



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9600 • FAX: (910) 576-2176

MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, March 14, 2018 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

Board Presentation – Amanda Beaman – Department Chair, Phlebotomy

Approval of February Board and Committee Minutes – Appendix A – Action

Standing Committees

*** Budget & Finance Committee**

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

2018-2019 Local Budget Request – **Action – Appendix C**

Board Policy 413.00 Revisions – **Appendix D – Second Reading – Action**

January Foundation Fund Statements – **Appendix E**

Foundation Update – Korrie Ervin – **Appendix F**

*** Building & Grounds Committee**

Facilities Report – **Appendix H**

Facility Master Plan – **Appendix I**

Incident Report – **Appendix J**

Construction Update and Building Projects Timeline – Dr. Chad Bledsoe – **Appendix K**

Central High School Update – Dr. Chad Bledsoe – **Appendix K- 1**

- * **Personnel Committee**
 - Notice of Resignations
 - Small Business Center Director – **Appendix M**
 - Personnel Appointments
 - Assistant to the President – **Appendix N**
 - Dean of Continuing Education – **Appendix O**

- * **Curriculum/Student Services Committee**
 - Update from Vice President of Instruction
 - Instruction – **Appendix Q**
 - Continuing Education – **Appendix R**
 - Update from Vice President of Student Services – **Appendix S**

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

- * **Institutional Status Committee**

- * **SGA Report - Appendix X**

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

- * **Chairman’s Report - Claudia Bulthuis**
 - Community Partners Luncheon
 - Board Retreat
 - Calendar of Events – **Appendix Z**
 - Presidential Evaluation Schedule**
 - BOT returns completed forms by March BOT Meeting
 - Results are compiled and reviewed by BOT at Retreat in March
 - Results are discussed with Dr. Bledsoe at April BOT Meeting

- * **Adjourn - Action**

Minutes

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

Wednesday, February 14, 2018

Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:00 p.m. by Claudia Bulthuis, Chairman, with the following members present:

Present

Phil Absher	Gordon Knowles
Gelynda Capel	Andrea Marshall
Paula Covington	Samuel Martin
Susan Eggleston	Johnny McKinnon
George Gilbreath	Bill Price

Absent

Claudia Bulthuis
Susan Hershberger
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC.

Welcome

Mrs. Eggleston welcomed all in attendance

Approval of the Agenda – Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the February 14, 2018 Board of Trustees meeting. The motion carried.

Board of Ethics

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

No conflicts were declared.

Approval of August Board and Committee Minutes – Appendix A – Action

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

The February Board presentation was given by Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC, on the Data Dashboard.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the January Local, State and Institutional Financial reports. The committee approved and Mrs. Eggleston made a motion to approve the reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received Board Policy 413.00 Travel Regulation for first reading.
- The committee received the Foundation Fund Statement for December and a Foundation Board Meeting update. Remember the Golf Tournament is April 20th.

Building and Grounds Committee – Gordon Knowles, Chairman

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

- The committee reviewed the facilities report and incident report.
- Budget for Capel Hall of HVAC increased. The committee approved and Mr. Knowles made a motion to approve the increase in budget and update the 3.1 form. Coming from committee, this required no second. The motion carried.
- The committee received an update on construction projects and timeline.

Personnel Committee – Gelynda Capel, Chairman

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

- Mrs. Capel reported that the committee received a resignation from Ashley Martin, Assistant to the Dean of Continuing Education.
- The committee reviewed for a second reading revisions to Board Policy Section 100. The committee approved and Mrs. Capel moved that the revisions to Board Policy Section 100 be approved. Coming from committee, no second is required. The motion carried.
- The committee received revisions to Section 200 of the Board Policy Manual which was presented as a first read.

Curriculum/Student Services Committee – Sam Martin, Chairman

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

- The committee received updates regarding Instruction, Continuing Education, Accountability & Integrity Planning for Workforce Continuing Education and Student Services.
- The committee reviewed the 2018-19 Academic Calendar. The committee approved and Mr. Martin made a motion to approve the 2018-19 Academic Calendar. Coming from committee, no second is required. The motion carried.

Legislative/Public Relations Committee – Paula Covington, Vice Chairman

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

- The committee received a Legislative and Holiday Leave update.
- The committee received a Public Relations/Marketing update.

Institutional Status Committee – Johnny McKinnon, Chairman

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

- I-9 Forms were turned in by the Board of Trustees.

SGA Report – Appendix X – Beth Smith

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

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

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

- The SHOT Show was very successful.
- Fundraising course completed.
- Adding more security cameras.
- Received request from Montgomery Herald for salary information.

Chairman’s Report – Susan Eggleston, Vice Chairman

Calendar of Events – Appendix CC

Mrs. Eggleston presented Appendix CC, the calendar of events; she noted the following upcoming events:

- The Board Retreat will be March 23, 8:30 a.m. for breakfast and 9 a.m. for the meeting.
- Community Partners Luncheon, Friday March 23, 12:30 p.m.

- April 11-13, NCACCT Law/Legislative Seminar in Raleigh.
- Practical Nursing Pinning Ceremony, May 8, 2018.
- Graduation will be May 9, 2018.

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

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

Mrs. Capel made a motion, seconded by Mr. Price, to adjourn the February Board meeting. The motion carried at 7:41 p.m.

Claudia Bulhuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 5:32 p.m. in the College Boardroom.

Present

Susan Eggleston, Chairman
Gordon Knowles, Vice Chairman
Phil Absher

Absent

Claudia Bulthuis
Susan Hershberger

Other Present

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Wanda Frick, Director of Facilities and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

Committee roll was taken by Chairman Eggleston and all committee members were present except Claudia Bulthuis and Susan Hershberger.

Approval of November Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the January Budget and Finance Committee minutes. The motion carried.

January Local, State, and Institutional Funds Financial Report – Appendix C

Dr. Bledsoe presented Appendix C, the January Local, State and Institutional Funds Financial Reports. Dr. Bledsoe reported the following:

- As of January 31, 2018, County fund expenditures were \$432,682, 56% of the budget.
- There were \$220,460 available for Capital Expenditures.
- As of January 31, 2018, state funds expenditures were \$4,166,402, 55% of the budget.
- As of January 31, 2018, the Institutional Fund balance was \$585,352.
- As of January 31, 2018, the balance in the STIF account was \$189,828.

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

Board Policy Revisions – Section 413 – First Reading – Appendix D

Dr. Bledsoe reviewed Appendix D, changes to Board Policy Manual Section 413.00 Travel Regulation for first reading.

December Foundation Fund Statement – Appendix E

Mrs. Ervin presented Appendix E, the December Foundation Fund Statement. The total funds held by the Foundation are \$3,471,780.26.

Foundation Update – Korrie Ervin

The Foundation Board met earlier today. The 20th Annual Golf Tournament on April 20th at Densons Creek was discussed. Sponsors, players and raffle items are being sought. Also discussed and approved was a Shooting Clays fundraiser event in late October. This event will target a different audience than the current fundraisers, for instance our Gunsmithing and Forestry programs alumni.

The Internal Annual Fund Drive has 96% of employees participating, with pledges totaling almost \$13,000.

At the Foundation Board meeting the external Annual Fund Drive was kicked off with a focus on the Montgomery Scholars Scholarship Program. Looking for 100% participation from our Foundation Board and the Board of Trustees in this campaign.

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

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 5:45 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Sam Martin, Vice Chairman
Gelynda Capel
Susan Eggleston
Johnny McKinnon

Absent

Claudia Bulthuis

Other Present

Phil Absher
Paula Covington
George Gilbreath
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Wanda Frick, Director of Facilities and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of January Committee Minutes – Appendix F

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

Facilities Report – Appendix G

Dr. Bledsoe presented Appendix G, the facilities report.

Incident Report – Appendix H

Dr. Bledsoe presented Appendix H, the Incident Report. He noted on January 26th there was a car fire on campus, no injuries. On January 31st there was a verbal altercation in a classroom.

HVAC for Capel Hall Budget Increase – Appendix I – Dr. Bledsoe

Dr. Bledsoe presented Appendix I, HVAC for Capel Hall Budget Increase.

Mr. Martin made a motion, seconded by Mrs. Capel, to approve the increase for the HVAC in Capel Hall and update the 3-1. The motion carried.

Construction Update and Building Projects Timeline – Appendix J

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

The Center for Workforce Development project was completed, and came under budget by \$88,551. National Shooting Foundation donated \$70,000 that will be used to improve the gun range as presented on the schematic included. The President's suite redesign will update floor, walls and lighting as well as accommodate two new offices. Security RFD tagging will be implemented.

The time line has been updated to include only 2018 projects.

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

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:00 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Susan Eggleston
George Gilbreath

Absent

Claudia Bulthuis

Others Present

Paula Covington
Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Chairman Capel and all committee members were present except Claudia Bulthuis.

Approval of January Committee Minutes – Appendix K

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the January Personnel Committee minutes. The motion carried.

Notice of Resignations

Assistant to the Dean of Continuing Education – Appendix L

Mrs. Capel presented Appendix L, the resignation from Ashlie Martin, Assistant to the Dean of Continuing Education. She noted that Mrs. Martin's last day was January 31, 2018.

Future Faculty Needs Discussion – Lee Proctor – Appendix M

Mr. Proctor discussed Future Faculty Needs, Appendix M.

Board Policy Revisions – Section 100 – Second Reading – Appendix N

Dr. Bledsoe reviewed Appendix N, no additional changes were suggested to Board Policy Manual preface and Section 100 for second reading.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the revisions to Section 100 of the Board Policy Manual. The motion carried.

Board Policy Revisions – Section 200 – First Reading – Appendix O

Dr. Bledsoe reviewed Appendix O, changes to Board Policy Manual Section 200 for first reading.

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:14 p.m. in the College Boardroom.

Present

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

Absent

Claudia Bulthuis

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Chairman Martin and all committee members were present, except Claudia Bulthuis.

Approval of January Committee Minutes – Appendix P

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

Update from Vice President of Instruction – Appendix Q and Appendix R

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

Accountability & Integrity Planning for Workforce Continuing Education – Appendix S

Mr. Proctor gave an update on Accountability & Integrity Planning for Workforce Continuing Education presented in Appendix S.

Update from Vice President of Student Services – Appendix T

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

2018-19 Academic Calendar – Appendix U

Mr. Proctor presented the 2018-19 Academic Calendar, Appendix U

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the 2018/19 Academic Calendar. The motion carried.

There being no further business, the meeting adjourned at 6:30 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:30 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Susan Eggleston
Bill Price

Absent

Claudia Bulthuis

Others Present

Phil Absher
Gelynda Capel
George Gilbreath
Gordon Knowles
Samuel Martin
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of January Committee Minutes – Appendix V

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

Legislative Update – Appendix V1

Dr. Bledsoe presented Appendix V1, final draft of 2018-19 Legislative Priorities. He noted that the two most important items for Montgomery Community College are the cap tuition at 12 credit hours and allowing colleges to earn FTE for classes taught in local jails.

Community Colleges Holiday Leave Policy– Appendix W

Dr. Bledsoe presented Community College Holiday Leave Policy, Appendix W.

Public Relations/Marketing Update – Michele Haywood – Appendix X

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

There being no further business, the meeting adjourned at 6:38 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:38 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Susan Eggleston

Absent

Claudia Bulthuis
Susan Hershberger

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Vice Chairman Gilbreath, and all committee members were present, except Claudia Bulthuis and Susan Hershberger.

