



# **MONTGOMERY COMMUNITY COLLEGE**

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

## **MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA**

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, February 13, 2019 at 7:00 p.m. in the Montgomery Community College Boardroom. Committee meetings will begin at 5:30 p.m.

**Call to Order ..... Claudia Bulthuis, Chairman**

**Welcome.....Claudia Bulthuis**

**Approval of the Agenda – (Action) .....Claudia Bulthuis**

**Board of Ethics Reminder.....Claudia Bulthuis**

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

**Board Presentation .....Russell Ingram, Workforce Development**

**Approval of January Board & Committee Minutes – Appendix A (Action) Claudia Bulthuis**

### **Standing Committees**

**Budget & Finance Committee ..... Susan Eggleston, Chairman**

- January Financial Reports – **Appendix B-1 (Action)**.....Jeanette McBride
- Budget Call Back – **Appendix B-2** .....Jeanette McBride
- December Foundation Fund Statements – **Appendix B-3** ..... Korrie Ervin
- In Kind Donation Transfer – **Appendix B-4 (Action)**..... Korrie Ervin
- Grants Update – **Appendix B-5** ..... Korrie Ervin
- Foundation Update..... Korrie Ervin

**Building & Grounds Committee ..... Gordon Knowles, Chairman**

- Facilities Report – **Appendix C-1**.....Jeanette McBride
- Construction Update – **Appendix C-2** ..... Dr. Chad Bledsoe
  - Blair Hall Roof Replacement – **Appendix C-3**
  - Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof – **Appendix C-4 – (Action)**

**Personnel Committee.....Gelynda Capel, Chairman**

- Notice of Resignation.....Gelynda Capel
  - Director of Heritage Crafts – **Appendix D-1**

**Curriculum/Student Services Committee..... Bill Price, Chairman**

- Update from Vice President of Instruction – **Appendix E-1** .....Tracey Wyrick
  - Continuing Education – **Appendix E-2**.....Tracey Wyrick
  - Continuing Education Fall 2018 Class Log – **Appendix E-3**....Tracey Wyrick
- Update from Vice President of Student Services – **Appendix E-4**.....Beth Smith
  - Minority Male Success Initiative Approval– **Appendix E-5** .....Beth Smith
- 2019-2020 Academic Calendar – **Appendix E-6 – (Action)** .....Beth Smith
- Program Approvals ..... Dr. Chad Bledsoe
  - Automotive – **Appendix E-7 – (Action)**
  - Culinary – **Appendix E-8 – (Action)**
  - Human Services – **Appendix E-9 – (Action)**
  - Machining – **Appendix E-10 – (Action)**
  - Sustainable Agriculture – **Appendix E-11 – (Action)**

**Legislative/Public Relations Committee .....Andrea Marshall, Chairman**

- Legislative Update ..... Dr. Chad Bledsoe
  - Proposed Adoption of 1B SBCCC 200.3 – Establishing Multi-Campus Centers – **Appendix F-1**
  - CC19-004 – Authorization to Collect Student SSN’s – **Appendix F-2**
  - NCACCT Legislative Seminar – **Appendix F-3**
  - School Calendar Resolution – **Appendix F-4 – (Action)**
  - 2019 CTE Legislative Request – **Appendix F-5**
- Public Relations/Marketing Update – **Appendix F-6** ..... Michele Haywood

**Institutional Status Committee..... Dr. Johnny McKinnon, Chairman**

- Board Policy Manual ..... Dr. Chad Bledsoe
  - Section 3, Part 3.1 – **Appendix G-1 – First Reading**
- Board of Trustees Goals – **Appendix G-2** ..... Dr. Chad Bledsoe

**SGA Report – Appendix H** ..... Jennifer Haywood, SGA President

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

**Chairman’s Report**.....Claudia Bulthuis

- Calendar of Events – **Appendix K**  
Board Retreat – March 16, 2019
- **Presidential Evaluation Schedule**
  - BOT reviews Direct Report Forms at February BOT Meeting.
  - BOT receives evaluation form at February BOT Meeting.
  - BOT returns completed forms by March BOT Meeting.
  - Results are compiled and reviewed by BOT at the Retreat in March.
  - Results are discussed with Dr. Bledsoe at April BOT Meeting.

**Closed Session – (Action)** (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.)

- **Presidential Evaluation**

**Open Session – (Action)**

**Adjourn – (Action)**.....Claudia Bulthuis

## Minutes

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

Wednesday, January 9, 2019

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:08 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

Phil Absher	Susan Hershberger
Claudia Bulthuis	Gordon Knowles
Gelynda Capel	Andrea Marshall
Paula Covington	Johnny McKinnon
Susan Eggleston	Bill Price
George Gilbreath	Jennifer Haywood, SGA President
Robert Harris	

#### Absent

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, Director of Institutional Effectiveness/SACSCOC Liaison; Courtney Atkins, Assistant to the President; Natalie Winfree, Dean of Arts and Sciences; Amy Friery, Dean of Health and Human Services; Deanne Brown, Foundational Studies; Domenick Muoio, Apprenticeship Coordinator; Lynn Epps, Director of Educational Partnerships; George Vann, SECU Manager; Bonnie McLeod, SECU; Jennell Cardin, Angenequa Powe, Nicolas Lanier, and Wade Wallace.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Lynn Epps, Director of Educational Partnerships; Natalie Winfree, Dean of Arts and Sciences; Amy Friery, Dean of Health and Human Services; Deanne Brown, Foundational Studies; Domenick Muoio, Apprenticeship Coordinator; George Vann, SECU Manager; Bonnie McLeod, SECU; and SECU Foundation Scholarship Recipients and their families.

#### Approval of the Agenda - Action

Mrs. Eggleston made a motion, seconded by Mr. Knowles, to approve the agenda for the January 9, 2019 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.

### **Board Presentation – Lynn Epps, Career and College Promise**

The Board received a presentation from Lynn Epps, on Career and College Promise and its success over the last year.

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

Mr. Knowles made a motion, seconded by Mr. Harris, to approve the November Committee and Board Meeting minutes. The motion carried.

