 position recommendations for Gunsmithing Instructor and Counselor. 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.

Mr. Kincaid made a motion, seconded by Mr. Knowles, to go into closed session pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27 at 7:16 p.m. The motion carried.

No action was taken in closed session. Mr. Knowles made a motion, seconded by Mrs. Eggleston, to return to open session at 7:28 p.m. 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 – Paula Covington, Vice Chairman**

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

- The committee received a legislative update from Dr. Bledsoe regarding Senate Bill 420.
- 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 U– Adam D. Sexton**

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

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

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

- The local budget was presented to the County Commissioners on March 21.

- Community College Day was held at Fayetteville Technical Community College on March 27, Dr. Bledsoe attended this event with Natalie Winfree, Counselor and Brooke Thompson, Forestry Student.
- Dr. Bledsoe and several trustees attended the NCACCT Law Seminar in Raleigh.
- Riley Beaman and Dr. Bledsoe toured the Samarcand Facility.
- Dr. Bledsoe and Mrs. Bulthuis attended the installation ceremony for Dr. Jimmy Williamson, NCCCS President.
- Dr. Bledsoe will be attending a Panel Discussion at Northeast Community College in Tennessee on April 21.
- The MCC Foundation Golf Tournament will be April 21.
- BLET Graduation will be May 1.
- Dr. Williamson will be the guest speaker at the graduation ceremonies for Montgomery Community College he will be arriving at 4 p.m. for a tour of campus.
- Dr. Bledsoe congratulated Mrs. McBride for the recent financial audit.

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

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

- The Practical Nursing Pinning Ceremony will be May 9.
- The May Board meeting will be held as a committee of the whole and will begin at 5 p.m.
- Graduation at Southern Correctional will be May 12.
- Mrs. Bulthuis gave an update from the NCACCT Law Seminar.
- Mrs. Bulthuis reported that it was nice to hear that Dr. Jimmy Williamson is from a small college and will be an advocate for them.
- Mrs. Bulthuis reported that she will provide a list of items that would help when talking with legislators.
- The Foundation Golf Tournament will be April 21, 2017.
- Graduation will be May 10, 2017.

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

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Claudia Bulthuis, Chairman

**Attachment A****Budget & Finance Committee  
Minutes**

Mrs. Bulthuis reported that Mrs. Anna Hollers has resigned from the Board of Trustees due to personal reasons.

Mrs. Bulthuis welcomed Matt Christian to the meeting.

Mrs. Bulthuis reported that Neil Claasen, former SGA President, recently lost his wife in a car accident yesterday. She asked that we keep him in our thoughts and prayers.

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 12, 2017 at 5:31 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
Sharon Cupples  
George Gilbreath  
Johnny McKinnon  
Adam Sexton,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; 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; Matt Christian, Town Manager of Mt. Gilead; and Korrie Ervin, Assistant to the President.

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

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

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

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

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

Mrs. McBride reported the following:

- As of March 31, 2017, County fund expenditures were \$494,669, 66% of the budget.
- There were \$176,640 available for Capital Expenditures.

- As of March 31, 2017, State fund expenditures were \$5,068,498, 68% of the budget.
- The equipment budget will be rolled over to next year's budget to purchase machinery for the upcoming program expansions.
- As of March 31, 2017, the Institutional Fund balance was \$729,824.
- As of March 31, 2017, the balance in the STIF account was \$187,954.

Mrs. Bulthuis questions the legal fees increasing monthly due to no attorney on retainer. Next year's budget will have an increased budget for legal fees. Currently, funds are being moved from Institutional Funds to cover these expenses.

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

### **Financial Audit – Appendix D – Action**

Mrs. McBride presented Appendix D, the results of the recent financial audit where there were no findings. The college will receive another financial audit in two years.

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

Mrs. Epps presented Appendix E, the February Foundation Fund Statement. The total funds held by the Foundation are \$3,196,012.92.

The investment account funds will be transferred from Trust Company of North Carolina to Wells Fargo in April.

### **Foundation Update – Lynn Epps**

Mrs. Epps reported that the 100% of the 83 full time employees have given over \$13,500 to the Annual Fund Drive. Mrs. Epps challenged the Board to also reach 100% giving.

Mrs. Epps gave an update on the Golf Tournament, that will take place at Densons Creek Golf Course on April 21, 2017.

So far, 45 legacy bricks have been sold. The deadline is currently April 24, this may be extended to reach the 100 brick goal. Mary Anderson is going to run something about the legacy bricks in the newspapers.

Mrs. Epps suggested that the Gala be moved from Friday, September 22 to Saturday, September 23. This move is due to the need for space with the early college starting in the Fall. Moving the event to Saturday will allow more time to decorate.

The final report for the Canon Foundation grant has been submitted. The NC Problem Gambling grant has \$1,000 left to be spent, the funds have been used for giveaways at Spring Fling, the college can apply for this again in the future. The Foundation applied for a Montgomery Fund Grant to fund supplies for summer camps.

Mrs. Eggleston encouraged members of the Board to consider sponsoring a team for the golf tournament and she will help find people to play on the team.

Golden Leaf will be preparing a report regarding the grant on April 21.

There being no further business, the meeting adjourned at 5:46 p.m.

**Attachment B**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 12, 2017 at 5:46 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Gelynda Capel  
Paula Covington  
Johnny McKinnon  
Adam Sexton,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; 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; Matt Christian, Town Manager of Mt. Gilead; and Korrie Ervin, Assistant to the President.

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

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

**Approval of March Committee Minutes – Appendix F – Action**

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

**Facilities Report – Appendix G**

Mrs. McBride presented Appendix G, the facilities report.

Mrs. Ellison reported that the College is in the process of upgrading the document management system, Softdocs. This will allow the college to go paperless.

The College now has an offsite disaster recovery server that was set up in March. This system is backed up every two hours.

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

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

**Building 100 Renovations Architect Selection – Action**

Dr. Bledsoe reported that 20 architects responded to the Request for Proposals for the renovations to Building 100, that group was narrowed down to eight for the committee to consider. The committee interviewed four architects. Of the four the top three were Boomerang, Morris Berg and Hobbs Architecture.

Mr. Kincaid made a motion, seconded by Mrs. Eggleston, to approve top three architects for Building 100 renovations as Boomerang, Morris Berg and Hobbs Architects. The motion carried.

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

Dr. Bledsoe presented Appendix I, two letters from the State Board accepting the land transfers between the College and Montgomery County Schools.

There being no further business, the meeting adjourned at 5:54 p.m.

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 12, 2017 at 5:54 p.m. in the College Boardroom.

**Present**

Gelynda Capel, Chairman  
Claudia Bulthuis  
Paula Covington  
Sharon Cupples

**Absent**

Phil Absher, Vice President

**Others Present**

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

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; 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; Matt Christian, Town Manager of Mt. Gilead; 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 Phil Absher.

**Approval of March Committee Minutes – Appendix J**

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

**New Position Recommendations**

**Gunsmithing – Appendix K – Action**

**Counselor – Appendix K-1 – Action**

Dr. Bledsoe presented Appendix K, showing the recommendation to add a new Gunsmithing Instructor. The Gunsmithing program will be expanding this year to add 15 new students.

Dr. Bledsoe presented Appendix K-1, showing the recommendation to add a new Counselor position. There is currently an assistant's position in the Counseling Department that will be given additional responsibilities and is recommended to be renamed Counselor.

Mrs. Covington made a motion, seconded by Mrs. Cupples, to approve the new Gunsmithing Instructor and Counselor positions. The motion carried.

**Notice of Retirement – Appendix L**

Dr. Bledsoe presented Appendix L, the retirement notification from Lynne Hancock, effective April 26, 2017. He noted that Mrs. Hancock has been with the college for many years and we wish her the best in her retirement.

**Personnel Appointment – Appendix M**

Dr. Bledsoe presented Appendix M, the personnel appointment of Wendy Vaughn to Director of Nursing.

Mr. Kincaid requested to go into closed session in the Board meeting to discuss a personnel issue.

There being no further business, the meeting adjourned at 5:59 p.m.

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 12, 2017 at 5:59 p.m. in the College Boardroom.

**Present**

Ron Kincaid, Chairman  
Claudia Bulthuis  
Sharon Cupples  
George Gilbreath

**Absent**

Andrea Marshall, Vice Chairman  
Phil Absher

**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; Matt Christian, Town Manager of Mt. Gilead; 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 Phil Absher and Andrea Marshall.

