



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, August 9, 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.

Trustee Recognitions – Claudia Bulthuis, Chairman

Oath of Office – Claudia Bulthuis, Chairman

Election of Officers – Claudia Bulthuis, Chairman

Board Presentation – Pete Herron, BLET Instructor

Consent Agenda – Claudia Bulthuis, Chairman – Action

Approval of May Board Minutes, June Committee and Board Minutes – Appendix A

Personnel Committee

Approval to close the College July 3, 2017, an additional day for the Independence Holiday – Appendix B

Curriculum/Student Services Committee

Approval of the 2017-2018 Student Fee Chart – Appendix C

Approval to Terminate Emergency Medical Services as a curriculum program – Appendix D

Standing Committees

*** Budget & Finance Committee**

May, June and July Local, State, and Institutional Funds Financial Reports – **Appendix E – Action**

June and July Foundation Fund Statements – **Appendix F**

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

Grants Update – **Appendix H**

Foundation Update – **Lynn Epps**

- * **Building & Grounds Committee**
 - Facilities Report – **Appendix I**
 - Incident Report – **Appendix J**
 - Construction Update and Building Projects Timeline – **Appendix K**
 - Naming of Buildings on Campus
 - Recommendation from Mrs. Capel to Dr. Bledsoe – **Appendix L – Action**
 - Recommendation from Mrs. Bulthuis to Dr. Bledsoe – **Appendix M – Action**
 - Board Policy 413.01 Naming of College Facilities – **Appendix N**

- * **Personnel Committee**
 - Personnel Appointments
 - Gunsmithing Instructor – **Appendix O**
 - Director of Foundation Studies – **Appendix P**
 - Coordinator of Prison Programs – **Appendix Q**
 - 2017-2018 Contract Renewals – **Appendix R**
 - Temporary Employment Notification – **Appendix S**
 - Notice of Resignation – **Appendix T**
 - Notice of Termination – **Appendix U**
 - Organizational Chart Revisions – **Appendix V – Action**
 - Blanket Travel Authorization – **Appendix W – Action**

- * **Curriculum/Student Services Committee**
 - Update from Vice President of Instruction – **Appendix X**
 - Update from Vice President of Student Services - **Appendix Y**
 - 2017-2018 Catalog Revisions - **Appendix Y-1 Action**
 - Update from Dean of Continuing Education – **Appendix Z**
 - 2016-2017 Class Visitation Reports – **Appendix AA**

- * **Legislative/Public Relations Committee**
 - Legislative Update – Dr. Chad Bledsoe – **Appendix AB**
 - Public Relations/Marketing Update – Michele Haywood – **Appendix AC**

- * **Institutional Status Committee**

- * **SGA Report - Appendix AD**

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

- * **Chairman’s Report - Claudia Bulthuis**
 - 50 Trailblazers of MCC – **Appendix AF – Second Reading – Action**
 - Calendar of Events – **Appendix AG**

- * **Adjourn - Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, May 10, 2017

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 5:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Sharon Cupples
Susan Eggleston

George Gilbreath
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Adam Sexton,
SGA President

Absent

Ron Kincaid

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; Brenda Parsons, Network Administrator; Dr. Jimmie Williamson, NCCCS President; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Brenda Parsons, Network Administrator.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the May 10, 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 reported that the Board is meeting as a committee of the whole.

Approval of April Committee and Board Meeting Minutes – Appendix A

Mr. Knowles made a motion, seconded by Mr. Gilbreath, to approve the April Committee and Board Meeting Minutes. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee

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

Mrs. McBride presented the April Local, State and Institutional Funds Financial Reports. She reported the following:

- As of April 30, 2017, County fund expenditures were \$551,409, 73% of the budget.
- There were \$184,560 available for Capital Expenditures.
- As of April 30, 2017, State fund expenditures were \$5,714,627, 77% of the budget.
- As of April 30, 2017, the Institutional Fund balance was \$704,334.
- As of April 30, 2017, the balance in the STIF account was \$188,110.

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

Mrs. McBride reported that full financial audit report has been printed and is available for review.

Write-Offs – Appendix C – Action

Mrs. McBride presented Appendix C, write offs for 2017. She noted that the North Carolina Community College System Accounting Procedures Manual requires Board approval to write off accounts where there has been no activity in the past three years. She noted that collection attempts will continue for these funds.

Mrs. Eggleston made a motion, seconded by Mrs. Marshall, to approve the 2017 write offs. The motion carried.

March Foundation Fund Statements – Appendix D

Mrs. Epps presented Appendix D, the March Foundation Fund Statements. Foundation assets total \$3,208,671.05

Foundation Update – Lynn Epps

Mrs. Epps reported that the Foundation Board met earlier today. The external annual fund drive will focus on establishing a 50th Anniversary Endowed Scholarship. Each Foundation Board member selected 10 people to contact for giving.

Following an advertisement in the Montgomery Herald, five additional legacy bricks have been sold.

The Golf Tournament raised \$12,400 with 14 teams playing in the event. The MCC employees have given 100% to the annual fund drive. Both Boards have been challenged to meet 100% giving as well.

Building and Grounds Committee

Facilities Report – Appendix E

Mrs. McBride presented Appendix E, the facility report.

Construction Update and Building Projects Timeline – Appendix F

Dr. Bledsoe presented Appendix F, the Construction projects timeline. He noted that construction will begin soon on the HVAC for Building 200. Boomerang Architects will begin on the design phase for Building 100.

Property Transfer Update – Appendix G – Action

Dr. Bledsoe presented Appendix G, he noted that the property next to the college has been purchased by Montgomery County and transferred over to the College. Montgomery County Schools has requested that additional land be included in the transfer from Montgomery Community College to Montgomery County Schools, to include a road to connect the CTE Building to the parking lot behind Building 100.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the additional land needed for a road be included in the transfer of property to Montgomery County Schools. The motion carried.

Rental Property Recommendation – Appendix H – Action

Dr. Bledsoe presented Appendix H, an email from Matthew Woodard, County Manager, was presented noting that quarter cent sales funds can be used to pay for rental property.

Dr. Bledsoe reported that with upcoming renovations and expansion of the Gunsmithing Program there is a need to move the HVAC program out of Building 100 and the Department of Corrections training out of Building 200. The former Montgomery Motors location in Biscoe is available to be rented for \$2,000 per month. The college would also have to pay monthly for

power and water. Renovations will need to be made to meet the needs of the programs. An initial quote for electrical work will be between \$5,000-\$8,000.

Currently there are 11 students in the summer HVAC program.

It is projected that this building will need to be rented for at least two years.

Dr. Bledsoe will request the contract have a 90 day clause for either the property owner or the college to vacate the property. The college would not enter into a contract for more than one year at a time.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, for the college to enter into a contract to rent and offer classes at the proposed facility in Biscoe. The motion carried.

Building 200 Property Deed – Appendix H-1

Dr. Bledsoe presented Appendix H-1, the property deed for Building 200.

Personnel Committee

Personnel Appointment – Appendix I

Mrs. Capel introduced Brenda Parsons as the Network Administrator.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix J

Mr. Lee Proctor gave an update from Instruction.

Update from Vice President of Student Services – Appendix K

Mrs. Smith gave an update from Student Services.

Update from Dean of Continuing Education – Appendix L

Mr. Thill gave an update from Continuing Education.

Legislative/Public Relations Committee

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe reported that the Senate has released their version of the state budget.

Public Relations/Marketing Update – Michele Haywood – Appendix M

Mrs. Haywood gave an update from Public Information.

Institutional Status Committee

The Institutional Status Committee had no business to be conducted.

SGA Report – Appendix N – Adam D. Sexton

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

Mrs. Bulthuis thanked Mr. Sexton for his service to the Board of Trustees.

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

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

- Dr. Bledsoe served on a President’s Panel at Northeast Community College in Tennessee discussing the road to the Presidency.
- The Forestry Alumni event was a great success.
- Orientation for the Early College was held in April and it was well attended.
- Friends of the NRA fundraiser was recently held and the college will receive \$6,000 in scholarship funds.
- Dr. Bledsoe, Mrs. Eggleston and Mrs. Bulthuis attended the Rural Day event in Raleigh.
- Graduation at Southern Correctional Institute will be Friday, May 12.
- Dr. Bledsoe will be teaching an online class during the summer.

Chairman’s Report – Claudia Bulthuis, Chairman – Appendix P

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

- Pete Herron gave a great speech at the BLET Graduation.
- Rural Day event in Raleigh was wonderful; it showed a bigger picture of rural North Carolina.
- Mrs. Bulthuis asked each Board member to contribute to the 50th Anniversary Endowed Scholarship fund.
- The 50th Anniversary Events in August and September are shaping up to be very nice events and Mrs. Bulthuis encouraged all Board members to mark their calendars to attend these event.
- Graduation is tonight.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 5:48 p.m. The motion carried.

Claudia Bulthuis, Chairman

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, June 14, 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
George Gilbreath
Ron Kincaid

Absent

Sharon Cupples
Susan Eggleston
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; Jonathan Thill, Dean of Continuing Education; 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; Ashlie Martin, Assistant to the Dean of Continuing Education; Andrew Gardner, Director of Business and Industry; Diana Sanchez, Counselor; George Vann, SECU Manager; Lupa Pena, SECU Board member; SECU Scholarship recipients; Bruce Turner; and Korrie Ervin, Assistant to the President.

Welcome

Mrs. Bulthuis noted that there is not a quorum for the Board meeting, therefore, no action will be taken during the meeting.

Mrs. Bulthuis welcomed all in attendance including the SECU scholarship recipients; George Vann, SECU Manager; Lupa Pena, SECU Board member; Ashlie Martin, Assistant to the Dean of Continuing Education; Andrew Gardner, Director of Business and Industry; Bruce Turner, and Diana Sanchez, Counselor.

Mrs. Bulthuis thanked Mr. Turner for his work with the 50th anniversary activities. She noted that Mr. Turner was one of the first employees of the college and knows so much of the college's history.

Mr. Turner commented on his history with the college and related some experiences.

Approval of the Agenda - Action

Due to a lack of quorum, Mrs. Bulthuis presented the agenda for the June Board of Trustees meeting.

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.

Trustee Recognitions – Claudia Bulthuis, Chairman

Mrs. Bulthuis presented a plaque of appreciation to Ron Kincaid for his service to the Board of Trustees over the past four years.

Mrs. Bulthuis recognized Mrs. Anna Hollers, who recently resigned from the Board of Trustees due to personal reasons.

Board Presentation – Andrew Gardner, Director of Business and Industry Services

Mr. Gardner gave a presentation to the Board regarding business and industry services.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Claudia Bulthuis, Acting Chairman

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

- The committee reviewed the May Local, State, and Institutional Funds Financial Reports.
- The committee received an update regarding the April Foundation Fund Statement and a Foundation Update from Mrs. Epps.

Building and Grounds Committee – Claudia Bulthuis, Acting Chairman

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

- The committee reviewed a facilities and incident reports.
- The committee reviewed the report from a recent Environmental Safety Inspection, conducted by Blue Ridge Community College.
- The committee received an update on construction projects.

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:

- Mrs. Capel introduced Diana Sanchez, Counselor.
- The committee received a notice of retirement from Darlene Brown, Early Childhood Department Chair.
- The committee received a notice of termination of Carol Hendrix, Special Programs Assistant, due to reorganization in the Counseling department.
- The committee approved a recommendation from Dr. Bledsoe to close the college an additional day, July 3, for the Independence Holiday.

Curriculum/Student Services Committee – Ron Kincaid, Chairman

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

- The committee received updates regarding Instruction, Student Services and Continuing Education.
- The committee reviewed and approved the 2017-2018 Student Fee Chart.
- The committee reviewed and approved the termination of Emergency Medical Science as a curriculum program.

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.
- The committee received a public information update.

Institutional Status Committee – Claudia Bulthuis, Vice Chairman

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

- The committee received an update regarding an upcoming SACSCOC visit.

SGA Report – Appendix T– Beth Smith

Mrs. Smith presented Appendix T, the SGA report. In addition to the report, she noted that Matthew Monroe, evening gunsmithing student, has been voted as the 2017-2018 SGA President.

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

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

- The Central High School Construction Committee has been meeting.

- Boomerang Architects will be holding a kick off meeting with college administration on June 15.

Request from Mark Dye – Appendix V

Dr. Bledsoe presented Appendix V, a letter from Mark Dye and Dr. Bledsoe's response approving the request to use college facilities for photographs being used in the book being co-written by Mr. Dye. Dr. Bledsoe congratulated Mr. Dye for co-writing the referenced book.

Chairman's Report – Claudia Bulthuis, Chairman

50 Trailblazers of MCC – Appendix W – First Reading

Mrs. Bulthuis presented Appendix W, the 50 trailblazers of MCC list as a first reading. She asked the Board to review the list and let her know of any changes or recommendations to the list.

Mrs. Capel thanked Mr. Turner for his help with narrowing down the list to 50 people.

Calendar of Events – Appendix X

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

- The Board Christmas Dinner will be December 15, 2018 at 5:30 p.m. with the location to be determined.
- Graduation will be May 9, 2018.

There being no further business, the meeting adjourned at 8:02 p.m.

Claudia Bulthuis, Chairman

Attachment A**Budget & Finance Committee
Minutes**

Mrs. Bulthuis reported that there is no quorum for the meeting.

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 14, 2017 at 5:32 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Acting Chairman

Ron Kincaid

Absent

Susan Eggleston, Chairman

Gordon Knowles, Vice Chairman

Others Present

Phil Absher

Gelynda Capel

Paula Covington

George Gilbreath

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; 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. Bulthuis, Acting Chairman, called the meeting to order. She noted that there is no quorum for the meeting and no action will be taken.

Committee roll was taken by Chairman Bulthuis and all committee members were present, except Susan Eggleston, Chairman and Gordon Knowles, Vice Chairman.

May Local, State, and Institutional Funds Financial Report – Appendix B

Mrs. McBride reported the following:

- As of May 31, 2017, County fund expenditures were \$633,877, 84% of the budget.
- There were \$191,033 available for Capital Expenditures.
- As of May 31, 2017, State fund expenditures were \$6,283,132, 85% of the budget. The college plans to expend the remainder of the state budget, with the exception of restricted allocations and equipment that can be carried over to the next fiscal year.
- As of May 31, 2017, the Institutional Fund balance was \$663,658.
- As of May 31, 2017, the balance in the STIF account was \$188,287.

April Foundation Fund Statement – Appendix C

Mrs. Epps presented Appendix C, the April Foundation Fund Statement. The total funds held by the Foundation are \$3,238,854.78.

Foundation Update – Lynn Epps

Mrs. Epps reported that 135 legacy bricks were sold. The bricks will be shipped July 5 from Florida.

Mrs. Epps reported that 100% of the Board of Trustees and employees have given to the Annual Fund Drive.

The 50th anniversary scholarship has raised \$8,500 so far.

Mrs. Epps gave an update on grants. She noted that more documentation has been submitted to Golden Leaf.

There being no further business, the meeting adjourned at 5:38 p.m.

Attachment B**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 14, 2017 at 5:38 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Acting Chairman
George Gilbreath
Ron Kincaid

Absent

Gordon Knowles, Chairman
Susan Eggleston, Vice Chairman
Sharon Cupples

Others Present

Phil Absher
Gelynda Capel
Paula Covington

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

Mrs. Bulthuis, Acting Chairman, called the meeting to order.

Committee roll was taken by Acting Chairman Bulthuis and all committee members were present, except Gordon Knowles, Chairman; Susan Eggleston Vice Chairman and Sharon Cupples.

Facilities Report – Appendix D

Mrs. McBride presented Appendix D, the facilities report.

Incident Report – Appendix E

Mrs. McBride presented Appendix E, the incident report. She noted that there were two incidents the past month.