Approval of November Committee Minutes – Appendix Y

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

I-9 Form – Appendix Z

Dr. Bledsoe asked all members present to have their forms ready for Mrs. Ervin during the dinner break.

There being no further business, the meeting adjourned at 6:39 p.m.

Budget & Finance Committee
Wednesday, March 14, 2018
5:30 p.m.

Committee Members

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

Agenda Items

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix A – Action**
- ❖ **February Local, State, and Institutional Funds Financial Reports – Appendix B – Action**
- ❖ **2018-2019 Local Budget Request – Action – Appendix C**
- ❖ **Board Policy 413.00 Revisions – Appendix D – Second Reading – Action**
- ❖ **January Foundation Fund Statements – Appendix E**
- ❖ **Foundation Update – Appendix F**
- ❖ **New Business**
- ❖ **Adjourn**

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 5:32 p.m. in the College Boardroom.

Present

Susan Eggleston, Chairman
Gordon Knowles, Vice Chairman
Phil Absher

Absent

Claudia Bulthuis
Susan Hershberger

Other Present

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Wanda Frick, Director of Facilities and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

Committee roll was taken by Chairman Eggleston and all committee members were present except Claudia Bulthuis and Susan Hershberger.

Approval of November Committee Minutes – Appendix B

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the January Budget and Finance Committee minutes. The motion carried.

January Local, State, and Institutional Funds Financial Report – Appendix C

Dr. Bledsoe presented Appendix C, the January Local, State and Institutional Funds Financial Reports. Dr. Bledsoe reported the following:

- As of January 31, 2018, County fund expenditures were \$432,682, 56% of the budget.
- There were \$220,460 available for Capital Expenditures.
- As of January 31, 2018, state funds expenditures were \$4,166,402, 55% of the budget.
- As of January 31, 2018, the Institutional Fund balance was \$585,352.
- As of January 31, 2018, the balance in the STIF account was \$189,828.

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

Board Policy Revisions – Section 413 – First Reading – Appendix D

Dr. Bledsoe reviewed Appendix D, changes to Board Policy Manual Section 413.00 Travel Regulation for first reading.

December Foundation Fund Statement – Appendix E

Mrs. Ervin presented Appendix E, the December Foundation Fund Statement. The total funds held by the Foundation are \$3,471,780.26.

Foundation Update – Korrie Ervin

The Foundation Board met earlier today. The 20th Annual Golf Tournament on April 20th at Densons Creek was discussed. Sponsors, players and raffle items are being sought. Also discussed and approved was a Shooting Clays fundraiser event in late October. This event will target a different audience than the current fundraisers, for instance our Gunsmithing and Forestry programs alumni.

The Internal Annual Fund Drive has 96% of employees participating, with pledges totaling almost \$13,000.

At the Foundation Board meeting the external Annual Fund Drive was kicked off with a focus on the Montgomery Scholars Scholarship Program. Looking for 100% participation from our Foundation Board and the Board of Trustees in this campaign.

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

**Montgomery Community College
County Funds - Board Report for February 2018**

Appendix B

County Funds - February 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	4,000	2,000	67%
514000	FT Svc/Maint/Skilled Craft	155,401	13,181	102,677	52,724	66%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	54,949	27,402	67%
518100	Social Security	18,160	1,510	12,119	6,041	67%
518200	Retirement	41,089	3,431	27,362	13,727	67%
518300	Medical Insurance	46,271	3,958	30,438	15,833	66%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	13,000	838	7,885	5,115	61%
519120	Lawns and Grounds Service	1,000	250	750	250	75%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	2,260	13,478	3,522	79%
522000	Maintenance Supplies	18,500	676	12,028	6,472	65%
524000	Repair Supplies	14,500	-	6,324	8,176	44%
525000	Gas/Travel/Reimbursement	5,322	76	1,444	3,878	27%
531110	In-State Ground	300	-	217	83	72%
531140	In-State Lodging	600	-	583	17	97%
531150	In-State Meals	200	-	-	200	0%
531500	Regisistration Fees	900	-	715	185	79%
532200	Telephone	16,800	1,182	9,469	7,331	56%
533100	Heat	36,017	15,642	35,987	30	100%
533200	Water	11,000	38	6,847	4,153	62%
533300	Electricity	188,000	14,093	130,881	57,119	70%
533400	Garbage/Sewage Disposal	9,485	400	7,037	2,448	74%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	-	13,060	2,440	84%
535201	Repairs to Grounds-Supp	3,933	603	3,891	42	99%
535400	Service Contracts	17,000	276	8,089	8,911	48%
539200	PR-President's Office	600	59	136	464	23%
539500	Other Current Expense	4,000	-	1,070	2,930	27%
543000	Lease/Rental Other Equipment	3,067	383	2,684	383	88%
545000	Property Insurance	13,007	-	34	12,973	0%
545100	Motor Vehicle Insurance	2,551	-	-	2,551	0%
545200	Liability Insurance	5,486	-	250	5,236	5%
545201	Workers Comp	11,125	-	(2,434)	13,559	-22%
545301	Life Insurance	2,055	171	1,340	715	65%
545302	EAP Program Expense	1,683	140	1,262	421	75%
546100	Membership & Dues	1,440	-	1,440	-	100%
555200	Minor Equipment High	267	-	-	267	0%
Total Current Expense		768,000	66,518	499,201	268,799	65%

**Montgomery Community College
County Funds - Board Report for February 2018**

Appendix B

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's December 2017 Report	\$	437,532
Add: FY16 Property Tax Allocation from County Report		58,668
Add: FY17 Property Tax Allocation from County Report		60,675
Add: FY18 Property Tax Allocation from County Report		42,589
		599,464
Total Revenue		599,464
Less: 2012-13 Projects		(11,537)
Less: 2013-14 Projects		(53,882)
Less: 2015-16 Projects		(341,268)
Less: 2016-17 Projects		(60,728)
Less: 2017-18 Projects: Gunsmithing Renovation (\$55.6K), Biscoe Ctr Rent (\$18K), Lighting (\$5K)		(79,672)
		52,377
Sub-total Life-to-date Revenues less Submitted Projects		52,377
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
		227,377
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 1/31/18	\$	227,377

**Montgomery Community College
State Funds - Board Report for February 2018**

Appendix B

State Funds - February 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	139,254	11,605	92,836	46,418	67%
511200 FT Senior Administrator	238,968	19,914	159,312	79,656	67%
511300 FT Professional Staff	992,022	77,180	654,936	337,086	66%
511310 PT Professional Staff	32,645	540	16,225	16,421	50%
511340 30 Hour Professional St	121,718	-	-	121,718	0%
512000 FT Support	60,780	5,065	40,520	20,260	67%
512010 PT Support	30,160	2,169	20,886	9,274	69%
512040 30 Hour Support	14,304	-	14,304	-	100%
513000 FT Faculty	1,820,471	155,603	1,207,590	612,881	66%
513010 PT Faculty	710,098	58,943	435,520	274,578	61%
513030 PT Teaching Assistant	12,100	938	8,850	3,250	73%
513040 30 Hour Faculty	32,706	2,726	21,741	10,965	66%
515000 FT Technical/Paraprofes	410,446	35,146	268,390	142,056	65%
515010 PT Technical/Paraprofes	89,506	11,143	60,524	28,982	68%
518100 Social Security	345,441	27,503	219,071	126,370	63%
518200 Retirement	655,161	53,270	436,903	218,258	67%
518300 Medical Insurance	423,423	34,465	276,393	147,030	65%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	47,373	745	41,398	5,975	87%
519000 Legal Services	876	-	-	876	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	3,099	-	1,440	1,659	46%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	-	-	4,237	0%
519144 Managed Server Support	12,800	-	-	12,800	0%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	55,868	4,560	31,558	24,310	56%
519401 Online Tutoring Contrac	6,864	-	6,864	0	100%
519700 Personal Serv - 3rd Par	15,760	-	15,130	630	96%
523XXX Copies & Instr Suppl	155,630	3,504	83,585	72,045	54%
527000 Other Supplies	54,377	650	23,130	31,247	43%
527005 Tires, Oil Changes, Oth	1,600	932	1,338	262	84%
531110 In-State Ground Transpo	19,870	1,380	8,540	11,330	43%
531140 In-State Lodging	17,647	241	8,540	9,107	48%
531150 In-State Meals	5,641	188	1,787	3,854	32%
531210 Out-of-State Ground Tra	2,140	597	1,579	561	74%
531220 Out-of-State Air Transp	3,760	100	2,370	1,390	63%
531240 Out-of-State Lodging	9,312	2,439	5,454	3,858	59%
531250 Out-of-State Meals	2,135	1,219	1,756	379	82%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,294	-	1,288	1,006	56%
531500 Registration Fees	32,035	1,759	16,111	15,924	50%
532100 Postage	12,193	35	3,307	8,886	27%
532337 Managed Server Support	1,064	-	1,064	(0)	100%
532700 Software Subscriptions	15,685	-	7,745	7,940	49%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

**Montgomery Community College
State Funds - Board Report for February 2018**

Appendix B

State Funds - February 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535100 Equipment Repair	14,147	-	6,984	7,163	49%
535400 Service Contracts	325	-	-	325	0%
535430 Maint Agreement-Equipme	6,182	137	2,494	3,688	40%
535450 Maint Agreement-NonWAN	39,447	-	31,849	7,598	81%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	3,285	-	3,285	(0)	100%
537000 Advertising	57,679	581	19,324	38,355	34%
535491 Maint. Ag LAN Equip	6,927	-	-	6,927	0%
537100 Advertise Vac Positions	12,000	995	8,164	3,836	68%
539400 Magazine/Newspaper Subs	3,750	-	1,280	2,470	34%
539500 Other Current Expense	1,709	-	-	1,709	0%
539520 Electronic Processing	11,000	3,457	7,011	3,989	64%
539700 Childcare - 530 Purpose	22,683	2,372	12,437	10,246	55%
542403 Rental/Lease Servers	3,840	320	2,560	1,280	67%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	24,455	579	3,460	20,995	14%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,810	3,650	5,736	13,074	30%
546200 Accreditation Ex	9,090	-	3,502	5,588	39%
548000 NEIT	63	-	-	63	0%
555100 Minor Equipment Low	7,119	-	7,119	(0)	100%
555200 Minor Equip High	7,656	-	3,316	4,340	43%
Total Current Expense	6,917,303	526,648	4,359,341	2,557,962	63%
552070 Lan-Equipment	53,545	-	-	53,545	0%
553000 Educational Equipment	521,085	103,752	412,788	108,297	79%
555100 Minor Equipment Low Risk	10,000	-	(2,023)	12,023	-20%
555200 Minor Equip High Risk	50,412	883	27,229	23,183	54%
556100 Books	15,985	(41)	308	15,677	2%
Total Capital Expense	651,027	104,593	438,302	212,725	67%
Total Expenses	7,568,330	631,241	4,797,643	2,770,687	63%

