



MONTGOMERY COMMUNITY COLLEGE

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MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, May 9, 2018 at 5:00 p.m. at the Montgomery Community College Boardroom. The Board will meet as a committee of the whole.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

Approval of April Committee and Board Meeting Minutes – Appendix A – Action

Standing Committees

* **Budget & Finance Committee**

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

March Foundation Fund Statements – **Appendix C**

Foundation Update – Korrie Ervin

* **Building & Grounds Committee**

Facilities Report – **Appendix D**

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

Incident Report – **Appendix F**

Approval of 3-1 President's Office Renovations – **Appendix G – Action**

* **Personnel Committee**

Personnel Appointments

Director of Business and Industry – **Appendix J**

Request for Foreign Language Instructor – **Appendix K – Action**

Closed Session – Pursuant to North Carolina General Statute section 143-318.11(a)(1) to prevent the disclosure of information that is confidential or privileged pursuant to North Carolina General Statute section 115D-27, to discuss personnel information.

- * **Curriculum/Student Services Committee**
 - Update from Vice President of Instruction
 - Instruction – **Appendix L**
 - Continuing Education – **Appendix M**
 - Prison Transition Update – **Dr. Chad Bledsoe**
 - Update from Vice President of Student Services – **Appendix N**

- * **Legislative/Public Relations Committee**
 - Legislative Update – **Dr. Chad Bledsoe**
 - North Carolina Community College System President – **Appendix O**
 - Update of SB420 – **Appendix P**
 - Holiday Leave – **Appendix Q**
 - Public Relations/Marketing Update – **Michele Haywood – Appendix R**

- * **Institutional Status Committee**
 - Revision to Board of Trustee By-Laws – **Appendix S – Second Reading – Action**
 - Board Self-Evaluation – **Appendix T**

- * **SGA Report – Appendix U**

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

- * **Chairman’s Report – Claudia Bulthuis**
 - Calendar of Events – **Appendix W**

- * **Adjourn – Action**

Minutes

Regular Meeting of the Board of Trustees Montgomery Community College

Wednesday, April 11, 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
Claudia Bulthuis
Gelynda Capel
Paula Covington
Susan Eggleston
George Gilbreath

Gordon Knowles
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price
Matthew Monroe, SGA
President

Absent

Susan Hershberger

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Savannah Heath, Shavier Mason, Andrew Gardner and Marsha Mabry, who will be giving a presentation to the Board later tonight.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the agenda for the April 11, 2018 Board of Trustees meeting. The motion carried.

Board of Ethics

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

No conflicts were declared.

Board Presentation – Marsha Mabry, Department Chair, Information Technology

Ms. Mabry gave a presentation to the Board regarding the Information Technology program.

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

Mrs. Bulthuis noted a correction to be made to the minutes. Mrs. Eggleston was listed in, in error, as a member of the Personnel and Institutional Status committee.

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the April Board and Committee minutes as amended. The motion carried.

STANDING COMMITTEE REPORTS

Budget and Finance Committee – Susan Eggleston, Chairman

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

- The committee reviewed the March 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 reviewed the 2018-2019 Write Offs. The committee approved and Mrs. Eggleston made a motion to approve the Write Offs. Coming from committee, this required no second. The motion carried.
- The committee received Board Policy 413.00 Travel Regulation for second reading. The committee approved and Mrs. Eggleston made a motion to approve the Revisions to Board Policy 413.00 Travel Regulation as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received the Grants Update, a Foundation Update and the Foundation Fund Statement for February.

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.
- The committee received an update on construction projects and timeline.
- The committee received an update on the HVAC unit replacement in Capel Hall.

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:

- The committee received a resignation from Claudette Thomas, Custodian; The committee received a notice of retirement from Dot Wilkes, Library Technician Assistant; The

committee received three Personnel Appointments, Savannah Heath; Director of the Small Business Center, Shavier Mason, Assistant to the Dean; and Andrew Gardner, Dean of Continuing Education.

- The committee received Board Policy Section 200 revisions for second reading. The committee approved and Mrs. Capel made a motion to approve the Board Policy Section 200 revisions as a matter of information. Coming from committee, this required no second. The motion carried.

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, and Student Services.

Legislative/Public Relations Committee – Andrea Marshall, Chairman

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

- The committee received a Legislative update from Dr. Bledsoe.
- The committee received a Public Relations/Marketing update from Michele Haywood.

Institutional Status Committee – Johnny McKinnon, Chairman

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

- The committee received a recommended revision to the Board of Trustee By-laws as a first reading.
- The committee received the Board Self-Evaluation form as a first reading.

SGA Report – Appendix X – Beth Smith

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

President's Report – Dr. Chad Bledsoe – Appendix DD

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

- He attended a trip to Old-Salem with gunsmithing students.
- The local budget request was presented at the County Commissioners Retreat.
- Blair Hall building plans were presented to employees.
- April 11-13, NCACCT Law/Legislative Seminar in Raleigh.
- Lunch with Legislators will be on April 24.
- Robert Nelson has resigned as Dean of Arts and Sciences.

Chairman's Report – Claudia Bulthuis, Chairman

Calendar of Events – Appendix CC

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

- April 11-13, NCACCT Law/Legislative Seminar in Raleigh.
- Golf Tournament on April 20.
- BLET Graduation on May 1
- Practical Nursing Pinning Ceremony, May 8, 2018.
- Graduation will be May 9, 2018.
- Southern Correctional Graduation on May 11, 2018.
- SEI forms are due April 16.

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

Mr. Knowles made a motion, seconded by Mr. Price, to come out of closed session at 7:53 p.m. The motion carried

The Board complimented Dr. Bledsoe on his evaluation.

Mr. Martin made a motion, seconded by Mr. Knowles to send the official report to the State Board.

Mr. Knowles made a motion to adjourn, seconded by Mrs. Eggleston. The motion carried.

There being no further business, meeting adjourned.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 5:31 p.m. in the College Boardroom

Present

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

Absent

Susan Hershberger

Others Present

Gelynda Capel
Paula Covington
George Gilbreath
Andrea Marshall
Samuel Martin
Johnny McKinnon
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

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

Approval of March Committee Minutes – Appendix A

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

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

Mrs. McBride presented Appendix C, the March Local, State and Institutional Funds Financial Reports.

- As of March 31, 2018, County fund expenditures were \$552,922, or 72% of budget.
- As of March 31, 2018, there were \$250,187 in funds for capital expenditures.
- As of March 31, 2018, State fund expenditures were \$5,412,816, or 71% of budget.
- As of March 31, 2018, Institutional funds balance was \$ 619,896.
- As of March 31, 2018, the balance in the STIF account was \$190,267.

Mr. Knowles made a motion, seconded by Mrs. Bulthuis, to approve the March Local, State and Institutional funds report. The motion carried.

Write offs– Appendix D – Action

Mrs. McBride presented the Write Offs located in Appendix D.

Board Policy 413 Revisions – Appendix E – Second Reading – Action

Mr. Knowles made a motion seconded by Mr. Absher to approve the Board Policy 413 Revisions. The motion carried.

Grant Update – Appendix F

Mrs. Ervin presented Appendix F. She noted that the College has applied for a Montgomery Fund Grant which provides childcare and homework tutoring assistance to the children of ESL students at the college. Also, the college received a \$15,000 grant ending in June 2019, for scholarship assistance for students through Continuing Education.

Fund Statement – Appendix G

Mrs. Ervin presented the Fund Statement located in Appendix G.

Foundation update

Mrs. Ervin reported that \$13,750 was raised during the Woodsman's meet.

She noted that the golf tournament is coming up with 17 confirmed teams.

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

**Building & Grounds Committee
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 5:42 p.m. in the College Boardroom.

Present

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

Absent

Susan Hershberger

Others Present

Phil Absher
Paula Covington
Susan Eggleston
George Gilbreath
Andrea Marshall
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

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

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

Approval of March Committee Minutes – Appendix H

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

Facilities Report – Appendix I

Mrs. McBride presented Appendix I, she noted that the maintenance crew installed two study rooms in the library. Also, new banners have been installed at the Biscoe HVAC center.

Construction Update and Building Projects Timeline – Appendix J

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

He noted that the Blair Hall roof replacement has been approved for the first phase of schematics, and the HVAC upgrades are being finalized for review.

He also reported that the replacement of the HVAC unit in Capel Hall has been awarded.

Blair Hall Update – Appendix K – Dr. Chad Bledsoe

Dr. Bledsoe presented the schematic of the proposed renovations of Blair Hall.

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

**Personnel Committee
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 5:55 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Susan Eggleston
Gordon Knowles
Andrea Marshall
Johnny McKinnon
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

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

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

Approval of March Committee Minutes – Appendix L

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

Notice of Resignations – Custodian – Appendix M

The committee received the resignation of Claudette Thomas, Custodian

Notice of Retirement – Library Technician Assistant – Appendix N

The committee received the retirement of Dot Wilkes, Library Technician Assistant.

Personnel Appointments – Appendix O, Appendix P, and Appendix Q

The committee received three Personnel Appointments to be introduced later this evening.

Revisions to Section 200 of Board Policy Manual – Appendix R – Second Reading – Action

Mr. Absher made a motion, seconded by Mrs. Bulhuis, to approve the Revisions to Section 200 of the Board Policy Manual. The motion carried

There being no further business, the meeting adjourned at 5:58 p.m.

**Curriculum/Student Services Committee
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 5:58 p.m. in the College Boardroom.

Present

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

Absent

Others Present

Phil Absher
Gelynda Capel
Paula Covington
George Gilbreath
Gordon Knowles
Johnny McKinnon
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

Mr. Martin, Chairman called the meeting to order.

