



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, June 13, 2018 at 7:00 p.m. at the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

Call to Order - Claudia Bulthuis, Chairman

Welcome - Claudia Bulthuis, Chairman

Approval of the Agenda - Action

Board of Ethics Reminder - Claudia Bulthuis, Chairman

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

SECU Scholarships Awards – George Vann, State Employees Credit Union

Board Presentation – Heather Seawell, Principal of Montgomery County Early College

Approval of May Board Minutes – Appendix A – Action

Standing Committees

*** Budget & Finance Committee**

May Local, State, and Institutional Funds Financial Reports – **Appendix B – Jeanette McBride – Action**

April Foundation Fund Statements – **Appendix C – Korrie Ervin**

In-Kind Report – **Appendix D – Action**

Foundation Update – **Korrie Ervin**

*** Building & Grounds Committee**

Facilities Report – **Appendix E**

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

Blair Hall Schematics – **Dr. Chad Bledsoe**

Presidents Suite Renovations – **Appendix G**

*** Personnel Committee**

Notice of Resignation – Gunsmithing Instructor – **Appendix H**

Personnel Appointments

Learning Resources Technical Assistant – **Appendix I**

Gunsmithing Instructor – **Appendix J**

Custodian– **Appendix K**

Director of Student Life and Recruitment – **Appendix L**

2018 Notice of Contract Non-Renewals – **Appendix M**

2018-2019 Contract Renewals – **Appendix N**

Blanket Travel Authorization – **Appendix O – Action**

* **Curriculum/Student Services Committee**

Update from Vice President of Instruction

Instruction – **Appendix P**

Continuing Education – **Appendix Q**

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

* **Legislative/Public Relations Committee**

Legislative Update – **Dr. Chad Bledsoe**

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

* **Institutional Status Committee**

Revised Board Self-Evaluation Survey – **Second Reading – Action – Appendix T**

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

* **Chairman’s Report – Claudia Bulthuis**

Calendar of Events – **Appendix V**

* **Adjourn – Action**

Minutes

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

Wednesday, May 9, 2018

Call to Order

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

Present

Phil Absher
Claudia Bulthuis
Gelynda Capel
Paula Covington
Susan Eggleston
George Gilbreath

Susan Hershberger
Gordon Knowles
Samuel Martin
Johnny McKinnon
Bill Price

Absent

Andrea Marshall
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 Administration Services; Michele Haywood, Public Information Officer; Korrie Ervin, Director of Resource Development; Carol Holton, Coordinator of Institutional Effectiveness/SACSCOC Liaison; Jessica Hamilton, Director of Business and Industry Services and Courtney Atkins, Assistant to the President.

Welcome

Mrs. Bulthuis welcomed all in attendance including, Jessica Hamilton, Director of Business and Industry Services.

Approval of the Agenda - Action

Mr. Knowles made a motion, seconded by Mr. Price, to approve the agenda for the May 9, 2018 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 of interest were declared.

Approval of April Committee and Board Meeting Minutes – Appendix A

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

STANDING COMMITTEE REPORTS

All committees conducted their business as a committee of the whole.

Budget and Finance Committee

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

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

- As of April 30, 2018, County fund expenditures were \$606,721, 79% of the budget.
- There were \$240,752 available for Capital Expenditures.
- As of April 30, 2018, State fund expenditures were \$ 6,087,293, 80% of the budget.
- As of April 30, 2018, the Institutional Fund balance was \$718,889.
- As of April 30, 2018, the balance in the STIF account was \$190,494.

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

March Foundation Fund Statements – Appendix C

Mrs. Ervin presented the March Fund statement. Foundation funds at the end of March totaled \$3,627,238. Spring Scholarships were paid in March totaling over \$54,000

Foundation Update – Korrie Ervin

Mrs. Ervin noted that the Foundation Board met earlier today. The first three months of the annual fund drive has raised \$34,000. They Board approved the 2018-2019 scholarship liability at \$218,000. There was an update from the golf tournament, total net proceeds were \$13,300. The Montgomery Fund grant is anticipated to be approved which will fund the ESL program for \$3,000.

Mrs. Eggleston thanked Jean Abbott, Foundation President; and Korrie Ervin for a successful golf tournament.

Building and Grounds Committee

Facilities Report – Appendix D

Mrs. McBride presented Appendix D, the facility report. She discussed the replacement of a water fountain on third hall, she noted that there is an effort to replace all of the old water fountains with the new ones.

She noted that Wanda Frick included a report that the Maintenance Staff completed 44 work orders over the past month.

Construction Update and Building Projects Timeline – Appendix E

Dr. Bledsoe presented Appendix E, the Construction projects timeline. He noted that the first phase of the roof replacement on Blair hall has been approved for bidding. The Capel Hall HVAC replacement will begin soon. Expansion for the firing range is planned.

Incident Report – Appendix F

Mrs. McBride presented the incident report located in Appendix F.

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

Dr. Bledsoe presented Appendix G, the request for President's Office Renovations, it is estimated at \$50,000.

Mr. Knowles made a motion, seconded by Mr. Martin, to approve the 3-1 President's Office Renovations. The motion carried.

Personnel Committee

Personnel Appointment – Appendix J

Mrs. Capel introduced Jessica Hamilton as the Director of Business and Industry Services.

Request for Foreign Language Instructor – Appendix K – Action

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the request for a Foreign Language Instructor. The motion carried.

Mrs. Capel made a motion, seconded by Mr. Gilbreath, to go into closed session at 5:16 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 a personnel issue. The motion carried.

Mr. Knowles made a motion, seconded by Mr. Price, to come out of closed session at 5:45 p.m. No action was taken in closed session. The motion carried.

Curriculum/Student Services Committee

Update from Vice President of Instruction – Appendix L and Appendix M

Mr. Proctor gave an update from Instruction.

Mr. Proctor gave an update from Continuing Education.

Prison Transition Update – Dr. Chad Bledsoe

Dr. Bledsoe gave an update on the transition taking place at the Southern Correctional Institution and what is to be expected with the future continuation of the programs.

Update from Vice President of Student Services – Appendix N

Mrs. Smith gave an update from Student Services.

Legislative/Public Relations Committee

Legislative Update – Dr. Chad Bledsoe

Dr. Bledsoe gave an update on the State budget. He noted that decisions will be made quickly. He noted that there is a focus on Workforce training funding and Computer System funding.

North Carolina Community College System President – Appendix O

Dr. Bledsoe reported that Peter Hans was selected as President of NC Community College System on May 1, 2018.

Update of SB420 – Appendix P

Revisions to the language in Senate Bill 420 have been approved. Senate Bill 420 provides criteria for the way that the State Board appoints an interim Board of Trustees.

Holiday Leave – Appendix Q

Dr. Bledsoe gave an update that new regulations for holiday leave have been approved. The college is now restricted to the new policy.

Public Relations/Marketing Update – Michele Haywood – Appendix R

Dr. Bledsoe presented Appendix R, the Public Relations/ Marketing update.

Institutional Status Committee

Revision to By-Laws of the Board of Trustees – Appendix S – Second Reading – Action

Mr. Martin made a motion, seconded by Mr. Knowles, to approve the revisions to the By-Laws of the Board of Trustees. The motion carried.

Board Self Evaluation – Appendix T – First Reading

Dr. McKinnon presented Appendix T, the Board Evaluation. Following discussion, revisions will be made to include a new rating scale. Wording will be adjusted to broaden the responsibilities of the Board. Due to these revisions to the Evaluation the Board tabled the Evaluation and will present it again at the next Board meeting.

SGA Report – Appendix U – Mr. Monroe

Dr. Bledsoe reported that the Arts and Craft show at Southern Correctional was canceled.