## **STANDING COMMITTEE REPORTS**

### **Budget and Finance Committee – Susan Eggleston, Chairman**

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

- The committee reviewed the November and December Financial reports presented by Mrs. McBride. The committee approved, and Mrs. Eggleston made a motion to approve, the financial reports as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received an update on the October and November Foundation Funds Statement presented by Mrs. Ervin.
- The committee reviewed the In-Kind Donation Transfer presented by Mrs. Ervin. The committee approved, and Mrs. Eggleston made a motion to approve, the In-Kind Donation Transfer. Coming from committee, this required no second. The motion carried.
- The Committee received a Grants Update and a Foundation Update provided by Mrs. Ervin.

### **Building and Grounds Committee – Gordon Knowles, Chairman**

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

- The committee reviewed Appendix C-1, the Facilities Report.
- The committee reviewed Appendix C-2, the Final Project Closeout for Capel Hall Office Additions. The committee approved, and Mr. Knowles made a motion to approve, the Final Project Closeout for Capel Hall Office Additions as a matter of information. Coming from committee, this required no second. The motion carried.
- The committee received Appendix C-3, an update on the Construction and Building Projects Timeline.

**Personnel Committee – Gelynda Capel, Chairman**

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

- Mrs. Capel introduced four new employees; Deanne Brown, Director of Foundational Studies; Dr. Natalie Winfree, Dean of Arts and Sciences; Domenick Muoio, Apprenticeship Coordinator; and Amy Friery, Dean of Health and Human Services.
- The committee received Appendix D-5, the Revised Organizational Chart.

**Curriculum/Student Services Committee – Bill Price, Chairman**

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

- The committee received an update regarding Instruction from Mr. Proctor.
- The committee received an update regarding Continuing Education from Mr. Proctor.
- The committee received an update regarding Student Services from Mrs. Smith.

**Legislative/Public Relations Committee – Andrea Marshall, Chairman**

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

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

**Institutional Status Committee – Dr. Johnny McKinnon, Chairman**

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

- The committee received Section 6 of the Board Policy Manual for a second reading. The committee approved, and Dr. McKinnon made a motion to approve, Section 6 of the Board Policy Manual as revised. Coming from committee, this required no second. The motion carried.
- The committee reviewed a checklist on the annual progress of the Board of Trustees Self-Evaluation as a second reading. The committee approved, and Dr. McKinnon made a motion to approve, The Board Check List. Coming from committee, this required no second. The motion carried.

**SGA Update – Appendix H**

Mrs. Haywood presented the SGA report.

**President’s Report – Dr. Chad Bledsoe – Appendix I and I-1 (Action)**

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

- A meeting with MCC and MCS was held to discuss funding and the CTE Building.

- He attended the Dallas Herring Lecture in Raleigh.
- A meeting attended by Senator Eddie Gallimore and Representative Ken Goodman was held to discuss submitting a request to the legislature for non-recurrent funding that would be used to support the opening and functioning of the CTE Building for the first year.

### **CTE MOU – Appendix I-1 (Action)**

The Board reviewed the CTE MOU. Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the CTE MOU as revised. The motion carried.

### **Chairman’s Report – Claudia Bulthuis, Chairman – Appendix J**

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

#### **Presidential Evaluation Schedule**

- **Direct Reports turn in forms by January 31.**
- **BOT reviews Direct Report Forms at February BOT Meeting.**
- **BOT receives evaluation form at February BOT Meeting.**
- **BOT returns completed forms by March BOT Meeting.**
- **Results are compiled and reviewed by BOT at Retreat in March.**
- **Results are discussed with Dr. Bledsoe at April BOT Meeting.**

#### **Other events**

- The annual Board Retreat will be held on March 16, 2019 from 8:00 a.m. until 12:30 p.m.
- Graduation will be held on May 8, 2019 at 7:00 p.m.

There being no further business, Mr. Knowles made a motion, seconded by Mrs. Eggleston, to adjourn the meeting at 7:50 p.m. The motion carried.

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Claudia Bulthuis, Chairman

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:30 p.m. in the College Boardroom

**Present**

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

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
George Gilbreath  
Robert Harris  
Andrea Marshall  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Mr. Knowles made a motion, seconded by Mrs. Covington, to approve the November committee minutes. The motion carried.

**November and December Financial Reports – Appendix B-1**

Mrs. McBride presented Appendix B-1, the November and December Financial Reports.

- As of November 30, 2018, County fund expenditures were \$309,139 or, 40% of the budget.
- As of November 30, 2018, there were \$262,016 in funds for capital expenditures. \$23,000 of those funds were used to repair the roof on Building 500.
- As of November 30, 2018, State fund expenditures were \$2,900,363 or 36% of the budget. The longevity will be funded in January.
- As of November 30, 2018, the Institutional funds balance was \$749,373.
- As of November 30, 2018, the balance in the STIF account was \$192,394.
- As of December 31, 2018, County fund expenditures were \$381,177, 49% of the budget.
- As of December 31, 2018, there were \$259,745 available for Capital Expenditures.
- As of December 31, 2018, State funds expenditures were \$3,497,249, 46% of the budget.
- As of December 31, 2018, the Institutional Fund balance was \$760,008.
- As of December 31, 2018, the balance in the STIF account was \$192,712.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the November and December Financial funds report. The motion carried.

**October and November Foundation Fund Statement – Appendix B-2 – Korrie Ervin**

Mrs. Ervin presented Appendix B-2, the October and November Foundation Fund Statement. As of November 30, 2018, the balance of Foundation Funds totaled \$3,765,894. In the month of October, \$63,000 used to pay out scholarship funds. The Foundation investments lost \$174,910 due to the volatile market.

**In-Kind Transfers – Appendix B-3 – Action**

Mrs. Ervin presented Appendix B-3, the In-Kind Transfer report. The Gunsmithing program received a donation of supplies totaling \$3,000.00.

Mr. Knowles made a motion, seconded by Mrs. Bulhuis, to approve the In-Kind Transfer. The motion carried.

**Grants Update – Appendix B-4**

Mrs. Ervin presented Appendix B-4, the Grants Update. The Minority Male Mentoring Grant was submitted on January 7, 2019. Funds from this grant will be used to purchase an early alert software program to improve student success.

**Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. The American Firearms and Shooting Foundation donated \$10,000 that will go to the Gunsmithing Merit Scholarship fund.

The Annual Fund Drive began on January 2, 2019. The goal for 2019 is to reach 100% of giving from Employees, The Foundation Board of Directors and the Board of Trustees.

There being no further business, the meeting adjourned at 5:39 p.m.