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

Approval of March Committee Minutes – Appendix S

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

Update from Vice President of Instruction – Appendix T and Appendix U

Mr. Proctor gave an update on Instructional Activities as presented in Appendix T.

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

Update from Vice President of Student Services – Appendix V

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

There being no further business, the meeting adjourned at 6:15 p.m.

**Legislative/Public Relations Committee
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 6:15 p.m. in the College Boardroom.

Present

Andrea Marshall, Chairman
Claudia Bulthuis
Paula Covington
Bill Price

Absent

Susan Hershberger

Others Present

Phil Absher
Gelynda Capel
Susan Eggleston
George Gilbreath
Gordon Knowles
Samuel Martin
Johnny McKinnon
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

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

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

Approval of March Committee Minutes – Appendix W

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

Legislative Update – Appendix X

Dr. Bledsoe gave a Legislative update, he also noted that he will be attending the NCACCT on April 11-13 with several Board members.

The 2018 Lunch with Legislators will be on April 24, 2018.

Public Relations/Marketing Update – Michele Haywood – Appendix Y

Mrs. Haywood presented Appendix Y, the Public Relations/Marketing Update. She gave a presentation on the new Montgomery Community College Instagram page. She also noted the startup of a YouTube channel for the college to take place soon.

There being no further business, the meeting adjourned at 6:22 p.m.

**Institutional Status Committee
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, April 11, 2018 at 6:22 p.m. in the College Boardroom.

Present

Johnny McKinnon, Chairman
George Gilbreath, Vice Chairman
Claudia Bulthuis

Absent

Susan Hershberger

Others Present

Phil Absher
Gelynda Capel
Paula Covington
Susan Eggleston
Gordon Knowles
Andrea Marshall
Samuel Martin
Bill Price
Matthew Monroe, SGA President

Also present were Dr. Chad Bledsoe, President; Lee Proctor, Vice President of Instruction; Beth Smith, Vice President of Student Services; Jeanette McBride, Vice President of Administrative Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Savannah Heath, Director of the Small Business Center; Shavier Mason, Assistant to the Dean of Continuing Education; and Andrew Gardner, Dean of Continuing Education.

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

Committee roll was taken by Chairman McKinnon, and all members were present except Mrs. Hershberger

Approval of March Committee Minutes – Appendix Z

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

Revision to Board of Trustee By-Laws – Appendix AA – First Reading

Dr. Bledsoe noted the recommended revisions to the Board By-Laws to give the Board a yearly self-evaluation to review the functions, strengths, and concerns of the Board.

Board Self-Evaluation Survey – First Reading – Appendix BB

The committee received a Board Self-Evaluation form as first reading.

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

Montgomery Community College
County Funds - Board Report for April 2018

County Funds - April 2018		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Spend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	5,000	1,000	83%
514000	FT Svc/Maint/Skilled Craft	152,646	11,126	127,754	24,892	84%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	68,650	13,701	83%
518100	Social Security	18,160	1,360	15,053	3,107	83%
518200	Retirement	41,089	3,079	34,005	7,084	83%
518300	Medical Insurance	46,271	3,460	37,357	8,914	81%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	13,000	850	9,574	3,426	74%
519120	Lawns and Grounds Service	1,000	250	1,000	-	100%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,000	1,661	15,497	1,504	91%
522000	Maintenance Supplies	18,500	1,233	14,398	4,102	78%
524000	Repair Supplies	13,500	374	6,863	6,637	51%
525000	Gas/Travel/Reimbursement	5,322	(63)	1,414	3,908	27%
531110	In-State Ground	217	-	217	(0)	100%
531140	In-State Lodging	583	-	583	(0)	100%
531150	In-State Meals	39	39	39	0	99%
531500	Regisistration Fees	1,175	330	1,045	130	89%
532200	Telephone	14,500	959	11,627	2,873	80%
533100	Heat	36,917	346	36,333	584	98%
533200	Water	11,000	68	8,919	2,081	81%
533300	Electricity	188,000	14,797	159,675	28,325	85%
533400	Garbage/Sewage Disposal	9,485	851	8,952	533	94%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	-	14,828	672	96%
535201	Repairs to Grounds-Supp	8,388	2,763	6,654	1,734	79%
535400	Service Contracts	14,739	1,176	9,540	5,199	65%
539200	PR-President's Office	600	21	201	399	34%
539500	Other Current Expense	4,000	-	1,070	2,930	27%
543000	Lease/Rental Other Equipment	4,817	383	3,451	1,366	72%
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	169	1,678	377	82%
545302	EAP Program Expense	1,823	140	1,543	280	85%
546100	Membership & Dues	1,440	-	1,440	-	100%
555100	Minor Equipment High	1,324	1,074	1,324	(0)	100%
Total Current Expense		768,000	53,799	606,721	161,279	79%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's February 2018 Report	\$ 454,879
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	57,883
	632,105
Total Revenue	632,105
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 (\$22K), Lighting (\$5K) Security Cameras (\$5K), Chiller Loop Repair (\$9K), Bladesmithing Shelter (\$1.4K)	(98,938)
	65,752
Sub-total Life-to-date Revenues less Submitted Projects	65,752
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
	\$ 240,752
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 4/30/18	

Montgomery Community College
State Funds - Board Report for April 2018

State Funds - April 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	139,254	11,605	116,045	23,209	83%
511200 FT Senior Administrator	238,968	19,914	199,140	39,828	83%
511300 FT Professional Staff	976,958	72,780	798,605	178,353	82%
511310 PT Professional Staff	60,612	1,080	18,437	42,175	30%
511340 30 Hour Professional St	60,055	-	-	60,055	0%
512000 FT Support	60,780	5,065	50,650	10,130	83%
512010 PT Support	30,327	2,775	26,384	3,943	87%
512040 30 Hour Support	14,304	-	14,304	-	100%
513000 FT Faculty	1,800,428	155,603	1,518,797	281,631	84%
513010 PT Faculty	726,627	76,452	591,806	134,821	81%
513030 PT Teaching Assistant	12,100	1,000	11,100	1,000	92%
513040 30 Hour Faculty	32,706	2,726	27,192	5,514	83%
515000 FT Technical/Paraprofes	416,846	39,673	345,061	71,785	83%
515010 PT Technical/Paraprofes	95,268	7,846	77,787	17,481	82%
518100 Social Security	343,384	28,907	276,726	66,658	81%
518200 Retirement	651,909	55,067	545,636	106,273	84%
518300 Medical Insurance	417,624	34,031	344,450	73,174	82%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	47,616	3,419	45,514	2,102	96%
519000 Legal Services	726	-	-	726	0%
519020 Sys Implementation/Inte	5,300	-	-	5,300	0%
519040 Administrative Services	3,099	110	1,550	1,549	50%
519140 WAN Support Services	30,000	-	30,000	-	100%
519142 LAN Support Services	4,237	-	-	4,237	0%
519144 Managed Server Support	9,800	-	6,848	2,952	70%
519200 Other Contractual	5,000	-	2,350	2,650	47%
519400 Contracted Instr	55,544	3,625	36,783	18,761	66%
519401 Online Tutoring Contrac	18,864	7,000	18,864	0	100%
519700 Personal Serv - 3rd Par	15,760	630	15,760	-	100%
523XXX Copies & Instr Suppl	155,460	20,451	124,201	31,259	80%
527000 Other Supplies	59,941	16,511	45,095	14,846	75%
527005 Tires, Oil Changes, Oth	1,439	-	1,338	101	93%
531110 In-State Ground Transpo	16,190	630	10,574	5,616	65%
531140 In-State Lodging	17,060	1,617	11,264	5,796	66%
531150 In-State Meals	5,016	272	2,250	2,766	45%
531210 Out-of-State Ground Tra	2,630	490	2,069	561	79%
531220 Out-of-State Air Transp	3,674	-	3,265	409	89%
531240 Out-of-State Lodging	10,077	755	6,623	3,454	66%
531250 Out-of-State Meals	2,490	369	2,125	365	85%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,294	-	1,288	1,006	56%
531500 Registration Fees	32,681	5,025	23,405	9,276	72%
532100 Postage	11,636	-	3,793	7,843	33%
532337 Managed Server Support	9,089	-	1,064	8,025	12%
532700 Software Subscriptions	8,134	-	7,745	389	95%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

Montgomery Community College
State Funds - Board Report for April 2018

State Funds - April 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535100 Equipment Repair	14,047	1,449	8,542	5,505	61%
535120 Repairs-Voice Communicatio	722	722	722	(0)	100%
535400 Service Contracts	325	-	225	100	69%
535430 Maint Agreement-Equipme	5,182	724	3,218	1,964	62%
535450 Maint Agreement-NonWAN	42,107	-	31,849	10,258	76%
535494 Maint. Agree.-Server Sf	7,477	-	7,477	(0)	100%
535495 Maint. Agree.-Server	3,285	-	3,285	(0)	100%
537000 Advertising	57,519	9,315	29,574	27,945	51%
535491 Maint. Ag LAN Equip	6,927	6,247	6,247	680	90%
537100 Advertise Vac Positions	12,000	1,182	11,164	836	93%
539400 Magazine/Newspaper Subs	2,475	(9)	1,465	1,010	59%
539500 Other Current Expense	250	-	175	75	70%
539520 Electronic Processing	11,000	1,580	8,591	2,409	78%
539700 Childcare - 530 Purpose	22,683	2,828	17,994	4,689	79%
539720 Project Skill-Up Student Assi	15,000	-	-	15,000	0%
542403 Rental/Lease Servers	3,840	320	3,200	640	83%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	28,019	2,608	9,779	18,240	35%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	18,810	2,000	7,916	10,894	42%
546200 Accreditation Ex	9,264	200	9,014	250	97%
555100 Minor Equipment Low	18,924	9,986	17,105	1,819	90%
555200 Minor Equip High	17,063	-	3,316	13,747	19%
Total Current Expense	6,916,722	614,580	5,549,757	1,366,965	80%
552070 Lan-Equipment	53,545	53,545	53,545	(0)	100%
553000 Educational Equipment	509,923	314	444,185	65,738	87%
553010 Other Ed DP Equipment	16,743	-	-	16,743	
555100 Minor Equipment Low Risk	10,000	-	(2,023)	12,023	-20%
555200 Minor Equip High Risk	50,412	-	27,229	23,183	54%
556100 Books	25,985	6,038	14,600	11,385	56%
Total Capital Expense	666,608	59,897	537,536	129,072	81%
Total Expenses	7,583,330	674,477	6,087,293	1,496,037	80%