**Approval of March Committee Minutes – Appendix N – Action**

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

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

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

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

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

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

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

Mrs. Eggleston requested to attend the Rural Day event in Raleigh.

There being no further business, the meeting adjourned at 6:21 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, April 12, 2017 at 6:21 p.m. in the College Boardroom.

**Present**

Paula Covington, Vice Chairman  
Claudia Bulthuis  
Gelynda Capel  
Johnny McKinnon

**Absent**

Andrea Marshall, Chairman

**Others Present**

Sharon Cupples  
Susan Eggleston  
George Gilbreath  
Ron Kincaid  
Gordon Knowles  
Adam Sexton,  
SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; 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; Matt Christian, Town Manager of Mt. Gilead; and Korrie Ervin, Assistant to the President.

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

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

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

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

**Legislative Update – Dr. Chad Bledsoe**

Dr. Bledsoe reported that we have not received any additional budget updates.

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

Dr. Bledsoe presented Appendix S, Senate Bill 420. This legislation would allow the State Board of Community Colleges to appoint an interim Board of Trustees, to require that a Board of Trustees meet at least once every two month and authorize the State Board of Community Colleges to require financial audits in certain circumstances.

Members of the Board expressed concern that this legislation could be the first step removing local autonomy from community colleges.

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

Mrs. Haywood presented Appendix T, 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.

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

County Funds - APRIL 2017		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	5,000	1,000	83%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	130,370	25,462	84%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	69,601	13,534	84%
518100	Social Security	18,427	1,489	15,408	3,019	84%
518200	Retirement	39,363	3,225	32,913	6,450	84%
518300	Medical Insurance	44,664	3,815	37,035	7,629	83%
518700	Longevity Payments	2,172	-	2,171	1	100%
519030	Engineering Services	600	-	600	-	100%
519090	Waste Removal/Recycling	7,581	566	6,448	1,133	85%
519120	Lawns and Grounds Service	500	-	322	178	64%
519110	Pest Control Svcs Agreement	1,000	-	750	250	75%
521000	Custodial Supplies	14,000	2,994	11,936	2,064	85%
522000	Maintenance Supplies	16,863	900	9,411	7,452	56%
524000	Repair Supplies	8,508	386	6,130	2,378	72%
525000	Gas/Travel/Reimbursement	1,717	44	(122)	1,839	-7%
531140	In-State Lodging	500	130	130	370	26%
531150	In-State Meals	500	49	167	333	33%
531500	Registration Fees	1,118	85	1,118	0	100%
532200	Telephone	16,300	1,943	12,689	3,611	78%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	21,578	109	1,792	19,786	8%
533200	Water	11,560	-	7,707	3,853	67%
533300	Electricity	197,422	14,111	156,077	41,345	79%
533400	Garbage/Sewage Disposal	5,600	580	4,666	934	83%
535100	Equipment Repair	11,909	-	430	11,479	4%
535200	Repairs to Facilities	22,126	2,775	17,876	4,250	81%
535201	Repairs to Grounds-Supp	6,550	2,629	4,874	1,676	74%
535400	Service Contracts	16,800	551	12,085	4,715	72%
539200	PR-President's Office	600	55	294	306	49%
539500	Other Current Expense	1,559	-	41	1,518	3%
543000	Lease/Rental Other Equipment	2,094	140	1,404	690	67%
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	1,667	326	84%
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>56,740</b>	<b>551,409</b>	<b>199,391</b>	<b>73%</b>

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

Appendix B

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

Life-to-date Revenues as of State's February 2017 Report	\$ 358,259
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
	<hr/>
<b>Total Revenue</b>	<b>474,976</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	9,560
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 4-30-17</b>	<b>\$ 184,560</b>
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**Montgomery Community College**  
**State Funds - Board Report for April 2017**

<b>State Funds - APRIL 2017</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
511100 President	140,328	11,521	117,286	23,042	84%
511200 FT Senior Administrator	232,330	19,098	194,135	38,195	84%
511300 FT Professional Staff	932,147	75,354	782,545	149,602	84%
511310 PT Professional Staff	54,833	2,036	31,892	22,941	58%
512000 FT Support	60,146	4,897	50,352	9,794	84%
512010 PT Support	26,554	2,006	19,390	7,165	73%
512040 30 Hour Support	28,204	2,254	23,696	4,508	84%
513000 FT Faculty	1,842,726	173,606	1,557,771	284,955	85%
513010 PT Faculty	706,206	68,520	566,805	139,401	80%
513030 PT Teaching Assistant	13,600	1,250	8,688	4,913	64%
513040 30 Hour Faculty	37,064	2,663	31,739	5,326	86%
515000 FT Technical/Paraprofessional	416,652	34,070	348,532	68,120	84%
515010 PT Technical/Paraprofessional	102,853	6,114	83,762	19,091	81%
518100 Social Security	342,105	29,574	279,396	62,709	82%
518200 Retirement	628,276	54,629	527,474	100,802	84%
518300 Medical Insurance	422,960	34,212	344,280	78,680	81%
518700 Longevity Payments	51,860	3,915	50,628	1,232	98%
519000 Legal Services	1,103	-	1,103	1	100%
519010 Financial/Audit Service	44,000	-	5,820	38,181	13%
519020 Sys Implementation/Inte	77,367	-	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	26,630	21,815	21,815	4,815	82%
519200 Other Contractual	2,350	-	2,350	-	100%
519400 Contracted Instruction	47,598	2,585	36,172	11,426	76%
519401 Online Tutoring-Contrac	3,908	1,240	3,648	260	93%
519700 Personal Service - 3rd Party	2,250	-	250	2,000	11%
523XXX Copies & Instructional Supplies	165,666	22,107	130,447	35,219	79%
527000 Other Supplies	68,092	16,290	53,024	15,068	78%
527005 Tires & Oil Changes	1,596	-	972	624	61%
531110 In-State Ground Transportation	18,153	1,894	15,344	2,809	85%
531140 In-State Lodging	16,525	3,474	13,883	2,642	84%
531150 In-State Meals	4,679	528	3,218	1,461	69%
531210 Out-of-State Ground Transportation	1,801	152	1,508	293	84%
531220 Out-of-State Air Transportation	1,848	-	1,474	374	80%
531240 Out-of-State Lodging	8,758	439	6,746	2,012	77%
531250 Out-of-State Meals	1,687	86	1,599	88	95%
531410 Board/Non-emp Transportation	100	-	-	100	0%
531420 Board Expense - Subsistence	2,379	30	809	1,570	34%
531500 Registration Fees	23,528	3,665	19,454	4,074	83%
532100 Postage	13,744	(38)	4,757	8,987	35%
532700 Software Subscriptions	2,357	-	80	2,277	3%
535100 Equipment Repair	14,361	3,033	7,663	6,698	53%
535400 Service Contracts	925	-	225	700	24%
535430 Maint Agreement-Equipment	4,130	-	580	3,550	14%
535450 Maint Agreement-NonWAN - Curr	23,787	-	9,770	14,017	41%

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

Appendix B

<b>State Funds - APRIL 2017</b>	<b>Budget For Year</b>	<b>Actual Exp This Month</b>	<b>Actual Exp This Year</b>	<b>Budg Balance This Year</b>	<b>% Budg Expend This Year</b>
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%
535495 Maint. Agree.-Server	5,336	-	5,336	(0)	100%
537000 Advertising	58,000	2,957	27,118	30,882	47%
537100 Advertise Vacant Positions	8,425	657	7,096	1,329	84%
539400 Magazine/Newspaper Subscriptions	3,750	(5)	2,960	790	79%
539500 Other Current Expense	9,854	-	9,342	512	95%
539520 Electronic Processing	9,252	6,593	9,252	0	100%
539700 Childcare - 530 Purpose	22,618	2,094	11,187	11,431	49%
542403 Rental/Lease Servers	1,370	939	939	431	69%
544000 NonWAN Data Process Software	395	-	-	395	0%
544010 Software License Renewal	75,267	12,267	65,270	9,997	87%
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	12,184	(1,785)	8,550	3,634	70%
546200 Accreditation Expense	4,135	2,185	4,135	-	100%
548000 Administrative/Indirect Co	200	-	-	200	0%
555100 Minor Equip Low Risk <\$5K	12,325	(21,600)	12,324	1	100%
555200 Minor Equip High Risk	12,166	3,190	10,067	2,099	83%
<b>Total Current Expense</b>	<b>6,865,429</b>	<b>610,508</b>	<b>5,554,930</b>	<b>1,310,499</b>	<b>81%</b>
552000 Non-WAN Data Processing	20,209	-	20,209	(0)	100%
552072 Server	40,931	-	40,931	(0)	100%
552030 Voice Communication Equ	12,642	-	12,642	0	100%
553000 Educational Equipment	393,283	-	12,600	380,683	3%
555100 Minor Equipment Low Risk	29,702	21,600	29,702	0	100%
555200 Minor Equipment High Risk	18,870	2,054	18,870	(0)	100%
556100 Books	31,573	11,966	24,743	6,830	78%
<b>Total Capital Expense</b>	<b>547,210</b>	<b>35,620</b>	<b>159,697</b>	<b>387,513</b>	<b>29%</b>
<b>Total Expenses</b>	<b>7,412,639</b>	<b>646,129</b>	<b>5,714,627</b>	<b>1,698,012</b>	<b>77%</b>