**Montgomery Community College
Institutional Funds - Board Report for February 2018**

Appendix B

Institutional Funds - February 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
01-121	Pell Overpayments	-	-	-	-	-
01-128	Veterans Reporting Fee	-	-	-	25	777
01-132	Overhead Receipts 75%	82	(3,602)	798	1,279	12,183
01-133	Current General & Misc	206	206	1,238	1,123	7,798
01-134	Admin Support	(3,718)	(3,377)	481	823	0
01-135	Overhead Receipts 25%	27	-	266	-	7,741
1 01-142	Textbook Rental	-	(3,313)	17,120	34,243	(7,531)
01-222	Forestry Program	-	-	-	4,175	5,870
01-291	Specific Fees: Medical	210	-	480	-	3,101
01-291	Specific Fees: Electron	200	-	650	-	2,760
01-291	Specific Fees: Gunsmith	320	2,180	7,630	14,104	35,651
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	160	-	1,016	3,665	10,917
01-291	Specific Fees - LP	-	-	2,300	-	8,455
01-291	Specific Fees: Dental	718	597	2,533	1,106	5,255
01-291	Specific Fees: NET/TEAS	2,448	-	3,024	-	6,938
01-291	Specific Fees: HVAC	-	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	113	-	158	-	717
01-315	Self Supporting	1,779	1,642	52,623	26,818	69,633
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	286	150	631	440	2,079
01-363	Small Business Center	-	130	1,640	1,645	7,269
01-391	Specific Fees: Occ. Ext	299	1,956	13,477	8,222	67,977
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	44	8,909	953	33,802	27,462
01-622	Sales Tax Utilization	4,802	6,832	85,760	84,592	1,168
01-715	Vending	350	350	4,589	4,589	-
02-131	College Work Study	2,287	2,287	14,610	14,610	-
02-228	Self Supp. Curriculum	-	54	-	2,653	24,533
02-229	Distance Learning	11	-	85	-	-
02-237	Perkins Prof Dev	-	-	-	-	-
02-238	Perkins Prof Develop	-	-	-	-	-
02-241	Perkins Automation Soft	-	-	-	-	-
02-292	Tech Fee-Curr	4,222	416	16,075	42,898	85,811
02-383	Fire Training Center Gr	-	186	3,434	10,348	3,896
02-392	Tech Fee: Con Ed	-	-	5	-	1,958
2 02-425	NCWorks Grant Adult Services	-	11,999	26,698	51,041	(24,342)
2 02-427	NCWorks Grant Dislocated Worker	-	1,732	7,693	12,684	(4,991)
3 02-429	Vo-Ed PT Curr Support	765	768	4,615	6,153	(1,537)
3 02-511	Voc-Ed Counseling	960	960	5,763	7,682	(1,919)
3 02-512	Voc-Ed Tutor Funds	979	20	3,155	3,176	(20)
02-823	FSEOG	-	-	6,269	6,269	-
4 02-824	Pell Grant	461,264	462,744	1,018,795	1,020,275	(3,957)
02-831	Educ. Lottery Schol.	15,342	15,342	29,534	29,534	-
02-833	Golden LEAF	5,873	-	11,746	5,777	5,970
02-835	NC Comm Coll Grt	26,971	26,881	59,637	59,547	90
02-836	High Demand/Low Enrol	-	-	1,100	1,100	-

**Montgomery Community College
Institutional Funds - Board Report for February 2018**

Appendix B

Institutional Funds - February 2018			Revenues	Expended	Revenues	Expended	Balance
			This Month	This Month	This Year	This Year	In Account
5	02-837	MCC Foundation Scholar	-	62,074	77,548	139,372	(61,824)
	02-838	Wells Fargo Scholarship	-	-	250	250	-
	02-839	Less Than Half-time	-	-	1,300	90	1,210
	02-842	SGA President Scholar	750	750	1,500	1,500	-
	02-845	SECU Scholarships	-	5,000	10,000	10,000	-
	05-715	Vending	731	440	6,277	5,664	12,240
	05-716	Bookstore Vending	-	-	5,184	-	80,770
	05-720	Bookstore	62	-	495	-	-
	05-721	General Store	2,801	1,414	11,743	13,046	263
	05-740	Parking Fee	995	-	3,856	-	37,994
	05-770	Stud Govt Assoc	6,966	1,105	25,387	18,340	31,478
	05-771	Graduation Fund	600	-	950	73	2,775
	05-774	Stud. Amabassador	774	-	2,837	-	28,881
	07-925	Bond-Workplace Dev Renovation	1,284	-	96,648	96,648	-
	07-925	Bond-Bldg 200 HVAC Replacement	2,000	2,000	58,200	58,200	-
	07-925	Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	09-772	Club Accounts	-	-	-	-	49,890
	09-773	Agency Fund	-	-	-	-	27,294
6	09-775	Funds for Others	-	-	-	-	(777)
	09-776	Restricted Schol Held	-	-	-	-	-
	09-777	Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank		543,960	608,833	1,764,448	1,892,994	577,979

STIF Account as of 02/28/18		Interest	Interest	Prior Y.E.	Current
		This Period	This Year	Balance	Balance
01-621	Operational Funds	44	353	42,650	43,003
02-229	Distance Learning	11	85	10,310	10,395
02-292	Technology Fees	78	627	75,725	76,352
05-720	Bookstore	62	495	59,777	60,272
Total	Institutional Funds: State Treasury	195	1,561	188,462	190,023

- 1 Due from MCS**
- 2 NCWorks Grant (Adult / Dislocated Worker) to be reimbursed**
- 3 PERKINS Due from Randolph CC**
- 4 PELL Adjustment**
- 5 Due from MCC Foundation**
- 6 Flexible Spending Account**

Montgomery Community College						
FY 2018-2019 County Budget						
Description	Budget 2016-17	Budget 2017-18	% Diff FY16 vs FY17	Requested 2018-19	% Diff FY17 vs FY18	
Salaries	238,967	240,995	0.8%	247,595	2.7%	Incl +2.5% for current employees
FICA	18,327	18,598	1.5%	19,302	3.8%	
Retirement	39,363	40,211	2.2%	42,779	6.4%	
Health Insurance	44,682	46,808	4.8%	46,944	0.3%	
Longevity	2,171	2,117	-2.5%	2,140	1.1%	
Workmans Comp Insurance	10,300	11,125	8.0%	11,125	0.0%	
Contract Waste Removal	15,000	15,000	0.0%	15,000	0.0%	
Custodial Supplies	16,000	17,000	6.3%	17,000	0.0%	
Pest Control	1,000	1,000	0.0%	1,000	0.0%	\$250 per quarter
Travel / Training Fees	1,780	1,800	1.1%	2,000	11.1%	Specialized Training for HVAC Water Systems & Electrical
Vehicle Operations	6,000	6,000	0.0%	6,000	0.0%	Incl travel reimburse for President use of personal vehicle
Maintenance Supplies	25,041	26,500	5.8%	26,500	0.0%	
Repairs to Equipment	1,800	1,800	0.0%	1,800	0.0%	
Repairs to Facilities	14,370	14,500	0.9%	14,500	0.0%	
Service Contracts	18,300	19,000	3.8%	19,000	0.0%	
Motor Vehicle Repair	1,500	1,600	6.7%	1,600	0.0%	
Utilities / Heating Fuel	266,435	274,000	2.8%	285,000	4.0%	Contingency for 5% increase in electricity
Public Rel/Outreach/postage	600	600	-	600	0.0%	
Other Expense	3,781	3,881	2.6%	4,000	3.1%	
Gen Ins.-Property and Vehicles	21,383	22,025	3.0%	22,675	3.0%	Increase in property values
Membership/Dues	1,000	1,440	44.0%	1,440	0.0%	
Non-Capitalized Equip (<\$5K)	3,000	2,000	-33.3%	2,000	0.0%	
Total Operations	750,800	768,000	2.3%	790,000	2.9%	

MONTGOMERY COMMUNITY COLLEGE
Equipment, Maintenance and Capital Improvements
FY 2018-19

<u>Equipment Needs included in County Facilities Maint/Capital Improvement Fund</u>	<u>Estimated Cost</u>	
Forklift	\$ 58,000	Current forklift is 31 years old and transmission is worn.
Campus UTV (Gator)	6,000	Current UTV purchased in 2001. Used for grounds care & events.
CarryAll 500 Electric Vehicle	6,500	Needed to move supplies and equipment between buildings.
Drain Cleaning Machine	1,500	
Propane Floor Burnisher (replacement)	<u>3,000</u>	
	<u>\$ 75,000</u>	
<u>Current Building/Grounds Improvement & Repairs County Facilities Maint/Capital Improvement Fund</u>	<u>Estimated Cost</u>	
Update Campus Fire Alarm System	\$ 25,000	Bldg 300, 500 & 600. Bldgs 100 & 200 incl in Bond Renovations
Update On-Campus Mass Communication system	50,000	Update tower & controls to correspond with indoor IP speakers (existing). Update outdoor emergency phones in 2 main parking lots.
HVAC Controls Updates	<u>34,500</u>	Bldg 300, 500 & 600. Bldgs 100 & 200 incl in Bond Renovations
	<u>\$ 109,500</u>	
<u>Future (2-5 Years) Building/Grounds Improvement & Repairs County Facilities Maint/Capital Improvement Fund</u>	<u>Estimated Cost</u>	
Asphalt areas between 100 & 500, behind 500	51,500	
Asphalt Main Lot to Page Street	102,000	
Asphalt Back Lots	64,500	
Asphalt Back Loop (Road behind 200)	19,200	
Concrete repairs, Walkways Connected	10,000	Step, Building 200, President's Office, Connect walks near Sport Sports Courts, Building 100 Dumpster Pad
	<u>\$ 257,200</u>	

MONTGOMERY COMMUNITY COLLEGE
Quarter Cent Sales Tax and Property Tax Allocation
Estimated Revenue for FY2019

Revenues

Sales Tax Revenues Life-to-Date 12/31/17	\$ 437,532
Add'l Projection through 6/30/18	44,000
Estimated FY2019 Revenue	90,000
	<u>571,532</u>
Property Tax Revenues Life-to-Date 12/31/17	227,375
Add'l Projection through 6/30/18	20,085
Estimated FY2019 Revenue	62,000
	<u>309,460</u>
Additional Capital Appropriation FY2015	75,000
Additional Capital Appropriation FY2016	100,000
	<u>175,000</u>
Total Life-to-Date Revenues @ 6/30/19	\$ 1,055,992

Expenses

2012-13 Projects	\$ 11,537	Renovation of Old Bookstore to Testing Center
2013-14 Projects	53,882	Firing Range, Flooring, Sidewalk and Parking Lot Upgrades
2014-15 Projects	-	
2015-16 Projects	341,268	Multi-purpose Room Project & Bldg 500 Flooring
2016-17 Projects	60,728	Maint Truck, SimLab Construction, Lawn Mower, Asbestos Survey, Landscaping
2017-18 Projects	143,000	Gunsmithing Renovation, Capel Hall Lighting Upgrade, HVAC Bldg R HVAC Bldg Rent, Security Cameras
	<u>610,415</u>	
Est. Balance for 2018-19 Projects	<u>\$ 445,577</u>	

Current Policy

413.00 Travel Regulations

Montgomery Community College will reimburse college employees for work related travel in accordance with NC State Guidelines. Individuals wishing reimbursement for their travel associated with work must follow college procedure for submitting such requests.