Montgomery Community College
Institutional Funds - Board Report for April 2018

Appendix B

Institutional Funds - April 2018		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
01-121	Pell Overpayments	-	-	-	-	350
01-128	Veterans Reporting Fee	-	-	336	400	738
01-132	Overhead Receipts 75%	140	133	2,443	2,046	13,403
01-133	Current General & Misc	83	83	1,463	1,323	12,027
01-134	Admin Support	50	(1,085)	1,048	1,493	0
01-135	Overhead Receipts 25%	47	-	814	-	8,289
1 01-142	Textbook Rental	16	63	28,741	41,583	(3,250)
01-222	Forestry Program	-	-	-	4,175	5,870
01-291	Specific Fees: Medical	-	-	465	509	2,577
01-291	Specific Fees: Electron	106	-	794	-	2,903
01-291	Specific Fees: Gunsmith	40	-	7,820	14,104	35,841
01-291	Specific Fees: Phlebotomy	-	-	100	-	400
01-291	Specific Fees: Taxiderm	63	-	1,104	3,665	11,005
01-291	Specific Fees - LP	13	-	2,313	-	8,469
01-291	Specific Fees: Dental	-	50	2,533	1,188	5,173
01-291	Specific Fees: NET/TEAS	192	-	3,216	1,800	5,330
01-291	Specific Fees: HVAC	-	-	175	-	175
01-294	Live Projects: Taxiderm	-	-	-	-	349
01-314	Scrap Metal Fund HVAC	-	-	158	-	717
01-315	Self Supporting	11,477	8,929	65,208	37,045	71,990
01-331	Community Service	-	-	-	-	4,275
01-352	Career Readiness	-	-	631	440	2,079
01-363	Small Business Center	203	-	1,843	1,645	7,471
01-391	Specific Fees: Occ. Ext	2,020	1,048	17,915	9,418	71,294
01-394	Horticulture: Live Proj	-	-	-	-	878
01-621	Operational Funds	9,342	10,446	12,350	45,742	26,813
01-622	Sales Tax Utilization	15,178	10,961	100,938	98,938	2,000
01-715	Vending	652	652	6,700	6,700	-
01-716	Bookstore Vending	50	50	50	50	-
02-131	College Work Study	3,921	3,921	22,357	22,357	-
02-228	Self Supp. Curriculum	-	909	-	3,576	23,610
02-229	Distance Learning	12	-	111	-	-
02-237	Perkins Prof Dev					
02-238	Perkins Prof Develop					
02-241	Perkins Automation Soft					
02-292	Tech Fee-Curr	1,244	435	18,018	43,580	86,881
02-383	Fire Training Center Gr	7,744	667	11,178	19,369	2,619
02-392	Tech Fee: Con Ed	-	-	5	-	1,958
2 02-425	NCWorks Grant Adult Services	11,999	7,624	51,041	65,980	(14,939)
2 02-427	NCWorks Grant Dislocated Worker	1,732	2,181	12,684	16,868	(4,184)
3 02-429	Vo-Ed PT Curr Support	748	750	6,901	7,651	(750)
3 02-511	Voc-Ed Counseling	960	960	8,642	9,602	(960)
3 02-512	Voc-Ed Tutor Funds	-	347	3,176	3,806	(631)
02-823	FSEOG	-	-	12,539	12,539	-
4 02-824	Pell Grant	21,498	21,064	1,049,477	1,049,477	(4,015)
02-831	Educ. Lottery Schol.	838	663	30,422	30,247	175
02-833	Golden LEAF	-	-	11,746	10,270	1,477
02-835	NC Comm Coll Grt	1,668	1,308	61,840	61,480	610

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

Institutional Funds - April 2018		Revenues	Expended	Revenues	Expended	Balance
		This Month	This Month	This Year	This Year	In Account
	02-836 High Demand/Low Enrol	640	-	1,740	1,740	-
5	02-837 MCC Foundation Scholar	-	(398)	139,872	140,003	(381)
	02-838 Wells Fargo Scholarship	-	-	250	250	-
	02-839 Less Than Half-time	(640)	-	660	660	-
	02-842 SGA President Scholar	-	-	1,500	1,500	-
	02-845 SECU Scholarships	-	-	10,000	10,000	-
	05-715 Vending	831	652	9,025	7,774	12,878
	05-716 Bookstore Vending	-	1,327	20,498	1,327	94,917
	05-720 Bookstore	72	-	645	-	-
	05-721 General Store	2,390	1,729	15,694	17,260	-
	05-740 Parking Fee	308	-	4,296	-	38,434
	05-770 Stud Govt Assoc	1,526	12,664	27,576	31,172	20,835
	05-771 Graduation Fund	720	4,922	5,155	4,995	2,058
	05-774 Stud. Amabassador	177	-	3,098	3,000	26,142
	07-925 Bond-Workplace Dev Renovation	-	-	96,648	96,648	-
	07-925 Bond-Bldg 200 HVAC Replacement	-	-	58,200	58,200	-
	07-925 Bond-Bldg 200 Interior	-	-	55,415	55,415	-
	07-926 Golden Leaf FY2015-085	80,000	-	80,000	-	80,000
	09-772 Club Accounts	-	-	-	-	54,386
6	09-773 Agency Fund	-	-	-	-	(14,616)
	09-775 Funds for Others	-	-	-	-	4,759
	09-776 Restricted Schol Held	-	-	-	-	461
	09-777 Loan Funds Held & Dist	-	-	-	-	9,999
Total	Institutional Funds: First Bank	178,059	93,055	2,089,563	2,059,009	718,889

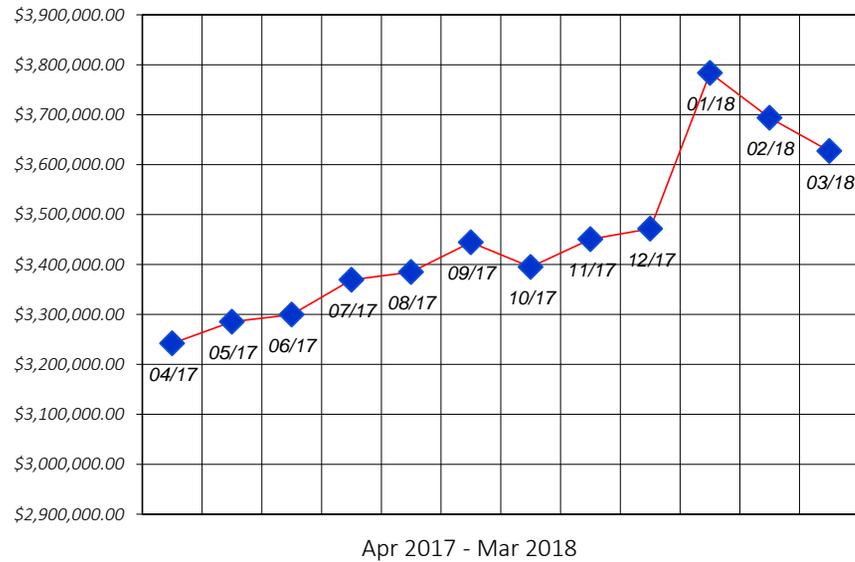
STIF Account as of 04/30/18		Interest	Interest	Prior Y.E.	Current
		This Period	This Year	Balance	Balance
	01-621 Operational Funds	51	460	42,650	43,110
	02-229 Distance Learning	12	111	10,310	10,421
	02-292 Technology Fees	91	817	75,725	76,542
	05-720 Bookstore	72	645	59,777	60,422
Total	Institutional Funds: State Treasury	227	2,032	188,462	190,494

- 1 Due from MCS**
- 2 Due from NC Works(WIOA Grant)**
- 3 Due from RCC-PERKINS**
- 4 PELL Overpayment**
- 5 Due from MCC Foundation**
- 6 Financial Aid Bookstore Charges**