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

<b>Institutional Funds - APRIL 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	-	-		-	284
01-128	Veterans Reporting Fee	276	(175)	276	20	802
01-132	Overhead Receipts 75%	144	78	2,662	4,715	11,692
01-133	Current General & Misc	44	10	1,042	2,416	10,242
01-134	Admin Support	69	(5,908)	3,817	1,756	2,061
01-135	Overhead Receipts 25%	48	-	887	-	7,439
01-142	Textbook Rental	811	-	24,481	26,101	10,683
01-222	Forestry Program	0	-	2	2,766	9,468
01-291	Specific Fees: Medical	-	-	555	359	2,621
01-291	Specific Fees: Electron	-	-	525	-	2,075
01-291	Specific Fees: Gunsmith	1	-	5,499	1,622	44,104
01-291	Specific Fees: Phleboto	-	-	300	-	300
01-291	Specific Fees: Taxiderm	19	-	1,160	2,135	13,418
01-291	Specific Fees - LP	-	1,529	2,519	1,665	7,397
01-291	Specific Fees: Dental	-	-	781	746	3,828
01-291	Specific Fees: NET/TEAS	240	-	6,192	5,738	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	1,611	1,732	57,714	33,533	46,711
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	1,035	651	1,720
01-363	Small Business Center	651	-	1,800	2,268	8,312
01-391	Specific Fees: Occ. Ext	155	7,776	17,836	15,153	64,333
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	636	1,098	6,955	11,618	31,625
01-622	Sales Tax Utilization	-	-	11,692	11,692	-
01-715	Vending	984	984	7,307	7,307	-
02-131	College Work Study	4,016	4,016	27,762	27,762	-
02-228	Self Supp. Curriculum	1	581	91	770	27,509
02-229	Distance Learning	9	-	82	-	-
02-237	Perkins Prof Dev	-	-	13,241	13,241	-
02-292	Tech Fee-Curr	867	467	17,914	11,129	111,104
<b>1</b> 02-383	Fire Training Center Gr	-	474	1,895	11,691	(246)
02-384	Lead the Way Grant	-	1,250	1,250	1,250	-
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
<b>2</b> 02-429	Vo-Ed PT Curr Support	766	765	7,111	7,876	(765)
<b>2</b> 02-511	Voc-Ed Counseling	1,284	1,284	11,775	13,060	(1,284)
<b>2</b> 02-512	Voc-Ed Tutor Funds	-	425	1,292	1,716	(425)
02-823	FSEOG	-	-	11,749	11,749	-
02-824	Pell Grant	33,086	33,086	998,744	998,744	621
02-830	Restricted Scholarship	-	-	280	280	-
02-831	Educ. Lottery Schol.	-	2,176	46,513	46,513	-
02-833	Golden LEAF	-	1,000	11,712	10,942	771
02-835	NC Comm Coll Grt	257	1,865	56,379	56,379	-
02-836	High Demand/Low Enrol	44	44	1,699	1,699	-
02-837	MCC Foundation Scholar	-	76	108,427	108,003	424
<b>3</b> 02-838	Wells Fargo Scholarship	-	-	250	500	(250)

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

<b>Institutional Funds - APRIL 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	-	-		-	284
02-839	Less Than Half-time	(44)	-	720	720	-
02-842	SGA President Scholar	-	-	1,500	1,500	-
02-845	SECU Scholarships	-	-	6,250	6,250	-
05-227	Daycare Center	-	-	-	-	353
05-715	Vending	589	984	5,688	7,389	14,640
05-716	Bookstore Vending	2	-	24,120	6,477	77,671
05-720	Bookstore	49	-	473	-	-
05-721	General Store	1,240	2,399	26,325	26,590	555
05-740	Parking Fee	184	-	4,247	-	33,648
05-770	Stud Govt Assoc	697	10,380	27,880	20,796	25,167
05-771	Graduation Fund	1,027	4,410	4,802	4,969	3,635
05-774	Stud. Amabassador	94	-	3,125	588	28,907
07-918	Capital Projects	-	-	74,113	32,216	41,897
07-924	Duke Energy Grant	-	-	-	-	2,089
09-772	Club Accounts	-	-	-	-	52,476
4 09-773	Agency Fund	-	-	-	-	(10,340)
09-775	Funds for Others	-	-	-	-	5,135
09-777	Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>49,856</b>	<b>72,806</b>	<b>1,652,471</b>	<b>1,563,058</b>	<b>704,334</b>

<b>STIF Account as of 04/30/17</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
01-621	Operational Funds	35	338	42,232	42,570
02-229	Distance Learning	9	82	10,209	10,291
02-292	Technology Fees	63	600	74,984	75,584
05-720	Bookstore	49	473	59,192	59,665
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>156</b>	<b>1,493</b>	<b>186,617</b>	<b>188,110</b>

- 1 Due from NC Fire Services - Fire Training Grant
- 2 Randolph Community College (PERKINS)
- 3 Scholarship due from Wells Fargo
- 4 Financial Aid Charges for Books

# Memorandum

**TO:** Montgomery Community College Board of Trustees  
**CC:** Tonya Luck, Accountant; Jessica Brower, A/R Specialist  
**From:** Jeanette McBride, VP of Administrative Services   
**Date:** April 13, 2017  
**Re:** 2017 Write-Offs

According to the Collection Section of the Attorney General's Office regarding uncollectible accounts, the policy states "accounts should be written off an agency's financial accounting records when all collection procedures have been conducted without results and management deems the accounts uncollectible. Uncollectible accounts may be written off of an agency's financial accounting records and no longer recognized as collectible receivables for financial reporting purposes, but the legal obligation to pay the debts still remains."

Due to the fact that the statute of limitations on most receivables is three years, I have compiled a list of balances that have had no activity in the last three years. According to the Policy and Procedures, Section 4, of the North Carolina Community College Accounting Procedures Manual, these balances may be written off once approval has been obtained from the college's Board of Trustees. These amounts will be written off as a receivable for financial statement purposes, but will continue to be on the Debt Setoff list for the Department of Revenue to continue collection attempts through their State Income Tax Refunds and Williams & Fudge Collection Agency.

Student ID	Student Name	Term	Amount Owed		Total Due
			State Funds	Institutional Funds	
-	-	-			
393206	Auman, Kati	2013FA	\$517.45	\$37.60	\$555.05
409470	Bennett, Hampton	2011FA	\$520.36	\$98.72	\$619.08
435528	Boone, Ruth	2013SP	\$356.04	\$540.55	\$896.59
434209	Bratcher, William	2009FA		\$2.30	\$2.30
427330	Coggins, Kaitlynn	2009FA	\$109.00	\$32.60	\$141.60
415361	Graves, Mary	2014SP		\$233.80	\$233.80
445124	Hayden, Diane	2013FA		\$23.58	\$23.58
387545	Haywood, Charity	NON-TERM	\$76.60		\$76.60
417762	Huhn, Lora	2013CE3	\$45.00	\$15.60	\$60.60
446356	Lester, Veronica	2013FA	\$203.00	\$238.30	\$441.30
434538	Little, Takisha	2012FA	\$547.12	\$531.18	\$1,078.30
398693	Little, Valerie	2013SP	\$1104.00	\$191.84	\$1,295.84