Jennifer Haywood will be the next SGA president

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

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

- The Lions Club’s in Montgomery County were invited to campus and given a tour.
- He attended the Friends of the NRA Banquet.
- He attended the May Day celebration on May 5, 2018.
- He was unable to attend the NRA convention.
- The LPN Pinning Ceremony was held on Tuesday, May 8, 2018.
- Graduation at Southern Correctional Institute will be Friday, May 11, 2018.

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

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

- Graduation is tonight.
- Several Trustees are attending the Graduation at SCI.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the meeting at 6:08 p.m. The motion carried.

Claudia Bulthuis, Chairman

**Budget & Finance Committee
Wednesday, June 13, 2018
5:30 p.m.**

Committee Members

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

Agenda Items

- ❖ **Call to Order – Susan Eggleston, Chairman**
- ❖ **May Local, State, and Institutional Funds Financial Reports –
Jeanette McBride – Appendix B – Action**
- ❖ **April Foundation Fund Statements – Korrie Ervin – Appendix C**
- ❖ **In-Kind Report – Appendix D – Action**
- ❖ **Foundation Update – Korrie Ervin**
- ❖ **New Business**
- ❖ **Adjourn**

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

County Funds - May 2018		Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511101	Car Allowance	6,000	500	5,500	500	92%
514000	FT Svc/Maint/Skilled Craft	152,646	12,274	140,028	12,618	92%
514050	Supvr Svc/Maint/Skilled Craft	82,351	6,851	75,501	6,850	92%
518100	Social Security	18,280	1,508	16,561	1,719	91%
518200	Retirement	41,089	3,276	37,281	3,808	91%
518300	Medical Insurance	46,271	3,460	40,816	5,455	88%
518700	Longevity Payments	2,108	-	2,109	(1)	100%
519090	Waste Removal/Recycling	13,000	838	10,412	2,589	80%
519120	Lawns and Grounds Service	1,000	-	1,000	-	100%
519110	Pest Control Svcs Agreement	482	-	-	482	0%
521000	Custodial Supplies	17,965	2,091	17,588	377	98%
522000	Maintenance Supplies	18,500	968	15,365	3,135	83%
524000	Repair Supplies	13,500	78	6,941	6,559	51%
525000	Gas/Travel/Reimbursement	2,888	51	1,465	1,423	51%
531110	In-State Ground	217	-	217	(0)	100%
531140	In-State Lodging	713	130	713	(0)	100%
531150	In-State Meals	39	-	39	0	99%
531500	Regisistration Fees	1,175	-	1,045	130	89%
532200	Telephone	14,500	1,371	12,998	1,502	90%
533100	Heat	36,906	236	36,569	337	99%
533200	Water	11,011	2,092	11,011	(0)	100%
533300	Electricity	188,000	15,106	174,781	13,219	93%
533400	Garbage/Sewage Disposal	9,729	777	9,729	0	100%
535100	Equipment Repair	1,800	-	1,079	721	60%
535200	Repairs to Facilities	15,500	-	14,828	672	96%
535201	Repairs to Grounds-Supp	10,363	3,459	10,113	250	98%
535400	Service Contracts	13,739	1,276	10,816	2,923	79%
539200	PR-President's Office	600	-	201	399	34%
539500	Other Current Expense	4,000	-	1,070	2,930	27%
543000	Lease/Rental Other Equipment	4,817	383	3,834	983	80%
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	165	1,843	212	90%
545302	EAP Program Expense	1,823	140	1,683	140	92%
546100	Membership & Dues	1,440	-	1,440	-	100%
555100	Minor Equipment High	1,324	-	1,324	(0)	100%
Total Current Expense		768,000	57,029	663,750	104,250	86%

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

RESTRICTED SALES TAX FUNDS (Held by County)

Life-to-date Revenues as of State's March 2018 Report	\$ 461,615
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	59,237
Total Revenue	640,195
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 (\$56.9K), Biscoe Ctr Rent (\$24K), Lighting (\$4.8K) Security Cameras (\$4.8K), Chiller Loop Repair (\$9K), Bladesmithing Shelter (\$1.4K)	(100,938)
Sub-total Life-to-date Revenues less Submitted Projects	71,842
Add: 2014-15 Capital Appropriation from County (not sales tax revenue)	75,000
Add: 2015-16 Capital Appropriation from County (not sales tax revenue)	100,000
TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 5/31/18	\$ 246,842

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

Appendix BB

State Funds - May 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511100 President	139,254	11,605	127,650	11,605	92%
511200 FT Senior Administrator	238,968	19,914	219,054	19,914	92%
511300 FT Professional Staff	957,970	77,434	876,039	81,931	91%
511310 PT Professional Staff	26,612	1,374	19,811	6,801	74%
511340 30 Hour Professional St	77,306	-	-	77,306	0%
512000 FT Support	60,780	5,065	55,715	5,065	92%
512010 PT Support	33,327	2,741	29,125	4,202	87%
512040 30 Hour Support	14,304	-	14,304	-	100%
513000 FT Faculty	1,800,248	144,769	1,663,566	136,682	92%
513010 PT Faculty	749,862	71,249	663,055	86,807	88%
513030 PT Teaching Assistant	13,287	1,188	12,288	1,000	92%
513040 30 Hour Faculty	38,094	10,902	38,094	-	100%
515000 FT Technical/Paraprofes	424,978	37,456	382,517	42,461	90%
515010 PT Technical/Paraprofes	96,337	8,514	86,301	10,036	90%
518100 Social Security	341,502	28,421	305,147	36,355	89%
518200 Retirement	652,481	54,586	600,222	52,259	92%
518300 Medical Insurance	416,597	34,613	379,064	37,533	91%
518500 Unemployment Comp	1,324	-	1,324	-	100%
518700 Longevity Payments	47,311	1,419	46,933	379	99%
519000 Legal Services	726	-	-	726	0%
519020 Sys Implementation/Inte	5,300	1,711	1,711	3,589	32%
519040 Administrative Services	3,099	1,205	2,755	344	89%
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	60,395	14,822	51,605	8,790	85%
519401 Online Tutoring Contrac	18,864	-	18,864	0	100%
519700 Personal Serv - 3rd Par	15,760	-	15,760	-	100%
523XXX Copies & Instr Suppl	150,866	14,184	138,385	12,481	92%
527000 Other Supplies	59,648	4,294	49,389	10,259	83%
527005 Tires, Oil Changes, Oth	1,439	-	1,338	101	93%
531110 In-State Ground Transpo	14,862	1,259	11,833	3,029	80%
531140 In-State Lodging	15,657	2,147	13,411	2,246	86%
531150 In-State Meals	4,203	441	2,690	1,513	64%
531210 Out-of-State Ground Tra	2,478	241	2,311	167	93%
531220 Out-of-State Air Transp	4,081	431	3,696	385	91%
531240 Out-of-State Lodging	10,169	1,347	7,969	2,200	78%
531250 Out-of-State Meals	2,720	320	2,445	275	90%
531410 Board/Non-emp Transport	206	-	206	0	100%
531420 Board Expense - Subsist	2,505	1,216	2,505	0	100%
531500 Registration Fees	31,298	25	23,430	7,868	75%
532100 Postage	10,000	-	3,793	6,207	38%
532337 Managed Server Support	9,089	-	1,064	8,025	12%
532700 Software Subscriptions	8,134	231	7,975	159	98%
532310 Telecmn Data Charge-WAN	66	-	-	66	0%