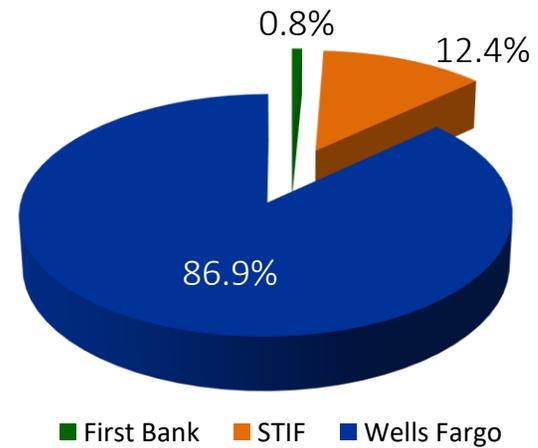
Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of March 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	\$3,215,556.50	\$440,388.88	\$37,593.18	\$3,693,538.56
Receipts								
Interest/Dividends	\$52,728.88	\$2,709.60	\$6.83	\$55,445.31	\$6,874.04	\$573.27	\$0.57	\$7,447.88
Deposits	\$22,094.80	\$264,345.52	\$317,008.85	\$603,449.17	\$2,880.00	\$24,359.00	\$20,664.00	\$47,903.00
Total Receipts	\$74,823.68	\$267,055.12	\$317,015.68	\$658,894.48	\$9,754.04	\$24,932.27	\$20,664.57	\$55,350.88
Disbursements								
Fees/Withdrawals	\$131,486.64	\$62,284.88	\$317,511.17	\$511,282.69	\$54,909.54	\$16,237.98	\$30,890.45	\$102,037.97
Total Disbursements	\$131,486.64	\$62,284.88	\$317,511.17	\$511,282.69	\$54,909.54	\$16,237.98	\$30,890.45	\$102,037.97
Market Value Net Change	\$179,971.11	\$0.00	\$0.00	\$179,971.11	(\$19,613.03)	\$0.00	\$0.00	(\$19,613.03)
Ending Value	\$3,150,787.97	\$449,083.17	\$27,367.30	\$3,627,238.44	\$3,150,787.97	\$449,083.17	\$27,367.30	\$3,627,238.44
Net Change	\$123,308.15	\$204,770.24	(\$495.49)	\$327,582.90	(\$64,768.53)	\$8,694.29	(\$10,225.88)	(\$66,300.12)

Foundation Funds Value



Foundation Funds Distribution



Board Report

Facilities

May 2018

Prepared By: Wanda Frick

A new water fountain with bottle filler was installed on 3rd hall of Blair Hall. This is a replacement of an older fountain that had malfunctioned and could not be repaired.



In the past month, the maintenance staff received and completed 44 work orders. Work orders are submitted by faculty and staff for specific jobs that can range from event set-ups, moving furniture or equipment, repairs, changing lights, hanging items on walls, and many other duties.

Montgomery Community College

Construction Update

May 2018

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

1st phase for roof replacement approved for bidding by State Construction Office. Boomerang Architects will provide SCO with a written response, a revised, sealed, signed and dated set of documents clearly marked as “BID SET” for their record. Boomerang will also coordinate a bid date with State Construction Office.

2nd phase schematics (building renovations and HVAC upgrades) are being finalized for SCO review.

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: \$85,506

- **Capel Hall (200) HVAC Replacement**

A pre-construction meeting was held on April 16 in Capel Hall boardroom. Contractors will be on site after 5/10 for staging and starting project.

- Budgeted: \$1,075,000
- Disbursed to Date: \$61,500

- **New Projects**

- Firing Range Expansion – Preliminary sketches are being submitted to local grading contractors for estimates.
- Capel Hall office renovations – 3-1 for funds has been submitted to State Construction Office. Plans and specifications are being detailed.

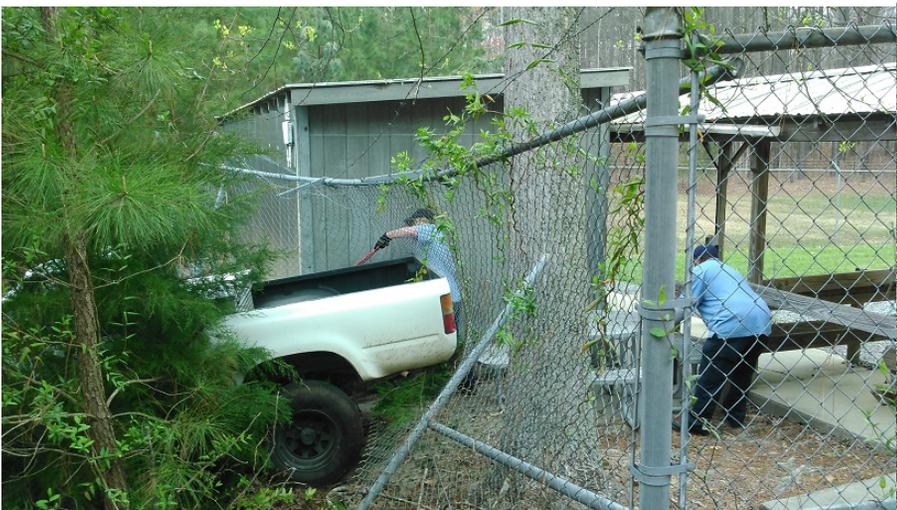
Montgomery Community College
Building Project Timeline

Project Name	Projected/Actual Cost		2018									2019		
	NC Connect Bond	Other	April	May	June	July	August	September	October	November	December	January	February	March
Capel Hall Roof Replacement (Complete)	\$ 174,430													
Capel Hall HVAC Replacement	\$ 1,000,000		Construction									Complete		
Center for Workforce Development (Complete)	\$ 111,449													
Entrance Sign Renovation (Complete)	\$ -	\$ 6,877												
Capel Hall Painting/Carpet/Construction (Complete)	\$ 124,565													
Capel Hall Office Renovations	TBD			(3-1)/State Board/Const. Bids	Construction		Complete							
Industrial Maintenance Building	\$ 1,000,000				(3-1)	State Board	Design Phase		Construction					Complete
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			SCO Approval	Construction Bid	Contr Approved SCO	Construction					Complete			
HVAC Replacement			SCO Review	Design	SCO Review	SCO Approval	Construction Bid	Contr Approved SCO	Construction					
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

Daily Crime/Incident Log/Clery Act Log

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
Unoccupied vehicle roll-away	4/3/2018/9:00 am	4/3/2018/9:00 am	Forestry parking lot



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project **Amended Project** **Final – Project Close Out**
Select appropriate submission

College Montgomery Community College

Project Name Capel Hall Office Additions **NCCCS Project No.** 2412

Campus Main **County** Montgomery

I. TYPE OF PROJECT:

- | | | |
|---|---|--|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input checked="" type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **If you checked "Amended Project" please clearly state in description below reason for project amendment.**

Office Additions, Capel Hall Building 200, Total Building Square Footage 47,282 square feet - (Houses Learning Resource Center, Tiered Classrooms used for General Education, Early College and Continuing Education, Computer Labs, a large Multi-purpose Room and the President's Suite and boardroom).

Due to our renovations in Blair Hall Building 100 (NC Connect Bond Project 2278 includes renovations due to program expansion), we need to move the Coordinator of Institutional Effectiveness/SACS Liaison and our Public Information Officer to Capel Hall. Therefore, we will be reducing the size of the Presidents suite to add additional office space. This move will provide space for chemistry and foreign languages faculty in Blair Hall. Total area of renovation in Capel Hall is approximately 1,400 square feet.

Work included:

- Demolition of storage closet and president's private restroom.
- Construction of metal frame/sheetrock walls to make 3 separate offices from 1 current office.
- Removal of storefront wall section and construction of metal frame/sheetrock wall to separate 2 offices.
- Modify ceiling grid from demolition of current walls.
- Relocation of 2 current doors and installation of 2 new doors to included door hardware and locks.
- Removal of current floor coverings and interior finishes.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)

Subtotal "A".....

B. CONSTRUCTION

- 1. General Contract \$65,000.00

- 2. Other Contracts

Subtotal Contracts.....

- 3. Designer's Fees.....

- 4. Contingency.....

- 5. Other Fees

Subtotal Fees

Subtotal "B" \$65,000.00

C. OTHER COST

- 1. Initial Equipment (not in III B)

- 2. Miscellaneous(specify)

Worked Performed by Owner

- 3. (material only, not staff salary)

Subtotal "C".....

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$65,000.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriation.....

- 2. Duly Authorized Bonds - County...

- 3. Donations.....

- 4. Federal Funds (USDA, EDA, ETC.)

- 5. Other (parking fees, vending, rental, bookstore,)

Subtotal "A".....

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM)

C. STATE EQUIPMENT FUNDS (112 Report -Memo)

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office).

E. STATE FUND ALLOCATION

- 1. Budget Code 46620 \$65,000.00

- 2. Budget Code

- 3. Budget Code

Subtotal "E" \$65,000.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$65,000.00

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Montgomery Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$\$\$65,000.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 5/9/18

- As part of this certification, the Board of Trustees certify that any **equipment purchased with the Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Personnel Appointment

Name of Person	Jessica Hamilton
Present Address	393 Haines Rd. Jackson Springs, NC 27281
Position	Director of Business & Industry Services
Position Category	
Salary	\$48,000
Effective Date of Employment	5/1/18
Budget Information	

Position Description:

This position is responsible for the development, planning, implementation, and administration of occupational extension classes and customized training that meets the needs of local business and industry.

Education and Certifications

School/Certification	Years Attended	Degree
University of North Carolina at Pembroke	1995-1999	B.A. Sociology

Work Experience

Employer	Dates of Employment	Position/Title
Autumn Care	2005- Present	Admissions Director
Cisco Industrial Supply	2003-2005	Sourcing Agent
Palmer Hinson	2001-2003	Activities Director

Professional Participation/Honors:

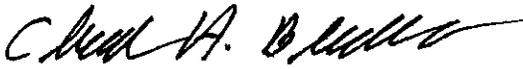
2007 Leadership Montgomery Graduate, NC Animal Waste Operator, NC Youth Shooting Sports Certified Coach, Sage MAS 90 Certification, Montgomery County Planning Services for the Aging Board, Montgomery County Chamber Board, Richmond County 4H, and 2006-2008 Co-Chair Montgomery County Relay for Life.