Environmental Safety Inspection Report – Appendix F

Dr. Bledsoe reported that the Environmental Health and Safety Institute from Blue Ridge Community College held a safety inspection of the campus facilities. There were only minor findings which are now in the process of being corrected.

Construction Update and Building Projects Timeline – Appendix G

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

Notice of Building 200 Roof Replacement Completion – Appendix H

Dr. Bledsoe reported that the North Carolina Community College System Office has been notified on the completion of the roof replacement on Building 200. Mrs. McBride noted that the project was completed under budget.

There being no further business, the meeting adjourned at 5:44 p.m.

Attachment C**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 14, 2017 at 5:45 p.m. in the College Boardroom.

Present

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

Absent

Sharon Cupples

Others Present

George Gilbreath
Ron Kincaid

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; 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.

Personnel Appointments**Counselor – Appendix I**

Mrs. Capel reported that Diana Sanchez has been recently hired to fill the new Counselor position. Mrs. Sanchez will be introduced during the Board meeting.

Notice of Retirement – Appendix J

Mrs. Capel presented Appendix J, the notification of retirement from Darlene Brown as Early Childhood Department Chair. Mrs. Capel thanked Mrs. Brown for her service to the college.

Notice of Termination – Appendix K

Mrs. Capel presented Appendix K, notification of termination of Carol Hendrix as Special Programs Assistant. Dr. Bledsoe reported that this termination is due to the reorganization in the Counseling department.

College Closing Recommendation – Appendix L – Action

Mrs. Capel presented Appendix L, a recommendation from Dr. Bledsoe requesting the college to close an additional day for the Independence Holiday. Dr. Bledsoe reported that due to

Independence Day falling on Tuesday this year it would not be cost efficient to open all facilities for just Monday and close down again on Tuesday.

Mr. Absher made a motion, seconded by Mrs. Covington to close the college July 3, an additional day for the Independence Holiday. The motion carried.

There being no further business, the meeting adjourned at 5:48 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, June 14, 2017 at 5:48 p.m. in the College Boardroom.

Present

Ron Kincaid, Chairman
Phil Absher
Claudia Bulthuis
George Gilbreath

Absent

Andrea Marshall, Vice Chairman
Sharon Cupples

Others Present

Gelynda Capel
Paula Covington

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Jeanette McBride, Vice President of Administrative Services; Beth Smith, Vice President of Student Services; Jonathan Thill, Dean of Continuing Education; Cindy Ellison, Dean of Technology and Learning Resources; Michele Haywood, Public Information Officer; 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 and Andrea Marshall.

Update from Vice President of Instruction – Appendix M

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

Mrs. Holton noted that the NC State Nursing passing rate is 92%. MCC is at 100%

Update from Vice President of Student Services – Appendix N

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

Update from Dean of Continuing Education – Appendix O

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

2017-2018 Student Fee Chart Revisions – Appendix P – Action

Mrs. Smith presented Appendix P, the 2017-2018 Student Fee Chart revisions. She noted that there was a change in the liability insurance and the taxidermy curriculum fee.

Mr. Gilbreath made a motion, seconded by Mr. Absher, to approve the 2017-2018 Student Fee Chart. The motion carried.

Termination of Curriculum Program – Appendix P-1 – Action

Mr. Proctor presented Appendix P-1, the termination of the Emergency Medical Science curriculum program. Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the termination of Emergency Medical Science as a curriculum program. The motion carried.

It was noted that this program has not been offered in several years. Emergency Medical classes are still being offered through Continuing Education.

There being no further business, the meeting adjourned at 6:14 p.m. The motion carried.

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

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 14, 2017 at 6:14 p.m. in the College Boardroom.

Present

Paula Covington, Vice Chairman
Claudia Bulthuis
Gelynda Capel

Absent

Andrea Marshall, Chairman
Johnny McKinnon

Others Present

Phil Absher
George Gilbreath
Ron Kincaid

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

Legislative Update – Dr. Chad Bledsoe

**Conference Priorities – Appendix Q
Budget Tracking Sheet – Appendix R**

Dr. Bledsoe presented Appendix Q, the budget priorities being asked of the Legislators.

Dr. Bledsoe presented Appendix R, the Budget Tracking Sheet. He noted that the state plans to have an approved budget in the next two weeks.

Public Relations/Marketing Update – Michele Haywood – Appendix S

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

In addition to her report, she presented a MCC video made by a Lucas Talent, Gunsmithing student.

There being no further business, the meeting adjourned at 6:21 p.m.

Attachment F

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, June 14, 2017 at 6:21 p.m. in the College Boardroom.

Present

Claudia Bulthuis, Vice Chairman
Phil Absher
George Gilbreath

Absent

Johnny McKinnon, Chairman
Susan Eggleston

Others Present

Gelynda Capel
Paula Covington
Ron Kincaid

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

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

Committee roll was taken by Vice Chairman Bulthuis, and all committee members were present, except Chairman Johnny McKinnon and Susan Eggleston.

SACSCOC Update – Carol Holton

Mrs. Holton reported that SACSCOC will be visiting campus on October 30 – November 2, to review the off-site facilities at East Montgomery High School and West Montgomery High School.

There being no further business, the meeting adjourned at 6:25 p.m.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Dr. Chad A. Bledsoe, President

DATE: June 7, 2017

SUBJECT: Independence Holiday Break

The Independence Holiday Break for Curriculum students is July 3-9. The College will be closed for Independence Day on Tuesday, July 4.

The Board of Trustees is being asked to excuse Monday, July 3, 2017 as a day of operation, allowing full closure of the college for four consecutive days. The College will reopen on Wednesday, July 5 and students will return on Monday, July 10, 2017.

Your consideration of this request is greatly appreciated.

2017 - 2018 STUDENT FEES

CONTINUING EDUCATION		CURRICULUM	
\$5	Technology - Computer Classes (Computer Repair and Upgrade Classes)	\$5	Parking
\$35	Graduation Fee (GED/AHS)	\$16	Technology - Computer (per student per term)
		\$30	Activity Fee (Fall/Spring) \$27 Student Activity Fee; \$3 Student Ambassador Activity Fee
		\$5	Activity Fee (Summer) \$4 Student Activity Fee; \$1 Student Ambassador Activity Fee
		\$48	HESI test fee (for PN program)
		\$5	Photo ID Replacement
		\$40	Graduation Fee
		\$5	(Each additional degree, diploma, and/or certificate)
Continuing Education Individual Class Fees		Curriculum Individual Class Fees	
\$75	NRA - Occupational NRA Classes, includes a meal	\$25	AHR 110 Intro to Refrigeration
\$36.60	CE Summer Gunsmithing (\$35 supplies and \$1.60 insurance)	\$85	DEN 102 Dental Materials
\$20	MIG – TIG Stick Welding (each course)	\$50	DEN 112 Dental Radiography
\$20	Bricklaying	\$25	ELC 112 DC/AC Electricity
\$5	Digital Photography	\$25	ELC 113 Residential Wiring
\$2	Pottery Lab (per class)	\$25	ELC 117 Motors and Controls
\$25	Taxidermy (per class)	\$50	GSM 111 Gunsmithing I
		\$100	GSM 120 Gunsmithing Tools
		\$40	GSM 225 Gunmetal Refinishing
		\$15	MED 140 Exam Room Procedures I
		\$15	MED 150 Lab Procedures I
		\$50	PBT 100 Phlebotomy Technology
		\$50	PBT 101 Phlebotomy Practicum
		\$50	NUR 101 Practical Nursing I - Lab Simulation
		\$15 for each course	TXY 110, 112, 114, 121, 122, 123, 131, 133
			When course is split, course fee is divided as well.
		\$25	Book Fee for Career & College Promise (per course)
		\$36 for each course	PCC 110, 111, 130, 210, 211 (CU program currently inactive)
Continuing Education Student Accident & Liability Insurance		Curriculum Student Accident & Liability Insurance	
\$13	Liability Insurance - Allied Health (Nurse Aide, Phlebotomy, EMS)	\$13	Dental Assisting, Medical Assisting, Nurse Aide, Phlebotomy, & Practical Nursing students (per student per academic year)
\$1.60	Accident Insurance - Allied Health (Nursing Assisting, Phlebotomy, EMS)	\$1.60	Accident Insurance Fee (per student per term)

If a course is divided into parts (example: TXY 121AB + TXY 121BB = TXY 121) the course fee is divided as well (example: TXY 121AB fee = \$7.50 + TXY 121BB fee = \$7.50 for a total of \$15).

Curriculum Program Termination Form**Attachment A**

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

College Name: Montgomery Community College

Curriculum Title: Emergency Medical Science Curriculum Code: A45320

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

Email Address: proctorr@montgomery.edu

Termination Semester: Fall Spring Summer **2017**

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

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

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

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*
 Other* **College must include factors below in addition to reason checked.**

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

(Required in order to proceed with termination): Basic courses being taught in Continuing Education and that seems to be the level of interest at this time.

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

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

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

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

Yes No Currently be taught in CE only

Is equipment available for transfer? Yes No

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

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

Signature, President

Date

Signature, Board of Trustees Chair

Date

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

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

Budget & Finance Committee
Wednesday, August 9, 2017
5:30 p.m.

Committee Members

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

Agenda Items

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **May, June and July Local, State, and Institutional Funds Financial Reports – Appendix E - Action**
- ❖ **June and July Foundation Fund Statements – Appendix F**
- ❖ **In-Kind Transfer – Appendix G – Action**
- ❖ **Grants Update – Appendix H**
- ❖ **Foundation Update – Lynn Epps**
- ❖ **New Business**
- ❖ **Adjourn**

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

Appendix E

County Funds - May 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	5,500	500	92%
514000	FT Svc/Maint/Skilled Craft	155,832	12,731	143,101	12,731	92%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	76,368	6,767	92%
518100	Social Security	18,427	1,489	16,897	1,530	92%
518200	Retirement	39,363	3,225	36,138	3,225	92%
518300	Medical Insurance	44,664	3,815	40,850	3,814	91%
518700	Longevity Payments	2,172	-	2,171	1	100%
519030	Engineering Services	600	-	600	-	100%
519090	Waste Removal/Recycling	7,581	838	7,286	295	96%
519120	Lawns and Grounds Service	1,000	250	1,000	-	100%
519110	Pest Control Svcs Agreement	500	66	388	112	78%
521000	Custodial Supplies	14,000	827	12,763	1,237	91%
522000	Maintenance Supplies	16,863	2,312	11,722	5,141	70%
524000	Repair Supplies	8,746	238	6,368	2,378	73%
525000	Gas/Travel/Reimbursement	1,717	(0)	(122)	1,839	-7%
531140	In-State Lodging	500	-	130	370	26%
531150	In-State Meals	500	-	167	333	33%
531500	Registration Fees	1,308	160	1,278	30	98%
532200	Telephone	16,300	1,347	14,036	2,264	86%
532300	Telecommunications Data	390	-	-	390	0%
533100	Heat	8,235	-	1,792	6,443	22%
533200	Water	11,560	973	8,680	2,880	75%
533300	Electricity	197,422	13,955	170,032	27,390	86%
533400	Garbage/Sewage Disposal	5,600	893	5,559	41	99%
535100	Equipment Repair	11,909	10,835	11,265	644	95%
535200	Repairs to Facilities	34,439	8,267	26,143	8,296	76%
535201	Repairs to Grounds-Supp	6,551	1,677	6,551	0	100%
535400	Service Contracts	16,800	1,176	13,261	3,539	79%
539200	PR-President's Office	600	-	294	306	49%
539500	Other Current Expense	1,739	-	41	1,698	2%
543000	Lease/Rental Other Equipment	2,515	254	1,658	857	66%
545000	Property Insurance	14,090	9,712	9,712	4,378	69%
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	163	1,830	163	92%
546100	Membership & Dues	1,000	-	1,000	-	100%
555100	Minor Equip Low Risk	1,149	-	1,149	(0)	100%
Total Current Expense		750,800	82,468	633,877	116,923	84%

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

Appendix E

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2017 Report	\$		364,732
Add: FY16 Property Tax Allocation from County Report			58,668
Add: FY17 Property Tax Allocation from County Report			58,049
			481,449
Total Revenue			481,449
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)
			16,033
Sub-total Life-to-date Revenues less Submitted Projects			16,033
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
			191,033
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 5-31-17	\$		191,033

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

Appendix E

State Funds - May 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	128,807	11,521	92%
511200 FT Senior Administrator	232,330	19,098	213,232	19,098	92%
511300 FT Professional Staff	932,391	75,354	857,899	74,492	92%
511310 PT Professional Staff	45,903	2,590	34,482	11,421	75%
512000 FT Support	60,146	4,897	55,249	4,897	92%
512010 PT Support	22,417	1,635	21,025	1,393	94%
512040 30 Hour Support	28,204	2,254	25,950	2,254	92%
513000 FT Faculty	1,834,160	135,977	1,693,748	140,412	92%
513010 PT Faculty	699,869	59,486	626,292	73,577	89%
513030 PT Teaching Assistant	11,188	1,238	9,925	1,263	89%
513040 30 Hour Faculty	37,064	2,663	34,401	2,663	93%
515000 FT Technical/Paraprofessional	416,672	34,070	382,602	34,070	92%
515010 PT Technical/Paraprofessional	101,172	9,840	93,602	7,570	93%
518100 Social Security	335,929	26,119	305,515	30,414	91%
518200 Retirement	625,022	48,972	576,447	48,575	92%
518300 Medical Insurance	416,512	33,859	378,139	38,373	91%
518700 Longevity Payments	52,053	417	51,044	1,009	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	6,970	5,610	6,970	0	100%
519142 LAN Support Services	15,426	-	500	14,926	3%
519144 Managed Server Support	26,630	-	21,815	4,815	82%
519200 Other Contractual	2,350	-	2,350	-	100%
519400 Contracted Instruction	52,754	6,868	43,041	9,713	82%
519401 Online Tutoring-Contrac	5,522	1,874	5,522	(0)	100%
519700 Personal Service - 3rd Party	2,250	2,000	2,250	-	100%
523XXX Copies & Instructional Supplies	151,324	7,895	138,342	12,982	91%
527000 Other Supplies	67,878	7,376	60,399	7,479	89%
527005 Tires & Oil Changes	972	-	972	0	100%
531110 In-State Ground Transportation	18,761	1,770	17,114	1,647	91%
531140 In-State Lodging	16,617	1,751	15,634	983	94%
531150 In-State Meals	3,691	249	3,466	225	94%
531210 Out-of-State Ground Transportation	1,827	77	1,585	242	87%
531220 Out-of-State Air Transportation	1,474	-	1,474	0	100%
531240 Out-of-State Lodging	9,188	-	6,746	2,442	73%
531250 Out-of-State Meals	1,927	328	1,926	1	100%
531420 Board Expense - Subsistence	2,479	1,570	2,379	100	96%
531500 Registration Fees	24,053	1,597	21,051	3,002	88%
532100 Postage	13,744	2,000	6,757	6,987	49%
532700 Software Subscriptions	5,331	1,747	1,827	3,504	34%
535100 Equipment Repair	14,017	4,794	12,457	1,560	89%
535400 Service Contracts	885	-	225	660	25%
535430 Maint Agreement-Equipment	4,130	760	1,340	2,790	32%
535450 Maint Agreement-NonWAN - Curr	21,087	5,711	15,481	5,606	73%
535470 Maint Agreement-NonWAN - ConEd	810	-	-	810	0%

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

Appendix E

State Funds - May 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535495	Maint. Agree.-Server	5,336	-	5,336	(0)	100%
537000	Advertising	58,000	4,852	31,970	26,030	55%
537100	Advertise Vacant Positions	9,925	2,704	9,800	125	99%
539400	Magazine/Newspaper Subscriptions	2,960	-	2,960	0	100%
539500	Other Current Expense	9,754	-	9,342	412	96%
539520	Electronic Processing	10,752	617	9,868	884	92%
539700	Childcare - 530 Purpose	22,618	1,827	13,014	9,604	58%
542403	Rental/Lease Servers	1,579	320	1,259	320	80%
544000	NonWAN Data Process Software	395	-	-	395	0%
544010	Software License Renewal	75,566	7,867	73,137	2,429	97%
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	15,193	5,748	14,298	895	94%
546200	Accreditation Expense	4,135	-	4,135	-	100%
555100	Minor Equip Low Risk <\$5K	45,547	2,357	14,681	30,866	32%
555200	Minor Equip High Risk	10,066	-	10,067	(1)	100%
1	Total Current Expense	6,865,429	550,258	6,105,188	760,241	89%
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%
1	553000 Educational Equipment	379,986	-	12,600	367,386	3%
555100	Minor Equipment Low Risk	29,702	-	29,702	0	100%
555200	Minor Equipment High Risk	32,167	13,297	32,168	(1)	100%
556100	Books	31,573	4,950	29,693	1,880	94%
	Total Capital Expense	547,210	18,247	177,944	369,266	33%
	Total Expenses	7,412,639	568,505	6,283,132	1,129,507	85%

1 100% of current expense expected to be expended by June 30th except categorical allocations and equipment (which can be carried over to the next fiscal year).