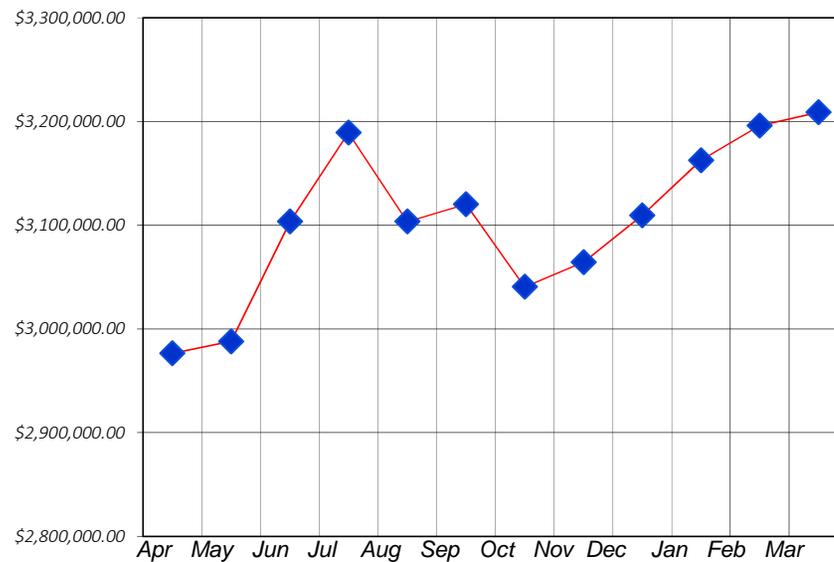
<u>Student ID</u>	<u>Student Name</u>	<u>Term</u>	<u>Amount Owed</u>	<u>Amount Owed</u>	
			<u>State Funds</u>	<u>Institutional Funds</u>	<u>Total Due</u>
438660	Mabry, Rosalie	2011FA	\$401.59		\$401.59
441520	O'Hara, Vicky	2012CE1		\$2.48	\$2.48
427243	Spivey, Kelsey	2013SP	\$300.14	\$119.53	\$419.67
428253	Watkins, Justin	2013SP	\$747.20	\$388.45	\$1,135.65
447447	Young, Tangelar	2014SP		\$625.33	\$625.33
		<b>TOTALS</b>	<b>\$4,927.50</b>	<b>\$3,081.86</b>	<b>\$8,009.36</b>

Collections efforts for the above accounts are as follows; Past due letters were sent to each individual at 30, 60, and 90 days past due. If no payment efforts were made during that time the debt was turned into the North Carolina Department of Revenue and Williams and Fudge Collection Agency. No collections have been made in the past three years.

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

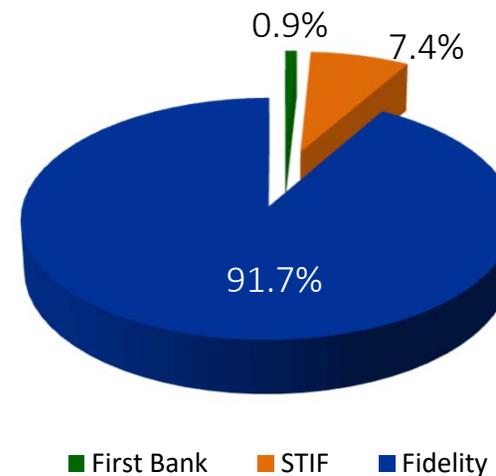
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of March 2017			
	Trust Co. of NC	STIF	First Bank	Total	Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$2,948,812.15	\$232,268.36	\$14,932.41	\$3,196,012.92
<b>Receipts</b>								
Interest/Gains	\$52,839.09	\$1,898.03	\$3.95	\$54,741.07	\$6,547.91	\$223.60	\$0.30	\$6,771.81
Deposits	\$22,441.69	\$144,812.03	\$106,812.94	\$274,066.66	\$0.00	\$9,426.05	\$18,456.65	\$27,882.70
<b>Total Receipts</b>	\$75,280.78	\$146,710.06	\$106,816.89	\$328,807.73	\$6,547.91	\$9,649.65	\$18,456.95	\$34,654.51
<b>Disbursements</b>								
Withdrawals/Fees	\$94,814.32	\$151,021.79	\$196,948.06	\$442,784.17	\$29,033.40	\$3,385.90	\$5,557.34	\$37,976.64
<b>Total Disbursements</b>	\$94,814.32	\$151,021.79	\$196,948.06	\$442,784.17	\$29,033.40	\$3,385.90	\$5,557.34	\$37,976.64
<b>Market Value Net Change</b>	\$219,212.87	\$0.00	\$0.00	\$219,212.87	\$15,980.26	\$0.00	\$0.00	\$15,980.26
<b>Ending Value</b>	\$2,942,306.92	\$238,532.11	\$27,832.02	\$3,208,671.05	\$2,942,306.92	\$238,532.11	\$27,832.02	\$3,208,671.05
<b>Net Change</b>	\$199,679.33	(\$4,311.73)	(\$90,131.17)	\$105,236.43	(\$6,505.23)	\$6,263.75	\$12,899.61	\$12,658.13

### Foundation Funds Value



Jul 2016 - Jun 2017

### Foundation Funds Distribution



Facilities

May 2017

Prepared By: Wanda Frick

Director of Facilities

The two new paint booths in Room 172 have been assembled, wired, and ventilation has been installed.



## Appendix E

The storefront partitions in Room 218 have been disassembled and stored for possible future use. This is to ready the room for renovations for Early College classes. Beginning May 11, Webb Construction will be renovating areas of Building 200 to include painting, carpet replacement, and concrete polishing.



Montgomery Community College  
Building Project Timeline

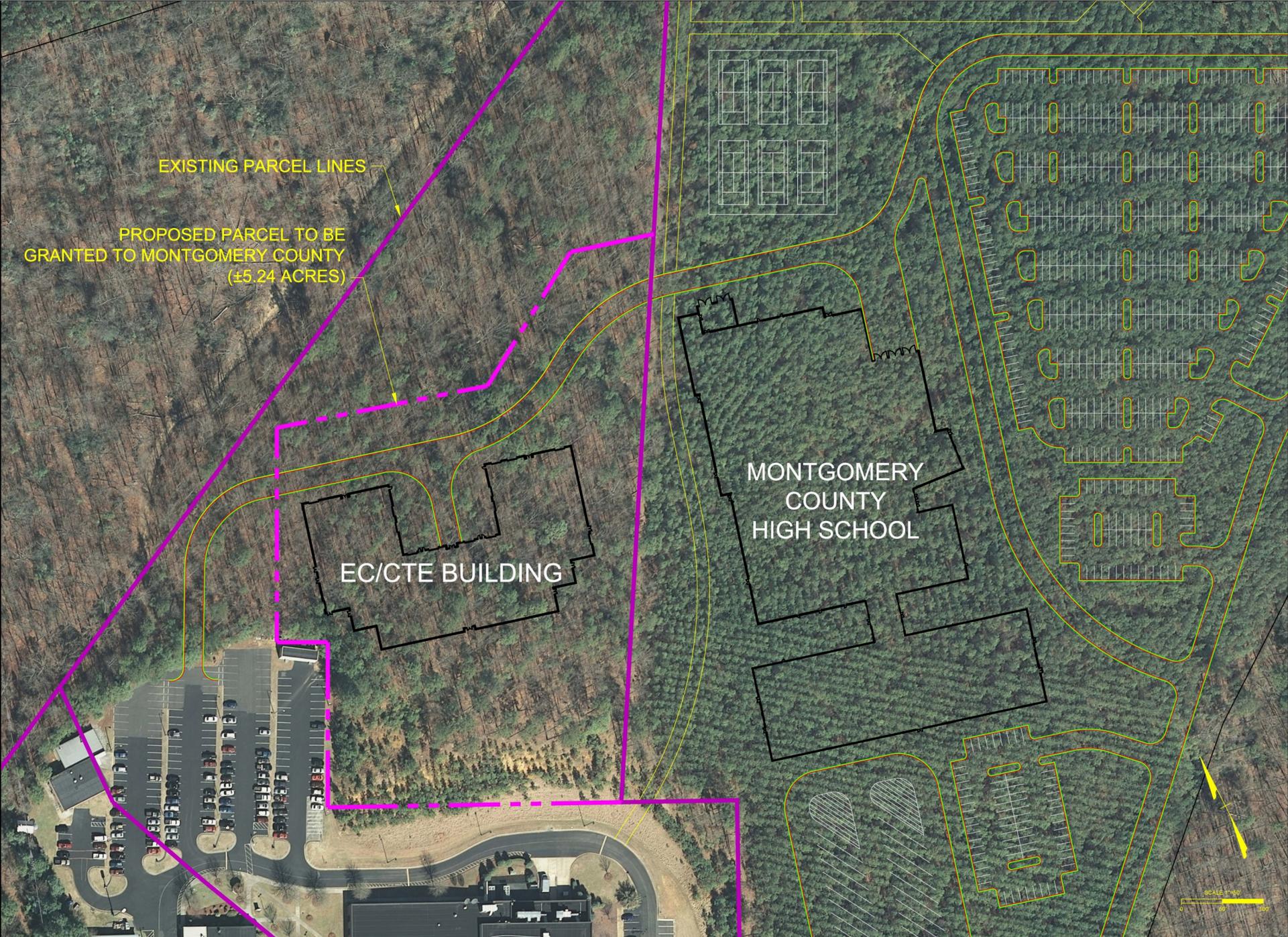
Project Name	Projected Cost	2016			
		September	October	November	December
Building 200 Roof Replacement	\$ 200,000.00	(3-1)	State Board	Design	Constr Bid
Building 200 HVAC Replacement	\$ 1,000,000.00	(3-1)	State Board		
Center for Workforce Development (Outpost)	\$ 180,000.00		(3-1)	State Board	Design 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				
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>				