## **Building & Grounds Committee Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:39 p.m. in the College Boardroom.

### **Present**

Gordon Knowles, Chairman  
Claudia Bulthis, Vice Chairman  
Gelynda Capel  
Robert Harris  
Johnny McKinnon

### **Absent**

### **Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the November committee minutes. The motion carried.

### **Facilities Report – Appendix C-1 – Jeanette McBride**

Mrs. McBride presented Appendix C-1, the facilities report. She reported that the majority of the floor renovations in Blair Hall are complete.

### **Final Project Closeout – Project 2412, Capel Hall Office Additions – Appendix C-2 – Jeanette McBride – (Action)**

Mrs. McBride presented Appendix C-2, the Final Project Closeout for Capel Hall Office Additions.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Final Project Closeout for the Capel Hall Office Additions. The motion carried.

**Construction Update – Appendix C-3 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-3, the Construction Update. The roof replacement on Blair Hall began on December 7, 2018, currently 35% of the roof replacement is complete. The final air handling unit will be put in place on Capel Hall soon. Duke Energy has been on campus replacing the lights in all of the campus parking lots with LED lighting.

There being no further business, the meeting adjourned at 5:48 p.m.

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:48 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Susan Eggleston  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the November committee minutes. The motion carried.

**Personnel Appointments – Appendix D-1, D-2, D-3 and Appendix D-4**

Mrs. Capel reported that four personnel appointments will be introduced to the Board later tonight.

**Revised Organizational Chart – Appendix D-5 – Lee Proctor**

Mr. Proctor gave an update on the Revised Organizational Chart. In preparations for the opening of the CTE Building and the addition of a Health and Human Services department at the College, the Organizational Chart has been revised to reflect those changes.

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

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:54 p.m. in the College Boardroom.

**Present**

Bill Price, Chairman  
Andrea Marshall, Vice Chairman  
Susan Eggleston  
Susan Hershberger  
Claudia Bulthuis

**Absent**

**Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
George Gilbreath  
Robert Harris  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Hershberger made a motion, seconded by Mrs. Eggleston, to approve the November committee minutes. The motion carried.

**Update from Vice President of Instruction – Appendix E-1**

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

**Update from Dean of Continuing Education – Appendix E-2**

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

**Update from Vice President of Student Services – Appendix E-3**

Mrs. Smith gave an update on student services activities as presented in Appendix E-3

There being no further business, the meeting adjourned at 6:11 p.m.

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 6:11 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mrs. Marshall, Chairman called the meeting to order.

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

Mrs. Bulthuis made a motion, seconded by Mrs. Covington, to approve the November committee minutes. The motion carried.

**Legislative Update – Appendix F-1 and F-2 – Dr. Chad Bledsoe**

Dr. Bledsoe gave a Legislative update included in Appendix F-1, which is an amendment of 1D SBCCC 400.8 - Courses for Curriculum Programs. The newly created co-requisite courses will support the efforts of the RISE initiative.

Appendix F-2 is the Legislative Agenda for 2019. It includes a summary sheet and talking points of topics. Dr. Bledsoe noted two topics that especially pertain to the College. One will be to simplify the residency determination services system to eliminate barriers for community college students, and the other is to fully-fund the short-term workforce training.

Dr. Bledsoe presented a handout of a Legislative Request from Montgomery Community College and Montgomery County Schools for 2019-2020. Administration from the College and the County Schools have met with legislative representatives from Montgomery County to discuss funding to support faculty and transportation needs for the CTE Building during the first year of operation.

**Public Relations/Marketing Update – Michele Haywood – Appendix F-3**

Mrs. Haywood presented Appendix F-3, the Public Relations/Marketing

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

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 6:25 p.m. in the College Boardroom.

**Present**

Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Robert Harris  
Claudia Bulthuis

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the November committee minutes. The motion carried.

**Section 6 of Board Policy Manual – Appendix G-1 – Second Reading – (Action)**

Section 6 of the Board Policy Manual, Financial Management, was presented to the Board for second reading.

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve Section 6 of the Board Policy Manual as revised. The motion carried.

**Board Check List – Appendix G-2 – Second Reading – (Action)**

The Board Check list was presented to the Board for second reading.

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the Board Check List. The motion carried.

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

**Budget and Finance Committee  
Wednesday, February 13, 2019  
5:30 p.m.**

**Committee Members**

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

**Agenda Items**

- **Call to Order .....Susan Eggleston, Chairman**
- **Approval of January Committee Minutes – Appendix B .....All**
- **January Financial Reports – Appendix B-1 (Action). Jeanette McBride**
- **Budget Call Back – Appendix B-2..... Jeanette McBride**
- **December Foundation Fund Statements – Appendix B-3 . Korrie Ervin**
- **In-Kind Donation Transfer – Appendix B-4 (Action)..... Korrie Ervin**
- **Grants Update – Appendix B-5 ..... Korrie Ervin**
- **Foundation Update ..... Korrie Ervin**
- **New Business**
- **Adjourn**

**Budget & Finance Committee  
Minutes**

The Budget & Finance Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:30 p.m. in the College Boardroom

**Present**

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

**Absent****Others Present**

Gelynda Capel  
Paula Covington  
George Gilbreath  
Robert Harris  
Andrea Marshall  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

Mr. Knowles made a motion, seconded by Mrs. Covington, to approve the November committee minutes. The motion carried.

**November and December Financial Reports – Appendix B-1**

Mrs. McBride presented Appendix B-1, the November and December Financial Reports.

- As of November 30, 2018, County fund expenditures were \$309,139 or, 40% of the budget.
- As of November 30, 2018, there were \$262,016 in funds for capital expenditures. \$23,000 of those funds were used to repair the roof on Building 500.
- As of November 30, 2018, State fund expenditures were \$2,900,363 or 36% of the budget. The longevity will be funded in January.
- As of November 30, 2018, the Institutional funds balance was \$749,373.
- As of November 30, 2018, the balance in the STIF account was \$192,394.
- As of December 31, 2018, County fund expenditures were \$381,177, 49% of the budget.
- As of December 31, 2018, there were \$259,745 available for Capital Expenditures.
- As of December 31, 2018, State funds expenditures were \$3,497,249, 46% of the budget.
- As of December 31, 2018, the Institutional Fund balance was \$760,008.
- As of December 31, 2018, the balance in the STIF account was \$192,712.

Mr. Knowles made a motion, seconded by Mr. Absher, to approve the November and December Financial funds report. The motion carried.