413.00.01 College-Related Travel and Subsistence Procedure

The College follows all state guidelines in reimbursing employees for College-related travel. In accordance with state policy, the College requires that all travel reimbursement requests be filed for approval and payment within thirty (30) days after the travel period has ended. Travel period is defined as the calendar month during which the travel occurred.

Reimbursement may not be made for commuting between an employee's home and his or her duty station except for temporary or part-time continuing education instructors. Mileage will be reimbursed at the amount established by the College administration not to exceed the rate set by the IRS.

Reimbursement for personal vehicle when no college car is available will be set at the federal rate. Reimbursement for personal vehicle when a college car is available will be set at 54% of the federal rate. If the destination is closer from the employees home and a personal vehicle is being used the employee will be reimbursed at the federal rate.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

413.01 College Vehicle Use

College vehicles are provided for use by faculty and staff for conducting college business. To prevent scheduling conflicts employees wishing to use the College vehicles should submit a Vehicle Use Authorization Request form to the Vice President of Administrative Services via their respective Vice President. Cars may not be reserved more than one month in advance of actual travel. The use of private cars is desirable if it is known that the vehicle shall be parked in an airport parking lot or other location for as much as two (2) days.

Current Policy

Students may use college cars only with the permission of the Vice President of Administrative Services. Normally, student use of college cars is limited to the SGA President. Other students may operate buses and vans when permission is granted by the Vice President of Administrative Services upon the request of a faculty or staff member and when the student user has turned in a completed Field Trip Authorization Form and has undergone a driving record check.

Spouses and children of institution employees may accompany them in institution cars if space is available and all travel is strictly for official institution business. Spouses may not operate college vehicles.

Approved June 8, 2016

Proposed Revisions

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When round trip mileage does not exceed 100 miles:

Reimbursement for personal vehicle when no college car is available will be set at the federal rate. Reimbursement for personal vehicle when a college car is available will be set at ~~54% of the federal rate~~ .30 cents per mile. If the destination is closer from the employees home and a personal vehicle is being used the employee will be reimbursed at the federal rate.

When round trip mileage does exceed 100 miles:

The reimbursement rate for personal vehicle is .30 cents per mile.

The College requires that all over-night, college-related, reimbursable travel be approved at least two weeks in advance by the employee's Vice President or supervisor and authorized by the appropriate Vice President.

Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

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Proposed Revisions

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Approved June 8, 2016

Recommended Policy

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Students who travel on official institutional business must be paid from funds supporting the particular organization or activity in which their participation requires travel.

Temporary or part-time continuing education instructors who travel more than 15 miles to or from a duty station for the purpose of teaching continuing education courses may be paid mileage expense if such expense is approved in advance and in writing by the President or the Vice President of Instruction.

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Recommended Policy

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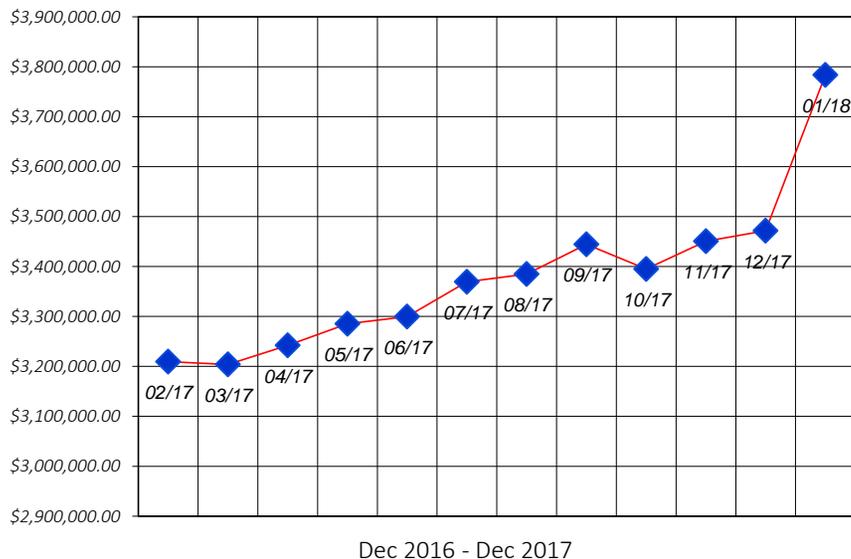
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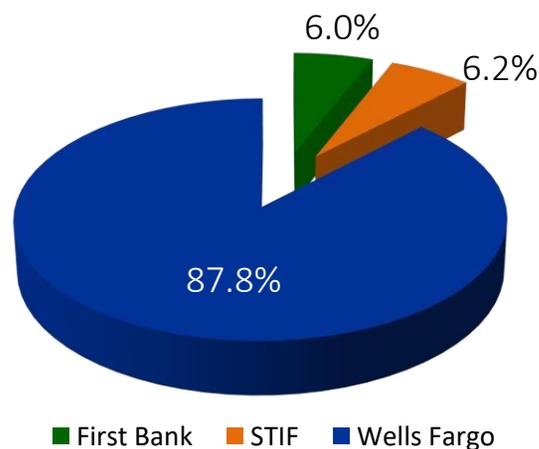
Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of January 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
Beginning Value	\$3,027,479.82	\$244,312.93	\$27,862.79	\$3,299,655.54	\$3,213,969.00	\$235,947.45	\$21,863.81	\$3,471,780.26
Receipts								
Interest/Dividends	\$41,145.31	\$1,775.63	\$4.40	\$42,925.34	\$4,275.94	\$259.21	\$1.52	\$4,536.67
Deposits	\$15,725.20	\$34,525.18	\$275,590.21	\$325,840.59	\$0.00	\$0.00	\$204,885.14	\$204,885.14
Total Receipts	\$56,870.51	\$36,300.81	\$275,594.61	\$368,765.93	\$4,275.94	\$259.21	\$204,886.66	\$209,421.81
Disbursements								
Fees/Withdrawals	\$74,584.49	\$44,820.69	\$76,927.93	\$196,333.11	\$3,098.51	\$413.61	\$221.00	\$3,733.12
Total Disbursements	\$74,584.49	\$44,820.69	\$76,927.93	\$196,333.11	\$3,098.51	\$413.61	\$221.00	\$3,733.12
Market Value Net Change	\$311,637.13	\$0.00	\$0.00	\$311,637.13	\$106,256.54	\$0.00	\$0.00	\$106,256.54
Ending Value	\$3,321,402.97	\$235,793.05	\$226,529.47	\$3,783,725.49	\$3,321,402.97	\$235,793.05	\$226,529.47	\$3,783,725.49
Net Change	\$293,923.15	(\$8,519.88)	\$198,666.68	\$484,069.95	\$107,433.97	(\$154.40)	\$204,665.66	\$311,945.23

Foundation Funds Value



Foundation Funds Distribution



Building & Grounds Committee
Wednesday, March 14, 2018
5:45 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Gordon Knowles, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix G –Action**
- ❖ **Facilities Report – Appendix H**
- ❖ **Facility Master Plan – Appendix I**
- ❖ **Incident Report – Appendix J**
- ❖ **Construction Update and Building Projects Timeline – Appendix K – Dr. Chad Bledsoe**
- ❖ **Central High School Update – Appendix K – 1– Dr. Chad Bledsoe**
- ❖ **New Business**
- ❖ **Adjourn**

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 5:45 p.m. in the College Boardroom.

Present

Gordon Knowles, Chairman
Sam Martin, Vice Chairman
Gelynda Capel
Susan Eggleston
Johnny McKinnon

Absent

Claudia Bulthuis

Other Present

Phil Absher
Paula Covington
George Gilbreath
Andrea Marshall
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Wanda Frick, Director of Facilities and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of January Committee Minutes – Appendix F

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

Facilities Report – Appendix G

Dr. Bledsoe presented Appendix G, the facilities report.

Incident Report – Appendix H

Dr. Bledsoe presented Appendix H, the Incident Report. He noted on January 26th there was a car fire on campus, no injuries. On January 31st there was a verbal altercation in a classroom.

HVAC for Capel Hall Budget Increase – Appendix I – Dr. Bledsoe

Dr. Bledsoe presented Appendix I, HVAC for Capel Hall Budget Increase.

Mr. Martin made a motion, seconded by Mrs. Capel, to approve the increase for the HVAC in Capel Hall and update the 3-1. The motion carried.

Construction Update and Building Projects Timeline – Appendix J

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

The Center for Workforce Development project was completed, and came under budget by \$88,551. National Shooting Foundation donated \$70,000 that will be used to improve the gun range as presented on the schematic included. The President's suite redesign will update floor, walls and lighting as well as accommodate two new offices. Security RFD tagging will be implemented.

The time line has been updated to include only 2018 projects.

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

Facilities

March 2018

Prepared By: Wanda Frick

A leak was discovered near Blair Hall boiler/chiller room on February 5th. The leak was in the cooling tower loop.

This is two 6-inch pipes that transfer water from the indoor chiller to the outdoor cooling tower and back. A commercial HVAC repair service was contacted for an estimate on repair. The job was referred to SKC, Inc., utility contractor, in Asheboro, NC.

Upon excavating the pipes it was discovered that both the supply and return pipes were broken. After evaluating the breaks and repair needs, it was decided to cut through the concrete/block wall and re-route the pipes to distance them off the concrete foundation, attaching them back into the indoor chiller. Upon repair, the area will be re-filled and asphalted.



Facility Master Plan



Montgomery Community College
1011 Page Street
Troy, North Carolina 27371

Revised March 2018

Board of Trustees

Mrs. Claudia B. Bulthuis, Chairman
Mrs. Susan P. Eggleston, Vice-Chairman
Mr. Gordon M. Knowles, Secretary
Mr. Phillip L. Absher
Mrs. Gelynda T. Capel
Mrs. Paula L. Covington
Mr. George E. Gilbreath
Ms. Susan Hershberger
Mrs. Andrea P. Marshall
Mr. Samuel Martin
Dr. Johnny L. McKinnon, Jr.
Mr. Bill Price
Mr. Matthew Monroe, SGA President

Administration

Dr. Chad Bledsoe, President
Ms. Courtney Atkins, Assistant to the President
Mr. Lee Proctor, Vice President of Instruction
Mrs. Beth Smith, Vice President of Student Services
Mrs. Jeanette McBride, Vice President of Administrative Services
Ms. Cindy Ellison, Dean, Information Technology and Learning Resources
Mr. Andrew Gardner, Dean of Continuing Education
Ms. Carol Holton, Director of IE/SACS Liaison
Mrs. Michele Haywood, Public Information Officer
Mrs. Korrie Ervin, Director of Resource Development

Vision

Montgomery Community College will be a place of discovery, critical thinking, and educational excellence; a centerpiece for life-long learning for our students, faculty, staff, and community.

Mission Statement

Montgomery Community College provides quality educational opportunities.

College Goals

In accomplishing our mission, we commit our resources to serving all students in the successful achievement of their educational goals through the implementation of these college goals:

- GOAL 1:** Develop and implement **instructional programs and student support services**, in traditional and distance learning formats, consistent with the assessed needs of the constituent groups in the college's service area and with state, regional, and national standards.
- GOAL 2:** Provide **facilities, technologies**, and information services that enhance student learning.
- GOAL 3:** Support businesses, industries, and **community initiatives** through educational services that facilitate economic growth and workforce training.
- GOAL 4:** Create a culture for employing and retaining **quality faculty and staff** to support student success.
- GOAL 5:** Develop, and manage human, financial, and infrastructure resources essential to **fiscal stability** and meeting student and community needs.
- GOAL 6:** Consistent with accrediting standards and the College mission, engage in ongoing, systematic institutional planning and evidence-based assessment, resulting in continuous quality improvement and **institutional effectiveness**.