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	Construction Bid	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	Construction	
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid	Construction								
Building 300 HVAC	\$ 75,000.00							(3-1)	State Board	Bids	Construction		
Building 100 Renovation	\$ -												
Roof Replacement	\$ 300,000.00												Construction
HVAC Replacement	\$ 205,000.00	(3-1)	State Board	Advertise for Design	Proposed Designer to SCO	Designer Approved by SCO	Design Phase				Construction Bid	Contractor Approved SCO	
Interior Renovation	\$ 2,500,000.00												
Building 100 Entrance	\$ 500,000.00												
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>												

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												
<b>Total Cost</b>	<b>\$ 6,225,000.00</b>												

# Montgomery Community College Construction Update April 2017

- Building 200 Roof Replacement – Complete
- Building 200 HVAC Replacement – Schematic design / design development to be complete in May 2017. Construction documents by June 15, 2017.
- Center for Workforce Development – All bids came in over budget and rejected. Looking for alternatives, possibly combining with Building 100 Renovation project.
- Building 200 Renovation – Moving underway with construction, painting and flooring to begin after graduation.
- Building 100 Renovation, HVAC and Roof Replacement – Boomerang Design chosen as architect for project. Design fee proposal is in process.



EXISTING PARCEL LINES

PROPOSED PARCEL TO BE GRANTED TO MONTGOMERY COUNTY (±5.24 ACRES)

EC/CTE BUILDING

MONTGOMERY COUNTY HIGH SCHOOL

**TIMMONS GROUP**

MONTGOMERY COUNTY HIGH SCHOOL  
MONTGOMERY COUNTY - NORTH CAROLINA  
PARCEL EXHIBIT

YOUR VISION. ACHIEVED THROUGH OURS.  
8642 W. Market Street, Suite 136 | Greensboro, NC 27409  
TEL: 336.662.0411 | FAX: 336.662.0400 | www.timmons.com

DATE	REVISION DESCRIPTION
4/20/17 <td></td>	

Site Development | Residential | Infrastructure | Technology

DESIGNED BY  
J. MOORE

CHECKED BY  
A. CARROLL

SCALE  
1" = 50'

JOB NO.  
SHEET NO.  
C0.0

HA

BOOK 788 PAGE 174(3) 350091



This document presented and filed:  
04/21/2017 03:00:49 PM

Melissa F. Pipkin, Montgomery County, NC  
REAL ESTATE EXCISE TAX: \$110.00

110.00 rev  
26.00  
\$ 136.00 pd mp

**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$ 110.00

Parcel Identifier No. \_\_\_\_\_ Verified by \_\_\_\_\_ County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By: \_\_\_\_\_

Mail/Box to: Hollers & Atkinson, 110 N. Main Street, Troy, NC 27371

This instrument was prepared by: Hollers & Atkinson, 110 N. Main Street, Troy, NC 27371

Brief description for the Index: 3.54 ACRES, MORE OR LESS, TROY TOWNSHIP

THIS DEED made this 21st day of April, 2017, by and between

GRANTOR	GRANTEE
Dale Cranford and wife, Deborah Cranford 1512 Lowell Court Crofton, MD 21114	Trustees of Montgomery Community College 102 E Spring Street Troy, NC 27371

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot, parcel of land or condominium unit situated in the City of Troy Township, Montgomery County, North Carolina and more particularly described as follows:

See Attached

The property hereinabove described was acquired by Grantor by instrument recorded in Book 679 page 638. All or a portion of the property herein conveyed    includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions:

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

\_\_\_\_\_  
 (Entity Name) x [Signature] (SEAL)  
 Print/Type Name: Dale Cranford

By: \_\_\_\_\_  
 Print/Type Name & Title: \_\_\_\_\_ x [Signature]  
 Print/Type Name: Deborah Cranford

By: \_\_\_\_\_  
 Print/Type Name & Title: \_\_\_\_\_ Print/Type Name: \_\_\_\_\_

By: \_\_\_\_\_  
 Print/Type Name & Title: \_\_\_\_\_ Print/Type Name: \_\_\_\_\_



State of Maryland - County or City of Anne Arundel  
 I, the undersigned Notary Public of the County or City of Anne Arundel and State aforesaid, certify that Dale Cranford and wife, Deborah Cranford personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 21st day of April, 2017. (SEAL)

My Commission Expires: 4-24-17  
 (Affix Seal)

x [Signature]  
Jennifer Elizabeth Howell Notary Public  
 Notary's Printed or Typed Name \_\_\_\_\_

State of \_\_\_\_\_ - County or City of \_\_\_\_\_  
 I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
 (Affix Seal)

\_\_\_\_\_  
 Notary Public  
 Notary's Printed or Typed Name \_\_\_\_\_

State of \_\_\_\_\_ - County or City of \_\_\_\_\_  
 I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that \_\_\_\_\_ is the \_\_\_\_\_ of \_\_\_\_\_, a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, \_\_\_\_\_ signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_  
 (Affix Seal)

\_\_\_\_\_  
 Notary Public  
 Notary's Printed or Typed Name \_\_\_\_\_

**ATTACHMENT**

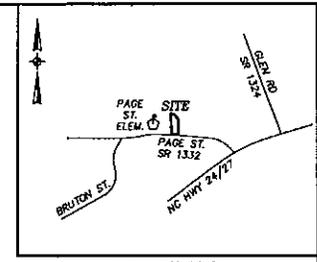
In Troy Township, Montgomery County, NC.

Being all that New Lot A, containing 3.54 acres, more or less, as particularly described on plat entitled "Recombination Survey for Montgomery Community College Board of Trustees", dated April 3, 2017, by James Gary Kennedy, PLS L-3883, recorded in Plat Cabinet F, Slide 194-C to which reference is made, and by said reference said plat is made a part hereof as fully as if set out herein.

Being the same property described in Deed recorded in Book 679 Page 638, Montgomery County Registry.

STATE OF NORTH CAROLINA  
 COUNTY OF MONTGOMERY  
 Review Officer of  
 Montgomery County certify that the map or plat  
 to which this certification is affixed meets all  
 statutory requirements for recording.  
 Review Officer Date

MONTGOMERY COUNTY  
 NORTH CAROLINA  
 Filed for registration at 8:45 o'clock P.M.  
 04/10/2017  
 2017 and recorded in  
 Plat Cabinet L Slide 104-C  
 Melissa A. Pipkin, Register of Deeds  
 by: F. GARY KENNEDY, L-3883



I certify that this plat shown hereon is not within the  
 Watershed Protection District, or complies with the Watershed  
 Protection District for the Town of Troy and is approved by the  
 Planning Director for recording in the Register of Deeds  
 Office of Montgomery County.  
 Planning Director Date

THE MONTGOMERY COUNTY  
 BOARD OF EDUCATION  
 DB. 348, PG. 803  
 PLAT CAB. D, SLIDE 72-A  
 TAX REF. 7539-20-80-8836

THE MONTGOMERY COUNTY  
 BOARD OF EDUCATION  
 DB. 348, PG. 803  
 PLAT CAB. D, SLIDE 72-A  
 TAX REF. 7539-20-80-8836

BOARD OF TRUSTEES  
 OF MONTGOMERY COMMUNITY COLLEGE  
 DB. 243, PG. 74  
 TAX REF. 7549-00-00-7165

- NOTES:
1. REFERENCE DEEDS: DEED BOOK 679, PAGE 638.
  2. TOTAL AREA: 3.54± ACRES (D.M.D.).
  3. PRECISION 1:35,000+
  4. SUBJECT PROPERTY IS LOCATED WITHIN THE TOWN OF TROYS ETJ.
  5. SURVEY BASED ON EXISTING CORNERS FOUND ON SITE.
  6. THIS PLAT IS SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
  7. THIS PLAT IS SUBJECT TO ANY EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY OF RECORD PRIOR TO DATE OF THIS PLAT, WHICH WAS NOT VISIBLE AT THE TIME OF MY INSPECTION.
  8. CURRENT ZONING: CITY R-15.
  9. TAX REFERENCES: 7538-08-99-5476 AND 7538-08-99-6573.