Hiring Committee

Person	Position
Lynn Epps	Coordinator of Educational Partnerships
Tonya Luck	Accountant
Riley Beaman	Director of Health and Public Safety
Andrew Gardner	Dean of Continuing Education
Korrie Ervin	Director of Resource Development.

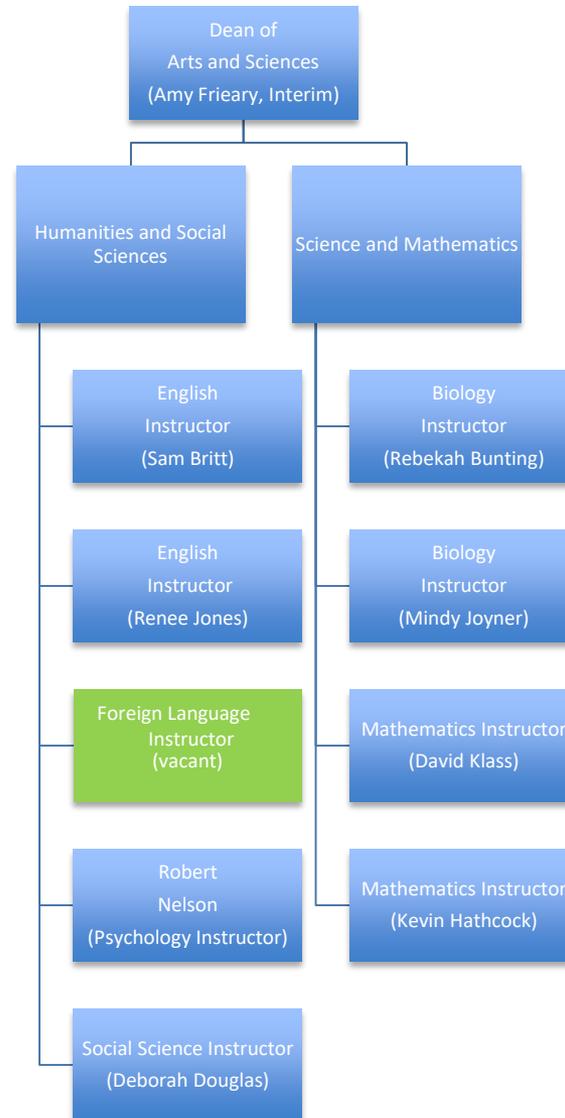
Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Jessica Hamilton, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Jessica Hamilton for the Director of Business & Industry Services position.



Chad A. Bledsoe
President

Instruction (Arts and Sciences)



Board Report
Vice President of Instruction
May 2018

Professional Development – Four faculty and staff participated in the Central/Western Regions NCCCS Chief Academic Offices Meeting at Mitchell Community College on April 27. The program included a presentation from the State Transfer Advisory Council on “The Current State of and Next Steps in Transfer”; a panel discussion on ACA 122 – Transfer Student Success Course; opportunities to network; and an update from the System Office.

Program Status – There are 82 students scheduled to graduate from Southern Correction on Friday, May 11, 2018 (6 High School Equivalent, 47 Curriculum, and 29 Continuing Education Certificates in Catering and Horticulture). The College will continue to offer programs to the female inmates through the end of June. The female population will begin transitioning to new units in May and the process should be completed by the end of July. Work will then begin on converting the facility to accommodate male inmates. The College will provide training to DOC personnel as part of this process.

Work continues on identifying program opportunities for Southern Correction once the unit is converted to a Male Close Custody facility in November. Crystal Thomas, Coordinator of Prison Programs visited the current facilities and programs at Lanesboro Correctional and meet with her counterpart at South Piedmont Community College to explore what programs are currently being offered to the population we will be serving. Space will be a limiting factor for “trades oriented” programs, but we will continue to look at all the options.

The Phi Theta Kappa chapter at Montgomery Community College had 19 students accept the invitation to join. The new members will be inducted in early Fall. Congratulations to the new members!

The Basic Law Enforcement Training program graduated 9 members on May 1, 2018. Testing issues with the Criminal Justice Training and Standards Division continue to impact the first time passing rate for students. Five students passed the test on the first try and the remaining four passed the test on the second try. Congratulations to our new graduates!

Make your plans to join Montgomery Community College for a 9-day trip to Greece in May 2019. Tentative departure date is May 13. Renee Jones, English Faculty will coordinate this Education First (EF) College Study Tour of Greece. Payment plans are available to help spread out the cost and scholarships will be available for students. Please join us on this Global Education Opportunity for our students and the community.

<https://www.efcollegestudytours.com/2127554EX>

Board Report Continuing Education Department May 2018

Heritage Crafts

- Great hands on workshop with Mark Arnold, a Ceramics Monthly National Emerging Artist, held April 14/15th. 12 attended.
- NC Custom Knifemakers Guild meeting was held at MCC, Sat, April 28th.

College and Career Readiness

- Added additional ESL class in Biscoe that will begin in May

Small Business Center:

- Uwharrie Marketing Summit with Stanly Community College will be held at MCC on May 2 from 9am to 5pm. We are expecting 25+.
- Merchandising 101 seminar will be held on May 2 by Steve Carver
- Pick Your Target Market seminar will also be held on May 2 by Steve Carver
- Asked to join Chamber of Commerce and Main Street Board
- The Brass: Tax Planning seminar will be held May 16
- Quickbooks Solutions seminar will be held May 25
- SBC Regional Webinars will be held this Summer. Conjunction with Fayetteville TCC, Richmond CC, Robeson CC, Sampson CC, Sandhills CC, & Southeastern CC

Business and Industry Training Program:

- **Occupational Extension** - Hosted Construction Awareness Day event at the Biscoe Center where 150 high school students explored MCC's construction related programs and met with employers
- **Apprenticeship Montgomery** - Arauco is the newest Apprenticeship Montgomery employer sponsor

Montgomery County NCWorks Career Career Center

- Attended the NCETA (North Carolina Employment & Training Association) Conference - Pathways to Partnerships on 4/4/18-4/6/18 in Wilmington , NC.
- Attended the New NCWorks Performs Training. This is a New WIOA tracking system for the State.
- Participant (Timothy Bishop- Dislocated Worker) Complete Truck Driver training which was held at Future Truckers of America.
- Four new enrollments into the Montgomery County (MCC) WIOA Adult /Dislocated Worker Program.
- Attended the Regional Partnership Workforce Development Board Meeting which was held on Thursday (April 19,2018) at Sandhills Community College.

Health & Public Safety: Drones

- April 13 Presented at the 2018 Teen Summit Conference in Raleigh, NC.
- April 18-20 Presented at the 2018 FEMA and Division of Aviation Workshop at Kitty Hawk, NC

Dean:

- 4/13/18 Attended Employment Skills Alignment Project meeting at Nash CC
- 4/25/18 Attended Central CE Administrators meeting in Roxboro, NC

MCC Board of Trustees – May 9, 2018
Update from the Student Services Division

Highlights & Previews

- Counseling & Career Development Center staff attended Title IX meetings April 24 and 25.
- Tammy Owens attended NC STRIVE April 18.
- Diana Sanchez will complete her Masters degree in Professional Counseling this month.
- Graduation at Southern Correctional Institution will be held Friday, May 11, at 1:00 p.m.

About

Peter Hans has twenty five years of professional experience and public service in North Carolina. His career highlights include advising elected officials on critical issues and communications strategy, successfully helping businesses navigate the rapids of public policy debates, and demonstrating effective leadership in higher education and civic life.

He grew up in the small towns of Southport on the coast and Hendersonville in the mountains. Peter earned a Bachelor of Arts (political science) from the University of North Carolina at Chapel Hill and a Master of Liberal Arts in Extension Studies (international relations) from Harvard University.

Peter served as senior policy advisor to U.S. Senator Lauch Faircloth (1995-1999), then-U.S. Representative (now U.S. Senator) Richard Burr (1999-2001), and U.S. Senate candidate Elizabeth Dole (2001-2002). The *Charlotte Observer* wrote that Peter was “known for his dedication to good government.”

The N.C. House of Representatives elected Peter to a six-year term on the State Board of Community Colleges in 1997. He served as board vice chair and chair of the policy committee. UNC-Wilmington honored Peter with an award in 2014 for his role in improving collaboration between the community college and university systems.

The N.C. Senate elected Peter to the UNC Board of Governors in 2003, 2007, and 2011. He served as vice chair before being chosen (2012-2014) by his colleagues as chair of the 32-member policy-making body which oversees the 16-campus system. The *Raleigh News & Observer* described Peter as “thoughtful, patient, and a good listener.”

Since 2016 Peter has been advising UNC System President Margaret Spellings (where his efforts concentrated on technology, health care, strategic planning, and K-12 education) as well as UNC Health Care Chief Executive Officer Bill Roper.

Peter and former Lt. Governor Dennis Wicker built a successful government relations practice at a series of regional law firms — most recently Nelson Mullins Riley & Scarborough. The bi-partisan team counsels the private sector on public affairs, including clients in the health care, technology, retail, and manufacturing sectors.

Peter currently serves as a trustee of Rex Hospital, as a member of the International Advisory Board of APCO Worldwide (public relations firm), and as a director of the Global Data Consortium (technology start-up) and the American Safety Council (online training corporation owned by Falfurrias Capital Partners).

He holds a real estate brokerage license (NC #238970). Peter previously served on the State Banking Commission, as one of the four corporate shareholders (representing UNC) at the Research Triangle Institute, and as a seven-year board member for Urban Ministries of Wake County (where he co-chaired a \$5.5 million capital campaign).