Montgomery Community College
State Funds - Board Report for May 2018

Appendix BB

State Funds - May 2018	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
535100 Equipment Repair	14,589	3,996	12,538	2,051	86%
535120 Repairs-Voice Communicatio	722	-	722	(0)	100%
535400 Service Contracts	325	-	225	100	69%
535430 Maint Agreement-Equipme	5,038	760	3,978	1,060	79%
535450 Maint Agreement-NonWAN	42,107	5,137	36,986	5,121	88%
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	15,129	44,703	12,816	78%
535491 Maint. Ag LAN Equip	6,927	-	6,247	680	90%
537100 Advertise Vac Positions	12,000	250	11,414	586	95%
539400 Magazine/Newspaper Subs	2,475	-	1,465	1,010	59%
539500 Other Current Expense	175	-	175	-	100%
539520 Electronic Processing	11,000	446	9,037	1,963	82%
539700 Childcare - 530 Purpose	22,683	2,442	20,436	2,247	90%
539720 Project Skill-Up Student Assi	15,000	-	-	15,000	0%
542403 Rental/Lease Servers	3,840	320	3,520	320	92%
544000 NonWAN Data Process Sof	400	-	-	400	0%
544010 Software License Renewa	28,590	9,885	19,664	8,926	69%
545100 Motor Vehicle Insurance	2,100	-	739	1,361	35%
545200 Liability Insurance	3,800	-	739	3,061	19%
546100 Membership & Dues	17,809	7,888	15,804	2,005	89%
546200 Accreditation Ex	9,264	-	9,014	250	97%
555100 Minor Equipment Low	21,358	1,819	18,924	2,434	89%
555200 Minor Equip High	17,095	9,440	12,755	4,340	75%
Total Current Expense	6,916,722	612,633	6,162,390	754,332	89%
552070 Lan-Equipment	53,545	-	53,545	(0)	100%
553000 Educational Equipment	509,923	-	444,185	65,738	87%
553010 Other Ed DP Equipment	16,743	16,741	16,741	2	
555100 Minor Equipment Low Risk	10,000	(1,815)	(3,838)	13,838	-38%
555200 Minor Equip High Risk	50,412	-	27,229	23,183	54%
556100 Books	25,985	(10)	14,590	11,395	56%
Total Capital Expense	666,608	14,916	552,452	114,156	83%
Total Expenses	7,583,330	627,549	6,714,842	868,488	89%

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

Appendix B

Institutional Funds - May 2018			Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
1	01-121	Pell Overpayments	-	-	-	-	(436)
	01-128	Veterans Reporting Fee	-	712	712	1,112	26
	01-132	Overhead Receipts 75%	140	40	40	2,123	12,681
	01-133	Current General & Misc	40	40	40	1,363	14,369
	01-134	Admin Support	-	375	375	1,869	0
	01-135	Overhead Receipts 25%	47	-	-	-	8,335
2	01-142	Textbook Rental	1,920	701	701	42,283	(2,030)
	01-222	Forestry Program	2,046	-	-	4,175	7,916
	01-291	Specific Fees: Medical	-	-	-	509	2,577
	01-291	Specific Fees: Electron	34	-	-	-	2,938
	01-291	Specific Fees: Gunsmith	-	-	-	14,104	35,841
	01-291	Specific Fees: Phlebotomy	-	-	-	-	400
	01-291	Specific Fees: Taxiderm	160	-	-	3,665	11,165
	01-291	Specific Fees - LP	(50)	-	-	-	8,419
	01-291	Specific Fees: Dental	-	24	24	1,212	5,149
	01-291	Specific Fees: NET/TEAS	1,008	1,125	1,125	2,925	5,213
	01-291	Specific Fees: HVAC	-	-	-	-	175
	01-294	Live Projects: Taxiderm	-	-	-	-	349
	01-314	Scrap Metal Fund HVAC	-	-	-	-	717
	01-315	Self Supporting	2,258	7,676	7,676	44,721	66,572
	01-331	Community Service	-	-	-	-	4,275
	01-352	Career Readiness	-	-	-	440	2,079
	01-363	Small Business Center	-	80	80	1,725	7,391
	01-391	Specific Fees: Occ. Ext	1,390	175	175	9,593	72,508
	01-394	Horticulture: Live Proj	-	-	-	-	878
	01-621	Operational Funds	250	1,494	1,494	47,235	25,569
	01-622	Sales Tax Utilization	-	2,000	2,000	100,938	-
	01-715	Vending	-	558	558	7,258	-
	01-716	Bookstore Vending	-	-	-	50	-
	02-131	College Work Study	3,910	3,910	3,910	26,267	-
	02-228	Self Supp. Curriculum	-	-	-	3,576	23,610
	02-229	Distance Learning	-	-	-	-	-
3	02-237	Perkins Prof Dev	-	6,107	6,107	6,107	(6,107)
	02-238	Perkins Prof Develop	-	-	-	-	-
	02-241	Perkins Automation Soft	-	-	-	-	-
	02-292	Tech Fee-Curr	1,758	157	157	43,737	88,482
	02-383	Fire Training Center Gr	-	-	-	19,369	2,619
	02-392	Tech Fee: Con Ed	-	-	-	-	1,958
4	02-425	NCWorks Grant Adult Services	-	13,088	13,088	79,068	(28,027)
4	02-427	NCWorks Grant Dislocated Worker	-	5,948	5,948	22,816	(10,133)
3	02-429	Vo-Ed PT Curr Support	750	747	747	8,398	(747)
3	02-511	Voc-Ed Counseling	960	960	960	10,561	(960)
3	02-512	Voc-Ed Tutor Funds	-	324	324	4,131	(955)
	02-823	FSEOG	-	-	-	12,539	-
	02-824	Pell Grant	(2,646)	(2,646)	(2,646)	1,046,831	-
	02-831	Educ. Lottery Schol.	-	175	175	30,422	-
	02-833	Golden LEAF	-	-	-	10,270	1,477
	02-835	NC Comm Coll Grt	-	360	360	61,840	-

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

Appendix B

Institutional Funds - May 2018		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
02-836	High Demand/Low Enrol	-	(50)	(50)	1,690	50
02-837	MCC Foundation Scholar	381	250	250	140,253	-
02-838	Wells Fargo Scholarship	250	250	250	500	-
02-839	Less Than Half-time	-	-	-	660	-
02-842	SGA President Scholar	-	-	-	1,500	-
02-845	SECU Scholarships	-	-	-	10,000	-
05-715	Vending	1,013	-	-	8,332	13,333
05-716	Bookstore Vending	-	41	41	1,368	94,774
05-720	Bookstore	-	-	-	-	-
05-721	General Store	1,611	1,611	1,611	18,871	-
05-740	Parking Fee	392	-	-	-	38,826
05-770	Stud Govt Assoc	626	298	298	31,470	21,162
05-771	Graduation Fund	195	714	714	5,709	1,539
05-774	Stud. Amabassador	125	284	284	3,284	25,983
07-925	Bond-Workplace Dev Renovation	-	-	-	96,648	-
07-925	Bond-Bldg 200 HVAC Replacement	1,000	1,000	1,000	59,200	-
07-925	Bond-Bldg 200 Interior	-	-	-	55,415	-
07-926	Golden Leaf FY2015-085	-	14,038	14,038	14,038	65,962
09-772	Club Accounts	-	-	-	-	52,878
5	09-773 Agency Fund	-	-	-	-	(13,730)
	09-775 Funds for Others	-	-	-	-	6,715
	09-776 Restricted Schol Held	-	-	-	-	1,461
	09-777 Loan Funds Held & Dist	-	-	-	-	-
Total	Institutional Funds: First Bank	19,566	62,568	62,568	2,122,173	673,244