### **October and November Foundation Fund Statement – Appendix B-2 – Korrie Ervin**

Mrs. Ervin presented Appendix B-2, the October and November Foundation Fund Statement. As of November 30, 2018, the balance of Foundation Funds totaled \$3,765,894. In the month of October, \$63,000 used to pay out scholarship funds. The Foundation investments lost \$174,910 due to the volatile market.

### **In-Kind Transfers – Appendix B-3 – Action**

Mrs. Ervin presented Appendix B-3, the In-Kind Transfer report. The Gunsmithing program received a donation of supplies totaling \$3,000.00.

Mr. Knowles made a motion, seconded by Mrs. Bulhuis, to approve the In-Kind Transfer. The motion carried.

### **Grants Update – Appendix B-4**

Mrs. Ervin presented Appendix B-4, the Grants Update. The Minority Male Mentoring Grant was submitted on January 7, 2019. Funds from this grant will be used to purchase an early alert software program to improve student success.

### **Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. The American Firearms and Shooting Foundation donated \$10,000 that will go to the Gunsmithing Merit Scholarship fund.

The Annual Fund Drive began on January 2, 2019. The goal for 2019 is to reach 100% of giving from Employees, The Foundation Board of Directors and the Board of Trustees.

There being no further business, the meeting adjourned at 5:39 p.m.

**Montgomery Community College  
County Funds - Board Report for January 2019**

County Funds - January 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Expend This Year
511101 Car Allowance	6,000	500	3,500	2,500	58%
514000 FT Svc/Maint/Skilled Craft	160,392	13,366	93,562	66,830	58%
514050 Supvr Svc/Maint/Skilled Craft	81,009	7,013	49,100	31,909	61%
518100 Social Security	18,989	1,539	10,920	8,069	58%
518200 Retirement	45,910	3,843	27,307	18,603	59%
518300 Medical Insurance	49,221	4,116	27,988	21,233	57%
518700 Longevity Payments	2,130	-	2,130	0	100%
519090 Waste Removal/Recycling	11,249	1,045	6,252	4,997	56%
519110 Pest Control Svcs Agreement	1,000	-	250	750	25%
519120 Lawn and Ground Service	500	-	-	500	0%
521000 Custodial Supplies	17,000	2,318	8,750	8,250	51%
522000 Maintenance Supplies	22,923	469	8,531	14,392	37%
524000 Repair Supplies	13,000	649	4,626	8,374	36%
525000 Gas/Travel/Reimbursement	3,000	268	858	2,142	29%
531110 In-State Ground	-	-	-	-	0%
531140 In-State Lodging	-	-	-	-	0%
531150 In-State Meals	78	-	-	78	0%
531210 Out-of-State Ground Transportation	188	188	188	(0)	100%
531240 Out-of-State Lodging	622	-	-	622	0%
531250 Out-of-State Meals	123	123	123	-	100%
531500 Registration Fees	1,466	-	271	1,195	18%
532200 Telephone	14,769	1,549	9,516	5,253	64%
532330 ISP Charges	800	65	431	369	54%
533100 Heat	36,786	4,065	32,458	4,328	88%
533200 Water	11,831	796	5,578	6,253	47%
533300 Electricity	194,000	13,419	120,463	73,537	62%
533400 Garbage/Sewage Disposal	10,930	407	5,708	5,222	52%
535100 Equipment Repair	2,187	-	2,187	(0)	100%
535200 Repairs to Facilities	15,313	2,084	8,174	7,139	53%
535201 Repairs to Grounds-Supplies	1,800	-	200	1,600	11%
535400 Service Contracts	12,017	349	2,893	9,124	24%
539200 PR-President's Office	600	-	110	490	18%
539500 Other Current Expense	993	-	448	545	45%
543000 Lease/Rental Other Equipment	4,650	383	2,684	1,966	58%
545000 Property Insurance	18,150	-	-	18,150	0%
545200 Liability Insurance	3,567	-	250	3,317	7%
545201 Workers Comp	5,147	-	(246)	5,393	(5%)
545301 Life Insurance	2,200	177	1,233	967	56%
545302 EAP Program Expense	1,800	140	982	818	55%
546100 Membership & Dues	2,660	1,000	2,660	-	100%
555100 Minor Equipment Low Risk	1,000	-	964	36	96%
<b>Total Current Expense</b>	<b>776,000</b>	<b>59,871</b>	<b>441,048</b>	<b>334,952</b>	<b>57%</b>

**Montgomery Community College  
County Funds - Board Report for January 2019**

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

Life-to-date Revenues as of State's November 2018 Report	<b>\$ 532,453</b>
Add: FY16 Property Tax Allocation from County Report	<b>58,668</b>
Add: FY17 Property Tax Allocation from County Report	<b>60,675</b>
Add: FY18 Property Tax Allocation from County Report	<b>61,881</b>
Add: FY19 Property Tax Allocation from County Report	<b>44,133</b>
	<b>757,810</b>
<b>Total Revenue</b>	<b>757,810</b>
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:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$14K), Sec Cameras (\$21K), Bldg 500 Roof (\$23K) Lawn Equip (\$2K), Floor Care Equip (\$3K), BAS Controls (\$9K)	(72,552)
Sub-total Life-to-date Revenues less Submitted Projects	114,905
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
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 1/31/19</b>	<b>\$ 289,905</b>