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

Institutional Funds - May 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	276	20	802
01-132	Overhead Receipts 75%	80	84	2,742	4,799	11,649
01-133	Current General & Misc	42	42	1,084	2,458	9,789
01-134	Admin Support	42	(126)	3,859	1,629	2,230
01-135	Overhead Receipts 25%	27	-	913	-	7,466
01-142	Textbook Rental	50	691	24,531	26,792	10,042
01-222	Forestry Program	577	-	580	2,766	10,045
01-291	Specific Fees: Phleboto	-	-	555	359	2,621
01-291	Specific Fees: Electron	50	-	575	-	2,125
01-291	Specific Fees: Medical	81	1,980	5,580	3,602	42,205
01-291	Specific Fees: Dental	-	-	300	-	300
01-291	Specific Fees: NET/TEAS	148	-	1,308	2,135	13,566
01-291	Specific Fees - LP	-	1,161	2,519	2,825	6,237
01-291	Specific Fees: Taxiderm	-	-	781	746	3,828
01-291	Specific Fees: Gunsmith	-	-	6,192	5,738	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	3,447	3,872	61,161	37,404	46,286
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	1,035	651	1,720
01-363	Small Business Center	-	214	1,800	2,483	8,098
01-391	Specific Fees: Occ. Ext	1,230	775	19,066	15,928	64,788
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	541	(3,805)	7,496	7,812	35,931
01-622	Sales Tax Utilization	-	-	11,692	11,692	-
01-715	Vending	1,373	1,373	8,680	8,680	-
02-131	College Work Study	2,228	2,228	29,990	29,990	-
02-228	Self Supp. Curriculum	1	-	92	770	27,510
02-229	Distance Learning	10	-	91	-	-
02-237	Perkins Prof Dev	-	-	13,241	13,241	-
1 02-238	Perkins Prof Develop	-	2,622	-	2,622	(2,622)
1 02-241	Perkins Automation Soft	-	2,450	-	2,450	(2,450)
02-292	Tech Fee-Curr	1,758	194	19,672	11,323	112,597
02-383	Fire Training Center Gr	10,444	517	12,339	12,208	9,682
02-384	Lead the Way Grant	-	-	1,250	1,250	-
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
1 02-429	Vo-Ed PT Curr Support	765	767	7,876	8,643	(767)
1 02-511	Voc-Ed Counseling	1,284	1,284	13,060	14,344	(1,284)
1 02-512	Voc-Ed Tutor Funds	425	126	1,716	1,842	(126)
02-823	FSEOG	-	-	11,749	11,749	-
02-824	Pell Grant	-	(2,181)	998,744	996,563	2,181
02-831	Educ. Lottery Schol.	-	-	46,513	46,513	-
02-833	Golden LEAF	-	-	11,712	10,942	771
02-835	NC Comm Coll Grt	-	-	56,379	56,379	-
02-836	High Demand/Low Enrol	-	-	1,699	1,699	-
2 02-837	MCC Foundation Scholar	-	500	108,707	108,783	(76)

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

Institutional Funds - May 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
	01-121 Pell Overpayments	-	-	-	-	-
3	02-838 Wells Fargo Scholarship	-	-	250	500	(250)
	02-839 Less Than Half-time	-	-	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	569	1,373	6,258	8,762	13,036
	05-716 Bookstore Vending	2	-	24,122	6,477	78,333
	05-720 Bookstore	56	-	530	-	-
	05-721 General Store	1,560	525	27,885	27,115	1,591
	05-740 Parking Fee	361	-	4,608	-	34,008
	05-770 Stud Govt Assoc	442	1,146	28,322	21,942	24,462
	05-771 Graduation Fund	388	2,035	5,190	7,003	1,989
	05-774 Stud. Amabassador	111	920	3,237	1,509	28,098
	07-918 Capital Projects	-	41,897	74,113	74,113	-
	07-924 Duke Energy Grant	-	-	-	-	2,089
4	07-925 Bond-Workplace Dev Renovation	-	1,301	13,500	14,801	(1,301)
4	07-925 Bond-Bldg 200 HVAC Replacement	-	3,300	-	3,300	(3,300)
	09-772 Club Accounts	-	-	-	-	48,228
5	09-773 Agency Fund	-	-	-	-	(9,782)
	09-775 Funds for Others	-	-	-	-	6,735
	09-777 Loan Funds Held & Dist	-	-	-	-	2,300
Total	Institutional Funds: First Bank	28,092	67,266	1,694,063	1,643,824	663,658

STIF Account as of 05/31/17		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
	01-621 Operational Funds	40	378	42,232	42,610
	02-229 Distance Learning	10	91	10,209	10,300
	02-292 Technology Fees	71	671	74,984	75,655
	05-720 Bookstore	56	530	59,192	59,721
Total	Institutional Funds: State Treasury	177	1,670	186,617	188,287

- 1 Randolph Community College (PERKINS)**
- 2 Scholarship due from Foundation**
- 3 Scholarship due from Wells Fargo**

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

Appendix E

County Funds - June 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	6,000	-	100%
514000	FT Svc/Maint/Skilled Craft	155,116	12,015	155,116	-	100%
514050	Supvr Svc/Maint/Skilled Craft	83,135	6,767	83,135	-	100%
518100	Social Security	18,336	1,438	18,336	-	100%
518200	Retirement	39,244	3,107	39,244	-	100%
518300	Medical Insurance	44,185	3,335	44,185	-	100%
518700	Longevity Payments	2,171	-	2,171	-	100%
519030	Engineering Services	600	-	600	-	100%
519090	Waste Removal/Recycling	8,124	838	8,124	-	100%
519120	Lawns and Grounds Service	482	95	482	-	100%
519110	Pest Control Svcs Agreement	1,000	-	1,000	-	100%
521000	Custodial Supplies	12,793	30	12,973	-	101%
522000	Maintenance Supplies	18,451	6,729	18,451	-	100%
524000	Repair Supplies	8,465	2,097	8,465	-	100%
525000	Gas/Travel/Reimbursement	(14)	108	(14)	-	100%
531140	In-State Lodging	80	80	80	-	100%
531150	In-State Meals	130	-	130	-	100%
531500	Registration Fees	167	-	167	-	100%
532200	Telephone	1,308	30	1,308	-	100%
532300	Telecommunications Data	15,780	1,744	15,780	-	100%
533100	Heat	1,903	-	1,903	-	100%
533200	Water	10,666	1,986	10,666	-	100%
533300	Electricity	184,325	14,293	184,325	-	100%
533400	Garbage/Sewage Disposal	6,485	926	6,485	-	100%
535100	Equipment Repair	13,300	2,035	13,300	-	100%
535200	Repairs to Facilities	35,425	9,282	35,425	-	100%
535201	Repairs to Grounds-Supp	6,551	-	6,551	-	100%
535400	Service Contracts	15,337	2,076	15,337	-	100%
539200	PR-President's Office	629	334	629	-	100%
539500	Other Current Expense	768	726	768	-	100%
543000	Lease/Rental Other Equipment	2,551	893	2,551	-	100%
545000	Property Insurance	13,007	3,295	13,007	-	100%
545100	Motor Vehicle Insurance	2,551	2,369	2,551	-	100%
545200	Liability Insurance	5,486	5,486	5,486	-	100%
545201	Workers Comp	6,972	8,886	6,972	-	100%
545301	Life Insurance	1,992	162	1,992	-	100%
546100	Membership & Dues	1,000	-	1,000	-	100%
555100	Minor Equip Low Risk	1,149	-	1,149	-	100%
539500	Other Expense	25,149	25,149	25,149	-	100%

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

Appendix E

Total Current Expense	750,800	116,811	750,980	-	100%
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RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's April 2017 Report	\$	372,900
Add: FY16 Property Tax Allocation from County Report		58,668
Add: FY17 Property Tax Allocation from County Report		58,049
Total Revenue		489,617
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)		(60,728)
Sub-total Life-to-date Revenues less Submitted Projects		22,202
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)		75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)		100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 6-30-17	\$	197,202

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

Appendix E

State Funds - June 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	140,328	-	100%
511200 FT Senior Administrator	232,330	19,098	232,330	-	100%
511300 FT Professional Staff	933,017	75,118	933,017	-	100%
511310 PT Professional Staff	53,877	1,710	39,291	14,586	73%
512000 FT Support	60,146	4,897	60,146	-	100%
512010 PT Support	23,524	2,511	23,524	-	100%
512040 30 Hour Support	28,204	2,254	28,204	-	100%
513000 FT Faculty	1,835,514	120,737	1,813,711	21,803	99%
513010 PT Faculty	694,889	38,454	664,764	30,130	96%
513030 PT Teaching Assistant	10,675	750	10,675	-	100%
513040 30 Hour Faculty	37,064	2,663	37,064	-	100%
515000 FT Technical/Paraprofessional	418,124	35,522	418,124	-	100%
515010 PT Technical/Paraprofessional	100,623	5,792	99,395	1,228	99%
518100 Social Security	332,890	24,793	330,308	2,582	99%
518200 Retirement	626,281	23,078	622,526	3,755	99%
518300 Medical Insurance	416,762	34,386	412,525	4,237	99%
518700 Longevity Payments	51,981	936	51,980	-	100%
519000 Legal Services	1,103	-	1,103	-	100%
519010 Financial/Audit Service	44,136	38,316	44,136	-	100%
519020 Sys Implementation/Inte	79,152	61,937	79,152	-	100%
519040 Administrative Services	7,366	396	7,366	-	100%
519142 LAN Support Services	15,426	14,926	15,426	-	100%
519144 Managed Server Support	28,235	3,210	25,025	3,210	89%
519200 Other Contractual	2,350	-	2,350	-	100%
519400 Contracted Instruction	54,633	11,592	54,633	-	100%
519401 Online Tutoring-Contrac	5,522	(13)	5,509	13	100%
519700 Personal Service - 3rd Party	2,250	-	2,250	-	100%
523XXX Copies & Instructional Supplies	154,607	56,816	153,107	1,500	99%
527000 Other Supplies	64,620	3,826	64,225	395	99%
527005 Tires & Oil Changes	1,207	235	1,207	-	100%
531110 In-State Ground Transportation	19,056	1,208	18,322	734	96%
531140 In-State Lodging	17,131	1,014	16,648	483	97%
531150 In-State Meals	3,766	202	3,668	98	97%
531210 Out-of-State Ground Transportation	1,827	41	1,626	201	89%
531220 Out-of-State Air Transportation	1,474	-	1,474	-	100%
531240 Out-of-State Lodging	8,101	1,355	8,101	-	100%
531250 Out-of-State Meals	2,089	162	2,089	-	100%
531420 Board Expense - Subsistence	2,479	42	2,420	59	98%
531500 Registration Fees	23,088	1,582	22,633	455	98%
532100 Postage	7,372	603	7,360	12	100%
532700 Software Subscriptions	5,199	2,975	4,801	398	92%
535100 Equipment Repair	14,428	1,623	14,081	347	98%
535400 Service Contracts	322	-	225	97	70%
535430 Maint Agreement-Equipment	2,065	724	2,065	-	100%
535450 Maint Agreement-NonWAN - Curr	20,069	4,587	20,069	-	100%
535495 Maint. Agree.-Server	5,336	-	5,336	-	100%

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

Appendix E

State Funds - June 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
537000	Advertising	58,000	18,862	50,632	7,368	87%
537100	Advertise Vacant Positions	9,932	132	9,932	-	100%
539400	Magazine/Newspaper Subscriptions	2,960	-	2,960	-	100%
539500	Other Current Expense	9,754	-	9,342	412	96%
539520	Electronic Processing	10,752	377	10,246	506	95%
539700	Childcare - 530 Purpose	22,618	8,385	21,399	1,219	95%
542403	Rental/Lease Servers	1,579	320	1,579	-	100%
544000	NonWAN Data Process Software	73,259	-	73,137	122	100%
544010	Software License Renewal	655	-	-	655	0%
544020	Laptop Application So	2,800	1,598	2,800	-	100%
545100	Motor Vehicle Insurance	3,487	3,487	3,487	-	100%
545200	Liability Insurance	14,498	40	14,338	160	99%
546100	Membership & Dues	4,165	-	4,135	30	99%
555100	Minor Equip Low Risk <\$5K	50,266	30,865	45,547	4,719	91%
555200	Minor Equip High Risk	10,066	-	10,066	-	100%
1	Total Current Expense	6,865,429	675,643	6,763,916	101,513	99%
552000	Non-WAN Data Processing	20,209	-	20,209	-	100%
552072	Server	40,931	-	40,931	-	100%
552030	Voice Communication Equ	12,642	-	12,642	-	100%
1	553000 Educational Equipment	370,074	9,435	22,035	348,039	6%
555100	Minor Equipment Low Risk	39,614	9,912	39,614	-	100%
555200	Minor Equipment High Risk	32,167	-	32,167	-	100%
556100	Books	31,573	895	30,588	985	97%
	Total Capital Expense	547,210	20,242	198,186	349,024	36%
	Total Expenses	7,412,639	695,886	6,962,102	450,537	94%

1 Equipment carried over to the next fiscal year. \$300K appropriated for new Gunsmithing equipment.

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

Institutional Funds - June 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	800	-	-
01-128	Veterans Reporting Fee	-	-	276	20	802
01-132	Overhead Receipts 75%	26	94	2,768	4,931	11,582
01-133	Current General & Misc	17	4	1,139	2,500	9,379
01-134	Admin Support	90	602	3,949	2,232	1,424
01-135	Overhead Receipts 25%	9	-	922	-	7,475
01-142	Textbook Rental	65	514	24,595	27,306	9,592
01-222	Forestry Program	-	-	580	2,766	10,045
01-291	Specific Fees: Medical	-	-	533	359	2,621
01-291	Specific Fees: Electron	-	-	535	-	2,110
01-291	Specific Fees: Gunsmith	-	141	5,445	3,743	42,125
01-291	Specific Fees: Pottery	-	-	-	-	-
01-291	Specific Fees: Phleboto	-	-	300	-	300
01-291	Specific Fees: Taxiderm	-	-	1,258	2,135	13,566
01-291	Specific Fees - LP	-	81	2,396	2,906	6,155
01-291	Specific Fees: Dental	-	-	724	746	3,828
01-291	Specific Fees: NET/TEAS	-	-	6,192	5,738	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	26	-	558
01-315	Self Supporting	1,749	7,617	62,910	45,022	43,828
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	360	192	1,395	843	1,888
01-363	Small Business Center	-	824	1,800	3,307	7,274
01-391	Specific Fees: Occ. Ext	133	2,226	19,199	18,154	62,798
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	25,689	-	33,185	7,582	60,664
01-622	Sales Tax Utilization	9,817	9,817	21,510	21,510	-
01-715	Vending	2,202	2,202	10,881	10,881	-
02-131	College Work Study	732	732	30,722	30,722	333
02-228	Self Supp. Curriculum	-	324	(1,433)	1,093	27,186
02-229	Distance Learning	10	-	101	-	-
02-237	Perkins Prof Dev	-	-	13,241	13,241	-
02-238	Perkins Prof Develop	2,622	-	2,622	2,622	-
02-241	Perkins Automation Soft	2,450	-	2,450	2,450	-
02-292	Tech Fee-Curr	-	94	18,993	11,418	113,260
02-383	Fire Training Center Gr	-	(1,335)	12,339	10,873	9,294
02-384	Lead the Way Grant	-	-	1,250	1,250	-
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
02-429	Vo-Ed PT Curr Support	1,547	780	9,423	9,423	-
02-511	Voc-Ed Counseling	2,575	1,291	15,635	15,635	-
02-512	Voc-Ed Tutor Funds	139	13	1,855	1,855	-
02-823	FSEOG	-	-	11,749	11,749	-
02-824	Pell Grant	48,268	50,449	1,047,012	1,047,012	-
02-831	Educ. Lottery Schol.	-	-	46,513	46,513	-
1 02-833	Golden LEAF	-	3,686	11,712	14,627	(2,915)
02-835	NC Comm Coll Grt	-	-	56,379	56,379	-
02-836	High Demand/Low Enrol	-	-	1,699	1,699	-