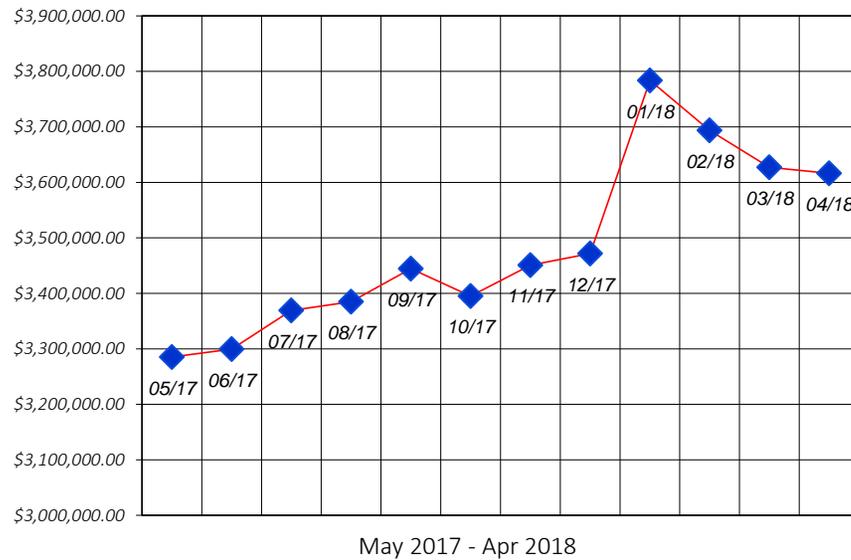
STIF Account as of 05/31/18		Interest This Period	Interest This Year	Prior Y.E. Balance	Current Balance
01-621	Operational Funds	56	516	42,650	43,166
02-229	Distance Learning	14	125	10,310	10,435
02-292	Technology Fees	100	916	75,725	76,642
05-720	Bookstore	79	723	59,777	60,500
Total	Institutional Funds: State Treasury	249	2,280	188,462	190,743

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

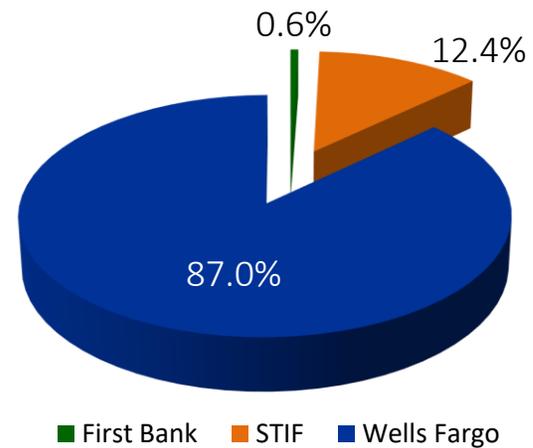
Montgomery Community College Foundation Funds Statement FY 2017-2018

	Fiscal Year To Date 7/1/2017 thru 6/30/2018				Month of April 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	\$3,150,787.97	\$449,083.17	\$27,367.30	\$3,627,238.44
Receipts								
Interest/Dividends	\$58,416.68	\$3,244.96	\$7.31	\$61,668.95	\$5,687.80	\$535.36	\$0.48	\$6,223.64
Deposits	\$29,254.80	\$270,760.52	\$326,968.85	\$626,984.17	\$7,160.00	\$6,415.00	\$9,960.00	\$23,535.00
Total Receipts	\$87,671.48	\$274,005.48	\$326,976.16	\$688,653.12	\$12,847.80	\$6,950.36	\$9,960.48	\$29,758.64
Disbursements								
Fees/Withdrawals	\$134,696.41	\$70,041.23	\$333,825.55	\$538,563.19	\$3,209.77	\$7,756.35	\$16,314.38	\$27,280.50
Total Disbursements	\$134,696.41	\$70,041.23	\$333,825.55	\$538,563.19	\$3,209.77	\$7,756.35	\$16,314.38	\$27,280.50
Market Value Net Change	\$166,379.80	\$0.00	\$0.00	\$166,379.80	(\$13,591.31)	\$0.00	\$0.00	(\$13,591.31)
Ending Value	\$3,146,834.69	\$448,277.18	\$21,013.40	\$3,616,125.27	\$3,146,834.69	\$448,277.18	\$21,013.40	\$3,616,125.27
Net Change	\$119,354.87	\$203,964.25	(\$6,849.39)	\$316,469.73	(\$3,953.28)	(\$805.99)	(\$6,353.90)	(\$11,113.17)

Foundation Funds Value



Foundation Funds Distribution



In-Kind Donation Transfers
 June 2018
 Foundation Office

Approximate Value	Item	Transfer To
\$1,000.00	Carrier Airhandler Donated by Sunbelt Service Pros	HVAC Program
\$1012.00	Trane Airhandler Donated by Sunbelt Service Pros	HVAC Program
\$600.00	Payne AC Donated by Sunbelt Service Pros	HVAC Program
\$700.00	Carrier Gas Furnace Donated by Sunbelt Service Pros	HVAC Program
\$4,034.23	Gunsmithing Books Donated by Jim Batson	Library & Gunsmithing Program
<u>\$7,346.23</u>	<u>Total</u>	

**Building & Grounds Committee
Wednesday, June 13, 2018
5:45 p.m.**

Committee Members

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

Agenda Items:

- ❖ Call to Order – Gordon Knowles, Chairman**
- ❖ Facilities Report - Appendix E**
- ❖ Construction Update and Building Projects Timeline – Appendix F – Dr. Chad Bledsoe**
- ❖ Blair Hall Schematics – Dr. Chad Bledsoe**
- ❖ Presidents Suite Renovations – Appendix G**
- ❖ New Business**
- ❖ Adjourn**

Board Report

Facilities

June 2018

Prepared By: Wanda Frick

The maintenance staff worked diligently to spread mulch around several areas on campus in preparation of Graduation. The shredded pine mulch will replace pine needles in most areas to alleviate the need to strew the needles annually. The shredded mulch should last 2 years before any additions are needed and then only top-dressed for refreshing.



IConnect Technologies, LLC is currently on campus installing the remaining cameras and NVR (Network Video Recorder) for full coverage of the campus. When complete, the system will consist of 21 indoor cameras covering corridors and public areas. Outdoors will have 11 cameras for viewing of parking lots and public areas. Cameras are accessible to the President, Vice Presidents, and Director of Facilities.

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 move forward with the bidding phase with the following dates

- Advertisement for bids – June 10th
- Pre-Bid meeting – June 14th
- Bid opening – June 28th

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: \$129,843

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

J R Mechanical started initial replacement work on the new propane-fueled condensing boiler. Preliminary electrical upgrades to begin on chillers, pumps, and AHUs (Air Handling Units).

- Budgeted: \$1,075,000
- Disbursed to Date: \$62,500

- **New Projects**

- Firing Range Expansion – Preliminary sketches submitted to local grading contractors for estimates.
- Capel Hall office renovations – 3-1 for bond funds approved by the System Office. Bid opening scheduled for June 18, 2018.

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	\$ 65,000			3-1	Constr. Bids & Construction		Complete								
Industrial Maintenance Building	\$ 1,000,000						(3-1)	State Board	Design Phase		Construction				
Building 500 Roof	\$ 40,000							(3-1)	State Board	Construction Bid	Construction	Complete			
Building 500 Renovation	\$ 25,000							(3-1)	State Board	Construction Bid	Construction	Complete			
Building 500 HVAC	\$ 75,000							(3-1)	State Board	Construction Bid	Construction	Complete			
Building 300 HVAC	\$ 75,000							(3-1)	State Board	Construction Bid	Construction	Complete			
Firing Range Expansion		TBD													
Blair Hall Renovation	\$ 3,245,000	\$ 400,000													
Roof Replacement			SCO Review	SCO Approval	Construction Bid	Construction						Complete			
HVAC Replacement			Design		SCO Review	SCO Approval	Construction Bid	Contr Approved SCO	Construction						
Interior Renovation															
Blair Hall Entrance	\$ 399,093														
Total Cost	\$ 6,334,537	\$ 406,877													

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



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Peter Hans

President

May 18, 2018

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

Subject: Construction Project No. 2412
Capel Hall Building 200 – Minor Renovation

Dear President Bledsoe:

I am pleased to inform you that your request for a new construction project, as indicated on the enclosed 3-1 form, was approved by the State Board of Community Colleges in its meeting on May 18, 2018.