North Carolina
State Board of Community Colleges
 Mr. Scott Shook, Chair

MEMORANDUM

DATE: April 30, 2018

TO: Presidents
Trustees

FROM: Scott Shook, Chairman

SUBJECT: Senate Bill 420

On April 20, 2018, the State Board of Community Colleges approved revised language for SB420 (see attached). This version reflects multiple modifications recommended by the System Governance Task Force. This group included individuals representing the community college family, including Dr. David Johnson, Dr. Debbie Lamm, Dr. Bob Shackelford, and Dr. David Shockley representing presidents; Ms. Ann Bennett-Phillips from Forsyth Tech CC, Mr. Rick Cowan from Martin CC, Ms. Beth Parrott from Davidson CCC, and Ms. Ann David from Cape Fear CC representing trustees; Ms. Lisa Estep, Ms. Ann Whitford, Mr. Ernie Pearson, and Mr. Jerry Vaughan representing the State Board of Community Colleges.

Members of the Task Force worked diligently to ensure thoughtful deliberation and consideration of all ideas. Their recommended changes provide for a measured, graduated approach for addressing rare situations. The Task Force sought to balance respect for college autonomy with the need to have clear protocols and processes for dealing with situations that threaten to undermine the System. The Task Force completed its work on March 1, 2018, and the State Board of Community Colleges initially approved the revised Senate Bill 420 at its meeting on March 16, 2018.

On April 11, 2018, the Executive Board of the NC Association of Community College Trustees met to discuss the proposed revisions to Senate Bill 420. The Executive Board voted to support the revised bill if the State Board made one further modification, which it approved at its meeting on April 20, 2018. Per this modification (highlighted in yellow in the attached bill), the State Board, the NC Association of Community College Trustees, the NC Association of the Community College Presidents, and System Office shall each appoint their representative to the advisory committee contemplated in SB 420.

The revised, proposed Senate Bill 420 is attached herein for your review along with a summary of the bill. System Office staff have shared this language with the NC Association of County Commissioners and the NC School Boards Association. Both associations have confirmed they are comfortable with the revisions. Next, System Office staff will meet with the bill sponsors and request these changes be incorporated into the bill for consideration by the House and later for concurrence by the Senate.

In closing, please accept our appreciation for everyone's hard work, dedication, and determined efforts on behalf of our System.

1 to, chair and vice-chair. The respective appointing authorities shall appoint trustees to fulfill the
2 vacated terms and shall not appoint members whose terms were vacated pursuant to this section.
3 If, after the removal of the leadership of the board of trustees, a board of trustees willfully, or as a
4 result of gross negligence, persists in refusing or failing to comply with the State laws, rules, or
5 sound fiscal and management practices identified in the notice, the State Board of Community
6 Colleges may adopt a resolution, upon approval of at least two-thirds of the members of the State
7 Board attending the meeting in which the resolution is considered, to vacate the terms of the full
8 board of trustees. Prior to adopting either resolution, the State Board shall consult with the
9 appointing authorities of the board of trustees and representatives of the North Carolina
10 Association of Community College Trustees and the North Carolina Association of Community
11 College Presidents regarding the proposed resolution. The State Board shall only exercise this
12 authority as an extraordinary remedy utilized in the most extreme circumstances and after all of
13 the following remediation actions have been taken without correction of the identified problems:

14 (1) the State Board has clearly delineated the failures to comply with applicable State
15 laws, rules or sound fiscal and management practices;

16 (2) the advisory committee appointed consistent with subsection (a) of this section has
17 met with the President of the college and the local board of trustees to discuss the problems in
18 question and to assist the community college in question to resolve them;

19 (3) the State Board has vacated the terms of the leadership of the board of trustees, but
20 the identified problems continue to persist; and

21 (4) the State Board has issued a final warning providing the college with a deadline to
22 resolve the identified problems.

23 (c) Interim Board Assumption of Powers and Duties. – The adoption of the resolution to
24 remove the full board under this section shall have the effect of vacating the terms of all of the
25 members serving on the board of trustees. Notwithstanding G.S. 115D-12, the State Board of
26 Community Colleges shall appoint an interim five-member board of trustees for a period not to
27 exceed 12 months with input from the advisory committee listed in subsection (a) of this section.
28 To preserve local autonomy, the appointing authorities of the local administrative area of the
29 community college under G.S. 115D-12 shall make recommendations to the State Board on the
30 appointment of the members to the interim board of trustees. All appointees to the interim board
31 of trustees shall be residents of the administrative area of the institution for which they are selected
32 or of counties contiguous thereto with the exception of members provided for in subsection (a) of
33 G.S. 115D-12, Group Four. At the end of the period of service of the interim board of trustees, a
34 board of trustees for the community college shall be appointed in accordance with G.S. 115D-12.
35 Initial terms of members of the new board of trustees shall be staggered to align with the remainder
36 of the vacated terms of the members of the board of trustees.

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

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

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

45 "§ 115D-18. **Organization of boards; meetings.**

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

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

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

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

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

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

CURRENT LAW.

Local Community College Boards of Trustees. G.S. 115D-12 establishes local community college boards of trustees. Local boards of trustees are appointed by the following:

- Local boards of education of the local school administrative unit(s) located in the administrative area of the college.
- Board(s) of county commissioners of the county/counties in the administrative area of the college.
- The Governor.

The president of the student body serves as an ex-officio representative.

SBCC Authority to Withhold Funds. Under G.S. 115D-6(3), the SBCC can withdraw or withhold State financial and administrative support of a local community college when the “officials of an institution refuse or are unable to maintain prescribed standards of administration or instruction.”

BACKGROUND. During the fall of 2016 after an investigation at Martin Community College, the SBCC had significant concerns about human resources, fiscal management, college management, and the lack of presidential leadership and governance by the board of trustees. Therefore, the SBCC found that MCC had not maintained the prescribed standards of administration pursuant to G.S. 115D-6(3). While Martin Community College provided a corrective action plan as requested by the SBCC, the SBCC found that the plan could not be effectively implemented under the current leadership and voted to withhold State funds for the president’s salary.

During the 2017 legislative session, SB 420 was introduced to give the SBCC an alternative, less damaging means to intervene when a college is unwilling to comply with State laws, rules, and sound fiscal management practices. SB 420 passed the Senate and remained in House Rules at the request of the SBCC in order for a task force made up of SBCC members, community college presidents, local boards of trustees’ members, and System Office staff to further refine the bill and address concerns raised by presidents and trustees.

ANALYSIS OF RECOMMENDED CHANGES TO SB 420. The System Governance Task Force recommended, and the SBCC approved, language for a proposed committee substitute to SB 420 which does the following:

G.S. 115D-6.5(a) – Notice of Non-Compliance to Local Board of Trustees

- Notice of Non-Compliance to Local Board. If SBCC finds college has **willfully**, or as result of **gross negligence**, failed or refused to comply with State law, rules, and sound fiscal management practices¹, the SBCC may issue written notice to the board of trustees and direct the board to take remedial action immediately.
- Assistance to Local Board. SBCC may also appoint an advisory committee to provide support and recommendations on taking remedial action. The advisory committee must consist, at a minimum, of representatives of:
 - SBCC
 - NC Association of Community College Trustees, appointed by the NCACCT
 - NC Association of Community College Presidents, appointed by the NCACCP
 - Community College System Office

G.S. 115D-6.5(b) – Resolution to Vacate Terms of Board Leadership & Board Members.

- **PRIOR** to Adopting Any Resolution to Vacate Terms, SBCC must consult with:

¹ The SBCC is adopting a rule on “sound fiscal management practices” through its rulemaking process which includes notice and opportunity to comment.

- Appointing authorities (Governor, county commissioners, school board, as appropriate)
- NC Association of Community College Trustees
- NC Association of Community College Presidents
- **Resolution to Remove Board Leadership for Failure to Comply.** If, after receipt of the notice, a local board continues to **willfully**, or as a result of **gross negligence**, persists in refusing or failing to comply with State law, rules, and sound fiscal management practices:
 - The SBCC may adopt a resolution by 2/3 vote of SBCC members attending to vacate the terms of the leadership, including but not limited to, the chair and vice-chair.
 - The respective appointing authorities must appoint trustees to fill those vacated terms. Those appointees cannot be the members whose terms were vacated.
- **Resolution to Vacate the Board for Further Failure to Comply.** If, after removal of the leadership, the remaining board members continue to **willfully**, or as a result of **gross negligence**, persists in refusing or failing to comply with State law, rules, and sound fiscal management practices:
 - The SBCC may adopt a resolution by 2/3 vote of SBCC members attending to vacate the terms of the remaining members of the board.
 - SBCC can only exercise removal authority of the remaining board members as an “extraordinary remedy utilized in the most extreme circumstances” and after all of the following remediation actions have been taken without correction of the problem:
 - SBCC has clearly delineated the failure to comply
 - The advisory committee has met with the college president and board of trustees to discuss and assist in resolving the problems
 - SBCC has vacated the terms of the leadership of the board, but the problems persist
 - SBCC has issued a final warning providing the college with a deadline to resolve the problems

G.S. 115D-6.5(c) – Interim Board. If the terms of the entire board are vacated, the SBCC must appoint an interim board made up of 5 members whose terms cannot exceed 12 months. Interim board members must be residents of the college’s administrative area or of counties contiguous to the administrative area with the exception of the SGA member.

Prior to appointing the interim board, the SBCC must receive:

- Input from the advisory committee appointed pursuant to G.S. 115D-6.5(a)
- Recommendations from the appointing authorities of the local administrative area

At the expiration of the terms of the interim board members, appointments will be made in accordance with G.S. 115D-12 governing the selection of trustees.