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

Institutional Funds - June 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	800	-	-
02-837	MCC Foundation Scholar	2,076	2,000	110,783	110,783	-
2	02-838 Wells Fargo Scholarship	-	-	250	500	(250)
02-839	Less Than Half-time	-	-	720	720	-
02-842	SGA President Scholar	-	-	1,500	1,500	-
02-845	SECU Scholarships	-	-	6,250	6,250	-
05-227	Daycare Center	-	353	-	353	-
05-715	Vending	793	2,202	7,051	11,764	11,627
05-716	Bookstore Vending	-	-	24,122	6,477	78,223
05-720	Bookstore	56	-	585	-	-
05-721	General Store	415	13,306	28,300	40,421	1,566
05-740	Parking Fee	(194)	-	4,413	-	34,138
05-770	Stud Govt Assoc	(1,446)	(140)	26,875	21,802	24,431
05-771	Graduation Fund	(25)	86	5,165	7,089	1,898
05-774	Stud. Amabassador	(169)	2,101	3,067	3,609	26,044
07-918	Capital Projects	-	-	74,113	74,113	-
07-924	Duke Energy Grant	-	2,089	-	2,089	-
3	07-925 Bond-Workplace Dev Renovation	-	-	13,500	14,801	(1,301)
07-925	Bond-Bldg 200 Roof Replacement	-	-	174,430	174,430	-
07-925	Bond-Bldg 200 HVAC Replacement	3,300	-	3,300	3,300	-
3	07-925 Bond-Bldg 200 Interior	-	69,150	-	69,150	(69,150)
09-772	Club Accounts	-	-	-	-	47,994
4	09-773 Agency Fund	-	-	-	-	(11,416)
09-775	Funds for Others	-	-	-	-	6,483
09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	103,305	171,495	1,970,007	1,990,396	606,827

STIF Account as of 06/30/17		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	40	418	42,232	42,650
02-229	Distance Learning	10	101	10,209	10,310
02-292	Technology Fees	71	741	74,984	75,725
05-720	Bookstore	56	585	59,192	59,777
		-	-	-	-
Total	Institutional Funds: State Treasury	176	1,845	186,617	188,462

- 1 Scholarships due from Golden Leaf**
- 2 Scholarship due from Wells Fargo**
- 3 Bond Project reimbursement due from State**
- 4 Financial Aid Charges for Books**

Montgomery Community College
County Funds - Board Report for July 2017

Appendix E

County Funds - July 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	-	500	500		
514000	FT Svc/Maint/Skilled Craft	-	10,714	10,714		
514050	Supvr Svc/Maint/Skilled Craft	-	6,767	6,767		
518100	Social Security	-	1,446	1,446		
518200	Retirement	-	3,247	3,247		
518300	Medical Insurance	-	3,335	3,335		
518700	Longevity Payments	-	1,475	1,475		
519030	Engineering Services	-	-	-		
519090	Waste Removal/Recycling	-	838	838		
519120	Lawns and Grounds Service	-	-	-		
519110	Pest Control Svcs Agreement	-	250	250		
521000	Custodial Supplies	-	776	776		
522000	Maintenance Supplies	-	469	469		
524000	Repair Supplies	-	30	30		
525000	Gas/Travel/Reimbursement	-	140	140		
531140	In-State Lodging	-	-	-		
531150	In-State Meals	-	-	-		
531500	Registration Fees	-	105	105		
532200	Telephone	-	210	210		
532300	Telecommunications Data	-	-	-		
533100	Heat	-	85	85		
533200	Water	-	1,122	1,122		
533300	Electricity	-	18,259	18,259		
533400	Garbage/Sewage Disposal	-	889	889		
535100	Equipment Repair	-	-	-		
535200	Repairs to Facilities	-	7,432	7,432		
535201	Repairs to Grounds-Supp	-	-	-		
535400	Service Contracts	-	-	-		
539200	PR-President's Office	-	77	77		
539500	Other Current Expense	-	-	-		
543000	Lease/Rental Other Equipment	-	-	-		
545000	Property Insurance	-	-	-		
545100	Motor Vehicle Insurance	-	-	-		
545200	Liability Insurance	-	-	-		
545201	Workers Comp	-	-	-		
545301	Life Insurance	-	163	163		
545302	EAP Program Expense	-	140	140		
546100	Membership & Dues	-	-	-		
	Total Current Expense	-	58,468	58,468		

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

Appendix E

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's April 2017 Report	\$ 380,642
Add: FY16 Property Tax Allocation from County Report	58,668
Add: FY17 Property Tax Allocation from County Report	58,049
	<hr/>
Total Revenue	497,359
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,268)
Less: 2016-17 Projects	(60,728)
Less: 2017-18 Projects	(6,900)
	<hr/>
Sub-total Life-to-date Revenues less Submitted Projects	23,044
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
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TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 7-31-17	\$ 198,044
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**Montgomery Community College
State Funds - Board Report for July 2017**

Appendix E

State Funds - July 2017	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President		11,521	11,521		
511200 FT Senior Administrator		19,098	19,098		
511300 FT Professional Staff		79,460	79,460		
511310 PT Professional Staff		2,711	2,711		
512000 FT Support		4,897	4,897		
512010 PT Support		2,409	2,409		
512040 30 Hour Support		2,254	2,254		
513000 FT Faculty		122,452	122,452		
513010 PT Faculty		42,748	42,748		
513030 PT Teaching Assistant		1,375	1,375		
513040 30 Hour Faculty		2,663	2,663		
515000 FT Technical/Paraprofessional		30,755	30,755		
515010 PT Technical/Paraprofessional		6,987	6,987		
518100 Social Security		23,974	23,974		
518200 Retirement		49,459	49,459		
518300 Medical Insurance		33,350	33,350		
518700 Longevity Payments		4,373	4,373		
519000 Legal Services		-	-		
519010 Financial/Audit Service		-	-		
519020 Sys Implementation/Inte		-	-		
519040 Administrative Services		30,030	30,030		
519142 LAN Support Services		-	-		
519144 Managed Server Support		-	-		
519200 Other Contractual		-	-		
519400 Contracted Instruction		1,848	1,848		
519401 Online Tutoring-Contrac		-	-		
519700 Personal Service - 3rd Party		-	-		
523XXX Copies & Instructional Supplies		910	910		
527000 Other Supplies		4,748	4,748		
527005 Tires & Oil Changes		-	-		
531110 In-State Ground Transportation		207	207		
531140 In-State Lodging		386	386		
531150 In-State Meals		115	115		
531210 Out-of-State Ground Transportation		-	-		
531220 Out-of-State Air Transportation		-	-		
531240 Out-of-State Lodging		-	-		
531250 Out-of-State Meals		-	-		
531420 Board Expense - Subsistence		-	-		
531500 Registration Fees		510	510		
532100 Postage		(10)	(10)		
532700 Software Subscriptions		668	668		
535100 Equipment Repair		218	218		
535400 Service Contracts		-	-		
535430 Maint Agreement-Equipment		22,196	22,196		
535450 Maint Agreement-NonWAN - Curr		-	-		
535495 Maint. Agree.-Server		-	-		

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

Appendix E

State Funds - July 2017		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
537000	Advertising		1,415	1,415		
537100	Advertise Vacant Positions		864	864		
539400	Magazine/Newspaper Subscriptions		-	-		
539500	Other Current Expense		-	-		
539520	Electronic Processing		-	-		
539700	Childcare - 530 Purpose		-	-		
542403	Rental/Lease Servers		320	320		
544000	NonWAN Data Process Software		-	-		
544010	Software License Renewal		-	-		
544020	Laptop Application So		-	-		
545100	Motor Vehicle Insurance		739	739		
545200	Liability Insurance		-	-		
546100	Membership & Dues		720	720		
555100	Minor Equip Low Risk <\$5K		-	-		
555200	Minor Equip High Risk		-	-		
1	Total Current Expense		506,369	506,369		
552000	Non-WAN Data Processing		-	-		
552072	Server		-	-		
552030	Voice Communication Equ		-	-		
1	553000 Educational Equipment		-	-		
555100	Minor Equipment Low Risk		255	255		
555200	Minor Equipment High Risk		-	-		
556100	Books		(32)	(32)		
	Total Capital Expense		223	223		
	Total Expenses		506,592	506,592		

1 100% of current expense expected to be expended by June 30th except categorical allocations and equipment (which can be carried over to the next fiscal year).

Montgomery Community College
Institutional Funds - Board Report for July 2017

Institutional Funds - July 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	-	802
01-132	Overhead Receipts 75%	-	124	-	124	11,458
01-133	Current General & Misc	126	101	126	101	10,300
01-134	Admin Support	24	238	24	238	1,210
01-135	Overhead Receipts 25%	-	-	-	-	7,475
01-142	Textbook Rental	390	-	390	-	9,982
01-222	Forestry Program	-	-	-	-	10,045
01-291	Specific Fees: Medical	-	-	-	-	2,621
01-291	Specific Fees: Electron	-	-	-	-	2,110
01-291	Specific Fees: Gunsmith	1,570	-	1,570	-	43,695
01-291	Specific Fees: Phlebotomy	-	-	-	-	300
01-291	Specific Fees: Taxiderm	90	-	90	-	13,656
01-291	Specific Fees - LP	250	-	250	-	6,405
01-291	Specific Fees: Dental	85	-	85	-	3,913
01-291	Specific Fees: NET/TEAS	-	-	-	-	3,914
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	-	-	558
01-315	Self Supporting	7,510	2,997	7,510	2,997	48,341
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	-	-	1,888
01-363	Small Business Center	-	-	-	-	7,274
01-391	Specific Fees: Occ. Ext	957	298	957	298	63,457
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	343	6,521	343	6,521	54,443
01-622	Sales Tax Utilization	24,000	8,900	24,000	8,900	15,100
01-715	Vending	634	(634)	634	(634)	1,269
02-131	College Work Study	-	-	-	-	-
02-228	Self Supp. Curriculum	-	-	-	-	27,186
02-229	Distance Learning	10	-	10	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	1,288	105	1,288	105	114,367
02-383	Fire Training Center Gr	-	1,378	-	1,378	7,916
02-384	Lead the Way Grant	-	-	-	-	-
02-392	Tech Fee: Con Ed	-	-	-	-	1,953
1	02-425 NCWorks Grant Adult/DW	-	6,918	-	6,918	(6,918)
2	02-429 Vo-Ed PT Curr Support	-	792	-	792	(792)
2	02-511 Voc-Ed Counseling	-	1,297	-	1,297	(1,297)
	02-512 Voc-Ed Tutor Funds	-	-	-	-	-
	02-823 FSEOG	-	-	-	-	-
	02-824 Pell Grant	-	(319)	-	(319)	(76)
	02-831 Educ. Lottery Schol.	-	-	-	-	-
	02-833 Golden LEAF	-	-	-	-	(2,915)
	02-835 NC Comm Coll Grt	-	-	-	-	-
	02-836 High Demand/Low Enrol	-	-	-	-	-

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

Institutional Funds - July 2017		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	-	-	-
02-837	MCC Foundation Scholar	-	-	-	-	-
02-838	Wells Fargo Scholarship	250	-	250	-	-
02-839	Less Than Half-time	-	-	-	-	-
02-842	SGA President Scholar	-	-	-	-	-
02-845	SECU Scholarships	-	-	-	-	-
05-227	Daycare Center	-	-	-	-	-
05-715	Vending	540	634	540	634	11,533
05-716	Bookstore Vending	-	-	-	-	78,223
05-720	Bookstore	60	-	60	-	-
05-721	General Store	265	666	265	666	1,165
05-740	Parking Fee	305	-	305	-	34,443
05-770	Stud Govt Assoc	1,523	221	1,523	221	25,732
05-771	Graduation Fund	85	-	85	-	1,983
05-774	Stud. Amabassador	182	-	182	-	26,226
07-918	Capital Projects	-	-	-	-	-
07-924	Duke Energy Grant	-	-	-	-	-
07-925	Bond-Workplace Dev Renovation	1,301	-	1,301	-	-
07-925	Bond-Bldg 200 HVAC Replacement	34,700	-	34,700	-	34,700
07-925	Bond-Bldg 200 Interior	69,150	-	69,150	-	-
09-772	Club Accounts	-	-	-	-	47,862
3 09-773	Agency Fund	-	-	-	-	(10,589)
09-775	Funds for Others	-	-	-	-	5,365
09-776	Restricted Schol Held	-	-	-	-	2,250
09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	145,639	30,236	145,639	30,236	724,033

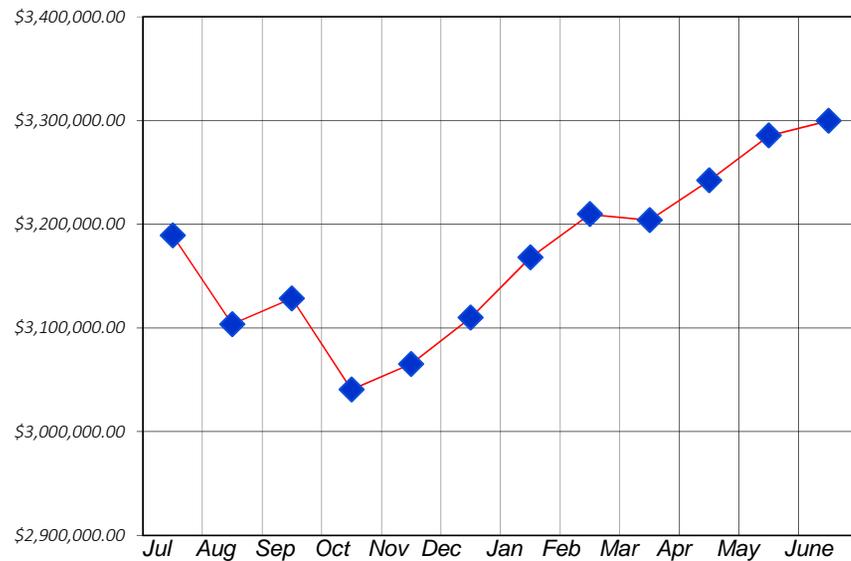
STIF Account as of 05/31/17		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	43	43	42,650	42,693
02-229	Distance Learning	10	10	10,310	10,320
02-292	Technology Fees	76	76	75,725	75,802
05-720	Bookstore	60	60	59,777	59,837
Total	Institutional Funds: State Treasury	190	190	188,462	188,652

- 1 NCWorks Grant(Adult/DW) to be reimbursed
- 2 PERKINS Due from Randolph CC
- 3 Financial Aid Charges for Books