**Montgomery Community College**  
**State Funds - Board Report for January 2019**

State Funds - January 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
511100 President	142,039	11,837	82,856	59,183	58%
511200 FT Senior Administrator	247,968	20,664	144,648	103,320	58%
511300 FT Professional Staff	1,082,661	88,279	596,793	485,868	55%
511310 PT Professional Staff	17,500	533	9,323	8,178	53%
511340 30 Hour Professional Staff	122,974	0	0	122,974	0%
512000 FT Support	62,304	5,192	36,286	26,018	58%
512010 PT Support	22,388	800	16,210	6,179	72%
513000 FT Faculty	1,995,704	174,537	1,140,957	854,747	57%
513010 PT Faculty	710,949	33,891	342,997	367,952	48%
513030 PT Teaching Assistant	20,152	873	10,060	10,092	50%
515000 FT Technical/Paraprofessional	525,572	46,778	301,332	224,240	57%
515010 PT Technical/Paraprofessional	90,282	4,783	41,147	49,135	46%
516020 Student Salaries - Instruction	1,610	120	1,330	280	83%
518100 Social Security	383,646	28,121	197,548	186,098	51%
518200 Retirement	779,598	67,109	450,168	329,430	58%
518300 Medical Insurance	470,385	39,793	259,669	210,716	55%
518500 Unemployment Compensation	3,905	0	3,905	0	100%
518700 Longevity Payments	46,888	5,747	41,523	5,365	89%
519000 Legal Services	750	0	161	589	22%
519010 Financial/Audit Service	50,000	0	0	50,000	0%
519020 Sys Implement/Integration Svcs	6,000	0	0	6,000	0%
519040 Administrative Services	2,627	0	156	2,471	6%
519130 Misc Service Contract	500	0	0	500	0%
519140 WAN Support Services	30,000	0	30,000	0	100%
519142 LAN Support Services	15,000	0	12,500	2,500	83%
519200 Other Contractual Services	22,500	0	17,500	5,000	78%
519400 Contracted Instruction	54,792	2,690	25,333	29,459	46%
519401 Online Tutoring Contract	20,794	4,000	10,000	10,794	48%
519700 Custom Training 3rd Party Contract	4,728	0	4,728	0	100%
523XXX Copies & Instr Supplies	141,453	8,964	68,526	72,927	48%
527000 Other Supplies	82,761	1,575	29,439	53,322	36%
527005 Tires, Oil Changes, Other Maint	1,600	214	1,147	453	72%
531110 In-State Ground Transportation	22,295	961	8,049	14,246	36%
531140 In-State Lodging	21,769	603	7,943	13,826	36%
531150 In-State Meals	7,173	99	1,952	5,221	27%
531210 Out-of-State Ground Transportation	2,145	44	665	1,480	31%
531220 Out-of-State Air Transportation	5,928	(211)	2,257	3,671	38%
531240 Out-of-State Lodging	11,244	(41)	2,635	8,609	23%
531250 Out-of-State Meals	3,199	122	773	2,426	24%
531410 Board/Non-emp Transportation	200	0	55	145	28%
531420 Board Expense - Subsistence	2,500	0	2,362	138	94%
531500 Registration Fees	34,625	957	18,037	16,588	52%
532100 Postage	6,961	1,941	3,034	3,927	44%
532337 Managed Server Support	9,693	0	1,668	8,025	17%
532700 Software Subscriptions	12,405	1,700	7,539	4,866	61%
535100 Equipment Repair	15,640	347	6,279	9,362	40%

**Montgomery Community College**  
**State Funds - Board Report for January 2019**

State Funds - January 2019	Budget For Year	Actual Exp This Month	Actual Exp This Year	Budg Balance This Year	% Budg Spend This Year
535120 Repairs-Voice Communication	2,000	0	0	2,000	0%
535400 Service Contracts	325	0	0	325	0%
535430 Maint Agreement-Equipment	4,450	0	1,862	2,588	42%
535450 Maint Agreement-NonWAN	46,266	3,390	26,785	19,481	58%
535495 Maint. Agree.-Server	3,285	0	0	3,285	0%
537000 Advertising	52,255	6,282	20,322	31,933	39%
535491 Maint. Agree LAN Equipment	8,000	0	0	8,000	0%
537100 Advertise Vacant Positions	9,979	779	3,682	6,297	37%
539400 Magazine/Newspaper Subs	5,249	(3)	3,164	2,085	60%
539500 Other Current Expense	1,825	0	0	1,825	0%
539520 Electronic Processing	12,000	0	4,445	7,555	37%
539591 Hazardous Waste Removal	815	0	542	273	67%
539700 Childcare - 530 Purpose	22,900	2,026	10,157	12,743	44%
539720 Project Skill-Up-Student Assistance	10,968	202	4,818	6,150	44%
542403 Rental/Lease Servers	3,840	320	2,240	1,600	58%
544000 NonWAN Data Process Software	6,440	0	2,040	4,400	32%
544010 Software License Renewal	30,722	1,452	6,059	24,663	20%
545100 Motor Vehicle Insurance	2,100	0	0	2,100	0%
545200 Liability Insurance	3,800	0	685	3,115	18%
546100 Membership & Dues	22,415	573	2,621	19,794	12%
546200 Accreditation Expense	9,195	0	2,725	6,470	30%
555100 Minor Equipment Low	26,325	(66)	3,030	23,295	12%
555200 Minor Equip High	45,555	4,851	35,409	10,146	78%
<b>Total Current Expense</b>	<b>7,646,516</b>	<b>572,826</b>	<b>4,070,075</b>	<b>3,576,441</b>	<b>53%</b>
551000 Office Equipment	18,269	0	0	18,269	0%
<b>1</b> 553000 Educational Equipment	377,325	69,550	69,550	307,775	18%
553700 Edu.Equip.Perkins Grant	20,697	0	0	20,697	0%
<b>2</b> 555100 Minor Equipment Low Risk	15,332	(712)	(15,758)	31,090	(103%)
555200 Minor Equipment H Risk	1,803	0	1,803	0	100%
556100 Books	16,040	0	451	15,589	3%
<b>Total Capital Expense</b>	<b>449,466</b>	<b>68,838</b>	<b>56,046</b>	<b>393,420</b>	<b>12%</b>
<b>Total Expenses</b>	<b>8,095,982</b>	<b>641,664</b>	<b>4,126,121</b>	<b>3,969,861</b>	<b>51%</b>

- 1** Purchased loader for Forestry program.
- 2** Surplus sale of Caterpillar skidder, dental chairs and electrical equipment.