G.S. 115D-6.5(d) -- Notice to General Assembly. Within 60 days of removing the full board, the SBCC must notify the General Assembly on the adoption of the resolution, the interim board of trustees, and any legislative recommendations necessary regarding future governance of the community college.

G.S. 115D-6.5(e) – State Board Policy. Requires the SBCC to adopt policies to implement the law.

FREQUENCY OF TRUSTEE MEETINGS. Current law requires local boards of trustees to meet at least every three months. Section 3 of the current version (1st ed.) of SB 420 requires boards to meet at least every two months.

ANNUAL FINANCIAL AUDITS. Section 3 of the current version (1st ed.) of SB 420 authorizes the SBCC to require a community college to be audited annually after the college has had two consecutive financial audits with findings. The System Governance Task Force did not consider this section of the bill.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood

Acting President

24 April 2018

IMPORTANT INFORMATION

MEMORANDUM

TO: Members of the State Board of Community Colleges
Community College Presidents
Boards of Trustees Chairs
Community College Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Distance Learning, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, & Other Interested Parties

FROM: Q. Shanté Martin, *NCCCS General Counsel*

RE: Amendment of 1C SBCCC 200.94 - "Holiday Leave"

On 20 April 2018, the State Board of Community Colleges voted to amend 1C SBCCC 200.94 - "Holiday Leave." After the report issued by the Office of State Auditor on January 25, 2018, the State Board of Community Colleges sought to avoid potential inequities created between community college and State employees participating in the same Teachers and State Employees Retirement System (TSERS), by community college employees earning annual leave being paid more Holiday Leave than State employees.

The rule will be effective 1 July 2018. The new rule will be published on the NC Community College System's website, www.nccommunitycolleges.edu, under "State Board Code." For your convenience, a copy of the rule is attached to this memorandum.

**CC18-015
E-mail Copy**

Attachment

STATE BOARD OF COMMUNITY COLLEGES CODE
TITLE 1 – COMMUNITY COLLEGES

CHAPTER C. PERSONNEL

SUBCHAPTER 200. PERSONNEL POLICIES

1C SBCCC 200.94 Local College Personnel Policies

- (a) Each local board of trustees shall adopt, publish, and implement personnel policies, consistent with all applicable statutes, rules, and regulations, addressing the following issues:
- (1) Adverse weather;
 - (2) Annual leave (vacation);
 - (3) Drug and alcohol use;
 - (4) Civil leave;
 - (5) Communicable disease;
 - (6) Compensatory leave;
 - (7) Definitions of the employment categories and benefits for each:
 - (A) Full-time permanent,
 - (B) Part-time permanent,
 - (C) Full-time temporary, and
 - (D) Part-time temporary;
 - (8) Disciplinary action addressing suspension and dismissal;
 - (9) Educational leave (reference 1C SBCCC 400.96);
 - (10) Employee evaluation process;
 - (11) Employee grievance procedures;
 - (12) Employee personnel file;
 - (13) Hiring procedures (describing procedures used for employment of both full- and part-time employees);
 - (14) Leave transfer;
 - (15) Leave without pay;

- (16) Longevity pay plan (reference 1C SBCCC 400.98);
 - (17) Military leave (reference 1C SBCCC 400.97);
 - (18) Nepotism (reference 1C SBCCC 200.98);
 - (19) Non-reappointment;
 - (20) Other employee benefits;
 - (21) Political activities of employees (reference 1C SBCCC 200.99);
 - (22) Professional development;
 - (23) Reduction in force;
 - (24) Salary determination methods for full- and part-time employees that address at least the following:
 - (A) Provisions and criteria for salary determination,
 - (B) Requirements for annual salary review, and
 - (C) Establishment of salary formulas, ranges, or schedules;
 - (25) Sexual harassment;
 - (26) Tuition exemption (reference 1E SBCCC 300.99; 800.97; and 900.98);
 - (27) Sick leave consistent with provisions of the State Retirement system;
 - (28) Secondary Employment that addresses conflict with the employee's primary job responsibilities and institutional resources (the local board of trustees shall approve or disapprove any secondary employment of the president; the president or any member of the college's senior administration designated by the president shall approve or disapprove secondary employment of all full-time employees); and
 - (29) Shared leave consistent with subsection (c) of this section.
 - (30) Providing a preference for veterans, as defined in G.S. 128-15, in hiring decisions.
- (b) Each local board of trustees shall submit copies of these policies, including amendments, to the NC Community College System President's office upon adoption.
- (c) Shared Leave Policy
- (1) Purpose: The purpose of the Voluntary Shared Leave Program is to allow an employee to donate leave, as allowed in this rule, to an employee who has been approved to receive leave through the Voluntary Shared Leave Program because

of a medical condition of the employee or of a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

- (2) In cases of a prolonged medical condition an employee may apply for or be nominated to become a recipient of leave transferred from the vacation leave account of another employee, from the sick leave or vacation account of an immediate family member as defined in section of this (c)(8) of this Subchapter or from the sick leave account of a non-family member as provided in (c)(11)(B) of this Rule. For purposes of this Rule, prolonged medical condition means medical condition that is likely to require an employee's absence from duty for a period of at least 20 consecutive workdays. If an employee has had previous absences for the same condition that has caused the employee to not have enough leave to cover the new need for leave or if the employee has had a previous, but different, prolonged medical condition within the last 12 months, the college may waive the requirement that the employee be absent from duty for a period of 20 consecutive workdays to participate in the program.
- (3) An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.
- (4) Participation in the voluntary shared leave program shall be limited to 1,040 hours, (prorated for part-time employees), either continuously or, if for the same condition, on a recurring basis. However, management may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if management would have otherwise granted leave without pay.
- (5) An employee on workers' compensation leave who is drawing temporary total disability compensation may be eligible to participate in the voluntary shared leave program. Use of donated leave under the workers' compensation program shall be limited to use with the supplemental leave schedule as described in 25 NCAC 01E .0707.
- (6) The employee shall exhaust all available leave before using donated leave.

- (7) Non-qualifying conditions: This leave does not apply to short-term or sporadic conditions or illnesses that are common, expected or anticipated as determined by the college president or the college president's designee. This includes such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term, recurring medical or therapeutic treatments. These examples are illustrative, not all inclusive. Each case must be examined and decided based on its conformity to the intent of this Rule and must be applied consistently and equitably.
- (8) For purposes of this Section, immediate family means:
- (A) Spouse: A husband or wife;
 - (B) Parent:
 - (i) a biological or adoptive parent; or
 - (ii) an individual who stood in loco parentis (a person who is in the position or place of a parent) to an employee when the employee was a child; or
 - (iii) a step-parent; or
 - (iv) in-law relationships;
 - (C) Child: A son or daughter who is:
 - (i) a biological child; or
 - (ii) an adopted child; or
 - (iii) a foster child (a child for whom the employee performs the duties of a parent as if it were the employee's child); or
 - (iv) step-child (a child of the employee's spouse from a former marriage); or
 - (v) a legal ward (a minor child placed by the court under the care of a guardian);
or
 - (vi) a child of an employee standing in loco parentis; or
 - (vii) in-law relationships;
 - (D) Sister or brother - biological, adoptive (including step-, half- or in-law relationships);
 - (E) Grandparents, great grandparents, grandchildren, great grandchildren (including step relationships); and
 - (F) Other dependents living in the employee's household.

(9) Administration

(A) All colleges shall develop policies and procedures to implement the voluntary shared leave program.

(B) Colleges shall not establish a leave "bank" for use by unnamed employees. Leave shall be donated on a one-to-one personal basis.

(10) Qualifying to Participate in Voluntary Shared Leave Program. To participate in the Voluntary Shared Leave Program, an employee shall meet the following conditions:

(A) A donor or recipient shall have a half-time or more permanent, probationary, or time-limited appointment (The limitation and leave balance for permanent part-time employees shall be prorated);

(B) A recipient shall apply or be nominated by a fellow employee to participate in the program;

(C) A recipient shall produce medical evidence to support the need for leave beyond the available accumulated leave; and

(D) The parent college shall review the merits of the request and approve or disapprove according to these Rules.

(11) Donor Guidelines

(A) An employee of a community college may donate vacation leave, bonus leave or sick leave to an immediate family member in any State agency, public school or community college. An employee of a community college may donate vacation or bonus leave to a coworker's immediate family member who is an employee in a state agency or public school provided the employee and coworker are at the same college. An employee may donate vacation, bonus or sick leave to another employee at a community college in accordance with the provisions of (c)(11)(B) of this Rule.

(B) An employee of a community college may donate up to five days of sick leave to a non-immediate family member employee of a community college. The combined total of sick leave donated to a recipient from non-immediate family member donors shall not exceed 20 days per year as defined by local college policy. Donated sick leave shall not be used for retirement purposes.