Sincerely,

A handwritten signature in black ink that reads "Brandy Andrews".

Brandy Andrews
Associate Vice President for College
Finance and Operations

BA/io

Enclosure

c: Mr. Mark Cooney
Mrs. Dorrine Fokes

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. ESTIMATED 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 - 4N02.5416 _____ \$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.

TO 5/1/18
W-5-7-18

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.

Claudia B. Buttrick

Chairman - Board of Trustees

David A. D. [Signature]

Chief Administrative Officer/President

Dorrine Fokes

From: Mark Cooney
Sent: Monday, April 30, 2018 5:24 PM
To: Elizabeth Grovenstein
Cc: Brandy Andrews; Dorrine Fokes
Subject: RE: Update: T/C from Dr. Chad Bledsoe at Montgomery CC
Attachments: 3-1 Montgomery 2412 Capel Hall Office Renovations.doc

Elizabeth,

Dr. Beldsoe and I spoke this afternoon regarding the proposed new Capel Hall renovation project. I would like to provide you with the following update regarding our conversation:

Dr. Bledsoe stated that he needs to create office space to house two new instructional faculty positions in Blair Hall, specifically for chemistry and foreign language instruction. The proposed new renovation project would renovate 1,400 SF of the President's office suite located in Capel Hall to create two offices for the College's Coordinator of Institutional Effectiveness/SACS Liaison and Public Information Officer which currently reside in Blair Hall. The estimated cost for the project is \$65,000, which I feel is an acceptable cost for this market. The two new offices for the chemistry and foreign language faculty will be included as part of the approved Connect NC Bond Project #2278 (\$3.6M- Blair Hall Renovation) which is in the final phases of design.

I see no problems with the proposed project as they are modifying administrative spaces in order to create new instructional support space and meet the requirements as a NCCCS Connect Bond Project. -Mark

Mark E. Cooney
Director, College Capital Finance & Planning
NC Community College System Office
5013 Mail Service Center
Raleigh, NC 27699-5013
(919) 807-7112
cooneym@ncccommunitycolleges.edu



E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes.

From: Elizabeth Grovenstein
Sent: Monday, April 30, 2018 11:43 AM
To: Dorrine Fokes <fokesd@ncccommunitycolleges.edu>; Mark Cooney <cooneym@ncccommunitycolleges.edu>
Cc: Bryan Jenkins <jenkinsb@ncccommunitycolleges.edu>; Kelly Barretto <barrettok@ncccommunitycolleges.edu>; Sondra Jarvis <jarviss@ncccommunitycolleges.edu>; Brandy Andrews <andrewsb@ncccommunitycolleges.edu>
Subject: RE: Update: T/C from Dr. Chad Bledsoe at Montgomery CC

E-Mail correspondence to and from this address may be subject to the North Carolina Public Records Law (NCGS 132) and may be disclosed to third parties.

From: Kelly Barretto
Sent: Monday, April 30, 2018 10:26 AM
To: Bryan Jenkins <bjenkinsb@nccommunitycolleges.edu>; Sondra Jarvis <jarviss@nccommunitycolleges.edu>
Subject: T/C from Dr. Chad Bledsoe at Montgomery CC

Dr. Bledsoe would like to speak to the person that will present on 3-1's (use of bond funds) at the State Board meeting. He would like to speak with that person in advance, as he anticipates that his 3-1 will prompt many questions.

Please return his call to 910-898-9601 at your earliest opportunity.

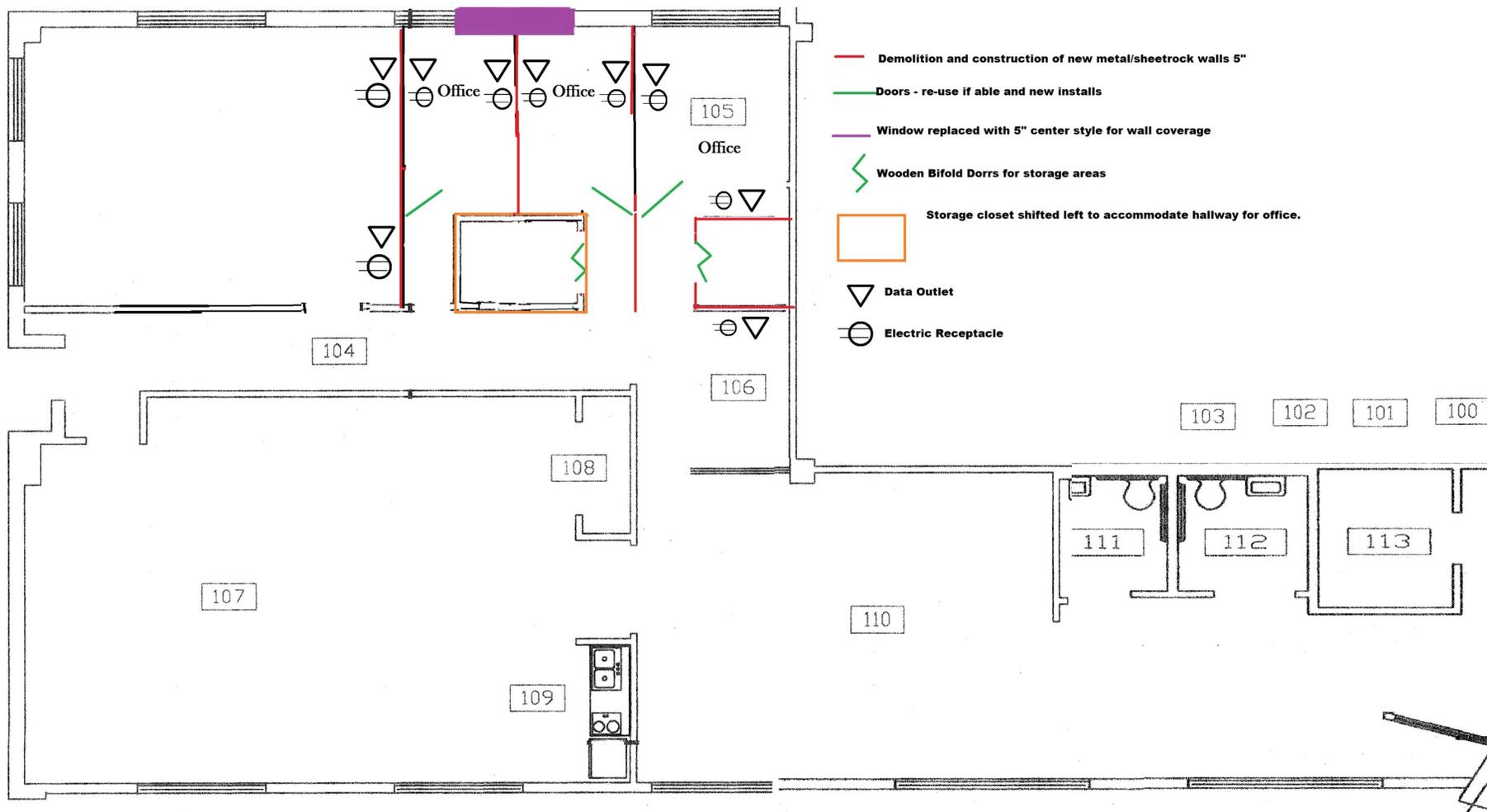
Thank you,

Kelly Barretto
Executive Assistant to Chief of Staff
NC Community College System
5001 Mail Service Center
Raleigh, NC 27699-5000

Direct dial: 919-807-7069
barrettok@nccommunitycolleges.edu



E-mail correspondence to and from this address may be subject to the North Carolina Public Records Act and shall be disclosed to third parties when required by Chapter 132 of the North Carolina General Statutes.