PLANNING PROCESS

The Montgomery Community College Facility Master Plan is prepared in conjunction with the Five-Year Strategic Planning process. The College Board of Trustees, as documented by board minutes, annually review the Facility Master Plan.

HISTORY

The State Board of Education issued a charter of establishment to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees. In November 1967, administrative and teaching personnel were employed. In June 1968, a building on Page Street was occupied as a temporary location of Montgomery Technical Institute. Extension classes were conducted in 1967-1968, Adult Basic Education and adult high school diploma programs began in October 1968, and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a charter technical institution, effective July 1971. In compliance with law, the Governor appointed four additional trustees on December 1, 1971. Responsibility for local control of the College was given to the Board of Trustees, including the President of the Student Government Association (an ex-officio member of the Board of Trustees).

In October 1975, citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet on a 149-acre tract of land. The State Board of Education Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978, the Commission on Colleges of the Southern Association of Colleges and Schools affirmed its accreditation.

Montgomery Technical Institute became Montgomery Technical College in 1983 in accordance with legislative and Board approval, and in September 1987, the Board of Trustees and Montgomery County Commissioners voted for the name to be officially changed to Montgomery Community College as authorized by the North Carolina General Assembly. In December 1993, December 2004, and again in July 2014, the Commission on Colleges of the Southern Association of Colleges and Schools reaffirmed the College's accreditation to offer associate degrees, diplomas, and certificates.

In 1992, local citizens and North Carolina voters approved, through a bond referendum, \$2.6 million in matching funds to finance a Business, Industry, Technology Resource Center (BITRC) and the Montgomery County School Board voted in 1994 to transfer approximately four acres of land to the College to be used for the facility. The Center contains 44,800 square feet of space utilized for an electronic library, an interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina

Information Highway (NCIH), and classrooms/laboratories. The building serves as a facilitation site for employers to train all levels of staff.

In 2004, Building 500 on the MCC campus underwent a 3,000 square foot renovation that now houses the Criminal Justice Complex. The Complex has classrooms and a physical fitness center, as well as showers, which complement the College's Criminal Justice and Basic Law Enforcement Training programs.

In 2009, new construction of a building for the Forest Management Technology program added approximately 6,400 square feet to the campus. Classrooms and labs in Blair Hall (Building 100) formerly used for the Forestry program were renovated to provide operatories and learning labs for the Dental Assisting program.

The MCC Child Development Center was closed in 2009 due to low enrollment. The former day care space was then renovated to provide a larger space for students and was renamed the Outpost.

In March 2016, the voters of North Carolina approved a \$2 billion Connect NC Bond Initiative. Montgomery Community College's share of the bond funds was approximately \$6.3 million. During academic year 2017, renovations to repurpose the Outpost building as MCC's Workforce Development center began. The Continuing Education division and NC Works moved into this space early in academic year 2018.

The MCC campus now includes facilities of approximately 134,400 square feet on 153 acres of land.

Montgomery Community College
List of Buildings

Building No.	Building Name	Year of Construction	Estimated Replacement Cost	Last Renovation Cost	When Last Renovation Occurred	Gross Square Foot	Building Cost	Primary Uses	General Condition
100	Blair Hall	1977	\$ 8,477,677	\$100,000 \$111,450	1998 2017	64,090	\$2,030,246	Classroom and Administration	Satisfactory
200	Capel Hall	1998	\$10,570,608	\$124,560	2017	44,800	\$5,290,000	Classroom, Library and Administration	Satisfactory
300	Pottery Building	1990	\$ 539,635			3,878	\$ 220,000	Classroom and Lab	Satisfactory
400	Maintenance Building	1988	\$ 49,947			1,296	\$ 19,880	Maintenance Workspace	Satisfactory
500	Industrial Training Building	1987	\$ 1,056,058			8,600	\$ 476,200	Classroom and Labs	Satisfactory
600	Forestry Building	2009	\$ 974,256			6,378	\$ 812,697	Classrooms and Labs	Satisfactory
650	Mobile Classroom	1965	\$ 18,012	\$ 1,000	1993	600	\$ 1,000	Maintenance Storage	Satisfactory
TOTAL			\$21,656,00			129,642	\$8,850,23		

Information in chart comes from the 2016 Facilities Inventory and Utilization Report prepared by MCC and submitted to NCCCS.

The following eight (8) tables provide information specific to the College that is pertinent to the Facility Planning process. This information is derived from the *Facilities Inventory and Utilization Study 2016*, which is available upon request to Connie Harris, Purchasing and Evening Administrator.

Age of Buildings

Periods of Construction			
Total Gross Square Foot	1950-1969 GSF	1970-1979 GSF	1980-Present GSF
129,642	600	64,090	64,952

Capital Investment

Number of Buildings	Building Cost	Estimated Replacement Cost
7	\$8,850,023	\$21,656,193

Average Weekly Room Hours of Instruction*

	Total Room Hours	Average Day Hours	Average Night Hours	Average Hours – ALL Hours				
				2016	2015	2014	2013	2012
In Classrooms	421.5	10.6	4.4	15.0	17.2	16.7	17.5	18.6
In Class Laboratories	347.5	15.5	3.8	19.3	21.0	22.4	22.7	20.8

*In general terms, it is the average number of hours that an institution's classrooms/laboratories are used for instructional purposes each week. Daytime is defined as start time between 5:00 am and 4:59 pm.

Net to Gross Ratio

Gross Square Foot	Assignable Square Foot	2016	2015	2014	2013	2012	2011
130,410	93,089	71.4	71.2	71.3	71.3	71.3	70.2

Net to Gross Ratio is the assignable square foot (ASF) area of a building divided by the gross square foot (GSF). Assignable square foot is the sum of all areas which are assigned to a specific use. Gross Square Foot is the sum of the floor areas of the outside faces of the buildings' exterior walls.

Percentage Distribution of Assignable Area by Summary Programs

Assignable Square Foot	Instruction	Public Service	Academic Support	Student Services	Inst. Admin	Physical Plant	Indep. Opns.	Unassigned
93,089	62.2	.1	9.1	10.9	9.7	2.3	2.5	3.1

Percentage Distribution of Assignable Area by Instruction and Public Service Subprograms

General Academic Instruction	Vocational Technical Instruction	Preparatory Remedial Instruction	Occupational Related Instruction	Community Services
11.5	44.8	3.4	2.6	0.1

Assignable Area by Room Type

ASF 93,089

Classroom Facilities		Laboratory Facilities		Office Facilities		Study Facilities		Special Use		General Use		Support Facilities	
ASF	%	ASF	%	ASF	%	ASF	%	ASF	%	ASF	%	ASF	%
19,754	21.2	32,212	34.6	17,525	18.8	8,539	9.2	1,361	1.5	11,246	12.1	2,452	2.6

MCC Enrollment and FTE

	2017	2016	2015	2014	2013	2012	2011
Total FTE (CU & CE)	946.9	838.2	999.4	1005.8	1024	1010	1023
Total Enrollment (CU & CE)	3309	3402	4007	4739	4922	5016	5182

Source: NCCCS Business Intelligence Annual Statistical Reports, Full-Time Equivalent Tables, Table 26, Detail Annual FTE

FACILITY NEEDS

The Renovation and New Construction below are projects that either are currently in progress or soon to be in progress as a result of the NC Connect Bond, approved on March 15, 2016 by North Carolina voters.

Renovation Construction

- Chapel Hall (Building 200) HVAC Replacement
- Blair Hall (Building 100) Renovation (Roof, HVAC and Interior)
- Building 500 Renovation (Roof, HVAC, Interior)
- Building 300 HVAC
- Blair Hall (Building 100) Entrance
- Chapel Hall (Building 200) President's Suite (Renovation for additional office space)
- Rebuild Amphitheatre

New Construction

- Industrial Maintenance Classroom Building

OTHER CAPITAL NEEDS

Intermediate (2 – 5 years)

- Handicap Access Installations
 - Chapel Hall (Building 200) One Library Entrance
- The dumpster area behind Blair Hall (Building 100) is currently asphalt and suffers constant damage from the trucks. Installing a concrete pad in this area would alleviate this issue.
- Building 600 Replace VCT with polished concrete due to deterioration
- Parking Lots (Repair and/or Resurfacing)
 - Between Buildings 100 & 500 from Page Street to 500 & to Firing Range
 - Back Lots
 - Main Lot (Front Entrance)

Long Term (5+ years)

- Forestry Parking Lot Sealcoating in 5 years
- Building 300 Roof Replacement in 10 to 12 years
- Building 600 Roof Replacement in 25 years

Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Graffiti on table	2/28/2018	2/28/2018	Room 101, Blair Hall

Montgomery Community College

Construction Update

March 2018

- Blair Hall (100) Renovation, HVAC and Roof Replacement –

1st phase schematics approved by State Construction Office. Boomerang Architects will review comments on schematics and will submit a written response and a revised and sealed set of documents for a Final compliance check.

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: \$66,505

- Capel Hall (200) HVAC Replacement

Recommendation letters from the designer and college along with contractor documents have been submitted to the State Construction Office for review. When letter of award is received, the designer will complete the construction contract.

- Budgeted: \$1,000,000
- Disbursed to Date: \$61,500

- Center for Workforce Development –

Project complete \$88,551 under budget.