**Montgomery Community College  
Institutional Funds - Board Report for January 2019**

Appendix B-1

<b>Institutional Funds - January 2019</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
	01-121 Pell Overpayments	-	-	436	-	-
	01-128 Veterans Reporting Fee	-	-	-	(20)	46
	01-132 Overhead Receipts 75%	345	333	841	1,644	9,424
	01-133 Current General & Misc	34	34	850	825	12,606
	01-134 Admin Support	298	2,533	818	3,287	-
	01-135 Overhead Receipts 25%	115	-	280	-	8,670
	01-139 Excess Fee Receipts	(50)	-	800	800	-
<b>1</b>	01-142 Textbook Rental	303	5,180	19,385	22,060	(1,438)
	01-222 Forestry Program	-	-	-	127	8,606
	01-291 Specific Fees: Medical Assist	30	-	305	-	2,882
	01-291 Specific Fees: Electronics	113	-	313	-	3,250
	01-291 Specific Fees: Gunsmith	160	-	6,270	(20)	42,130
	01-291 Specific Fees: Phlebotomy	-	-	100	-	500
	01-291 Specific Fees: Taxidermy	148	-	1,205	-	12,420
	01-291 Specific Fees - LPN	-	-	1,700	-	10,119
	01-291 Specific Fees: Dental	(50)	290	1,510	1,355	5,303
	01-291 Specific Fees: NET/TEAS	1,680	5,220	1,728	5,267	1,674
	01-291 Specific Fees: HVAC	-	-	150	-	325
	01-294 Live Projects: Taxidermy	-	-	-	-	349
	01-314 Scrap Metal Fund HVAC	-	-	-	-	717
	01-315 Self Supporting	12,779	903	43,235	14,854	94,198
	01-331 Community Service	-	-	-	-	4,275
	01-352 Career Readiness	-	-	567	273	2,173
	01-363 Small Business Center	424	-	1,034	689	7,736
	01-391 Specific Fees: Occ. Ext	4,775	2,688	17,793	14,098	75,071
	01-394 Horticulture: Live Proj	-	-	-	-	878
	01-621 Operational Funds	71	686	660	2,526	66,359
<b>2</b>	01-622 Sales Tax Utilization	8,650	51,270	79,244	120,342	(43,098)
	01-715 Vending	614	626	7,187	7,187	-
	01-716 Bookstore Vending	9,587	9,587	36,643	36,643	-
	02-131 College Work Study	1,310	1,310	13,538	13,538	-
	02-228 Self Supp. Curriculum	-	(50)	-	800	20,119
	02-229 Distance Learning	17	-	111	-	-
	02-292 Tech Fee-Curr	1,300	3,241	11,795	46,705	53,924
	02-340 Mont. Fund: ESL	-	-	3,000	928	2,072
	02-383 Fire Training Center Grant	-	-	5,085	5,619	12,312
	02-392 Tech Fee: Con Ed	-	-	-	-	1,958
<b>3</b>	02-425 NCWorks Grant Adult Services	2,703	7,883	51,385	66,736	(15,351)
<b>3</b>	02-427 NCWorks Grant Dislocated Worker	(644)	3,179	11,463	27,541	(16,078)
	02-823 FSEOG	8,342	8,342	8,342	8,342	-
<b>4</b>	02-824 Pell Grant	7,635	6,111	480,273	480,273	(3,418)
	02-831 Educ. Lottery Schol.	2,128	476	20,090	18,438	1,652
	02-833 Golden LEAF	5,873	-	11,746	5,781	5,966
	02-835 NC Comm Coll Grant	1,824	742	37,990	34,864	3,126
	02-836 High Demand/Low Enrollment	645	645	645	645	-
<b>5</b>	02-837 MCC Foundation Scholarship	-	-	82,638	82,638	(25)
	02-838 Wells Fargo Scholarship	-	-	250	250	-
	02-839 Less Than Half-time	(645)	-	1,785	570	1,215

**Montgomery Community College  
Institutional Funds - Board Report for January 2019**

<b>Institutional Funds - January 2019</b>		<b>Revenues This Month</b>	<b>Expended This Month</b>	<b>Revenues This Year</b>	<b>Expended This Year</b>	<b>Balance In Account</b>
02-842	SGA President Scholarship	-	-	750	750	-
02-845	SECU Scholarships	2,500	-	6,250	3,750	2,500
05-715	Vending	1,199	614	4,963	7,624	10,214
05-716	Bookstore Vending	327	9,669	6,594	42,369	44,174
05-720	Bookstore	99	-	645	-	-
05-721	General Store	1,788	1,871	16,518	16,518	-
05-740	Parking Fee	367	-	2,757	-	41,811
05-770	Stud Govt Assoc	1,976	128	18,042	12,711	26,598
05-771	Graduation Fund	185	-	530	-	1,825
05-774	Stud. Ambassador	220	-	2,015	1,495	26,536
07-925	Bond-Bldg 200 HVAC Replacement	57,873	57,873	872,437	642,400	-
07-925	Bond-Bldg 100 Int/HVAC/Roof	462,615	466,843	526,177	500,756	-
07-925	Bond-Capel Hall Office Reno	-	-	47,006	47,006	-
<b>6</b>	07-926 Golden Leaf FY2015-085	-	81,791	-	85,971	(23,126)
	07-927 Canon Grant/ Blair Hall Floor	197,790	100,405	197,790	100,405	97,385
	09-772 Club Accounts	-	-	-	-	79,790
<b>7</b>	09-773 Agency Fund	-	-	-	-	(13,256)
	09-775 Funds for Others	-	-	-	-	3,034
	09-776 Restricted Schol Held	-	-	-	-	1,400
	09-777 Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>797,453</b>	<b>830,426</b>	<b>2,665,666</b>	<b>2,487,362</b>	<b>691,530</b>

<b>STIF Account as of 1/31/19</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
01-621	Operational Funds	71	460	43,222	43,682
02-229	Distance Learning	17	111	10,448	10,560
02-292	Technology Fees	126	817	76,742	77,559
05-720	Bookstore	99	645	60,580	61,224
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>313</b>	<b>2,033</b>	<b>190,992</b>	<b>193,025</b>

- 1 Due from MCS**
- 2 Due from County**
- 3 Due from NC Works(WIOA Grant)**
- 4 PELL Adjustment**
- 5 Due from MCC Foundation**
- 6 Due from Golden Leaf Foundation**
- 7 Financial Aid Bookstore Charges**



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Peter Hans, President*

January 17, 2019

**DEADLINE**  
**FEB. 1, 2019**

**MEMORANDUM**

**TO: Presidents**  
**Chief Business Officers**

**FROM: Elizabeth Grovenstein, Chief Financial Officer**

**SUBJECT: Budget Management Guidance – Fiscal Year 2018-19**

Colleges' budget allocations are supported by a combination of State General Fund appropriations, tuition receipts, and federal funds. If any of these revenue sources do not meet expectations, budgets must be adjusted accordingly to ensure the State's constitutional mandate for a balanced budget is upheld. As we have discussed previously, tuition receipts are lagging projections. Based upon data through December, it is likely that we will under-realize our tuition receipts by 5%-6%, excluding any impacts on receipts from Hurricane Florence. Consequently, it is necessary to revise colleges' formula budgets downward \$8,000,000 (0.57%) for FY 2018-19.