Montgomery Community College Foundation Funds Statement FY 2016-2017

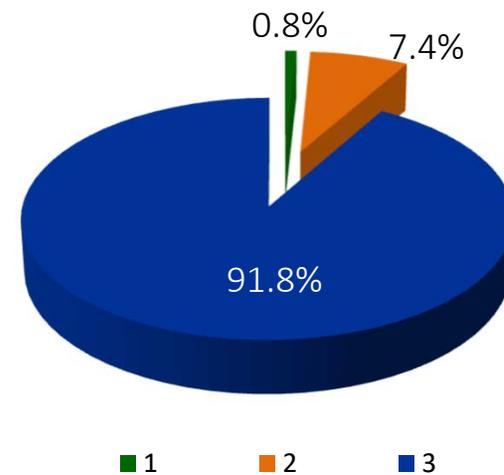
	Fiscal Year To Date 7/1/2016 thru 6/30/2017				Month of June 2017			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$2,742,627.59	\$242,843.84	\$117,963.19	\$3,103,434.62	\$3,014,915.00	\$240,478.21	\$29,904.53	\$3,285,297.74
Receipts								
Interest/Dividends	\$60,529.23	\$2,547.74	\$5.39	\$63,082.36	\$255.06	\$227.55	\$0.48	\$483.09
Deposits	\$35,989.29	\$164,321.58	\$157,685.27	\$357,996.14	\$8,744.00	\$11,300.90	\$19,632.07	\$39,676.97
Total Receipts	\$96,518.52	\$166,869.32	\$157,690.66	\$421,078.50	\$8,999.06	\$11,528.45	\$19,632.55	\$40,160.06
Disbursements								
Fees/Withdrawals	\$100,353.48	\$165,400.23	\$247,791.06	\$513,544.77	\$2,159.80	\$7,693.73	\$21,674.29	\$31,527.82
Total Disbursements	\$100,353.48	\$165,400.23	\$247,791.06	\$513,544.77	\$2,159.80	\$7,693.73	\$21,674.29	\$31,527.82
Market Value Net Change	\$288,687.19	\$0.00	\$0.00	\$288,687.19	\$5,725.56	\$0.00	\$0.00	\$5,725.56
Ending Value	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54
Net Change	\$284,852.23	\$1,469.09	(\$90,100.40)	\$196,220.92	\$12,564.82	\$3,834.72	(\$2,041.74)	\$14,357.80

Foundation Funds Value



Jul 2016 - Jun 2017

Foundation Funds Distribution



■ 1 ■ 2 ■ 3

In-Kind Donation Transfers
June and July 2017
Foundation Office

Approximate Value	Item	Transfer To
\$1,250.00	98 Mauser with custom stock & Shilen barrel Donated by Wayne Bernauer	Gunsmithing Program
\$ 5,850.00	Various Fiberglass gunstocks (26) Donated by Legendary Arms Works	Gunsmithing Program
\$7,100.00	TOTAL	

Grants Applied or in Process

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates
Duke Energy	Duke Energy Community College Apprenticeship Grant Program	The program is open to community colleges throughout the state for registered apprenticeship and pre-apprenticeship programs designed for new and incumbent workers, preferably within the manufacturing industry, giving students hands-on experience and giving businesses access to a pipeline of skilled workers.	1 Year	\$200,000	Letter of Inquiry submitted 6/29/17
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$4,000 -Eastern \$4,000 - Western	Applications will open August 1st

Grants Awarded

Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
NRA Foundation	Scholarships for Montgomery Community College Gunsmithing Students	Funding would provide Merit Scholarships for gunsmithing students for the Fall 2017 semester.	1 Year	\$3,000 -Eastern \$3,000 - Western	Due date: October 1, 2016 Report is due November 30, 2017 Application was sent 9/21/16 Awarded March 8, 2017 Checks were received June 2017	
Golden Leaf	Community Assistance Initiative for Prosperity Regions - Information meeting 8/28/14 Sandhills Prosperity Zone: Bladen, Columbus, Cumberland, Hoke, Montgomery, Moore, Richmond, Robeson, Sampson, and Scotland.	Funds could be used to pursue similar activity as the DOL grants, remodel, refurbish and equip Building Requires 20% Cash match. Can combine with the Duke Energy Grant to help meet the match as well as outside donation opportunities	1 Year	\$400,000	Letter of Inquiry submitted 12/1/14 Add'l info submitted 1/7/15 Review meeting 1/15/15 Invite to submit 2/5/15 Proposal due 3/13/15 Q & A Meeting 5/6/15 Determination 6/4/15 AWARDED \$400k Start Date Revision Requested 2/5/16	Approval of Extension 7/1/16 Approval of remodel of Gunsmithing, Gunsmithing and WoodWorking 2/20/17 3/15/17 Deadline for update PMP and 6/8/17 Updated PMP and supporting 7/24/17 Approval given to spend

Appendix H

<p>NCDHHS-The NC Problem Gambling Program</p>	<p>College Mini Grant- Suggests a three-pronged approach to problem gambling. 1. Outreach 2. Policy 3. Screening</p>	<p>Partnering with the Criminal Justice Club and the Human Service Club, club activities will include an awareness campaign during Spooktacular event. PSA will be included in our weekly YourSpace publication. Small giveaways will be given away to those who complete a survey during Spring Fling. The survey will gauge interest in a Guest Speaker. A table with NC Problem Gambling Program information will be set up during Spring Fling or other events.</p>	<p>1 year Can be renewed yearly</p>	<p>\$5,000</p>	<p>Application sent 6/29/17 Approval through email (Waiting on signed letter)</p>
<p>Regional Partnership Workforce Development Board / NC Department of Commerce</p>	<p>Workforce Innovation & Opportunity Act (WIOA) Adult & Dislocated Worker Programs AND NCWorks Career Center Operators</p>	<p>To ensure that Workforce Innovation and Opportunity Act (WIOA) consumers have a current and readily available list of training providers that are reflective to the local workforce labor market so that they can make informed decisions relevant to training opportunities available and to ensure provider performance and continuous improvement.</p>	<p>1 Year</p>	<p>\$139,727</p>	<p>March 17, 2017 Bidders Conference, Asheboro 4/3/17 application sent June 15, 2017 Awarded July 1, 2017 Grant Begins</p>

Building & Grounds Committee
Wednesday, August 9, 2017
5:45 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Facilities Report - Appendix I**
- ❖ **Incident Report - Appendix J**
- ❖ **Construction Update and Building Projects Timeline – Appendix K**
- ❖ **Naming of Buildings on Campus**
 - Recommendation from Mrs. Capel to Dr. Bledsoe – Appendix L – Action**
 - Recommendation from Mrs. Bulthuis to Dr. Bledsoe – Appendix M – Action**
 - Board Policy 413.01 Naming of College Facilities – Appendix N**
- ❖ **New Business**
- ❖ **Adjourn**

August 2017

Prepared By: Wanda Frick, Director of Facilities

The Biscoe site has been patched, painted, and the floors have been waxed. The week of July 4th, the HVAC program (equipment, tables, etc.) were moved to the site in preparation of upcoming classes.



Room 166 has had a wall removed to open the area up for the installation of equipment for the Gunsmithing program. The floors have been ground and polished. Electrical upgrades have been completed with the moving of equipment from Room 169. The old machine shop has been cleaned, painted, and is currently having the floor ground and polished. New Gunsmithing equipment is expected to be on site for installation on August 2.



The wall between Rooms 507 & 508 has been removed to accommodate the lecture and physical training for Department of Correction employees. After the wall was removed, carpet was removed, the concrete floor ground, dyed, and polished.



The Workforce Development Center renovations are moving forward with the demolition of areas, framing and construction of new office areas. During the demolition stage a long forgotten piece of artwork was uncovered. (Below)





The MCC Bell project is underway with the pouring of the foundation and building of the support structure. We are looking to have the bell finished before the September 7th ceremony.

Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Burglary (Office)	7/18/2017/4:40 pm	7/18/2017/8am-4:30 pm	Building 200, 249A
Theft from office	7/18/2017/2:30 pm	7/18/2017/2:30 pm	Building 100, Office K

Montgomery Community College Construction Update July 2017

- Building 200 HVAC Replacement – Construction blueprints (95% complete) received. Currently inspecting plans for any minor alterations and verification of equipment. The project will be advertised for bids upon blueprint approval.
- Center for Workforce Development – The renovation is approximately 40% complete with walls constructed. The area is currently being prepared for sanding and finishing.
- Building 200 Renovation – The first phase of renovations to Early College classrooms, Early College office suite and the main hallways is complete. The second phase of paint and carpet for the CATS lab and library will be completed the week of August 4th.
- Building 100 Renovation, HVAC and Roof Replacement – Currently in design phase.

Montgomery Community College
Building Project Timeline

Project Name	Projected Cost	2017												2018											
		January	February	March	April	May	June	July	August	September	October	November	December	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	Advise for Design	Proposed Designer to SCD	Designer Approved by SCD	Design Phase			Construction Bid	Construction Bid	Contract Approved SCD															
Center for Workforce Development (Outpost)	\$ 180,000.00	Design Phase	Contract Bid (Requester 3-1)	Modify Scope	Construction Bid			Construction		Complete															
Entrance Sign Renovation	\$ -	Complete																							
Industrial Maintenance Building	\$ 1,000,000.00																								
Building 500 Roof	\$ 40,000.00																(3-1)	State Board	Construction Bid	Construction	Complete				
Building 500 Renovation	\$ 25,000.00																(3-1)	State Board	Construction Bid	Construction	Complete				
Building 500 HVAC	\$ 75,000.00																(3-1)	State Board	Construction Bid	Construction	Complete				
Building 200 Painting/Carpet/Construction	\$ 125,000.00	(3-1)	State Board	Construction Bid				Construction		Complete															
Building 300 HVAC	\$ 75,000.00																(3-1)	State Board	Construction Bid	Construction	Complete				
Building 100 Renovation	\$ -																								
Roof Replacement	\$ 300,000.00																								
HVAC Replacement	\$ 205,000.00	(3-1)	State Board	Advise for Design	Proposed Designer to SCD	Designer Approved by SCD		Design Phase		Construction Bid	Contractor Approved SCD														
Interior Renovation	\$ 2,500,000.00																								
Building 100 Entrance	\$ 500,000.00																								
Total Cost	\$ 6,225,000.00																								

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



MONTGOMERY COMMUNITY COLLEGE

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

July 10, 2017

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

Dear Dr. Bledsoe,

As we come upon the celebrations of the past 50 years of Montgomery Community College we would be remiss if we did not properly honor the reason this college exists today.

In May, 1973, Colonel Joseph Reese Blair indicated his desire to donate land as a site for a new facility for Montgomery Technical Institute. In May, 1975, Colonel Blair and family deeded 76.46 acres of land to the MTI Board of Trustees.

The Blair family has since donated additional land tracts for a cumulative total of 153 acres on which the campus currently stands. In short, Montgomery Community College would not be here today if it were not for Colonel Blair and the Blair family.

Colonel Joseph Reese Blair has made outstanding and substantial in-kind contributions of land tracts to Montgomery Community College, and these contributions would not have been available from another source, and the contributions were integral to the passing of both bond proposals for the building of Montgomery Community College's campus as it is known today.

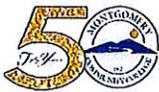
I hereby respectfully recommend that the first building constructed on this campus, Building 100, be named in honor the college's original benefactor, Colonel Joseph Reese Blair by renaming it Blair Hall.

Please feel free to contact me regarding the recommendation at your convenience.

Sincerely,

A handwritten signature in cursive script that reads "Gelynda T. Capel".

Gelynda T. Capel
Trustee



MONTGOMERY COMMUNITY COLLEGE

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July 27, 2017

Dr. Chad Bledsoe
President
Montgomery Community College
1011 Page Street
Troy, NC 273 71

Dear Dr. Bledsoe,

In accordance with Board Policy 413.01 Naming of Montgomery Community College Facilities, I am writing this letter to recommend the naming of Building 200 Capel Hall in honor of Jesse Capel, Gelynda and Arron Capel and Capel Incorporated in recognition of service distinction and financial support.

The name Capel has been associated with Montgomery Community College since its very beginning as Montgomery Technical Institute in 1967. Jesse Capel served on the first Board of Trustees for 16 years (1967-1983)—all of them as Chairman of the Board. Mr. Capel led the college from a charter on paper to a fully functioning institution of higher education. Gelynda Capel continued this tradition of service as Chairman of the Board of Trustees for 20 years (1994-2014). She remains a trustee; starting in 1985, she begins her 33rd year in 2017-2018. As a couple, Gelynda and Arron Capel have been generous in their gifts to MCC. The extensive and impressive pottery collection on display in the Learning Resource Center, the lovely mace carried on ceremonial occasions and this year's 50th Anniversary Bell are gifts that will always be part of the MCC heritage.

In addition, Len, Jesse and Arron Capel, through The Capel Incorporated, the family rug business, funded the Capel Incorporated Endowed Scholarship, one of the first established to support students through the MCC Foundation. Other scholarships bear the Capel name as well; The Gelynda T. and Arron W.E. Capel Montgomery Scholars Program Endowed Scholarship and the Capel, Capel and Hric Montgomery Scholars Program Endowed Scholarship (contributors are Ron Capel and Richard Capel, the third generation of Capels to support Montgomery Community College). A scholarship for Montgomery Community College students was established with the North Carolina Foundation as a Christmas gift to Gelynda from Arron. The Grady G. Thomas Memorial Endowed Scholarship was established by Gelynda Capel's mother, Georgelyn B. Thomas, to honor her husband, Gelynda's father.

In recognition of the many ways that the Capel family has shown dedication, support and service to Montgomery Community College, I propose that Building 200 be named Capel Hall. It seems fitting that this honor is bestowed as Capel Incorporated celebrates 100 years and Montgomery Community College celebrates 50 years.

Respectfully submitted,

A handwritten signature in black ink that reads 'Claudia B. Bulthuis'.

Claudia Bulthuis
Chairman, Board of Trustees

413.01 Naming of Montgomery Community College Facilities

The Montgomery Community College Board of Trustees has the legal responsibility and authority for officially naming, when appropriate, all properties and facilities under the jurisdiction of the College. The naming of a facility, part of a facility, or other property in honor of an individual or organization is considered to be one of the highest recognitions the College can bestow.

Purpose

The purpose of this policy is to provide a standard at Montgomery Community College for naming buildings, facilities, sites, interior and exterior spaces, and other auxiliary facilities under the jurisdiction of the College. Naming opportunities may be granted in recognition of service distinction and/or in recognition of financial support.

Policy Criteria

The Board of Trustees may choose to name a facility in honor of living or deceased persons or organizations who meet one or more of the following criteria:

1. A former or current member of the Board of Trustees or Foundation Board who has given outstanding service and/or made a substantial monetary contribution to the institution.
2. A former employee who has made an outstanding personal service and/or substantial monetary contribution to the institution.
3. A citizen who has made an outstanding personal service and/or substantial monetary contribution to the institution.
4. An organization that has made a substantial in-kind or monetary contribution to the institution.
5. "Substantial" is deemed to mean that the contribution would not have been available from another source or is in some way integral to project completion.
6. If the request is to honor a deceased individual, the request should not be submitted for at least one year after the death of that person.
7. Montgomery Community College Board of Trustees reserves the right to change a building's name or to remove the naming right due to significant changes in circumstances.

Procedures

1. Anyone who proposes that Montgomery Community College adopt a person's name or an organization's name for a facility must submit a written nomination to the College President for consideration.
2. The President will forward appropriate nominations to the Building and Grounds Committee of the Board of Trustees for review.
3. The Building and Grounds Committee will forward its recommendation to the Montgomery Community College Board of Trustees for action/approval.