**Personnel Committee
Wednesday, June 13, 2018
6:00 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Gelynda Capel, Chairman**
- ❖ **Notice of Resignation
Gunsmithing Instructor – Appendix H**
- ❖ **Personnel Appointments
Learning Resources Technical Assistant – Appendix I
Gunsmithing Instructor – Appendix J
Custodian – Appendix K
Director of Student Life and Recruitment – Appendix L**
- ❖ **2018 Notice of Non-Renewals – Appendix M**
- ❖ **2018-2019 Contract Renewals – Appendix N**
- ❖ **Blanket Travel Authorization – Appendix O – Action**
- ❖ **New Business**
- ❖ **Adjourn**

March 15, 2018

Dr. Chad Bledsoe

President

Montgomery Community College

1011 Page Street

Troy, NC 27371

Dear Dr. Bledsoe and Montgomery Community College,

Please accept this letter as notice of resignation from my position as Gunsmithing Instructor. My last day of employment will be May 11, 2018.

After long and careful consideration I have decided to open my own business. Entrepreneurship has always been a dream of mine and I have come across the right opportunity.

I have enjoyed my time at Montgomery Community College so this decision does not come easy. MCC will always have a special place in my heart as I have not only been a student but an employee as well. The MCC staff and faculty are wonderful, always assisting in any way possible. I feel like we are all a family! My highlight as an MCC Gunsmithing Instructor is the ability to prepare students for careers in the firearms industry and watching them grow and develop their skills into becoming competent gunsmiths.

I am willing to assist MCC and the gunsmithing department with this transition. I would also appreciate the opportunity to instruct any future NRA classes as needed.

Thank you again for the opportunity to work at MCC and I wish all the best in the future.

Sincerely

A handwritten signature in black ink, appearing to read "Wayne Coley". The signature is written in a cursive, flowing style with a prominent initial "W".

Wayne Coley



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

May 10, 2018

Mr. Wayne Coley
Montgomery Community College
1011 Page Street
Troy, NC 27371

Dear Mr. Coley:

I am in receipt of your letter dated March 15, 2018 announcing your resignation on May 11, 2018. I accept your letter notifying me of your resignation as Gunsmithing Instructor. You are a valuable asset to Montgomery Community College as your dedication and expertise has served the College well. You will be missed as a colleague.

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

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

Sincerely,

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

Chad A. Bledsoe, Ph.D.
President

Personnel Appointment

Name of Person	Shaquille Little
Present Address	410 E. Gary St., Candor, NC 27229
Position	Learning Resources Technical Assistant
Position Category	Level II
Salary	\$25,560
Effective Date of Employment	5/14/18
Budget Information	TBD per Jeanette

Position Description:

Multifaceted position providing technical assistance to students, serving as the virtual bookstore liaison, managing the General store and assisting with general library duties.

Education and Certifications

School/Certification	Years Attended	Degree
East Montgomery		HS Diploma
MCC	Currently enrolled	Office Administration

Work Experience

Employer	Dates of Employment	Position/Title
MCC	October 2016-present	Technology Assistant/Virtual Bookstore Liaison
Montgomery County Schools	October 2014-October 2016	Teacher Assistant/Substitute Teacher

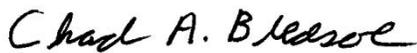
Professional Participation/Honors:

Hiring Committee

Person	Position
Cindy Ellison	Dean, Technology & Learning Resources
Deborah Ashby	Director, Learning Resources
David Klass	Math instructor
Jessica Blanchard	Accounts Receivable Specialist
Russell Ingram	NC Works Director

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Shaquille Little, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Shaquille Little for the Learning Resources Technical Assistant position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Billy Athay
Present Address	586 Price Farm Rd, Stokesdale NC 27357
Position	Gunsmithing Instructor
Position Category	Permanent Full-Time
Salary	\$49,812
Effective Date of Employment	5/28/2018
Budget Information	

Position Description:

Education and Certifications

School/Certification	Years Attended	Degree
A.A.S. Gunsmithing ^{MCC}	2	A.A.S. Gunsmithing

Work Experience

Employer	Dates of Employment	Position/Title
Hyatt's Gun Shop	8/13 - 3/15	Gunsmith
WarSport	3/15 - 10/16	Production Tech
Red tail Gunsmithing	10/16 - current	Owner

Professional Participation/Honors:

Remington 11/17 - current Tech. Service Rep.

Hiring Committee

Person	Position
Mark Dye	Director of Gunsmithing
Len Fagan	Gunsmithing instructor
Natalie Winfree	Counselor
Mike Thompson	Forestry instructor
Sam Britt	English instructor

Appointment Recommendation and Approval

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



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Mar'kisha Martin
Present Address	407 S. Wadesboro Blvd., Mt. Gilead, NC 27306
Position	Custodian
Position Category	III
Salary	\$22,968/Annually, \$1914/monthly
Effective Date of Employment	5/15/2018
Budget Information	

Position Description

Education and Certifications

School/Certification	Years Attended	Degree
WMHS	2007-2011	Diploma
MCC	2012-2015 – Early Childhood	

Work Experience

Employer	Dates of Employment	Position/Title
Kountry Kids Learning Center	present	Lead Teacher
Richmond Co. Youth Program	6/2009-7/2009	Custodian

Professional Participation/Honors

Hiring Committee

Person	Position
Wanda Frick	Director of Facilities
Marsha Mabry	Department Chair, Information Technology
Carolyn Saunders	Instructor, Practical Nursing
Marcus Ervin	Maintenance Supervisor
Tim Sheffield	Gunsmithing Instructor

Appointment Recommendation and Approval

A Hiring Committee of college personnel interviewed Mar'kisha Martin, checked his/her background, and found him/her qualified for the position. Upon recommendation from the Hiring Committee, I approve Mar'kisha Martin for the Custodian position.



Chad A. Bledsoe
President

Personnel Appointment

Name of Person	Jessica S. Blake
Present Address	3063 NC Hwy 24-27 East, Biscoe, NC 27209
Position	Coordinator of Student Life & Recruitment
Position Category	Level 5
Salary	\$38,112
Effective Date of Employment	June 11, 2018
Budget Information	State funds

Position Description:

This position is responsible for coordinating student activities, for overseeing the Student Government Association and Student Ambassador programs, and for coordinating the college's recruiting efforts.

Education and Certifications

School/Certification	Years Attended	Degree
UNC Greensboro	2012-2015	BA/Communication Studies
Montgomery CC	2009 – 2012	College transfer classes

Work Experience

Employer	Dates of Employment	Position/Title
Montgomery County Schools	June 2016 – present	Executive Director, Communities in Schools
Greensboro Baseball, LLC	April 2015 – May 2016	Office Administrator/Director of Merchandise, Greensboro Grasshoppers
Suntrust Bank	September 2014 – April 2015	Teller
Greensboro Baseball, LLC	March 2014 – September 2014	Internship, Greensboro Grasshoppers (Promotions, Community Relations, Special Events)

Professional Participation/Honors:

Member: Lambda Pi Eta – honor society for the National Communication Studies Association

Hiring Committee

Person	Position
Beth Smith	VP of Student Services
Amy Friery	Dept Chair/Early Childhood, Human Services; Interim Dean/Arts & Sciences
Doni Hatchel	Director of Financial Aid
Michele Haywood	Public Information Officer
Savannah Heath	Small Business Center Director

Appointment Recommendation and Approval

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

Student life & recruitment

Chad A. Bledsoe

Chad A. Bledsoe

President



MONTGOMERY COMMUNITY COLLEGE

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

May 11, 2018

Mrs. Cynthia Caviness
Montgomery Community College
1011 Page Street
Troy, NC 27371

Mrs. Caviness:

This is to advise that following June 30, 2018, the college will not continue your employment under a new contract for a new term. I appreciate the work you did while employed with Montgomery Community College. I wish you much success in your career and new endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Chad A. Bledsoe". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Chad A. Bledsoe, Ph.D.
President



MONTGOMERY COMMUNITY COLLEGE

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

May 24, 2018

Mrs. Wendy Gossage
115 Springdale Drive
Rockingham, NC 28379

Mrs. Gossage:

This is to advise that following June 30, 2018, the college will not continue your employment under a new contract for a new term. I appreciate the work you did while employed with Montgomery Community College. I wish you much success in your career and new endeavors.