Attachment A lists the amount by which each college's budget will be revised. Colleges may determine locally how to implement the budget call-back. Colleges may identify these reductions from any non-federal allocation included in the total formula and categorical budget allocations provided in Section III, Parts A-C, of the FY 2018-19 State Aid Allocations and Budget Policies (Budget Package) and as summarized in Section III, Part E of the Budget Package, except for Customized Training funds. Colleges may not identify cuts from any allocations approved by the State Board outside the scope of the Budget Package. **Please e-mail the attached form (Attachment B) to Allison Godwin, Budget Analyst (godwina@nccommunitycolleges.edu) by February 1, 2019**, indicating the appropriate purpose(s) that are being reduced as a result of this budget call back. **Also, please ensure that these revisions are posted to the college's general ledger so that they show up on your January 112 report.**

Please remember that a budget represents a plan, or authority, to expend funds. That authority can only be exercised if revenues are sufficient to support the expenditure plan. There is no cash transaction associated with this budget call back. We are simply having to revise our budgets (i.e. our expenditure plans) to match cash revenues. Given the information available at this time, I believe that this budget call back will be adequate to address the known budget challenges described above and still allow the System Office to manage any nominal budget challenges that have not yet presented themselves. I appreciate the colleges' cooperation with this disappointing, but necessary budget call back and your continued stewardship of State funds.

Attachments

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

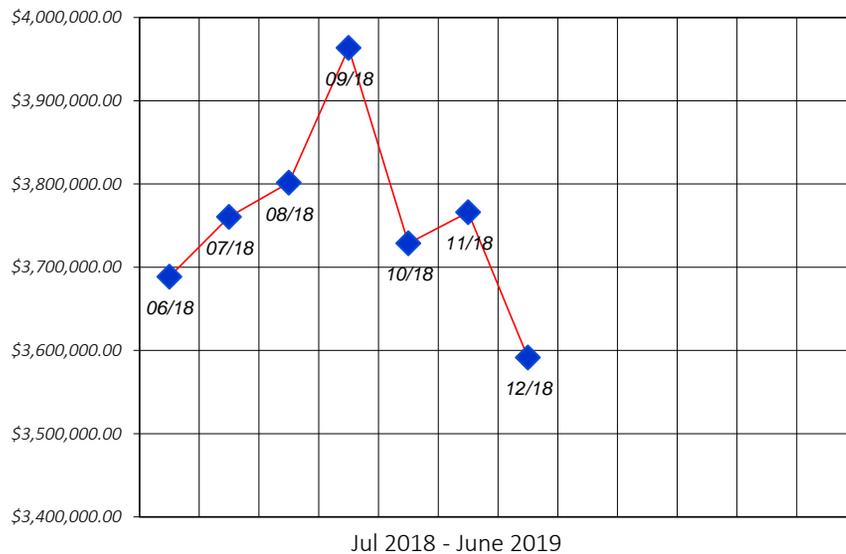
Budget Call Back  
FY 2018-19

<b>Community College</b>	<b>Current Operating Formula Budget</b>	<b>Pro-Rata Calculation</b>
Alamance CC	\$25,481,088	(\$145,221)
Asheville-Buncombe TCC	40,490,908	(230,764)
Beaufort County CC	10,522,524	(59,969)
Bladen CC	9,670,832	(55,116)
Blue Ridge CC	14,962,109	(85,271)
Brunswick CC	11,868,904	(67,643)
Caldwell CC and TI	23,566,377	(134,308)
Cape Fear CC	49,708,124	(283,294)
Carteret CC	11,888,587	(67,755)
Catawba Valley CC	27,945,922	(159,268)
Central Carolina CC	33,159,385	(188,980)
Central Piedmont CC	101,046,736	(575,881)
Cleveland CC	18,909,902	(107,770)
Coastal Carolina CC	27,563,842	(157,091)
College of the Albemarle	15,510,832	(88,399)
Craven CC	20,453,018	(116,565)
Davidson County CC	22,977,431	(130,952)
Durham TCC	29,289,397	(166,925)
Edgecombe CC	15,480,333	(88,225)
Fayetteville TCC	75,209,517	(428,631)
Forsyth TCC	46,039,032	(262,384)
Gaston College	30,491,891	(173,778)
Guilford TCC	62,687,796	(357,267)
Halifax CC	9,048,108	(51,567)
Haywood CC	11,433,150	(65,159)
Isothermal CC	13,306,757	(75,837)
James Sprunt CC	9,006,638	(51,330)
Johnston CC	25,176,850	(143,487)
Lenoir CC	27,001,726	(153,887)
Martin CC	6,717,115	(38,282)
Mayland CC	10,321,574	(58,824)
McDowell TCC	8,544,125	(48,694)
Mitchell CC	17,767,168	(101,258)
Montgomery CC	7,473,316	(42,592)
Nash CC	18,800,374	(107,146)
Pamlico CC	5,559,546	(31,685)
Piedmont CC	11,532,772	(65,727)
Pitt CC	45,994,146	(262,128)
Randolph CC	17,952,159	(102,312)
Richmond CC	18,505,525	(105,466)
Roanoke Chowan CC	6,666,616	(37,994)
Robeson CC	17,432,036	(99,348)
Rockingham CC	11,893,200	(67,781)
Rowan-Cabarrus CC	37,546,362	(213,983)
Sampson CC	12,215,779	(69,620)
Sandhills CC	23,833,699	(135,832)
South Piedmont CC	17,723,271	(101,008)
Southeastern CC	13,910,161	(79,276)
Southwestern CC	17,465,912	(99,541)
Stanly CC	18,298,753	(104,287)
Surry CC	19,885,666	(113,331)
Tri-County CC	8,093,342	(46,125)
Vance-Granville CC	19,892,679	(113,371)
Wake TCC	122,530,195	(698,319)
Wayne CC	22,672,547	(129,214)
Western Piedmont CC	13,680,628	(77,968)
Wilkes CC	19,011,515	(108,350)
Wilson CC	11,899,098	(67,814)
<b>TOTAL</b>	<b>\$1,403,716,995</b>	<b>(\$8,000,000)</b>