- DASHED LINES
- EIP ○ EXISTING IRON PIPE
  - NIR ○ NEW IRON ROD
  - EIR ○ EXISTING IRON ROD
  - EQM ○ EXISTING CONCRETE MONUMENT
  - EIS ○ EXISTING IRON STAKE
  - EPK ○ EXISTING PARKER-KALON NAIL
  - WM ○ WATER METER
  - PP ○ POWER POLE
  - TPED ○ TELEPHONE PEDASTAL
  - CP ○ CALCULATED POINT
  - WM ○ WATER METER
  - ETV ○ EXTRATERRITORIAL JURISDICTION
  - EP ○ EDGE OF PAVEMENT
  - NTS ○ NOT TO SCALE

JOHN COCHRANE BOLING, JR. and wife  
 LINDA M. BOLING  
 DB. 244, PG. 155 (TRACT 3)  
 TAX REF. 7538-08-99-3593

- LINE LEGEND
- PROPERTY LINE SURVEYED
  - - - PROPERTY LINE NOT SURVEYED
  - P — OVERHEAD POWER LINE
  - - - ADJONER PROPERTY LINE
  - - - STATE RIGHT OF WAY
  - - - FENCE LINE
  - - - EDGE OF GRAVEL
  - - - DRAINAGE DITCH

THE MONTGOMERY COUNTY  
 BOARD OF EDUCATION  
 DB. 348, PG. 803  
 PLAT CAB. D, SLIDE 72-A  
 TAX REF. 7539-20-80-8836



I, JAMES GARY KENNEDY, PROFESSIONAL LAND SURVEYOR,  
 CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION  
 FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, DEED  
 DESCRIPTION RECORDED IN BOOK 679, PAGE 638.  
 THAT THE RATIO OF PRECISION AS CALCULATED BY  
 LATITUDE AND DEPARTURE IS 1:35,000+. THAT THE  
 BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINKS  
 PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED.  
 THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH C. S.  
 47-30 AS AMENDED. WITNESS MY HAND AND SEAL THIS  
 2ND DAY OF APRIL, A. D. 2017.  
 JAMES GARY KENNEDY PROFESSIONAL LAND SURVEYOR, L-3883

OWNER(S):  
 DALE CRANFORD and  
 DONALD C. CRANFORD  
 949 PAGE STREET  
 TROY, NC 27371

NGCS HYDRANT  
 HAD 83(1988)  
 H=587,882.53'  
 E=1,738,787.52'  
 COMBINED FACTOR 0.99885398

No attempt has been made as a part of this  
 Boundary Survey to obtain or show data concerning  
 existence, size, depth, condition, capacity, or  
 location of any utility or municipal/public service facility.  
 For information regarding these utilities or  
 facilities, please contact the appropriate agency.  
 The location and/or existence of utility service lines  
 to the property surveyed are unknown and are not shown.

RECOMBINATION SURVEY FOR <b>MONTGOMERY COMMUNITY COLLEGE</b> <b>BOARD OF TRUSTEES</b> DEED BOOK 679, PAGE 638 NEAR TROY, N.C.		SURVEYED BY <b>KENNEDY LAND SURVEYING</b> 703 PAGE STREET TROY, N.C. 27371 PHONE 910-572-1708/910-220-2557 PLS No. L-3883		
TOWNSHIP: TROY	COUNTY: MONTGOMERY	DATE: 4-3-2017	SURVEYED BY: JJK	Job No. 9-2017
STATE: NORTH CAROLINA	GRAPHIC SCALE: 0' 60' 120' 180'	SCALE: 1"=60'	DRAWN BY: GK	DRAWING No.
TAX REF. SEE NOTE 9	CHECKED & CLOSURE BY: GK	8-2017.dwg		

**Melissa F. Pipkin  
Register of Deeds, Montgomery County, NC  
Consolidated Real Estate Index**

**Criteria - Last Name:** Montgomery Community **Grantee/Grantor:** Grantor **Party Type:** Either

**Date:** 04/07/2017 08:49:00 **Doc #:** 349929 **Kind:** PLAT **Book:** F **Page:** 194C **Desc:** TROY TWN NEW LOT-A 3.54 ACRES SL-F-194-C **Tax:** \$0.00

**Grantors**

MONTGOMERY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MONTGOMERY COMMUNITY COLLEGE  
TR MONTGOMERY COMMUNITY COLLEGE  
CRANFORD, DALE  
CRANFORD, DONALD C.

**Grantees**

MONTGOMERY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MONTGOMERY COMMUNITY COLLEGE  
TR MONTGOMERY COMMUNITY COLLEGE  
CRANFORD, DALE  
CRANFORD, DONALD C.

---

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

From: **Matthew Woodard** <[matthew.woodard@montgomerycountync.com](mailto:matthew.woodard@montgomerycountync.com)>  
Date: Wed, Apr 19, 2017 at 9:45 AM  
Subject: RE: Rental Costs  
To: "Bledsoe, Chad" <[bledsoec@montgomery.edu](mailto:bledsoec@montgomery.edu)>  
Cc: [chris.crepps@montgomerycountync.com](mailto:chris.crepps@montgomerycountync.com)

Chad,

No problem.

Thanks,  
matt

**From:** Bledsoe, Chad [mailto:[bledsoec@montgomery.edu](mailto:bledsoec@montgomery.edu)]  
**Sent:** Tuesday, April 18, 2017 8:57 AM  
**To:** Matthew Woodard  
**Subject:** Rental Costs

Matthew,

I am working on a temporary home for HVAC and some DOC because of the Gunsmithing expansion. As a continuation of our previous discussion, I am looking at renting some space for the next two years. Do you have any issue if I use 1/4 cent income to cover rental costs for the next two years while we temporarily house these two programs waiting for space to be freed up by the Joint technical building?

Chad

Chad A. Bledsoe, Ph.D.  
President

Montgomery Community College  
1011 Page Street  
Troy, NC 27371  
[\(910\) 898-9601](tel:(910)898-9601)  
[bledsoec@montgomery.edu](mailto:bledsoec@montgomery.edu)

103 West Main Street, Biscoe, NC 27209



4  
MA  
26.00pd

BOOK 788 PAGE 655(4) 350211



This document presented and filed:  
05/03/2017 11:33:49 AM

Melissa F. Pipkin, Montgomery County, NC  
REAL ESTATE EXCISE TAX: \$0.00

Excise Tax \$0

Recording Time, Book and Page

Tax Lot No \_\_\_\_\_ Parcel Identifier No. \_\_\_\_\_

Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_

by \_\_\_\_\_

Mail after recording to \_\_\_\_\_

This instrument was prepared by Hollers & Atkinson, P.C., Attorneys at Law, P.O. Box 567, Troy, NC 27371

Brief description for the Index: **20.89 acres, Troy Township**

**NORTH CAROLINA GENERAL WARRANTY DEED**

(NO TITLE EXAMINATION)

THIS DEED made this 3<sup>rd</sup> day of May, 2017, by and between

GRANTOR

County of Montgomery  
(a body politic and corporate)

PO Box 425  
Troy, NC 27371

GRANTEE

Board of Trustees of Montgomery  
Community College

✓  
1011 Page St.  
Troy, NC 27371

Enter in appropriate block for each: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.  
The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee in fee simple, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto Grantee in fee simple, all of their right, title and interest in that certain lot or parcel of land situated in Troy Township, Montgomery County, North Carolina and more particularly described as follows:

**Being 20.89 acres, more or less, as more particularly described on Schedule A attached hereto and made a part hereof as fully as if set out herein.**

Does the above described property include the primary residence? \_\_\_ Yes X No

The Law Firm of Hollers & Atkinson has neither examined nor certified as to the title to the above described property.