- Budget: \$200,000
- Disbursed to Date: \$111,449 (final)

Appendix K

Montgomery Community College
Building Project Timeline

Project Name	Projected/Actual Cost		2018											
	NC Connect Bond	Other	January	February	March	April	May	June	July	August	September	October	November	December
Capel Hall Roof Replacement (complete)	\$ 174,430													
Capel Hall HVAC Replacement	\$ 1,000,000		Construction Bid	Contractor Approved SCO	Value Engineering	Construction								
Center for Workforce Development (complete)	\$ 111,449													
Entrance Sign Renovation (complete)		\$ 6,877												
Capel Hall Painting/Carpet/Construction (complete)	\$ 124,565													
Capel Hall President Suite Renovations	TBD													
Industrial Maintenance Building	\$ 1,000,000							(3-1)	State Board	Design Phase	Construction			
Building 500 Roof	\$ 40,000							(3-1)	State Board	Construction Bid	Construction	Complete		
Building 500 Renovation	\$ 25,000							(3-1)	State Board	Construction Bid	Construction	Complete		
Building 500 HVAC	\$ 75,000							(3-1)	State Board	Construction Bid	Construction	Complete		
Building 300 HVAC	\$ 75,000							(3-1)	State Board	Construction Bid	Construction	Complete		
Firing Range Expansion		TBD												
Blair Hall Renovation	\$ 3,245,000	\$ 400,000												
Roof Replacement			Design					Construction Bid	Contr Approved SCO	Construction				
HVAC Replacement														
Interior Renovation														
Blair Hall Entrance	\$ 464,093													
Total Cost	\$ 6,334,537	\$ 406,877												

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

AGENDA

Pre-Construction Conference

March 7, 2018 9:00am

Montgomery Central High School & CTE Center

I. Introduction of Project Team

- A. Owner – **Montgomery County**
 Chris Hildreth (chris.hildreth@montgomerycountync.com)
- Montgomery County Schools**
 Jay Niederhofer (jay.niederhofer@montgomery.k12.nc.us)
- Montgomery Community College**
 Wanda Frick (frickw@montgomery.edu)
- B. Architect – Morris-Berg Architects
 1401 West Morehead Street, Suite 125
 Charlotte, NC 28208
 Todd Berg – Principal (tberg@morrisberg.com)
 Lane Allmon – Project Architect (lallmon@morrisberg.com)
- C. Contractor - Branch Associates Inc.
 P. O. Box 40051
 Roanoke, VA 24022
 Kelly Alderman – Director of Operations
 (kelly.alderman@branch-assoc.com)
 Matt McArthur – Project Superintendent
 (matt.mcarthur@branch-assoc.com)
 Joe Thielecke – Project Manager
 (JoeT@branchgroup.com)
- D. Testing - SM&E
 8646 West Market Street, Suite 105
 Greensboro, NC 27409
 Manan B Adhyru – Project Manager (madhyaru@smeinc.com)

II. Emergency Contacts

- | | |
|--------------------|--------------|
| A. Jay Niederhofer | 910.220.3018 |
| B. Chris Hildreth | 910.220.7103 |
| C. Lane Allmon | 704.301.2470 |
| D. Todd Berg | 704.589.1387 |
| E. Matt McArthur | 336.209.7470 |
| F. Joe Thielecke | 540.520.1477 |
| G. Kelly Alderman | 540.676.1264 |
| H. Manan Adhyru | 336.312.5460 |

III. Correspondence

- A. Contractor/Owner
- B. Architect/ Contractor
- C. Architect's Consultants/Contractor or Subcontractor
- D. Contact with School & Community College

IV. Duration of Project

- A. Start Date (Notice to Proceed) – March 8th, 2018
 - i. Permit Status
 - ii. Contract Status
- B. Construction Time
 - i. Phase I - 505 Calendar days
 - ii. Phase II - 700 Calendar days
- C. Completion Date
 - i. Phase I - (CTE) – July 26, 2019
 - ii. Phase II - (HS) – February 6, 2020

V. Data to be Submitted by Contractor

- A. List of Personnel
- B. Schedule
- C. Schedule of Values
- D. Proposed Subcontractors and suppliers

VI. Application for Payment (012900 – Payment Procedures)

- A. Format – (AIA Document G702 & G703 w/ USDA RD 1927-4 Cover Sheet)
- B. Number of Copies – (4 Hard Copies)
- C. Record of Taxes Paid
- D. Schedule for Pay Applications
- E. Final Application for Payment

VII. Change Orders (AIA 201 Article 7 Changes in the Work)

- A. Change Order Requirements
- B. Forms Required (USDA RD 1927-7)
- C. Contractor's breakdown
- D. Adjustments to Contract time

I. Request for Information (013100 – Project Management and Coordination)

- A. Form
- B. Submitted by Branch Associates Only

II. Submittal Procedures (013300 – Submittal Procedures)

- A. Contractor Review and Approval
- B. Long Lead / Specialty Items
- C. Items Requiring Owner Input
- D. Distribution
- E. On-Site Project Mock-Ups

VIII. Progress Meetings

- A. Purpose
- B. Attendees
- C. Schedule
- D. Minutes by Architect
- E. Pre-installation Conferences
- F. Contractor Coordination Meetings

IX. Testing and Inspections

- A. Requirements
- B. Scheduling
- C. Re-testing

X. Job Site Conduct

- A. Drugs, Alcohol, and Firearms

XI. Job Site Safety

- A. Responsibility
- B. Safety meetings
- C. Safety program letter by Contractor
- D. Accident Notification Procedures

XII. Contractor Close-out Procedures

- A. Record Documents (017839 – Project Record Documents)
- B. Certifications and Warranties
- C. Substantial and Final Completion (017700 – Closeout Procedures)
- D. Operations and Maintenance Data (017839 – Project Record Documents)
- E. Demonstration and Training (017900 – Demonstration and Training)

XIII. Parking and Staging areas

- A. Contractor Parking
- B. Location of Storage and office trailers

XIV. Contractors Work Hours

- A. Normal work schedule
- B. Security provisions

XV. Miscellaneous Items

- A. Additional Drawings/Revised Drawings
- B. Project Signage

XVI. Questions / Discussion



A0502
2

A0502 4

5 A0502 6



Personnel Committee
Wednesday, March 14, 2018
6:00 p.m.

Committee Members

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

Agenda Items:

- ❖ **Call to Order – Gelynda Capel, Chairman**
- ❖ **Approval of February Committee Minutes – Appendix L – Action**
- ❖ **Notice of Resignations**
Small Business Center Director – Appendix M
- ❖ **Personnel Appointments**
Assistant to the President – Appendix N
Dean of Continuing Education – Appendix O
- ❖ **New Business**
- ❖ **Adjourn**

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:00 p.m. in the College Boardroom.

Present

Gelynda Capel, Chairman
Phil Absher, Vice Chairman
Susan Eggleston
George Gilbreath

Absent

Claudia Bulthuis

Others Present

Paula Covington
Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Chairman Capel and all committee members were present except Claudia Bulthuis.

Approval of January Committee Minutes – Appendix K

Mrs. Covington made a motion, seconded by Mr. Gilbreath, to approve the January Personnel Committee minutes. The motion carried.

Notice of Resignations

Assistant to the Dean of Continuing Education – Appendix L

Mrs. Capel presented Appendix L, the resignation from Ashlie Martin, Assistant to the Dean of Continuing Education. She noted that Mrs. Martin's last day was January 31, 2018.

Future Faculty Needs Discussion – Lee Proctor – Appendix M

Mr. Proctor discussed Future Faculty Needs, Appendix M.

Board Policy Revisions – Section 100 – Second Reading – Appendix N

Dr. Bledsoe reviewed Appendix N, no additional changes were suggested to Board Policy Manual preface and Section 100 for second reading.

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the revisions to Section 100 of the Board Policy Manual. The motion carried.

Board Policy Revisions – Section 200 – First Reading – Appendix O

Dr. Bledsoe reviewed Appendix O, changes to Board Policy Manual Section 200 for first reading.

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



Jessica
McDaniel
Director, Small Business Center

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

02-08-2018

Dr. Bledsoe,

Please accept this letter of resignation from Montgomery Community College as Director for the Small Business Center. My last day of employment will be February 23, 2018 after which I will be joining Randolph Community College as Director for the Small Business Center.

I am so incredibly thankful for my time here at MCC. I feel privileged to have worked with a close-knit group of colleagues, a number of inspiring clients, and a welcoming and growing community.

I have come to form some great working relationships with colleagues, clients and community members and I am excited to get to continue working with this community through my work with Rural RedThread, Inc. I look forward to a vital partnership with Montgomery Community College through the work of this non-profit.

Please let me know what I can do to assist with the transition.

Sincerely,

Jessica L. McDaniel

Jessica McDaniel



MONTGOMERY COMMUNITY COLLEGE

1011 PAGE ST. • Troy, NC 27371 • TELEPHONE: (910) 898-9600 • FAX: (910) 576-2176

February 8, 2018

Ms. Jessica McDaniel
254 Honey Bee Drive
Lexington, NC 27295

Dear Ms. McDaniel:

I am in receipt of your letter dated February 8, 2018 announcing your resignation on February 23, 2018. I accept your letter notifying me of your resignation as Small Business Center Director. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

Please contact Ms. Melisa Bond for advice about the 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". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chad A. Bledsoe, Ph.D.
President

Personnel Appointment

Name of Person	Courtney Atkins
Present Address	1509 Hwy 109, Troy, NC 27371
Position	Assistant to the President
Position Category	Level 6
Salary	\$34,000
Effective Date of Employment	March 1, 2018
Budget Information	11-110-97-512040-10100

Position Description

The focus of this position revolves around the Board of Trustees and Foundation Board of Directors, minutes of Cabinet, staff, and both board meetings; general administrative and clerical duties. This position will operate within the confines of the above parameters and will handle anticipated problems of a routine nature. Unanticipated problems are discussed with the President. Person will use tact and good judgment in daily communication with board members, high ranking officials, and the general public. General knowledge of the Board Policies and Bylaws and the Operational Manual is required. Recurring work is not reviewed. Person must be able to work late or early when requested to do so for board and foundation meetings and functions. This requires the person to be subject to working overtime, occasionally with as little as a day's notice when his/her services are needed. Instruction, guidelines, and policy are readily available.

Education and Certifications

School/Certification	Years Attended	Degree
West Montgomery High	2011 - 2015	Diploma
Montgomery Community College	2017 – Present	AAS Business Admin (In process)

Work Experience

Employer	Dates of Employment	Position/Title
Sir Pizza	2016 - Present	Waitress
Montgomery CC	2017 - Present	Work Study
Montgomery BOE	2016 - Present	Judge

Professional Participation/Honors

- Young Women's Leadership Program
- Judge for Montgomery County Board of Elections

Hiring Committee

Person	Position
Chad Bledsoe	President
Beth Smith	Vice President of Student Services
Andrew Gardner	Dean of Continuing Education
Mike Collins	Department Chair, Business Technologies
Tonya Luck	Accountant
Teresa Hudson	Assistant to the VP of Instruction

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Courtney Atkins, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Courtney Atkins for the Assistant to the President position.

Dr. Chad A. Bledsoe

Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Andrew Gardner
Present Address	355 Sunset Hills Rd. Robbins, NC 27325
Position	Dean of Continuing Education
Position Category	
Salary	\$61,000
Effective Date of Employment	03/01/18
Budget Information	

Position Description:

Education and Certifications

School/Certification	Years Attended	Degree
George Mason University	2007	Bachelor of Science – Public Administration
Southern New Hampshire University	2013	Master of Business Administration
University of North Carolina at Charlotte	Current	Ed.D. Educational Leadership

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery Community College	April 2014 – March 2018	Director of Business and Industry Services
Studio Elite	March 2011 – April 2014	HR Business Analyst
Moore County	September 2007 – March 2011	Planner

Professional Participation/Honors:

North Carolina Community College Leadership Program, 2017

Situational Leadership Training, 2016

Proliteracy Volunteer Tutor Workshop Certification, 2013

Hiring Committee

Person	Position
Lee Proctor	Vice President of Instruction
Mark Dye	Director of Gunsmithing
Crystal Thomas	Coordinator of Prison Programs
Korrie Ervin	Director of Resource Development/Grants
Josh Floyd	Director of Heritage Crafts
Savannah Heath	Director of Student Life

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Andrew Gardner, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Andrew Gardner for the Dean of Continuing Education.

Chad A. Bledsoe
President

Curriculum and Student Services Committee
Wednesday, March 14, 2018
6:05 p.m.

Committee Members

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

Agenda Items:

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

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:14 p.m. in the College Boardroom.

Present

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

Absent

Claudia Bulthuis

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Chairman Martin and all committee members were present, except Claudia Bulthuis.

Approval of January Committee Minutes – Appendix P

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

Update from Vice President of Instruction – Appendix Q and Appendix R

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

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix R.