Sincerely,

A handwritten signature in black ink that reads "Chad A. Bledsoe". The signature is fluid and cursive, with a long horizontal stroke at the end.

Chad A. Bledsoe, Ph.D.
President



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: Montgomery Community College Board of Trustees

FROM: Chad A. Bledsoe, President

DATE: June 1, 2018

SUBJECT: Employment Contract Renewal for 2018-2019

I recommend that 12 month employment contracts be issued to the following staff for the 2018-2019 fiscal year:

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

In addition, I recommend that employment contracts be issued to the following staff and faculty for the 2018-2019 fiscal year as presented by the Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services. Please see the attached recommendations.

Thank you for your cooperation in this matter.



MONTGOMERY COMMUNITY COLLEGE

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

Memorandum

To: Dr. Chad Bledsoe, President

From: Beth Smith, Vice President of Student Services

Date: May 31, 2018

Subject: Recommended Employment for 2018-2019 from the Student Services Division

I would like to recommend that full-time employment contracts be issued to the following Student Services staff members for 2018-2019 contingent upon available funding.

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

I would like to recommend that a part-time contract be issued to Carmen Simpson, Evening Switchboard Operator, for 2018-2019 contingent upon available funding.

Thank you.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

To: Dr. Chad Bledsoe, President

From: Jeanette McBride, Vice President of Administrative Services *Jeanette McBride*

Subject: Employee Contract Renewal for FY 2018-2019

Date: June 1, 2018

I recommend issuing employment contracts to the following staff for the 2018–2019 academic year:

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

Thank you for your consideration in this matter.



MONTGOMERY COMMUNITY COLLEGE

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

MEMORANDUM

TO: MCC Board of Trustees

FROM: R. Lee Proctor, Vice President of Instruction

SUBJECT: Recommendation for Employment 2018-2019 Fiscal Year

DATE: June 2, 2018

Based on sufficient demand for the respective programs, I recommend employment contracts for the following instructors for fiscal year 2018-2019:

Full-Time Twelve (12) Month Contracts – July 1, 2018 through June 30, 2019:

Billy J. Athay Gunsmithing Instructor
Mark Dye Director of Gunsmithing & NRA Program
Leonard Fagan Gunsmithing Instructor
Art Furr Electrical Systems Technology Department Chair/ Instructor
Donna Harwood Coordinator/Instructor Nurse Aid
Dylan Hurley Forestry Management Technology Instructor
David Klass Math Instructor
Lori McAllister Dental Assisting Department Chair/Instructor
Matthew Mutarelli Gunsmithing Instructor
Tim Sheffield Gunsmithing Instructor
Andy Speer Taxidermy Department Chair/ Instructor
Russell Strong Dean of Commercial Technologies/ Instructor
Wendy Vaughn Director of Nursing/ Instructor
Tracey Wyrick Dean of Public Services/ Instructor

Full-Time Ten (10) Month Contracts -- August 1, 2018 through May 31, 2019:

Amanda Beaman Phlebotomy Department Chair/Instructor
Sandra Britt Coordinator First Year Experience/English Instructor
Ryan Cobb Industrial Systems Technology Department Chair/Instructor
Mike Collins Business Administration Department Chair/Instructor
Amy Friery .. Human Services Technology/Early Childhood Department Chair/Instructor
Edwin Hinson Air Conditioning, Heating and Ventilation Department Chair /Instructor
Marsha Mabry Computer Information Technology Department Chair/ Instructor
Carolyn Saunders Practical Nursing Instructor

Full-Time Nine (9) Month Contracts – August 9, 2018 through May 9, 2019:

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

I recommend employment contracts for the following staff for fiscal year 2018-2019:

Full-Time Twelve (12) Month Contracts -- July 1, 2018 through June 30, 2019:

Riley Beaman..... Director of Health and Public Safety
Lynn Epps Coordinator of Educational Partnerships
Josh Floyd Heritage Crafts Coordinator
Andrew Gardner.....Dean of Continuing Education
Kathy Garner- Smith Coordinator of Career & College Readiness
Jessica HamiltonDirector for Business and Industry Services
Savannah Heath Small Business Center Director
Teresa HudsonAdministrative Assistant to the Vice President of Instruction
Russell Ingram NC Works Center Director
Maria Inman.....Retention Assessment Specialist
Shavier MasonAssistant to the Dean of Continuing Education
Connie Parsons.....Administrative Assistant, Continuing Education
Crystal Thomas Coordinator of Prison Programming/Instructor
Kay Russell Receptionist/Data Entry Technician
Alex Williams Coordinator of NRA Programs/Gunsmithing Technician

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

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

TRAVEL AUTHORIZATION

N. C. COMMUNITY COLLEGE SYSTEM

DATE SUBMITTED

ACTION REQUESTED:

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

TRAVELERS: Dr. Chad Bledsoe			
TRAVEL TO: Local and Regional Meetings		SOURCE OF FUNDS: State	
MODE OF TRANSPORTATION: College Vehicle/Personal Vehicle		SUBSISTENCE EXPENSES MAXIMUM PER DAY \$	CONVENTION REGISTRATION \$
REQUESTING DEPARTMENT: President's Office		DEPARTMENTAL APPROVAL	
		DIVISION HEAD	DATE
		DEPARTMENT HEAD	DATE
TOTAL ESTIMATED EXPENDITURE	DATES OF TRAVEL: PERIOD BEGINNING	PERIOD ENDING	
	July 1, 2018	June 30, 2019	
PURPOSE AND EXPLANATORY REMARKS – Detail benefit to System in space provided below. Attach conference information, agenda, etc. as appropriate. Request blanket travel authorization to attend local events and meetings related to college business to include all counties in North Carolina and the following annual events outside of North Carolina, SACSCOC Annual Conference, SHOT Show and NRA Convention.			
LIST OF OTHER STAFF MEMBERS OR TRUSTEES MAKING TRIP:			
(THIS SECTION FOR STATE OFFICE USE ONLY)			
<input type="checkbox"/>	Request Approved	Approval is contingent upon availability of funds and subject to limitations imposed by G.S. 138.6.	
<input type="checkbox"/>	Request Denied		
<input type="checkbox"/>	Request Returned		
COMMENTS OR REPLY:			
Approval for the State President		DATE	

Curriculum and Student Services Committee
Wednesday, June 13, 2018
6:05 p.m.

Committee Members

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

Agenda Items:

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

Board Report
Vice President of Instruction
June 2018

Spaces were added to the CSI and Get Outdoors camps to accommodate the popularity of the programs. The Pottery and Drone campus are also at capacity at this time. We are looking at great opportunity for students to explore career opportunities for the future with the support of Perkins funds.

Approximately 125 CCP & Early College students have started their summer classes. MCC instructors held a Summer Orientation with the large number of MCEC students to ensure they got off to a good start with the on-line classes.

The Montgomery Community College and Montgomery County Schools Partners met for their scheduled quarterly meeting to discuss opportunities and issues that arise in providing College courses to high school students.

Planning continues on developing a Small Appliance Repair Program at Southern Correctional Unit along with continuation of the Culinary Program and College and Career Education programs. Additional programs using the limited space available are still being explored.

Local police departments have hired three of the nine Basic Law Enforcement Training program graduates and four more are in the process. Two of the twenty-nine Practical Nursing students have taken their NCLEX exams and passed. More students will to take their exams in the coming weeks.

Seven folks have already registered and are making 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. There is still space available, so please join us on this Global Education Opportunity for our students and the community.