The property hereinabove described was acquired by Grantor by instrument recorded in **Book 309 Page 161.**

A map showing the above described property is recorded in \_\_\_\_\_.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances hereto belonging to the Grantee in fee simple; and

The Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

Easements and restrictions of record.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officer, the day and year first above written.

**Montgomery County  
a Body Politic and Corporate**

By Jackie L. Morris  
Jackie L. Morris,  
Chairman to Montgomery County  
Board of Commissioners

ATTEST:

By Trent Brooks  
Trent Brooks,  
Clerk to Montgomery County  
Board of Commissioners

[ CORPORATE SEAL ]

(notary acknowledgment on following page)

STATE OF NORTH CAROLINA  
COUNTY OF MONTGOMERY

I, Kathryn C. Williams, a Notary Public of the aforesaid County and State, certify that Trent Brooks, personally came before me this day and acknowledged that she is the Clerk of Montgomery County, a body politic and corporate organized and existing under the laws of the State of North Carolina, and that by authority duly given and as the act of the corporate, the foregoing instrument was signed in its name by its Chairman of its Board of Commissioners, sealed with its official seal and attested by her as its Clerk.

Witness my hand and notarial seal, this the 3rd day of May, 2017

My commission expires: 02/05/2019

Kathryn C. Williams  
Kathryn C. Williams Notary Public  
(Printed Name)

[SEAL]



SCHEDULE A

BEGINNING at a point in the center of North Carolina Secondary Road 1332, it being the southeast corner of the 4.04 acre tract deeded by the Montgomery County Board of Education to the Board of Trustees of Montgomery Community College dated January 12, 1995 and recorded September 12, 1995, in Deed Book 308 at Page 711 of the Montgomery County Registry; and runs thence along said centerline North 62-44-20 West 215 feet to a point; thence North 29-55-31 East 30 feet to an iron pipe in the northern right of way of NCSR 1332; thence along said right of way North 62-45-18 West 328.37 feet to a point; thence North 66-17-55 East 191.69 feet to a P-K nail set in the drive; thence North 26-55-49 East 503.07 feet to an iron rebar; thence North 24-11-07 West 324.67 feet to a P-K nail set in the sidewalk; thence North 22-29-39 West 146.91 feet to a set P-K nail; thence North 01-52-12 East 154.55 feet to a set rebar; thence North 62-53-56 East 1272.85 feet to a 2-inch aluminum pipe found in a stone pile; thence with the line of the Montgomery County Board of Education South 29-55-31 West 1168.78 feet to a set rebar at the northwest corner of the 4.04 acre tract; thence South 64-20-27 East 141.45 feet to an iron rebar; thence South 25-39-20 West passing an iron rebar at 960.01 feet and continuing for a total distance of 990.01 feet to the Beginning, containing 20.89 acres, more or less, as more particularly described on the map prepared in August, 1995, by James L. Wright, RLS 1418.

## Personnel Appointment

<b>Name of Person</b>	Brenda Parsons
<b>Present Address</b>	2048 Tower Road, Troy, NC 27371
<b>Position</b>	Network Administrator
<b>Position Category</b>	Level 4
<b>Salary</b>	\$46,398
<b>Effective Date of Employment</b>	May 1, 2017
<b>Budget Information</b>	

### Position Description

Responsible for the installation, configuration, backup, integrity and maintenance of all network hardware, software, and infrastructure. Also responsible for the installation, configuration, backup, maintenance and repair of software configuration problems on personal computers and network servers. Collaborates with Systems Administrators to maintain servers, storage, virtual environments, operating systems (Windows and Linux), and backup systems in support of the campus community; installs, maintains, troubleshoots, and patches servers and applications in support of network monitoring and logging; supports and maintains servers and applications in support of the VoIP phone system; and participates in network projects as needed.

### Education and Certifications

School/Certification	Years Attended		Degree
Gardner-Webb University	1998-2000		B.S. Business Administration
Montgomery Community College	1995-1997		A.A.S. Microcomputer Systems Technology

### Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	08/12/1999	Systems Technician

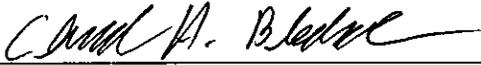
### Professional Participation/Honors

### Hiring Committee

Person	Position
	Promotion - See note

## Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Brenda Parsons, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Brenda Parsons for the Network Administrator position.



Chad A. Bledsoe  
President

**Note:**  
The Network Administrator position was posted twice and interviews were conducted with no viable candidates. Cindy Ellison, Dean of Technology and Learning Resources recommended promoting Ms. Parsons to work under a temporary contract as Network Administrator through June 30, 2017. Ms. Parsons has demonstrated the abilities to meet the requirements of the position and we would like to proceed with making the position permanent before year-end.

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

**Professional Development** – Two faculty members and 6 students attended the NRA convention in Atlanta April 27 – 29. The College provided a booth for the four NRA approved Gunsmithing programs to highlight education in gunsmithing. MCC student work was on display during the convention.

Andrew Gardner, Director of Business and Industry completed North Carolina Community College Leadership Program on April 28, 2017. Andrew was one of the 31 graduates from 30 different community college who participated and completed the year-long leadership program. Congratulations Andrew!

**Program Status** – The Forestry Program hosted an Alumni event on April 29. Forty alumni and students participated in the event which included updates and changes in the program of study, introduction of program faculty, and a presentation from the new Head Ranger for Uwharrie National Forest. The event was capped off with a barbeque chicken lunch.

The Phi Theta Kappa chapter at Montgomery Community College inducted 7 new members on April 26, 2017. The seven new members were from a wide-range of Associate degree programs at the College. Congratulations to the new members!

The Basic Law Enforcement Training program graduated 7 members on May 1, 2017. Due to a testing error made by the Criminal Justice Training and Standards Division, only three members of the class passed the first try. The remaining four passed the test after the additional information included in the test was shared with the students. Congratulations to our new graduates!

Congratulations to Information Technology student David Dennis for winning the 50 Anniversary MOS Certification Competition. David passed five MOS exams this academic year, including Word Expert. Davis is currently the only student to have passed the Office 2016 Expert Level exam at MCC. In total, students and staff completed 45 certifications. Congratulations to all of the completers!



# 2016-2017 CERTIFICATION SUMMARY

## INTRODUCTION

Since the Fall of 2014, MCC has provided students with free Microsoft Office Specialist certification testing. Microsoft Office applications are widely used in many different career fields. MOS exams are required as the final exam in CTS 125: Presentation Graphics, CTS 130: Spreadsheet, and DBA 110: Database Concepts. Other students also complete the exams to add the valuable credentials to their résumés.

Other Certiport exams can also be proctored at MCC. IT students have passed several of the Microsoft Technology Associate exams. MTA exams cover IT fundamentals and are the first step towards higher level Microsoft Certified Solutions Associate (MCSA) certifications and Microsoft Certified Solutions Developer (MCSD) certifications. MTA exams are required as the final exam in CTI 120: Network and Security Foundation and DBA 115: Database Applications.