- Employees who donate sick leave shall be notified in writing of the State retirement credit consequences of donating sick leave.
- (C) The minimum amount of sick leave or vacation leave to be donated is four hours. An employee family member donating sick leave to a qualified immediate family member under the Voluntary Shared Leave program may donate up to a maximum of 1040 hours but may not reduce the sick leave account below 40 hours.
 - (D) The maximum amount of vacation leave allowed to be donated by one individual is the amount of the individual's annual accrual rate. However, the amount donated shall not reduce the donor's vacation leave balance below one-half of the annual vacation leave accrual rate. Bonus leave may be donated without regard to this limitation.
 - (E) An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving, or using annual leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. The donation of leave is confidential, and only those individuals authorized under G.S. 115D-29 to access employee personnel file information may view donation information consistent with G.S. 115D-29. Recipients of voluntary shared leave shall not have access to information about individuals who donated leave. The employee donating leave shall not receive remuneration for the leave donated.
- (12) Leave Accounting Procedures. The following conditions shall control the accounting and usage procedures for leave donations in the Voluntary Shared Leave program:
- (A) The community college may establish a specific time period during which leave can be donated.
 - (B) All leave donated shall be credited to the recipient's sick leave account and is available for use on a current basis or may be retroactive for up to 60 calendar days to substitute for advanced vacation or sick leave already granted to the

- recipient or to substitute for leave without pay. Donated leave shall be applied to advanced leave before applying it to leave without pay.
- (C) At the expiration of the medical condition, as determined by the community college, any unused leave in the recipient's donated leave account shall be treated as follows:
- (i) The recipient's vacation and sick leave account balance shall not exceed a combined total of 40 hours (prorated for part-time employees).
 - (ii) Any additional unused donated leave shall be returned to active (working or on leave without pay) donor(s) on a pro rata basis and credited to the leave account from which it was donated.
- (D) If a recipient separates due to resignation, death, or retirement from state government, participation in the program ends. Donated leave shall be returned to active donor(s) on a pro rata basis.

(d) Holiday Leave Policy

- (1) Full-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local boards of trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year. Part-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for paid holidays on a pro-rata basis.
- (2) Colleges shall only pay holiday leave to eligible employees who are:
 - (A) In pay status through the day on which the holiday is scheduled, or
 - (B) On a leave of absence without pay, but were in pay status for half or more of the workdays in the month.

Local community college boards of trustees shall determine when holidays are scheduled on the college calendar and may require employees to take annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session.

History Note: Authority G.S. 115D-5; 115D-20; 115D-25.3;

Eff. September 1, 1993;

Amended Eff. [July 1, 2018](#); May 1, 2017; May 1, 2008; May 1, 2005;

January 1, 1996.

Public Relations / Marketing Highlights April 2018

Marketing in March

- Mark Arnold Workshop video
- HVAC Career Fair
- Program feature – IST, EST & Apprenticeship Montgomery
- Taxidermy Video shoot
- Construction Careers Awareness Day
- Forestry digital campaign live
- Summer transfer classes – Facebook campaign & Montgomery Herald ad
- College Promise Campaign – Montgomery Scholars Ad
- 50th Anniversary Press Releases Magazine now available

Coming Soon!

- Fall 2018 schedule “Connections”
- 30-second animated white board explainer videos
- Fall registration push with semi-custom video ad on Facebook/YouTube/Google
- New billboard design on I-73/74
- New parking stickers for fall 2018

Facebook Top Posts for April

Total Likes - 2112 (Up 44 from 2068 in March)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	4/7/18	Mont Alto competes in log roll (video)	2,200	231	11%
MCC	4/7/18	Axe throw (photo)	2,100	231	11%
MCC	4/10/18	Woodsmen's meet highlights (photo album)	1,900	865	46%
MCC	4/18/18	Summer Enrichment Camp Flier	1,300	151	12%
MCC	4/10/18	Not-so Polar Volleyball tournament (photo album)	1,200	357	30%
MCC	4/11/18	Construction Careers Awareness (photo album)	1,100	215	20%

Instagram

April 13-19					
Profile Visits	Impressions	Followers Gained	Total Followers	Emails	Website Clicks
119	1137	51	103	1	0
April 20-27					
118	1394	25	128	0	1

52 of 58 community colleges now have Instagram accounts. We are currently 42nd in terms of number of followers. Compared to Martin and Halifax, which both started Instagram the same time we did, they have 10 and 2 followers, respectively.

ARTICLE 3

Powers and Duties of the Board of Trustees

Section 1. The Board of Trustees shall:

1. Establish the basic qualifications for and appoint a President for such term and under such conditions as it may fix, such election to be subject to the approval of the State Board of Community Colleges.
2. Provide for employment of the personnel required for the operation of the College upon nomination by the President, subject to standards established by the State Board of Community Colleges.
3. Purchase or receive all land required for the college site and right-of-ways which shall be necessary for the proper operation of the College, when such site has been approved by the State Board of Community Colleges, and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Article 2, Chapter 40, of the General Statutes. For the purpose of condemnation the determination of the Board as to the amount of land to be taken and the necessity therefore, shall be conclusive.
4. Apply the standards and requirements for admission and graduation of students and other standards established by the State Board of Community Colleges.
5. Receive and accept private donations, gifts, bequests, and the like and to apply them or invest any of them and apply the proceeds for the purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of State Law and the regulations of the State Board of Community Colleges.
6. Provide all or part of the instructional services for the college by contracting with other public or private educational agencies of the State, according to regulations and standards adopted by the State Board of Community Colleges.
7. Establish or discontinue programs of instruction within the college.
8. Require the execution of such studies and take such steps as necessary to insure that the functions of the College are always those, which are most helpful and feasible in light of the resources available to the College.
9. Adopt and recommend current expense and capital outlay budgets.
10. Approve out-of-state trips for the President.
11. To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations and by-laws for government and operation of the College under the law and for the discipline of students.
12. **Perform a yearly self-evaluation to review the strengths and concerns of the Board and where improvements may be needed.**

The Trustees of Montgomery Community College Self-Evaluation

The Trustees of Montgomery Community College will conduct an annual self-evaluation. The survey will be handed out at the May meeting, with completion due at the June meeting.

The purpose of the self-evaluation is to review the functioning, strengths, and concerns of the Board and where improvements maybe needed.

Instructions: Place a check at the appropriate rating according to the following scale.

Rating Scale: 4 = Outstanding
3 = Good
2 = Needs Improvement
1 = Unable to Evaluate

A. Board Organization	Rating
1. The Board operates as a unit.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. Meeting agenda items contain sufficient background information and recommendations for the Board.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. Board members make decisions after thorough discussion and exploration of many perspectives.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
5. Board committees effectively assist the Board to do its work.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
B. Policy Role	Rating
1. Board meetings focus on policy rather than administration.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board periodically reviews and evaluates its policies.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
C. Community Relations	Rating
1. The Board effectively represents the “voice” of the community.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board is knowledgeable about community and regional needs and expectations.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. Board members maintain good relationships with community leaders.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
D. Policy Direction	Rating
1. The Board is appropriately involved in defining the vision, mission and goals.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board bases its decisions in terms of what is best for students and the community.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. The Board maintains a future-oriented, visionary focus in Board discussions.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. The Board annually reviews the general strategic and facility master plans of the college.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
E. Board – President Relation	Rating
1. A climate of mutual trust and respect exists between the Board and President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
2. The Board sets clear expectations for the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3. The Board effectively evaluates the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4. The Board clearly delegates the administration of the college to the President.	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1

F. Standards for College Operations		Rating			
1. The Board is knowledgeable about the educational programs and services of the college.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board understands the fiscal condition of the college.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board understands the budget document.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
4. The Board has policies that require fair employee due process and grievance procedures.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
G. Institutional Performance		Rating			
1. The Board monitors the effectiveness of the college in fulfilling the mission.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board adequately monitors the impact the college has on the community.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board understands the financial audit and its recommendations.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
H. Board Leadership		Rating			
1. The Board has a clear description of Board roles and responsibilities.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. Board members are prepared for Board meetings.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. Once a decision is made, Board members cease debate and uphold the decision of the Board.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
I. Advocating for the College		Rating			
1. Board members are knowledgeable about the college's history, mission, and values.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board helps educate the local community about community college needs and issues.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board actively supports the colleges' foundation and fundraising efforts.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
4. The Board supports the state and national community college trustee associations.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
J. Board Education		Rating			
1. New members receive an orientation to the Board and the institution.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
2. The Board strives to become increasingly more effective.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
3. The Board periodically evaluates itself.		<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
K. Please Comment					
1. What are the major accomplishments of the Board in the past year?					
2. As a trustee, I have concerns about:					

**Montgomery Community College
SGA Report
May 9, 2018 Board of Trustees Meeting**

SGA Updates and Highlights

- The annual Art & Crafts Show was held at Southern Correctional Institution May 4.
- Associate in Arts student, Jennifer Haywood, has been selected to serve as SGA President for the 2018-19 academic year.

**President's Report
May 9, 2018**

Activities since the April Board Meeting

4/11/18	Board of Trustees Meeting
4/11/18	Construction & Associated Career Day
4/11/18	NCACCT Conference in Raleigh
4/20/18	Golf Tournament
4/24/18	Lunch with Legislators
4/30/18	Lions Club MCC Tour
5/1/18	BLET Graduation
5/4/18	NRA Convention
5/4/18	SCI Art Show
5/7/18	Employee Appreciation Luncheon
5/8/18	LPN Graduation

Upcoming Activities

5/9/18	Graduation
5/11/18	SCI Graduation
5/17/18	State Board Meeting
6/13/18	Board of Trustees Meeting



Board of Trustees Calendar of Events 2018

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
May 11, 2018	1:00 p.m.	Graduation at Southern Correctional
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 6, 2018		Scholarship award ceremony
September 12, 2018	5:30 p.m.	Committee/Board Meeting
September 21, 2018		Fall Fundraiser/Raffle
October 10, 2018	5:30 p.m.	Committee/Board Meeting
October 27, 2018		Shooting Clay's Tournament
November 14, 2018	11:30 a.m.	Foundation Board Meeting
November 14, 2018	5:30 p.m.	Committee/Board Meeting
December 7, 2018	6:00 p.m.	Board Christmas Dinner
December, 2018		No Board Meeting