Accountability & Integrity Planning for Workforce Continuing Education – Appendix S

Mr. Proctor gave an update on Accountability & Integrity Planning for Workforce Continuing Education presented in Appendix S.

Update from Vice President of Student Services – Appendix T

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

2018-19 Academic Calendar – Appendix U

Mr. Proctor presented the 2018-19 Academic Calendar, Appendix U

Mr. Price made a motion, seconded by Mrs. Eggleston, to approve the 2018/19 Academic Calendar. The motion carried.

There being no further business, the meeting adjourned at 6:30 p.m.

Board Report
Vice President of Instruction
March 2018

Professional Development –

Two members of the faculty at Southern Correctional Unit are taking the ServSafe training to become certified as instructors in the program. The plan is to begin offering the certification as part of the Food Service Technology program starting this summer. In addition Crystal Thomas, Coordinator of Prison Programs will be attend the joint Community College/Department of Public Safety professional development training at Wake Tech.

Program Status-

The Montgomery Community College/Montgomery County Schools Partners Meeting is scheduled to meet on March 14. This quarterly meeting brings together the partners in College and Career Promise and the Early College to discuss events and activities in each of the areas. It also gives us opportunity to work on any issues that need to be addressed.

Thirty Gunsmithing students will be traveling with their instructors to spend the day at Old Salem in Winston Salem on March 16, 2018. They will be studying Colonial Gunsmithing with the staff on-site. They will get a behind the scenes tour of the village and the Gunsmithing Shop, an opportunity to handle 18th Century guns, and participate in a bronze pour.

Basic Law Enforcement Training will have their graduation on May 1, 2018 at 6:30. Pete currently has nine students enrolled in the program. He is hopeful that they will all graduate!

The Montgomery Early College Selection Committee will meet March 22 to conduct the lottery for the 2018 – 19 Freshman class of the Early College. There are currently 80 applicants for the 1st year class. The 2018-19 Junior class will be moving to all College courses this Fall. The 62 students will be taking classes that will meet both their high school and associate degree requirements.

Summer Camp planning is currently taking place. This year the College's focus is on career exploration and the camps will be geared toward programs that are on campus. This is a great way to advertise to parents as well as peak the interest in the younger students. Plans include the ever popular Pottery Camp as well as bringing back the Drones for a second year. Also being planned is a CSI style camp that will promote the Criminal Justice and BLET program. Lastly, using the NRA grant the college received, a camp is being planed that will highlight the Taxidermy and Shootings Sports programs. Camp dates and cost will be firmed up and advertising will begin in April.

**Board of Trustees
Continuing Education
March, 2018**

Heritage Crafts

- **Pottery:** Awarded a scholarship to the 31st Annual NC Potters Conference in Asheboro, NC. Richard Hattaway was the recipient, drawn from a lottery of 10 students. Funding for the Scholarship came from our annual Sleigh Full of Clay Christmas sale. Successful start to our Monarch class, working with clients to train them in customer service and pottery craft skills.
- **Knifemaking:** The Tuesday Night Forging class with Bill Bisher is going well and we are looking at adding another forging class for late spring.

College and Career Readiness

- The North Carolina Workforce Innovations and Opportunity Act (WIOA) Title II/Adult Education and Family Literacy Act Grant Application for Non-prison and Prison for fiscal years 2018-2021 was submitted on March 2, 2018. This grant will award multi-year grants on a competitive basis to eligible providers within the State of North Carolina to develop, implement, and improve adult education and literacy.

Small Business Center

- Hosted Agribusiness Summit on 2/21/18 in partnership with Stanly Community College. The event hosted 80 participants.

Business and Industry Training Program

- **Customized Training:** Met with the following companies to discuss training needs and receive updates - Robinwood Enterprises, American Sew & Sew, and McRae Industries.
- **Apprenticeship Montgomery:** 2018 Apprenticeship Montgomery applications are now available and due to the Continuing Education Office by 4/30/18.
- **HR Managers** – The College hosted the quarterly meeting of the Montgomery County HR Managers meeting in March at First Health. The program included presentations on the new joint CTE Building and the occupational health services provided by First Health's mobile lab.

Montgomery County NCWorks Career Center

- Russell Ingram attended the Regional Business Engagement Boot Camp which was focused on business engagement approaches as well as workforce development strategies.
- WIOA approved the addition of a 25 hour a week position to help with client intake. Ms. Millicent Peak, a former Workforce Center partner has assumed that position.

Health & Public Safety

- **Drones:** Received \$10,000 grant from Randolph EMC to further expand the Public Safety Drone Academy. We will be presenting on Drones In NC Emergency Services at the state Emergency Management Conference in Cherokee at the end of the month.
- **Fire:** Biscoe Fire Department will begin a full in-service run on Firefighter Certification with Mount Gilead starting later this month.
- **Law Enforcement:** The College hosted a breakfast meeting with the leaders of all the law enforcement agencies in the county prior to the beginning of county wide law enforcement training beginning in March. Training issues and ideas of future training opportunities were discussed.

**MCC Board of Trustees – March 14, 2018
Update from the Student Services Division**

Highlights & Previews

- Mike Collins and two students will attend the Minority Male Success Initiative conference this month.
- Savannah Heath represented MCC at Central Davidson High School's College & Career Fair February 22.
- Approximately 90 5th graders from Page Street Elementary, along with their teachers and other school staff, visited the MCC campus February 28.
- Year-Round Pell has been approved and will provide additional financial aid funds to qualifying students taking classes this summer.

Legislative/Public Relations Committee
Wednesday, March 14, 2018
6:15 p.m.

Committee Members

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

Agenda Items:

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

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:30 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Paula Covington, Vice Chairman
Susan Eggleston
Bill Price

Absent

Claudia Bulthuis

Others Present

Phil Absher
Gelynda Capel
George Gilbreath
Gordon Knowles
Samuel Martin
Johnny McKinnon

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

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

Approval of January Committee Minutes – Appendix V

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

Legislative Update – Appendix V1

Dr. Bledsoe presented Appendix V1, final draft of 2018-19 Legislative Priorities. He noted that the two most important items for Montgomery Community College are the cap tuition at 12 credit hours and allowing colleges to earn FTE for classes taught in local jails.

Community Colleges Holiday Leave Policy– Appendix W

Dr. Bledsoe presented Community College Holiday Leave Policy, Appendix W.

Public Relations/Marketing Update – Michele Haywood – Appendix X

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

There being no further business, the meeting adjourned at 6:38 p.m.

LEGISLATIVE PRIORITY	2018-19	
	RECURRING	NON-RECURRING
CLOSING THE SKILLS GAP: INVEST IN SHORT-TERM WORKFORCE TRAINING PROGRAMS LEADING TO INDUSTRY CREDENTIALS		
<p><i>Fund short-term continuing education programs in Tier 1A, 1B & Tier 2 at the same rate as curriculum programs.</i></p> <ul style="list-style-type: none"> Ensures local business & industry has quick & easy access to a highly-skilled, well-trained workforce. Allows colleges to quickly start or expand workforce con-ed programs in response to local need & not be bound by traditional academic calendar. 	\$16,516,449	
MODERNIZE INFORMATION TECHNOLOGY SYSTEM		
<p><i>Fund modernization of Enterprise Information Technology System.</i></p> <ul style="list-style-type: none"> Modernize outdated IT system used by all 58 colleges to ensure a sustainable system that enables efficient and consistent operations benefitting both students and faculty/staff. 	\$15,000,000	
ENSURE COLLEGES CONTINUE TO HAVE DIRECT ACCESS TO IT STAFF		
<p><i>Exempt System Office from transfer to the Department of Information Technology (DIT).</i></p> <ul style="list-style-type: none"> The transfer would compromise the ability of the President and State Board to set IT priorities for the 58 community colleges, and placing IT staff under a Cabinet agency would be detrimental to colleges. 	No appropriation.	
INCENTIVIZE STUDENT ACCESS & COMPLETION		
<p><i>Cap Tuition at 12 Credit Hours.</i> Currently, students must pay tuition up to a maximum of 16 credit hours. Capping tuition at 12 hours:</p> <ul style="list-style-type: none"> Could incentivize increased credit-hour enrollment leading to faster completion. Reduces costs to students and families. Brings the Community Colleges in line with the UNC System. 	\$19,306,774	
<p><i>Fund State Bd. of Community Colleges approved multi-campuses.</i> Support new multi-campus college locations to provide additional access to a State-Board approved convenient locations:</p> <ul style="list-style-type: none"> Forsyth Tech Transportation Campus Wake Tech RTP Campus Richmond Community College Scotland County Campus 	\$1,644,876	
<p><i>Allow Colleges to Earn FTE for Instruction in Local Jails.</i> Currently, colleges can provide classes to inmates on a self-support basis only. Changing this will incentivize colleges to provide more short-term job skill training, an important component for reducing recidivism.</p>	No appropriation.	
ENSURE HS STUDENTS ARE CAREER & COLLEGE READY		
<p><i>Fund professional development to implement the Career & College Ready Graduate Program.</i> Funding to support the development & delivery of professional development for high school faculty who will be teaching developmental (remedial) math and English to seniors through the Career & College Ready Graduate Program.</p>	\$135,000	\$220,000
ENSURE STUDENTS HAVE ACCESS TO 21ST CENTURY EQUIPMENT		
<p><i>Invest in up-to-date equipment.</i></p> <ul style="list-style-type: none"> Ensure students are trained on modern equipment and in modern facilities so they are ready to perform in the workplace on day 1. Allow colleges to spend these funds over 36 months to enable colleges to plan for & equip projects including those funded with ConnectNC bonds. 		\$15,000,000
SUPPORT FACULTY AND STAFF		
<p><i>Allow Performance-Based Funding Bonuses.</i> Allow community colleges to use their performance-based funds for performance-based bonuses for faculty & staff.</p>	No appropriation. Statutory change.	
<p><i>Increase College Faculty & Staff Salaries.</i> Provide salary increase for faculty & staff in the same amount as State Employees. Average faculty salaries were ranked 41 out of 50 states (SREB 2015-16).</p>	Same as State employees.	
TOTAL	\$52,603,099	\$15,220,000

College	Recurring Short-Term Workforce	Non-Recurring Equipment
Alamance CC	\$137,069	\$276,141
Asheville-Buncombe TCC	\$267,011	\$434,124
Beaufort County CC	\$112,301	\$125,896
Bladen CC	\$130,791	\$123,927
Blue Ridge CC	\$170,017	\$169,999
Brunswick CC	\$191,160	\$138,768
Caldwell CC & TI	\$548,560	\$235,907
Cape Fear CC	\$340,994	\$483,361
Carteret CC	\$163,546	\$154,665
Catawba Valley CC	\$323,741	\$289,224
Central Carolina CC	\$424,142	\$359,212
Central Piedmont CC	\$226,496	\$948,727
Cleveland CC	\$319,006	\$213,961
Coastal Carolina CC	\$359,144	\$270,444
College of The Albemarle	\$132,811	\$166,412
Craven CC	\$346,696	\$206,505
Davidson County CC	\$166,401	\$259,541
Durham TCC	\$209,180	\$288,943
Edgecombe CC	\$123,195	\$177,525
Fayetteville TCC	\$1,919,890	\$729,338
Forsyth TCC	\$337,278	\$496,655
Gaston College	\$87,427	\$319,541
Guilford TCC	\$481,385	\$630,933
Halifax CC	\$57,566	\$126,178
Haywood CC	\$124,403	\$151,570
Isothermal CC	\$137,274	\$166,974
James Sprunt CC	\$104,953	\$123,223
Johnston CC	\$420,840	\$268,193
Lenoir CC	\$1,326,864	\$283,105