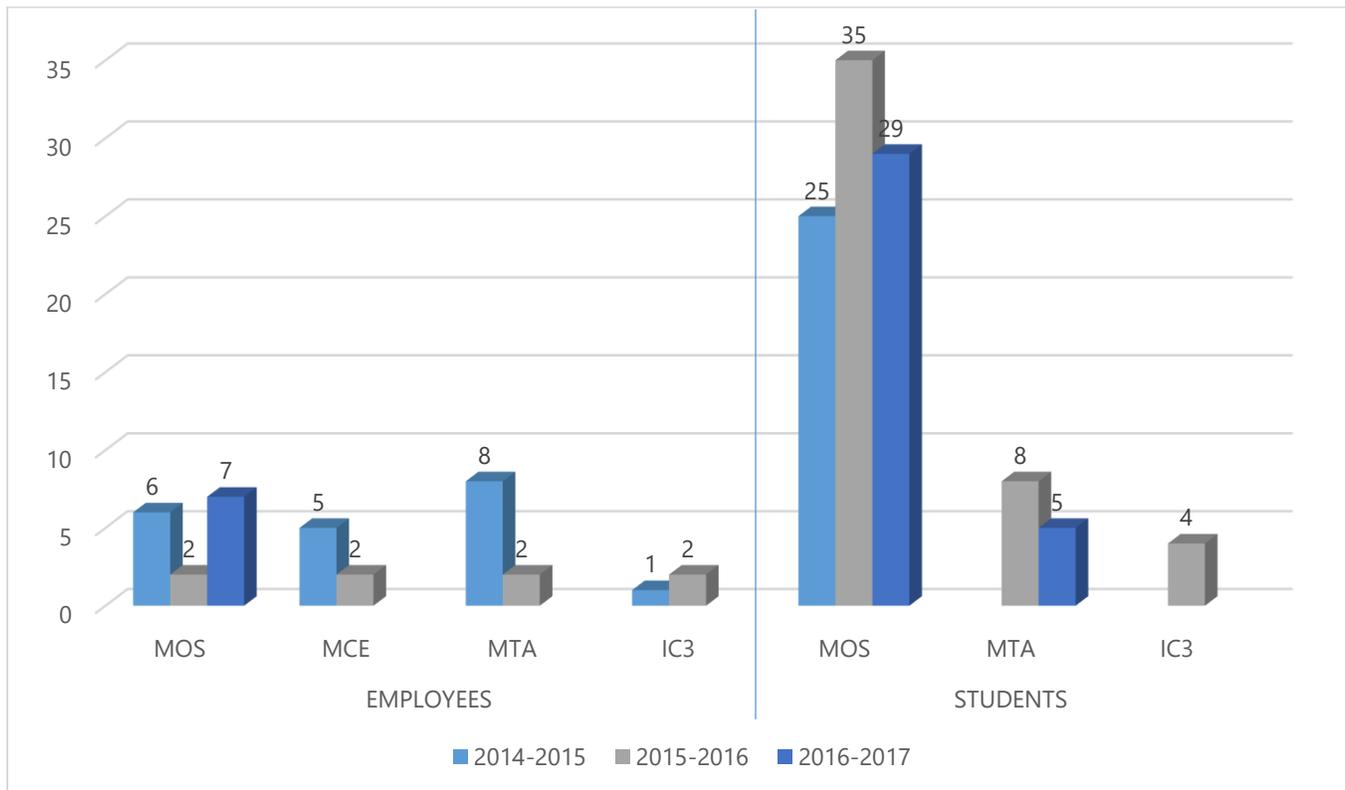
Thank you for providing this valuable resource for our students. We would also like to thank Cindy Ellison for providing a CATS Lab testing station and Dee Blake and Matthew DeHart for proctoring exams.

## CERTIFICATION STATISTICS (08/01/2016 - 04/30/2017)

MOS Certification	Employees	Students	MTA Certification	Employees	Students
 Microsoft Office Specialist	2	9	 Microsoft MTA Database Fundamentals 2017		3
 Microsoft Office Specialist Expert	1	1	 Microsoft MTA Windows Server Administration Fundamentals 2017		2
 Microsoft Office Specialist	1	6	 Microsoft MTA Networking Fundamentals 2016		0
 Microsoft Office Specialist Expert	1		 Microsoft MTA Security Fundamentals 2016		0
 Microsoft Office Specialist	1	2			
 Microsoft Office Specialist	3	11			
 Microsoft Office Specialist	1				
 Microsoft Office Specialist Master	1				

## 3-YEAR MCC CERTIPOINT CERTIFICATION SUMMARY

The graph below shows total certifications earned by employees and students. There were some additional opportunities available (e.g., Microsoft Certified Expert) when testing was first offered because the NCCCS also paid for Microsoft IT Academy. MCC did not use many features of the IT Academy, so we chose to continue with the Certiport MOS Site License only.



## 50TH ANNIVERSARY MOS CERTIFICATION COMPETITION

Congratulations to Information Technology student David Dennis for winning the 50th Anniversary MOS Certification Competition. David passed five MOS exams this academic year, including Word Expert. The Expert level exams are very challenging and require study outside of the regular curriculum. David is currently the only student to have passed an Office 2016 Expert level exam at MCC.



**MCC Board of Trustees – May 10, 2017**  
**Update from the Student Services Division**

Highlights & Previews

- Counseling & Career Development Center staff have been conducting résumé and mock interviewing sessions for our soon-to-be Practical Nursing graduates.
- Graduation at Southern Correctional Institution will be held Friday, May 12, at 1:15 p.m.

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

**Occupational Extension:**

- County-wide pump test at the county fire ground on 5/6/17; neat event to watch (the Board is invited to stop by)
- Summer Drone Classes
  - Flight School & Part 107 Exam Prep (\$180, flight training in-person and exam prep online)
  - FAA Part 107 Exam Prep Course (\$180, hybrid)

**Heritage Crafts**

- Created 8 custom trophies for the MCC Foundation Annual Golf Tournament
- Hosted the NC Knifemakers Guild Meeting on 4/15 in the new metalworking space, over 40 people attended (the metal stands for the forges were custom made by our welding students)
- Attended the Front Porch Picking Spring Festival on 4/22 to demo a variety of pottery techniques and market MCC programs



**Small Business Center**

- SBC Client, RiverWild, held its ribbon cutting event at its brick and mortar location

**Business and Industry:**

- Hosted the Montgomery County HR Managers Association meeting on 4/5
- Hosted graduation for the first Leadership Montgomery cohort with MCC as the coordinating entity on 5/4

## Public Relations / Marketing Highlights April 2017

### Video

Working on a new Gunsmithing video to be completed before the end of the fiscal year

### Design Projects

Gunsmithing Instructor Wanted – 30,000 flyers to Brownells

Legacy Bricks advertisement

50<sup>th</sup> Anniversary banner to hang above the doorway to Building 200

Summer camps promotions - flyers, Facebook, Montgomery County Schools

### Press Projects

Working on Fall 2017 tabloid feature photos and interviews

Continuing 50 Trailblazers interviews & press releases

### Facebook Top Posts for April

Total Likes 1664 (Up 18 from 1646 in March)

\*25 new likes, 7 unlikes, net 18 likes

Page	Date	Post	Reach	Engagement	Talking About This	Percentage of total engaged
<b>MCC</b>	4/12/17	Spring Fling Drone Flyover Video	1,300	107	39	
<b>MCC</b>	4/4/17	Celebrating Early College Week	1,200	73	67	
<b>MCC</b>	4/12/17	Facebook cover photo changed to human 50	1,200	85	85	
<b>MCC</b>	4/12/17	50 <sup>th</sup> Anniversary photo caption contest	524	988	33	

**TWITTER FOLLOWERS 623 UP 4 FROM 619 IN MARCH**

**Montgomery Community College  
SGA Report  
May 10, 2017 Board of Trustees Meeting**

**SGA Updates and Highlights**

- Several MCC employees plan to attend the Art & Craft Show at Southern Correctional Institution May 5.
- After interviewing several strong applicants for the positions, the 2017-18 Student Ambassadors have been selected.

**President's Report  
May 10, 2017**

**Activities since the April Board Meeting**

4/13/17	Employee Meeting
4/17/17	College Closed
4/19/17	NCACCP Meeting
4/21/17	President's Panel at Northeast State Community College Foundation Golf Tournament
4/22/17	Forestry Alumni Event
5/1/17	BLET Graduation
5/3/17	Early College Orientation
5/4/17	Leadership Montgomery Graduation
5/5/17	Art Show at Southern Correctional Institute
5/6/17	MCC Relay for Life Team "Hike For A Cure" Friends of the NRA
5/9/17	Rural Day in Raleigh Practical Nursing Pinning Ceremony
5/10/17	Foundation Board Meeting Board of Trustees Meeting Graduation – Dr. Jimmie Williamson Guest Speaker

**Upcoming Activities**

5/12/17	Graduation at Southern Correctional Institute
5/17/17	NCACCP
5/25/17	High School Awards Ceremony
5/29/17	College Closed (Memorial Day)
6/14/17	Board of Trustees Meeting



## **Board of Trustees Calendar of Events**

**2017**

<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>10:00 a.m.</b>	<b>Convocation</b>
<b>September 7, 2017</b>	<b>4:30 p.m.</b>	<b>Bell Dedication and Reception</b>
<b>September 7, 2017</b>	<b>5:30 p.m.</b>	<b>Foundation Scholarship Awards Ceremony</b>
<b>September 13, 2017</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>September 23, 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>
<b>December 8, 2017</b>	<b>5:30 p.m.</b>	<b>"A Christmas Carol" Friendraiser by MCC Foundation</b>