General Regulations

1. All new campus buildings will be named by function at the time they are planned or until the Board designates an appropriate name. The Board of Trustees recognizes that from time to time it will be appropriate that College buildings or specific portions of facilities be named for individuals or organizations who have provided distinguished service or significant contributions in the form of time, talent, financial assets, or some other combination of human and fiscal resources. The Board of Trustees reserves the right to consider the contributions and approve or disapprove naming facilities based on any type of contribution.
2. The Montgomery Community College Foundation has been designated by the Board of Trustees as the agency through which voluntary, philanthropic contributions on behalf of the College are received. The Board of Trustees, therefore, solicits through this policy the recommendations and counsel of the Board of Directors of the Montgomery Community College Foundation for the naming of College facilities in honor of persons or organizations who have made outstanding contributions to the institution. Moreover, the Board of Trustees encourages the Foundation Board and Foundation staff to initiate, where appropriate, recommendations for naming facilities and will seek the Foundation Board's advice and counsel in responding to requests from whatever source to name facilities in honor of individuals.
3. The President and Building and Grounds Committee of the Board of Trustees will periodically review campus facilities for naming opportunities. This includes buildings, classrooms, laboratories, auditoriums, grounds, and other auxiliary facilities under the jurisdiction of the College.
4. The President and Building and Grounds Committee of the Board of Trustees will periodically index and list facilities and associated spaces and grounds within the facilities and assign appropriate contribution levels, fiscal or service, appropriate for each building space or grounds. The purpose of this index is to facilitate institutional advancement.

March 2011

Personnel Committee
Wednesday, August 9, 2017
6:00 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Personnel Appointments**
 - Gunsmithing Instructor – Appendix O**
 - Director of Foundational Studies – Appendix P**
 - Coordinator of Prison Programs – Appendix Q**
- ❖ **2017-2018 Contract Renewals – Appendix R**
- ❖ **Temporary Employment Notification – Appendix S**
- ❖ **Notice of Resignation – Appendix T**
- ❖ **Notice of Termination – Appendix U**
- ❖ **Organizational Chart Revisions – Appendix V – Action**
- ❖ **Blanket Travel Authorization – Appendix W – Action**
- ❖ **New Business**
- ❖ **Adjourn**

Personnel Appointment

Name of Person	Timothy Sheffield
Present Address	4857 Colonial Circle, Trinity, NC, 27370
Position	Gunsmithing Instructor
Position Category	Faculty
Salary	49,452
Effective Date of Employment	8/1/2017
Budget Information	

Position Description:

Full-time Gunsmithing Instructor to teach day/evening classes. Must demonstrate a broad knowledge of machining, stock work, and firearms design/function theory as well as strong communication skills.

Education and Certifications

School/Certification	Years Attended	Degree
Montgomery Community College	2	Gunsmithing Certificate
Haywood Community College	2	Basic Machining Certificate

Work Experience

Employer	Dates of Employment	Position/Title
Self Employed	2015-current	Gunsmith
Hyatt's Guns	2010-2016	Gunsmith

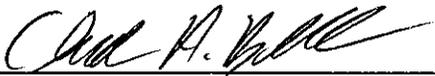
Professional Participation/Honors:

Hiring Committee

Person	Position
Mark Dye	GSM Director
Len Fagan	GSM Instructor
Wayne Coley	GSM Instructor
Matthew Mutarelli	GSM Instructor
Natalie Winfree	Counselor
Karen Frye	Enrollment Coordinator
Lee Proctor	VP of Instruction

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Julie Buchikos
Present Address	Candor, NC
Position	Director of Foundational Studies
Position Category	Director
Salary	\$48,000
Effective Date of Employment	June 15th
Budget Information	

Position Description:

Under the direction of the Dean of Continuing Education, the Director is responsible for the overall administrative functions of the division, including the Adult High School Diploma, Compensatory Education, ESL, High School Equivalency Test Preparation, and Developmental Studies programs and the services provided by the MCC. On a day-to-day basis, the director is a facilitator for the overall operation. The director is a source of information and advocate for all of the programs, activities, and services of the division. On a broader scope, the director has primacy of responsibility for finding and/or establishing priorities, including but not limited to, equipment acquisition, allocation of material and supply funds, travel, program publicity and recruitment, and contact with schools and other external agencies

Education and Certifications

School/Certification	Years Attended	Degree
Radford University	4	BA in Music Therapy
Radford University	2	MA in Special Education

Work Experience

Employer	Dates of Employment	Position/Title
MCS	2/2015 until 6/2017	Math EC Teacher
NC State University	4/2016	Final Exam Scorer in History
Roanoke County Schools	8/2007 – 12/2014	EC Teacher

Professional Participation/Honors:

US Army, Ammunition/Fuel Specialist (June 1992 – May 1995)

Hiring Committee

Person	Position
Andrew Gardner	Director of Business and Industry
Lee Proctor	Vice President of Instruction
Jonathan Thill	Dean of Continuing Education
Sam Britt	English Faculty
Savannah Heath	Director of Student Life and Recruitment

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Julie Buchikos checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Julie Buchikos for the Director of Foundational Studies position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Crystal Thomas
Present Address	215 E. Clairmont Ave. Troy, NC
Position	Coordinator of Prison Programs
Position Category	Non-Exempt
Salary	\$40,008
Effective Date of Employment	June 15, 2017
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
East Carolina University	2010	Graduate Certificate, Community College Instruction
East Carolina University	2005 - 2009	B.S. Information Technologies
Montgomery Community College	2000 - 2003	AAS Business Administration

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	January 1, 2017 to present	Interim Coordinator of Prison Programs
Montgomery Community College	July 2011 - December 2016	Program Service Assistant/ Bookstore/ etc
Capel Rugs	August 2010 - June 2011	Accounts Receivable Specialist

Professional Participation/Honors

Hiring Committee

Person	Position

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Chad A. Bledsoe, President

DATE: August 1, 2017

SUBJECT: Employment Contract Renewal for 2017-2018

I recommend that 12 month employment contracts be issued to the following staff for the 2017-2018 fiscal year:

Lynn Epps	Director of Resource Development
Korrie Ervin	Assistant to the President
Michele Haywood	Public Information Officer
Carol Holton	Coordinator of Institutional Effectiveness/SACS Liaison
Jeanette McBride	Vice President of Administrative Services
Lee Proctor	Vice President of Instruction
Beth Smith	Vice President of Student Services

In addition, I recommend that employment contracts be issued to the following staff and faculty for the 2017-2018 fiscal year as presented by the Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services. Please see the attached recommendations.

Thank you for your cooperation in this matter.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9660 • FAX: (910) 576-2176

MEMORANDUM

TO: MCC Board of Trustees

FROM: R. Lee Proctor, Vice President of Instruction

SUBJECT: Recommendation for Employment 2017-2018 Fiscal Year

DATE: August 1, 2017

Based on sufficient demand for the respective programs, I recommend employment contracts for the following instructors for fiscal year 2017-2018:

Full-Time Twelve (12) Month Contracts – July 1, 2017 through June 30, 2018:

Cynthia Caviness Medical Assisting Department Chair/ Instructor
Wayne Coley Gunsmithing Instructor
Mark Dye Director of Gunsmithing & NRA Program
Leonard Fagan Gunsmithing Instructor
Art Furr Electrical Systems Technology Department Chair/ Instructor
Kathy Garner- Smith Career & College Readiness Instructor
Dylan Hurley Forestry Management Technology Instructor
David Klass Math Instructor
Lori McAllister Dental Assisting Department Chair/Instructor
Matthew Mutarelli Gunsmithing Instructor
Robert Nelson Dean of Arts and Sciences/Instructor
Tim Sheffield Gunsmithing Instructor
Andy Speer Taxidermy Department Chair/ Instructor
Russell Strong Dean of Commercial Technologies/ Instructor
Wendy Vaughn Director of Nursing/ Instructor
Tracey Wyrick Dean of Public Services/ Instructor

Full-Time Ten (10) Month Contracts -- August 1, 2017 through May 31, 2018:

Amanda Beaman Medical Assisting/Phlebotomy Instructor
Ryan Cobb Industrial Systems Technology Instructor
Mike Collins Business Administration Department Chair/Instructor
Amy Friery .. Human Services Technology/Early Childhood Department Chair/Instructor
Edwin Hinson Air Conditioning, Heating and Ventilation Department Chair /Instructor
Marsha Mabry Computer Information Technology Department Chair/ Instructor
Carolyn Saunders Practical Nursing Instructor
Mike Thompson Forestry Management Technology Senior Instructor

Full-Time Nine (9) Month Contracts – August 9, 2017 through May 9, 2018:

Sandra Britt English Instructor
Rebekah Bunting..... Biology Instructor
Allison Burns Practical Nursing Instructor
Debbie Douglas..... History/Political Science Instructor
David Hendrix..... Foundational Studies Instructor
Renee Jones..... English Instructor
Mindy Joyner Biology Instructor
Pam Raffaldt Practical Nursing Instructor

Permanent Part-Time Nine (9) Month Contracts -- August 9 2017 through May 9, 2018:

Wendy Gossage Accounting Instructor

I recommend employment contracts for the following staff for fiscal year 2017-2018:

Full-Time Twelve (12) Month Contracts -- July 1, 2017 through June 30, 2018:

Riley Beaman..... Director of Health and Public Safety
Julie Buchikos..... Director of Foundational Studies
Andrew Gardner.....Director for Business and Industry Services
Teresa HudsonAdministrative Assistant to the Vice President of Instruction
Maria Inman..... Assessment/Retention Specialist
Ashlie MartinAssistant to the Dean of Continuing Education
Jessica McDaniel Small Business Center Director
Connie Parsons.....Administrative Assistant, Continuing Education
Crystal ThomasCoordinator of Prison Programming/Instructor
Kay Russell Receptionist/Data Entry Technician
Jonathan Thill.....Dean of Continuing Education

All contract recommendations are based on available funding and pending Board approval.

NOTE: Faculty employed less than twelve (12) months may desire to spread earnings over a twelve (12) month period.



MONTGOMERY COMMUNITY COLLEGE

1011 Page Street • Troy, NC 27371 • Telephone: 910-898-9600 • Fax: 910-576-2176

Memorandum

To: Dr. Chad Bledsoe, President

From: Beth Smith, Vice President of Student Services

Date: August 2, 2017

Subject: Recommended Employment for 2017-2018 from the Student Services Division

I would like to recommend that full-time employment contracts be issued to the following Student Services staff members for 2017-2018 contingent upon available funding.

Karen Frye	Enrollment Coordinator
Doni Hatchel	Director of Financial Aid
Savannah Heath	Director of Student Life & Recruitment
Tavia Housley	Enrollment Specialist
Tammy Owens	Financial Aid Assistant
Phyllis Parsons	Administrative Assistant/Switchboard Operator
Diana Sanchez	Counselor
Natalie Winfree	Director of Counseling Services

I would like to recommend that a part-time contract be issued to Carmen Simpson, Evening Switchboard Operator, for 2017-2018 contingent upon available funding.

Thank you.



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Jeanette McBride, Vice President of Administrative Services

Subject: Employee Contract Renewal for FY 2017-2018

Date: June 30, 2017

Jeanette McBride

I recommend issuing employment contracts to the following staff for the 2017– 2018 academic year:

NAME	POSITION
Ms. Connie Harris	Purchasing/Evening Coordinator
Ms. Margie Phillips	Accounts Payable Specialist
Ms. Tonya Luck	Accountant
Ms. Jessica Brower	Accounts Receivable Specialist
Ms. Melisa Bond	Human Resources Coordinator
Ms. Wanda Frick	Director of Facilities
Ms. Claudette Thomas	Custodian
Mr. Marcus Ervin	Maintenance Supervisor
Mr. Mark Little	Maintenance Technician II
Vacant	Evening Custodian/Maintenance II
Mr. Roger Brown	Groundskeeper/Maintenance III
Mr. C. Kevin Lamonds	Lead Maintenance Technician I/Electrical
Mr. Willie Ratcliff	Custodian
Ms. Cindy Ellison	Dean of Technology & Learning Resources
Ms. Delores Blake	Distance Learning Program Assistant
Ms. Deborah Ashby	Director Learning Resources
Ms. Dorothy Wilkes	Library Technical Assistant
Mr. Kavin Sydalack	Systems Administrator
Ms. Brenda Parsons	Network Administrator
Mr. Jonathan Carrick	Systems Technician

Thank you for your consideration in this matter.



MONTGOMERY COMMUNITY COLLEGE

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

July 18, 2017

Ms. Tamara Patterson
NC Works Center
Montgomery Community College
1011 Page Street
Troy, NC 27371

Effective July 1, 2017, Montgomery Community College was awarded the Regional Partnership Workforce Development Board contract, transferring the local management of the NC Works Center to Montgomery Community College.

You have been appointed to serve as the NC Works Director for a three month temporary position, beginning July 1, 2017 and ending September 30, 2017. At that time the permanent position will be advertised, following the Montgomery Community College hiring procedures.

We look forward to working with you to serve the citizens of Montgomery County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad A. Bledsoe'.

Chad A. Bledsoe, Ph.D.
President
Montgomery Community College

cc: Melisa Bond
Jonathan Thill



MONTGOMERY COMMUNITY COLLEGE

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

July 18, 2017

Ms. Phyllis Kivett
NC Works Center
Montgomery Community College
1011 Page Street
Troy, NC 27371

Effective July 1, 2017, Montgomery Community College was awarded the Regional Partnership Workforce Development Board contract, transferring the local management of the NC Works Center to Montgomery Community College.

You have been appointed to serve as the NC Works Customer Service Specialist for a three month temporary position, beginning July 1, 2017 and ending September 30, 2017.

We look forward to working with you to serve the citizens of Montgomery County.

Sincerely,

A handwritten signature in black ink that reads 'Chad A. Bledsoe'.

Chad A. Bledsoe, Ph.D.
President
Montgomery Community College

cc: Melisa Bond
Jonathan Thill

Tamara G. Patterson
302 E. 2nd Street
Siler City, NC 27344

July 21, 2017

Montgomery Community College
1011 Page Street
Troy, NC 27371

Dear Mr. Thill,

Please accept this letter as my 2-week notice of resignation from my position as Temporary NCWorks Career Center Manager and Workforce Innovation and Opportunity Act (WIOA) Director for Montgomery Community College effective August 7, 2017.

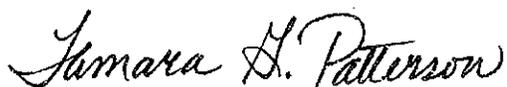
My last day of employment with MCC will be Friday, August 4, 2017.

I would like to thank you for the opportunity that you have provided and I wish you all the best as the new contractor for the NCWorks Career Center and the WIOA program.

Please let me know how I can be of assistance to keep this transaction as smooth as possible.

Thanks again.

Sincerely,

A handwritten signature in cursive script that reads "Tamara G. Patterson".

Tamara G. Patterson



MONTGOMERY COMMUNITY COLLEGE

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

July 25, 2017

Mrs. Tamara Patterson
1011 Page Street
Troy, NC 27371

Dear Mrs. Patterson:

I am in receipt of your letter dated July 25, 2017 announcing your resignation on August 4, 2017. I accept your letter notifying me of your resignation as NCWorks Career Center Manager and WIOA Director. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College and community well. You will be missed as a colleague.

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

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

Sincerely,

A handwritten signature in black ink that reads 'Chad A. Bledsoe'.

Chad A. Bledsoe, Ph.D.
President



MONTGOMERY COMMUNITY COLLEGE

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

June 9, 2017

Mr. Floyd Kimbrew
124 Marshall St.
Mt. Gilead, NC 27306

Mr. Kimbrew:

In accordance with Montgomery Community College Board Policy 304.00 – Probationary Employees, which governs employee probationary status; this letter serves as your termination of employment effective June 9, 2017.