College	Recurring Short-Term Workforce	Non-Recurring Equipment
Martin CC	\$118,573	\$97,620
Mayland CC	\$210,368	\$130,328
McDowell TCC	\$44,489	\$117,456
Mitchell CC	\$164,172	\$184,911
Montgomery CC	\$64,354	\$108,030
Nash CC	\$217,998	\$215,509
Pamlico CC	\$26,714	\$86,717
Piedmont CC	\$275,606	\$143,059
Pitt CC	\$295,390	\$496,233
Randolph CC	\$178,839	\$205,450
Richmond CC	\$279,680	\$204,395
Roanoke-Chowan CC	\$176,924	\$96,987
Robeson CC	\$396,706	\$191,101
Rockingham CC	\$70,777	\$138,417
Rowan-Cabarrus CC	\$455,524	\$358,298
Sampson CC	\$165,938	\$142,285
Sandhills CC	\$189,155	\$262,214
South Piedmont CC	\$428,470	\$147,490
Southeastern CC	\$172,972	\$200,456
Southwestern CC	\$202,811	\$196,939
Stanly CC	\$141,727	\$210,374
Surry CC	\$283,356	\$220,503
Tri-County CC	\$115,807	\$113,094
Vance-Granville CC	\$212,037	\$211,921
Wake TCC	\$1,320,389	\$1,136,041
Wayne CC	\$139,296	\$239,143
Western Piedmont CC	\$108,073	\$164,372
Wilkes CC	\$209,867	\$212,132
Wilson CC	\$160,296	\$149,533
TOTAL	\$16,516,449	\$15,000,000

LOCAL IMPACTS



2018-19 TALKING POINTS FOR TOP LEGISLATIVE PRIORITIES

INVEST IN SHORT-TERM WORKFORCE TRAINING PROGRAMS LEADING TO INDUSTRY CREDENTIALS

Fund short-term continuing education programs in high cost/high demand areas at the same rate as curriculum programs.

\$16,525,254 Recurring Funds

Increased Funding for Short-Term Workforce Training Programs Helps Business & Industry and Students.

Less Regulation: Do not have to wait for State Board of Community Colleges and accreditation agency (SACS) approvals.

Flexible Scheduling

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

Lower Cost to Students & Families

- Continuing education fees are lower than curriculum tuition costs.
 - Curriculum Tuition: \$76/credit hour for NC residents & \$268/credit hour for non-residents.
 - Workforce Continuing Education Registration Fee: \$180 per course.
- Students would not be eligible for federal financial aid, but because of the greatly reduced cost, local scholarship programs could support many more students.

Instructional Options Based on Local Needs

- Colleges would continue to have the option to offer curriculum programs where an academic credential is required or desired by an employer for employment.
- Ensures local business & industry has quick & easy access to a highly-skilled, well-trained workforce.

MODERNIZE INFORMATION TECHNOLOGY SYSTEM

Fund modernization of Enterprise Information Technology System.

\$15,000,000 Recurring Funds

Funding for a New IT System Increases Student Success & Outcomes & Boosts Data-Driven Decision-Making

Current IT System Used by 58 Community Colleges Is Outdated, Inefficient & At End-of-Life:

- Cannot be sustained due to age and customizations to system.
- Not user-friendly, especially for our students who increasingly want to access information on their mobile devices.
- Does not readily provide information necessary to make data-driven decisions.

Modernized IT System Will Have Long-Term Return-On-Investment

- Will increase efficiencies, reduce risks, and improve services to students, including recruitment, engagement & retention.
- Will improve information provided to key stakeholders, including the General Assembly and business & industry partners.
- Will increase data quality and data integrity.



2018-19 Talking Points for Top Legislative Priorities (cont'd)

ENSURE COLLEGES CONTINUE TO HAVE DIRECT ACCESS TO IT STAFF

Exempt System Office from transfer to the Department of Information Technology (DIT).

No appropriation required.

IT Staff Should Remain with the System Office to Ensure that Community Colleges Remain Efficient & Effective

CC System Office IT Staff Critical to Statewide Community College Mission

- Community College System Office IT staff work **directly** with the 58 colleges.
- IT staff work closely with other System Office staff to ensure IT changes necessary to implement policy changes are timely implemented.

Community Colleges' IT Needs Are Unique From Other State Agencies

- Higher education IT needs and expertise are significantly different than IT needs in other State agencies.
- Community College IT staff must understand IT as it relates to student registration, financial aid, and transcripts.

CC System President & State Board of Community Colleges Should Retain Direct Control of Community College IT Assets

- Transferring System Office IT staff to DIT will put them in a Cabinet Agency and no longer under the supervision of the System President & the State Board of Community Colleges, which would be detrimental to local colleges.
- System President and State Board of Community Colleges would no longer have direct control over execution of IT priorities.
- Local community college presidents & staff will no longer be able to contact the System Office when they need IT assistance.
- IT staff at our higher education partner – the UNC System – are exempt from transfer to DIT.

INCENTIVIZE STUDENT ACCESS & COMPLETION

Lower Cap on Tuition from 16 Credit Hours to 12 Credit Hours.

\$19,306,774 Cost to the State

Capping Tuition at 12 Credit Hours Benefits Students, Their Families, and Business & Industry

Incentivizes Faster Completion

- May incentivize increased credit-hour enrollment, leading to faster completion and entry into the workforce.

Lower Costs

- Reduces costs to students and families.

Further Aligns Community Colleges with the UNC System

- Tuition at UNC institutions is capped at 12 credit hours per semester.

Public Relations / Marketing Highlights February 2018

Marketing in February

- Outdoor-oriented vs. Technology-oriented or The Best of Both Worlds
 - Our February program feature in the Montgomery Herald was about the Information Technology program. Because the college brand is focused on our outdoor-oriented programs, it has been suggested that there may be a perception that outdoor programs are the only ones we do well. The article was a step toward dispelling that perception by focusing on the multiple job offers students got and the fact that they all went straight to work after graduating.
 - A new video for the Information Technology program is being produced and will be placed on the website and on YouTube so prospective students can get more familiar with what we offer.
- NC Works Career Center – A new webpage was created for the NC Works Career Center that helps people find employment and training assistance information online. This page will eventually be incorporated into all new, completely redesigned Continuing Education web pages.
- Marketing Team met and revisited the feasibility of online registration for continuing education classes. The team felt there was a huge market we were missing because students were not able to register and pay online. The IT department is now working on online enrollment for Continuing Education and we hope to see that rolled out in the very near future.
- Instagram: It's not just for your grandkids anymore! MCC has a great potential to reach our younger audience by posting our photos on Instagram. Webmaster, Taylor Sarks, has used Instagram very successfully and has suggested many ways to utilize this platform to reach a very specific, very engaged audience. We will be starting an Instagram account this month. Look for Instagram analytics in future board reports.
- Coming Soon
 - Annual Report 2017
 - Signage for the Biscoe Center
 - Mid-Atlantic Woodsman's Meet publicity
 - Carolina All Out advertising
 - Continuing Education webpages redesign

Facebook Top Posts for February

In January, Facebook once again changed its algorithms so that less public content and more "friends and family" content will be seen. Businesses are seeing a significant decrease in organic reach as played out in the numbers below.

The way to ensure continued viewable content is to attempt to spark engagement. The more people talking about our content, the more we get viewed. Note: Facebook Live videos will be favored under the new algorithms because they generally get more interactions than regular videos and regular posts.

Total Likes 2040 (Up 7 from 2033 in January)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	2/24	MCC receives \$10K grant from REMC	646	60	9%
MCC	2/20	Beginner pottery class	540	44	8%
MCC	2/14	"Board of Trustees Live" minutes	484	58	12%

Institutional Status Committee
Wednesday, March 14, 2018
6:25 p.m.

Committee Members

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

Agenda Items:

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

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 14, 2018 at 6:38 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Susan Eggleston

Absent

Claudia Bulthuis
Susan Hershberger

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; and Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison.

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

Committee roll was taken by Vice Chairman Gilbreath, and all committee members were present, except Claudia Bulthuis and Susan Hershberger.

Approval of November Committee Minutes – Appendix Y

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

I-9 Form – Appendix Z

Dr. Bledsoe asked all members present to have their forms ready for Mrs. Ervin during the dinner break.

There being no further business, the meeting adjourned at 6:39 p.m.

Montgomery Community College
SGA Report
March 14, 2018 Board of Trustees Meeting

SGA Updates and Highlights

- Spring Fling plans are being finalized; vendors and activities have been determined.
- The Student Ambassadors will be helping with the Mid-Atlantic Woodsmen's Meet in April.
- Club fundraisers
 - The Human Services club will be selling hot dogs March 19.
 - The PBL group will be selling barbeque plates March 29.
- Applications for the 2018-2019 Student Ambassador program are being reviewed.

**President's Report
March 14, 2018**

Activities since the February Board Meeting

2/14/18	Board of Trustees Meeting
2/15/18	Spring IIPS Planning Meeting - Week 2 Updates
2/16/18	Met with Montgomery County Chamber of Commerce
2/19/18	Randolph Electric Donation
2/20/18	Chamber of Commerce Tourism Meeting
2/21/18	Central High School Meeting
2/23/18	Foundation Lunch
2/28/18	Page Street 5 th Graders on Campus
3/5/18	Completed Ethics Training
3/6/18	Law Enforcement Breakfast

Upcoming Activities

3/14/18	Board of Trustees Meeting
3/20/18	Montgomery County Commissioners Retreat
3/20/18	NACCIA Meeting
3/21/18	2018 Diversity Celebration Event
3/23/18	Board Retreat



Board of Trustees Calendar of Events

2018

March 14, 2018	5:30 p.m.	Committee/Board Meeting
March 23, 2018	12:30 p.m.	Community Partners Luncheon
March 23, 2018	8:30 a.m.	Board Retreat
April 11, 2018	5:30 p.m.	Committee/Board Meeting
April 11-13, 2018		NCACCT Law/Legislative Seminar
April 12, 2018	8:00 a.m.	State Ethics Training, Raleigh, NC
April 16, 2018		SEI Forms Due
April 20, 2018		MCC Foundation Golf Tournament
April 25, 2018	12:00 p.m.	Lunch with Legislators MCC Capel Hall
May 8, 2018	7:00 p.m.	Practical Nursing Pinning Ceremony
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
June 13, 2018	5:30 p.m.	Committee/Board Meeting
July, 2018		No Board Meeting
August 8, 2018	11:30 a.m.	Foundation Board Meeting
August 8, 2018	5:30 p.m.	Committee/Board Meeting
September 12, 2018	5:30 p.m.	Committee/Board Meeting
October 10, 2018	5:30 p.m.	Committee/Board Meeting
November 14, 2018	11:30 a.m.	Foundation Board Meeting
November 14, 2018	5:30 p.m.	Committee/Board Meeting
December 7, 2018		Board Christmas Dinner
December, 2018		No Board Meeting