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

**Board of Trustees Report
Continuing Education
June 2018**

College and Career Readiness

- Relocated ESL summer classes to the Biscoe Center. The move will bring additional students into the program.

Small Business Center:

- May 16th attended Town of Troy's Main Street Board meeting
- May 21st attended Market Montgomery meeting
- May 29th attended the annual Rural Day conference in Raleigh
- Meet with 6 current SBC clients during the month of May
- Hosted 3 SBC seminars that were well attended

Business and Industry Training:

- Conducted business and industry visits to introduce Jessica Hamilton and market the June 1st Leadership Trainathon. 33 Business & Industry Visits were made to include: AAM, Allandale, Arauco, Belevation, Capel's, Carolina CAT, Carolina Dairy, Central Carolina Hosiery, Comfort Tech, Growler, Hog Slat, Johnson CNC, Jordan Lumber, King Charles, Klaussner, K-M Machine, Lancer, Longworth Ind., McRae, Meganwood Reman Div., Megawood Timber Div., Mohawk, Mountaire, Myrick, Paperworks, Perdue, Robinwood, Star Works, Tobe Manufacturing, Troy Lumber, Uwharrie Lumber, Van Derveers, Wright Foods.
- **Customized Training**
 - Completed training for the following companies: Prestige Millworks, Communities in Schools, and PaperWorks.
 - June 1st we hosted a Leadership Trainathon for local business and industry (We had approximately 50 participants).
- **Apprenticeship Montgomery** - Received 10 high school apprenticeship application and 5 adult apprenticeship applications. Interviews will begin on June 5, 2018

Montgomery County NCWorks Career Career Center

- Hosted NC Works Partner Meeting at Montgomery Community College on May 16, 2018. The Career Center was recognized for its' efforts in delivering fully integrated services to the community.

Health & Public Safety:

- **Drones** - We continue to offer classes/workshops across the state and are being contacted on a regular basis for class information, ISA's with other community colleges, to provide presentations, to serve as an advisor, or to be on certain task forces.

Dean:

- Hosted Outdoor Listening Tour May 8th
- Received our first online registration. Fall 2018 all students will have the option to register for classes online.

MCC Board of Trustees – June 13, 2018 Update from the Student Services Division

Highlights & Previews

- Several programs will be holding group orientation and registration sessions in June and July, including Dental Assisting, Practical Nursing, Forest Management, and Gunsmithing.
- The number of Financial Aid applications is up approximately 10% over last year.
- There have been two winners so far in the “FAFSA Finish” contest being sponsored by our Financial Aid office.
- The 2018-2019 MCC Catalog has been completed.

Legislative/Public Relations Committee
Wednesday, June 13, 2018
6:15 p.m.

Committee Members

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

Agenda Items:

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

Public Relations / Marketing Highlights May 2018

Marketing in May

- Fall 2018 schedule “Connections”
- New parking stickers for fall 2018
- Criminal Justice and BLET program feature
- 50th Anniversary articles keepsake magazines now available

Show and Tell

- New billboard design on I-73/74
- 30-second animated white board explainer videos
- Fall registration push with semi-custom video ad on Facebook/YouTube/Google

Facebook Top Posts for May

Total Likes 2186 (Up 74 from 2112 in April)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	5/1/18	BLET graduation photo album	7,100	2,510	35%
MCC	5/10/18	Graduation photo album	4,600	1,839	40%
MCC	5/8/18	Practical Nursing Pinning Ceremony photo album	1,700	997	59%*
MCC	5/3/18	Leadership Montgomery graduation	1,400	254	18%

*Highlighted post indicates the winner of the Most Engaging Post of the Month

Instagram

May					
Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Clicks
874	10,745	95	227	3	4

53 community colleges now have Instagram accounts. MCC established its account in April and was ranked 42nd in terms of number of followers. Now, one month later, MCC is ranked 39th in terms of followers having tied with Caldwell Community College with 227.

**Institutional Status Committee
Wednesday, June 13, 2018
6:25 p.m.**

Committee Members

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

Agenda Items:

- ❖ **Call to Order - Dr. Johnny McKinnon, Chairman**
- ❖ **Revised Board Self-Evaluation Survey – Appendix T– Second Reading – Action**
- ❖ **New Business**
- ❖ **Adjourn**

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: **2 = Exceeds Expectation**
1 = Meets Expectation
0 = Does not Meet Expectation
NA= Not Applicable (Unable to Evaluate)

A. Board Organization	Rating
1. The Board operates as a unit.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. Meeting agenda items contain sufficient background information and recommendations for the Board.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. Board meetings are conducted in an orderly, efficient manner that allows for sufficient discussion.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
4. Board members make decisions after thorough discussion and exploration of many perspectives.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
5. Board committees effectively assist the Board to do its work.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
B. Policy Role	Rating
1. Board meetings focus on policy governance rather than administration.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board periodically reviews and evaluates its policies.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
C. Community Relations	Rating
1. The Board effectively represents the “voice” of the community.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board is knowledgeable about community and regional needs and expectations.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. As appropriate , Board members maintain good relationships with community leaders.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
D. Policy Direction	Rating
1. The Board is appropriately involved in defining and approving the strategic planning of the College, including developing the vision, mission and goals.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board bases its decisions in terms of what is best for students and the community.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. The Board maintains a future-oriented, visionary focus in Board discussions.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
4. The Board annually reviews the general strategic and facility master plans of the college.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
E. Board – President Relation	Rating
1. A climate of mutual trust and respect exists between the Board and President.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board sets clear expectations for the President.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA

3. The Board effectively evaluates the President.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
4. The Board clearly delegates the administration of the college to the President.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
F. Standards for College Operations	Rating
1. The Board is knowledgeable about the educational programs and services of the college.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board understands the fiscal condition of the college.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. The Board understands the budget document.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
4. The Board has policies that require fair employee due process and grievance procedures.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
G. Institutional Performance	Rating
1. The Board monitors the effectiveness of the college in fulfilling the mission.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board adequately monitors the impact the college has on the community.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. The Board understands the financial audit and its recommendations.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
H. Board Leadership	Rating
1. The Board has a clear description of Board roles and responsibilities.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. Board members are prepared for Board meetings.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. Once a decision is made, Board members cease debate and uphold the decision of the Board.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
I. Advocating for the College	Rating
1. Board members are knowledgeable about the college's history, mission, and values.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board helps educate the local community about community college needs and issues.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. The Board actively supports the colleges' foundation and fundraising efforts.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
4. The Board supports the state and national community college trustee associations.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
J. Board Education	Rating
1. New members receive an orientation to the Board and the institution.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
2. The Board strives to become increasingly more effective.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
3. The Board periodically evaluates itself.	<input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/> 0 <input type="checkbox"/> NA
K. Please Comment	
1. What are the major accomplishments of the Board in the past year?	
2. As a trustee, I have concerns about:	

Rating Scale Definitions:

Not Meeting Expectations	Meeting Expectations	Exceeding Expectations
Often performs below the level expected in terms of quantity, quality, timeliness, and/or cost due to lack of effort or skills.	Generally performs at the level expected in terms of quantity, quality, timeliness, and/or cost due to effort and skills.	Consistently exceeds the level expected in terms of quantity, quality, timeliness, and/or cost due to effort and skills.

Language is from SHRA Performance Appraisal Policy

DRAFT

**President's Report
June 13, 2018**

Activities since the May Board Meeting

5/9/18	Graduation
5/11/18	SCI Graduation
5/17/18	State Board Meeting
5/24/18	Scholarship Awards Ceremony
6/13/18	NCACCP Meeting
6/13/18	Board of Trustees Meeting

Upcoming Activities

6/26/18	NCACCP Legislative Day
7/25/18	NCACCP Quarterly Meeting
8/8/18	Foundation Board Meeting
8/8/18	Board of Trustees Meeting



Board of Trustees Calendar of Events

2018

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