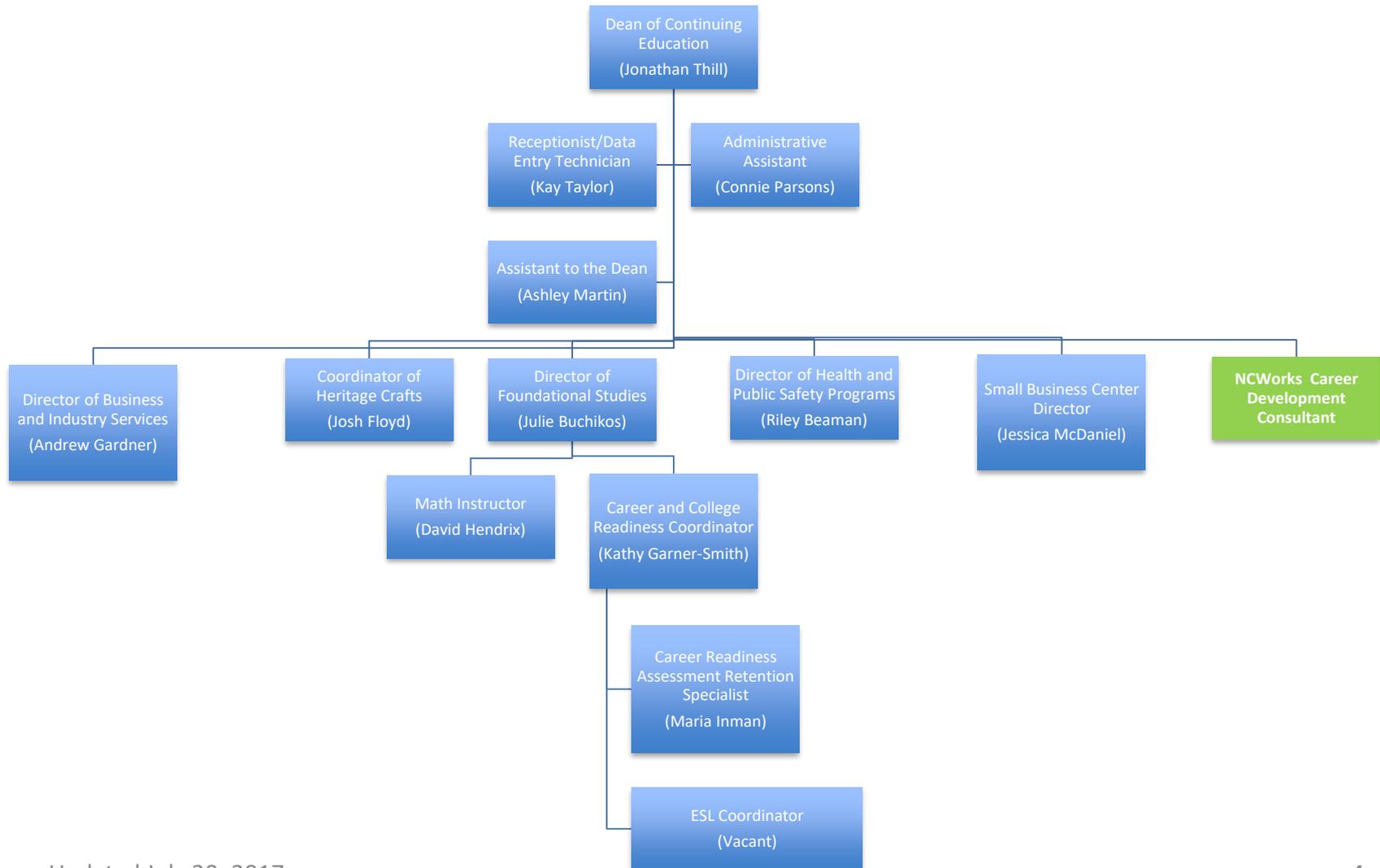
Please coordinate a time with Mrs. Frick for you to return to campus and turn in your uniforms and pick up your final paycheck. If you have questions about this decision you may contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads 'Chad A. Bledsoe'.

Chad A. Bledsoe, Ph.D.
President

Instruction (Continuing Education)



TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

<input type="checkbox"/>	Out-of-State Travel	<input type="checkbox"/>	Confirmation of Verbal Approval	<input type="checkbox"/>	In-state Excess
<input type="checkbox"/>	Out-of Country Travel	<input checked="" type="checkbox"/>	*Blanket Travel Authorization	<input type="checkbox"/>	Initial Request
<input type="checkbox"/>	Reimbursement Authorization for Non-State Employee	<input type="checkbox"/>	Special Authorization Allowable	<input type="checkbox"/>	Revised Request
		<input type="checkbox"/>	Request for Additional	<input type="checkbox"/>	Other _____

TRAVELERS: Dr. Chad Bledsoe

TRAVEL TO: Local and Regional Meetings **SOURCE OF FUNDS:** State

MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle	SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
--------------------------------------------------------------------	---------------------------------------------------	--------------------------------------

REQUESTING DEPARTMENT: President's Office	DEPARTMENTAL APPROVAL	
	DIVISION HEAD	DATE
	DEPARTMENT HEAD	DATE

TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING July 1, 2017	PERIOD ENDING June 30, 2018
------------------------------------	----------------------------------------------------------	---------------------------------------

PURPOSE AND EXPLANATORY REMARKS – Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate.

Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, SACSCOC Annual Conference, SHOT Show and NRA Convention.

LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:

(THIS SECTION FOR STATE OFFICE USE ONLY)

<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.
<input type="checkbox"/>	Request Denied	
<input type="checkbox"/>	Request Returned	

COMMENTS OR REPLY:

Approval for the State President		DATE
-----------------------------------------	--	-------------

Curriculum and Student Services Committee
Wednesday, August 9, 2017
6:05 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Sam Martin, Chairman**
- ❖ **Update from Vice President of Instruction – Appendix X**
- ❖ **Update from Vice President of Student Services – Appendix Y**
- ❖ **2017-2018 Catalog Revisions - Appendix Y-1 - Action**
- ❖ **Update from Dean of Continuing Education – Appendix Z**
- ❖ **2016-2017 Class Visitation Reports – Appendix AA**
- ❖ **New Business**
- ❖ **Adjourn**

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

The College hosted the NC Forestry Association Sustainable Forestry Teacher Experience the last week of Summer Semester. There were 36 Public School teachers here from across the state to learn about Forestry Education. The teachers were taken on a tour of the forest and then paired with MCC students who taught them how to measure trees. They continued on campus in the Blair Auditorium with representatives from Troy Lumber Company and Uwharrie Lumber Company who discussed the business end of forestry.

Currently 29 of the 30 Montgomery Community College LPN students have taken the NCLEX with 28 student passing the test on the first try. This means that the College has an average pass rate of 97%. This is an improvement over the past couple of years. Special thanks to Wendy Vaughn, Pam Raffaldt, and Carolyn Saunders for working with the students to make sure they were prepared for the test.

The Biscoe Center is ready for operation! Thanks to the maintenance staff (Marcus, Mark, Kevin, and Roger), Ed Hinson, and Andrew Gardner for their help the first week of July in moving the HVAC program to the new building in time for HVAC classes to resume after break. Currently, HVAC and Small Engine classes are scheduled for Fall in the building with additional areas being explored including ESL classes.

The floors really shine! Words not normally associated with a machine shop, but apply to the new gunsmithing labs. Work has been completed in refurbishing the large labs in the backside of 100 to provide 2 large machine shops for 90 gunsmithing students this fall. The last of the equipment is expected to be in place next week, in time for classes to begin on August 21.

On August 14, 125 eager 9th and 10th graders will open the first classes of the Montgomery County Early College. The high school staff and teachers have settled into Building 200 and are getting ready for their arrival. Students have already been registered for their classes and will be on campus on August 9th for their open house.

MCC Board of Trustees – August 9, 2017 Update from the Student Services Division

Highlights & Previews

- Beth Smith and several staff members from MCC's Continuing Education and IT divisions attended the IIPS summer conference in July.
- Natalie Winfree and Diana Sanchez attended a Title IX regional meeting in July.
- Several MCC staff members attended a NCCCS webinar kicking off the Enterprise Resource Planning process for a new computer data management system.
- Fall registration continues!

For review and approval: MCC 2017-2018 catalog

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

Occupational Extension:

- *NC Public Safety Drone Academy*
 - Presented on Government Relations for DOT's Division of Aviation at a UNC Charlotte event. The presentation generated significant interest in the drone academy which begins 8/22

Small Business Center:

- *Annual Report*
 - Report was submitted on Aug 1st, and it demonstrated significant growth

MCC SBC growth at a glance:

	15-16 FY	16-17 FY
Clients	4	35
Counseling Hours	10	121
Business Startups	4	8
Jobs Created	8	64
Jobs Retained	1	11

Business and Industry Training Program:

- *Regional Director's Meeting*
 - 7/14/17 toured the Mountaire facility in Candor and discussed training needs
 - 7/17/17 met with McRae Industries to evaluate the status of their 18 month Customized Training project
 - 7/27/17 attended the Piedmont Regional Workforce Alliance meeting to discuss regional workforce initiatives

NCWorks Career Center:

- *Staffing*
 - The Career Center Director, who worked for the college in a temporary 90-day position and came from the previous WIOA contractor, resigned to accept a position in Greenville, NC
 - The college has posted a new Career Development Consultant position to cover much of the responsibilities, while other responsibilities will be delegated to the Dean of Continuing Education and the Director of Business and Industry



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Jonathan Thill, Dean of Continuing Education

Date: June 14, 2017

Subject: Spring 2016 Class Visitation Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Senior Continuing Education Administrator is required to visit a minimum of 10% of off-campus classes.

During the Spring Semester, 2016 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 115 courses/seminars On-Campus and 82 courses/seminars in an Off-Campus/Distance Learning venue. Of the 115 classes/ seminars offered On-Campus, 49 required verification. Of the 82 courses/seminars offered Off-Campus, 40 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SPRING SEMESTER 2016

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	18	0	N/A	N/A
Edwards, Lewis	35	14	14	100%
Gardner, Andrew	54	27	25	93%
Garner-Smith, Kathy	8	8	5	63%
TOTALS	115	49	44	90%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	7	0	N/A	N/A
Edwards, Lewis	35	12	8	67%
Gardner, Andrew	14	2	1	50%
Garner-Smith, Kathy	14	14	9	64%
Morton, Nancy	12	12	12	100%
TOTALS	82	40	30	75%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SPRING SEMESTER 2016

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	82	40	12	30%



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Jonathan Thill, Dean of Continuing Education

Date: June 14, 2017

Subject: Summer 2016 Class Visitation Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Senior Continuing Education Administrator is required to visit a minimum of 10% of off-campus classes.

During the Summer Semester, 2016 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 58 courses/seminars On-Campus and 69 courses/seminars in an Off-Campus/Distance Learning venue. Of the 58 classes/ seminars offered On-Campus, 38 required verification. Of the 69 courses/seminars offered Off-Campus, 50 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SUMMER SEMESTER 2016

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	16	14	14	100%
Edwards, Lewis	1	0	N/A	N/A
Gardner, Andrew	27	10	9	90%
Garner-Smith, Kathy	14	14	8	57%
TOTALS	58	38	31	82%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	5	2	2	100%
Edwards, Lewis	9	2	1	50%
Gardner, Andrew	9	0	N/A	N/A
Garner-Smith, Kathy	27	27	15	55%
Morton, Nancy	18	18	15	83%
Thill, Jonathan	1	1	1	100%
TOTALS	69	50	34	68%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SUMMER SEMESTER 2016

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	69	50	11	22%



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Jonathan Thill, Dean of Continuing Education

Date: June 14, 2017

Subject: Fall 2016 Class Visitation Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Senior Continuing Education Administrator is required to visit a minimum of 10% of off-campus classes.

During the Fall Semester, 2016 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 98 courses/seminars On-Campus and 69 courses/seminars in an Off-Campus/Distance Learning venue. Of the 98 classes/ seminars offered On-Campus, 47 required verification. Of the 69 courses/seminars offered Off-Campus, 44 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR FALL SEMESTER 2016

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	66	24	24	100%
Floyd, Josh	2	1	1	100%
Gardner, Andrew	23	15	11	73%
Garner-Smith, Kathy	7	7	4	57%
TOTALS	98	47	40	85%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	16	3	3	100%
Floyd, Josh	2	0	N/A	N/A
Gardner, Andrew	26	16	14	88%
Garner-Smith, Kathy	13	13	9	69%
Morton, Nancy	10	10	10	100%
Thill, Jonathan	2	2	1	50%
TOTALS	69	44	37	84%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2016

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	69	44	10	23%



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 576-MCCC (6222) • FAX: (910) 576-2176

MEMORANDUM

To: Chad Bledsoe Ph.D., President

From: Jonathan Thill, Dean of Continuing Education

Date: June 19, 2017

Subject: Spring 2017 Class Visitation Report

In accordance with the College's Internal Audit Plan, Policy 504.00, 50% of all off-campus classes and 25% of all on-campus classes are to be visited during each semester by the corresponding program manager. In addition, the Senior Continuing Education Administrator is required to visit a minimum of 10% of off-campus classes.

During the Spring Semester, 2017 the Continuing Education Department, through its, Basic Skills, Customized Training, and Occupational Extension program, offered 101 courses/seminars On-Campus and 84 courses/seminars in an Off-Campus/Distance Learning venue. Of the 101 classes/ seminars offered On-Campus, 56 required verification. Of the 84 courses/seminars offered Off-Campus, 47 required verification. Please see attached chart for further information.

Montgomery Community College

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR SPRING SEMESTER 2017

ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	69	31	31	100%
Floyd, Josh	11	7	7	100%
Gardner, Andrew	14	10	9	90%
Garner-Smith, Kathy	8	8	3	38%
TOTALS	101	56	50	89%

OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	33	3	3	100%
Floyd, Josh	4	0	N/A	N/A
Gardner, Andrew	20	18	13	72%
Garner-Smith, Kathy	12	12	7	58%
Thomas, Crystal	14	14	14	100%
TOTALS	84	47	37	79%

CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN SPRING SEMESTER 2017

OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Thill, Jonathan	84	47	13	28%

**Legislative/Public Relations Committee
Wednesday, August 9, 2017
6:15 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Andrea Marshall, Chairman**
- ❖ **Legislative Update – Dr. Chad Bledsoe – Appendix AB**
- ❖ **Public Relations/Marketing Update – Michele Haywood – Appendix AC**
- ❖ **New Business**
- ❖ **Adjourn**



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

James C. Williamson, Ph.D.

President

26 July 2017

IMPORTANT INFORMATION

MEMORANDUM

- TO:** Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Business Officers, Continuing Education Officers, CTE Directors, Customized Training Directors, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties
- FROM:** Q. Shanté Martin, *NCCCS General Counsel*
- RE:** **Ratification of Title 4, Chapter 22 of the North Carolina Administrative Code – “Apprenticeship and Training Division”**

Section 15.13.(a) of Session Law 2017-57 transfers the State Apprenticeship Program and Apprenticeship Council to the North Carolina Community College System Office. Currently, the rules governing the State Apprenticeship Program and Apprenticeship Council are located in Title 4, Chapter 22 of the North Carolina Administrative Code. Pursuant to Session Law 2017-57, the State Board of Community Colleges (SBCC) is now responsible for rules governing the Apprenticeship Program. To provide continuity during this time of transition and to ensure that the current rules applicable to the State Apprenticeship Program and Apprenticeship Council remain in place pending the SBCC’s adoption of rules regarding the State Apprenticeship Program and Apprenticeship Council, the SBCC on 21 July 2017 ratified the rules that are currently in Title 4, Chapter 22 of the North Carolina Administrative Code until such time as the SBCC can adopt rules consistent with Title 3 of the State Board of Community Colleges Code except for the following administrative replacement language:

- (1) In place of the address listed in 04 NCAC 22.0101(a), the physical address for the division and for the director of apprenticeship is as follows:

North Carolina Community College System Office
Apprenticeship and Training Bureau
200 W. Jones Street
Raleigh, NC 27603

- (2) In place of the address listed in 04 NCAC 22.0101(b), all correspondence shall be addressed to the following mailing address:

North Carolina Community College System Office
Apprenticeship and Training Bureau
5001 Mail Service Center
Raleigh, NC 27699-5001

- (3) All references to "Chapter 94" of the North Carolina General Statutes shall be replaced with "Chapter 115D" of the North Carolina General Statutes.
- (4) All references to the "Commissioner of Labor" shall be replaced with the "President of the North Carolina Community College System."
- (5) All references to "Department" shall refer to the "North Carolina Community College System Office."
- (6) All references to "13 NCAC 1B" shall refer to the process set forth in 2B SBCCC Subchapter 200.

For your convenience, a copy of Title 4, Chapter 22 of the North Carolina Administrative Code is attached to this memorandum.

CC17-030
E-mail Copy

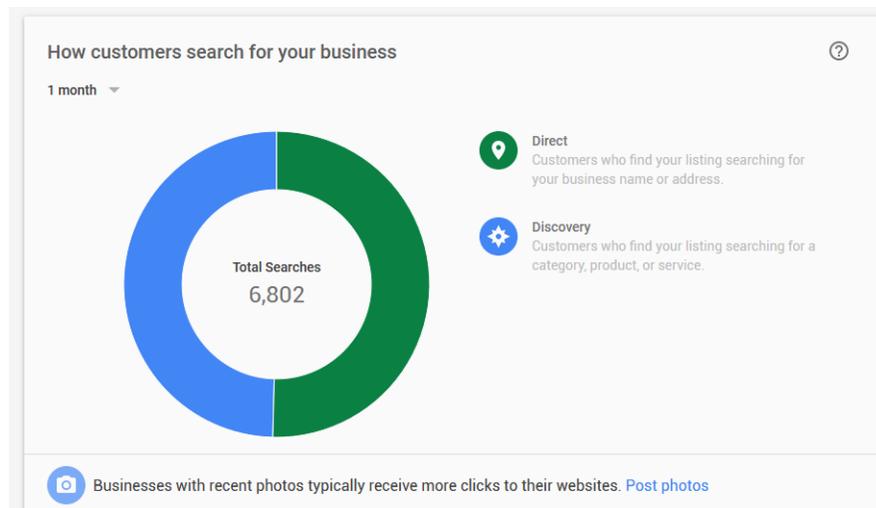
Attachment

Public Relations / Marketing Highlights June/July 2017

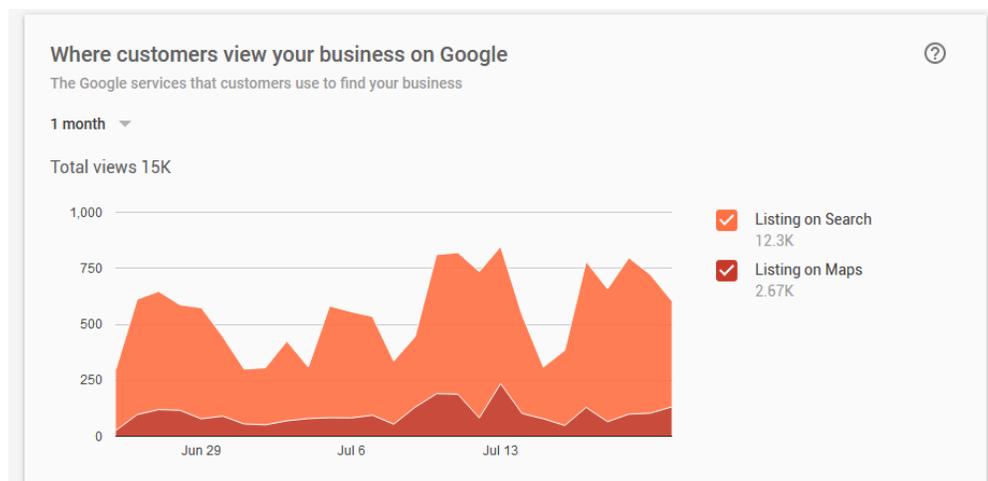
Google My Business stats

MCC has a Google business listing that makes it easier for people to find us in a Google search. From the Google business listing they can get information about MCC: website, physical address and phone number, hours of operation, view photos, see our postings, review our services, etc. The following is an overview for the month of July of the kind of statistics Google provides for us through this listing. As a result of these insights, we can manipulate our business listing (add photos, posts, etc.) to draw more traffic to the website. Please note that statistics take into consideration only those using the Google search engine.

Total searches – 6,802 – half found us by “Googling” Montgomery Community College, the other half found us by using key word searches. Ex. “colleges in NC”

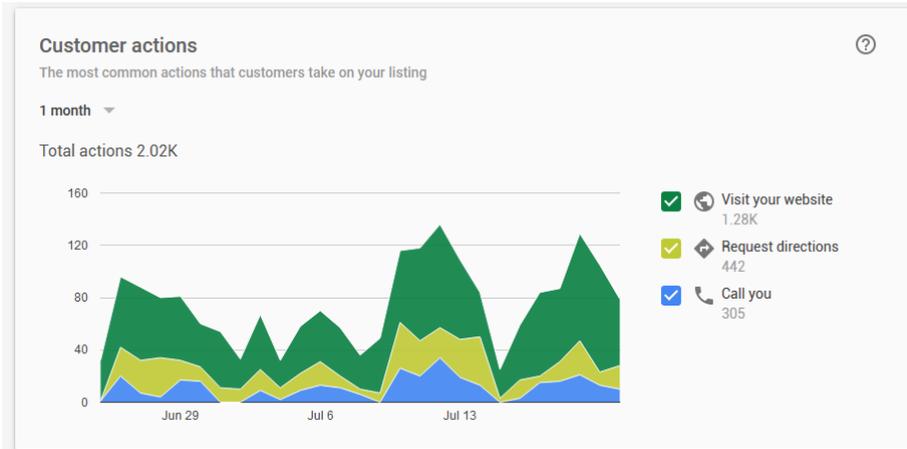


MCC’s business listing was viewed 15,000 times – 12,300 in Google searches and 2,670 on Google Maps



Public Relations / Marketing Highlights June/July 2017

In the last month, 1,280 people clicked on the MCC listing to go to our website directly from their Google search, 442 wanted Google Map directions to the college and 305 called us on the phone.



Events, etc.

MCC/MCS 50th Anniversary Back to School Carnival will be held on August 10 starting at 5:30 p.m. There will be FREE food, music, a magic show, school supply distribution, carnival games, rides, popcorn, slushies, cotton candy, and more! Limited parking will be available at the college and MCS will provide shuttles from Page Street Elementary. We are expecting a record crowd.

Design Projects

MCC brochures have all been updated and have our new information on them. A new template has been developed and all brochures will change to the new design when the current ones run out. The new template is graphics-heavy and text-light and has just enough information to encourage a trip to our website or a phone call to the college for additional information.

Facebook Top Posts for May

Total Likes 1750 (Up 37 from 1713 in May)

Page	Date	Post	Reach	Engage ment	Talking About This	Percentage of total engaged
MCC	6/22	Employment opportunities at MCC	4700	729	38	16%
MCC	7/11	Drone camp photos	3500	742	131	25%
MCC	7/10	Event Post: 50 th anniversary open house	3300	138	50	6%
MCC	6/15	Apprenticeship Montgomery candidates	2700	313	136	17%

**Institutional Status Committee
Wednesday, August 9, 2017
6:25 p.m.**

Committee Members

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

Agenda Items:

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

Montgomery Community College
SGA Report
August 9, 2017 Board of Trustees Meeting

SGA Updates and Highlights

- Student Ambassadors, Director of Student Life and SGA Advisor Savannah Heath, and other Student Services staff attended TroyFest and the Candor Peach Festival to distribute MCC information.
- During the first meeting of the new school year in late August, SGA members will finalize plans for the September 7 MCC birthday party.

**President's Report
August 9, 2017**

Activities since the June Board Meeting

6/15/17	Kick Off Meeting with Boomerang Architects
6/16/17	Community In Schools Meeting
6/17/17	Friends in Focus Gala
6/21/17	System Office Strategic Planning Meeting
7/1/17	TroyFest
7/15/17	Peach Festival
7/17-19/17	IIPS Conference
7/26-28/17	NCACCP Summer Meeting
8/9/17	Foundation Board Meeting
	Board of Trustees Meeting
	Early College Open House

Upcoming Activities

8/10/17	50 th Anniversary Open House
8/14-15/17	Quality Trails
	Early College Classes Begin
8/21/17	Fall Term Begins
8/23-25/17	NCACCT Leadership Seminar
8/26/17	Friends of NRA
9/7/17	50 th Anniversary Convocation
	Bell Dedication
	Scholarship Awards Ceremony
9/23/17	Foundation Raffle/Gala

50 Trailblazers Who Shaped MCC In The First 50 Years

1. The citizens of Montgomery County, officials of our towns and county, and business and industry partners have contributed to the formation, growth and sustaining of the college
2. J.F. Allen -- Board of Trustees (1969-1989), Board Chair (1983-1989), pioneer in the legislature.
3. Gene and Mary Anderson – Gene initiated the Gunsmithing Program (1978-2001) and Mary served as the first public Information Officer (1979-1981)
4. Joseph Reese Blair* and family – donated the land for the campus, a life-long champion of MCC.
5. Wayne Bernauer – Grew the Gunsmithing Program to national recognition (1985-2015). [Strongly aided by Jesse Houser, Metal Engraving Instructor (1985 – Present)]
6. Ted Blake – Grew with the college to become Dean of Instruction, established the Gunsmithing Program (1971-1983), Board of Trustees (1995-2003)
7. David Bland – First President (1967-1971), leading with zeal for adult education.
8. Peggy Brewer – Early and devoted employee (1969-1998)
9. Jesse Capel –First Board of Trustees, first Board Chair (1967-1983)
10. Gelynda and Arron Capel – Gelynda has served the college as Board member (1985–Present), Board Chair (1994-2014), and as a couple they have made many generous contributions.
11. Mary Chesson— Served as Faculty (1977-1989). VP of Instruction (2004 -2011), Faculty (2011-2013), served as interim President (2014-2015).
12. Earle Connelly* – Crucial to the development and growth of the MCC Foundation. Board member (1994-2014)
13. Eddie B. Coleman* – First Board of Trustees (1967-1979)
14. Brady Dickson - Influential fundraiser for the college, supportive as a county commissioner.
15. Mike Ferree – Director of the Pottery Program (1974-2013), responsible for its stellar reputation.
16. Zedith Teague Garner*—First instructor in the pottery program (1970-1973).
17. Garland S. Garriss* – Representative who promoted the charter for the college in the legislature.
18. Barney Green – First facilities director and devoted employee (1972-2009).
19. Benny Hampton – Third President (1984-1992),, building curriculum programs and educational opportunities
20. Guy Hankins* – Chairman of the first MCC Foundation fund drive.
21. Kathy Harris – Grew with the college to become Vice President of Student Services (1980-2010)
22. Rick Harris – supportive as county commissioner and foundation leader.
23. Charles Highsmith* – supportive as a county commissioner and benefactor.
24. Anna and Russ Hollers – Anna served on the Board of Trustees (2002-2017), Russ was the college attorney for many years until 2015, both provide strong college support.
25. Wanda Jackson – Grew with the college to become Head of the Business Department (1991-2013).
26. Lenu T. James* – Newspaper editor who supported the college in print and action. Board Member (1983-2007), Board Chair (1992-1994).
27. Shirley Jenkins – Originator of the nursing program (1968-1972)
28. Virginia Jones – second employee who served as bookkeeper “Mother Jones” to all (1968-Mid 1980’s)

29. Robert B. Jordan III – strong supporter at home and in the legislature, a generous benefactor.
30. John Kern* – First Board of Trustees (1967–1980).
31. Frank Kersey* – Board Member (1981-1992), Board Chair (1989-1992).
32. Mary P. Kirk – Fifth President (1999-2014), building the connection to the community by growing recognition and fundraising.
33. Phil Kissell – Grew with the college to become the VP of Instruction. (1970-2009)
34. George Knight – Board Member (1987-1992), supported college as a county Commissioner.
35. Robert L. Liles* –First Board of Trustees (1967-1981)
36. J.C. McRae* – First Board of Trustees (1967 - 1987)
37. Marvin Miles* – Second President (1971 - 1983), building a campus home for MCC.
38. Hubert Moss* –First Board of Trustees (1967 - 1989)
39. Judy Miller – Early employee, teacher of business education. (1971 - 2000)
40. Talbert Myers – Grew with the college to become VP of Continuing Education (1981-1999)
41. Aaron W. Plyer – Legislator who secured matching funds for the MCC Foundation.
42. Bob Qualls – Originated the Criminal Justice program which trained numerous sherriff’s and officers of the county (1976-2005)
43. Paul Russell* –Worked passionately behind the scenes for MCC, supportive as a County Commissioner.
44. D.T. Scarborough* – supporter of the college as a county commissioner, Board Member (1999-1998), President of the MCC Foundation.
45. Harold A. Scott* – First Board of Trustees (1967 - 1971)
46. Beth Smith – Grew with the college and serves as Vice President of Student Services (1986 - Present)
47. Russell Strong – Developed and grew the Forestry Program (1993-Present)[Strongly aided by Mike Thompson (1995 - Present)]
48. Frederick Leslie Taylor* – First Board (1967 -1977)
49. Ellen and Bruce Turner – Early Employees of the college. Bruce (1968-2002) was hired as Director of Learning Resources and held numerous positions, serving twice as Interim President. Ellen (1968-1970) provided any support needed often including meals and lodging.
50. Harold VanDerveer – Strong supporter, successful Business graduate of MCC.

*Deceased

This list of 50 trailblazers is historic and selective and could not name all of those who shaped Montgomery Community College. Each person who is employed is a trailblazer. Each person who donates funds or establishes a scholarship is a trailblazer. Each student who chooses MCC for an education is a trailblazer. Montgomery Community College appreciates all of those who established, developed and supported our institution.

We honor those who have gone before. We also appreciate and recognize those who are currently guiding Montgomery Community College into its second 50 years.

List of Admin., BOT and Foundation BOD



Board of Trustees Calendar of Events 2017

August 9, 2017	11:30 a.m.	Foundation Board Meeting
August 9, 2017	5:30 p.m.	Committee/Board Meeting
August 10, 2017	5:30 p.m.	MCC 50th Anniversary Open House
September 7, 2017	10:00 a.m.	Convocation
September 7, 2017	4:30 p.m.	Bell Dedication and Reception
September 7, 2017	5:30 p.m.	Foundation Scholarship Awards Ceremony
September 13, 2017	5:30 p.m.	Committee/Board Meeting
September 23, 2017		MCC 50th Anniversary Gala
October 11, 2017	5:30 p.m.	Committee/Board Meeting
November 8, 2017	11:30 a.m.	Foundation Board Meeting
November 8, 2017	5:30 p.m.	Committee/Board Meeting
December 8, 2017	7:00 p.m.	"A Christmas Carol" Friendraiser by MCC Foundation
December 15, 2017*	5:30 p.m.	Board Christmas Dinner (Location TBD)
January 10, 2018	5:30 p.m.	Committee/Board Meeting
February 14, 2018	11:30 a.m.	Foundation Board Meeting
February 14, 2018	5:30 p.m.	Committee/Board Meeting
March 14, 2018	5:30 p.m.	Committee/Board Meeting
April 11, 2018	5:30 p.m.	Committee/Board Meeting
May 9, 2018	11:30 a.m.	Foundation Board Meeting
May 9, 2018	5:00 p.m.	Board of Trustees Meeting
May 9, 2018	7:00 p.m.	Graduation