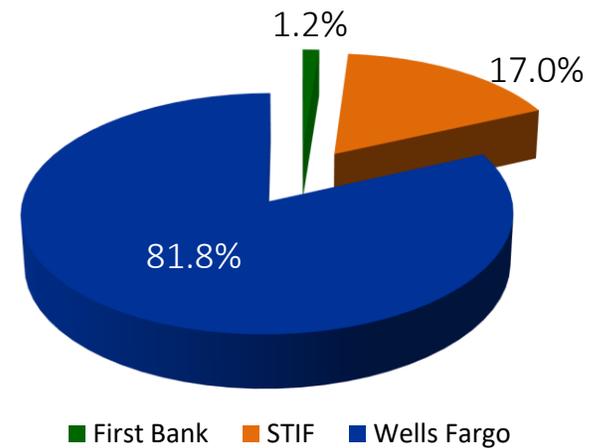
## Montgomery Community College Foundation Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of December 2018			
	Trust Co. of NC/ Wells Fargo	STIF	First Bank	Total	Wells Fargo/Trust Co. of NC	STIF	First Bank	Total
<b>Beginning Value</b>	\$3,187,617.56	\$449,910.37	\$50,960.54	\$3,688,488.47	\$3,114,028.15	\$606,341.82	\$45,524.21	\$3,765,894.18
<b>Receipts</b>								
Interest/Dividends	\$40,663.73	\$4,875.98	\$5.23	\$45,544.94	\$13,184.52	\$1,002.49	\$0.77	\$14,187.78
Deposits	\$6,690.00	\$183,617.80	\$217,832.16	\$408,139.96	\$2,000.00	\$3,405.30	\$7,573.54	\$12,978.84
<b>Total Receipts</b>	\$47,353.73	\$188,493.78	\$217,837.39	\$453,684.90	\$15,184.52	\$4,407.79	\$7,574.31	\$27,166.62
<b>Disbursements</b>								
Fees/Withdrawals	\$78,004.55	\$29,172.11	\$224,110.56	\$331,287.22	\$1,934.76	\$1,517.57	\$8,411.15	\$11,863.48
<b>Total Disbursements</b>	\$78,004.55	\$29,172.11	\$224,110.56	\$331,287.22	\$1,934.76	\$1,517.57	\$8,411.15	\$11,863.48
<b>Market Value Net Change</b>	(\$219,461.99)	\$0.00	\$0.00	(\$219,461.99)	(\$189,773.16)	\$0.00	\$0.00	(\$189,773.16)
<b>Ending Value</b>	\$2,937,504.75	\$609,232.04	\$44,687.37	\$3,591,424.16	\$2,937,504.75	\$609,232.04	\$44,687.37	\$3,591,424.16
<b>Net Change</b>	(\$250,112.81)	\$159,321.67	(\$6,273.17)	(\$97,064.31)	(\$176,523.40)	\$2,890.22	(\$836.84)	(\$174,470.02)

### Foundation Funds Value



### Foundation Funds Distribution



In-Kind Donation Transfers  
January 2019  
Foundation Office

Approximate Value	Item	Transfer To
\$475.00	27" Apple iMac Donated by Mary Chesson	Computer Information Technology Program
<u>\$475.00</u>	<u>Total</u>	

**Grants Applied or in Process 2018**

Grantor	Title	Proposed Purpose	Length	Max Amount	Critical Dates	
<b>Grants Awarded 2018</b>						
Grantor	Title	Purpose	Length	Awarded	Grant Due	Response
National Rifle Association (4)	Get OutDoors Summer Camp (NRA - W) Gunsmithing Merit Scholarships (NRA- W) Gunsmithing Merit Scholarships (NRA - E) Gunsmithing Shooting Club and Program Support (NRA -E)	Equipment and supplies for Summer Camp Merit Scholarships Merit Scholarships Equipment and supplies for Shooting Club and Gunsmithing Program	1 year	\$8,000 and supplies	Submitted September 11, 2018 Award Notifications received 1/29/2019	
NCCCS	Minority Male Mentoring Early Alert Project	Purchase an early alert software platform for a 3-year research project consisting of success coaching and retention initiatives.	3 years	\$130,936 over 3 years	Submitted January 7, 2019 Award Letter January 24, 2019	
American Welding Society Grant	AWS Foundation Welder Workforce Grant	Funds will be used for the purchase of welding equipment, lab materials and/or supplies, capital items or metalworking equipment to outfit the CTE welding lab.	1 year	\$25,000	Submitted October 1, 2018 Awarded November 5, 2018	
NC Dept. of Health and Human Services	2018-2019 Problem Gambling Grant	Increase awareness of problem gambling among student/campus coalitions.	1 year	\$5,000	Submitted June 19, 2018 Awarded August 29, 2018	
Cannon Foundation	Renovations to Blair Hall - Flooring	To replace the flooring throughout Blair Hall. Remove the current VAT Tile and stain concrete.	1 Year	\$150,000	Submitted July 5, 2018 Awarded Email received 9/5/2018 Check received	
Montgomery Fund	English Language Learners Child Care and Homework Help Center	To provide child care/homework assistance for the children of the adult students attending the English Language Learners (ELL) classes. The goal is to increase attendance of adult learners and assist children with homework.	1 Year	\$3,000	Application deadline is 4/2/18 Submitted 3/30/18 Approved/Received Check 6/12/2018	
North Carolina Community College System	Project Skill-UP	Project Skill-UP is a NCCCS initiative whose goal is to help individuals in NC adversely impacted by changes in the tobacco-related sector of the economy. This support will provide scholarship assistance to individuals to "update" their current skills and provide them with additional marketable skills reflective of fast-growing occupations and/or new industries within their local communities.	Feb. '18- June '19	\$15,000	Application deadline is January 30, 2018. Funds awarded February 16, 2018.	

**Building and Grounds Committee**  
**Wednesday, February 13, 2019**  
**5:45 p.m.**

**Committee Members**

**Gordon Knowles, Chairman**  
**Claudia Bulthuis, Vice Chairman**  
**Gelynda Capel**  
**Robert Harris**  
**Johnny McKinnon**

**Agenda Items**

- **Call to Order .....Gordon Knowles, Chairman**
- **Approval of January Committee Minutes – Appendix C .....All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Construction Update – Appendix C-2 ..... Dr. Chad Bledsoe**
  - **Blair Hall Roof Replacement – Appendix C-3**
  - **Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof – Appendix C-4 – (Action)**
- **New Business**
- **Adjourn**

**Building & Grounds Committee  
Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:39 p.m. in the College Boardroom.

**Present**

Gordon Knowles, Chairman  
Claudia Bulthis, Vice Chairman  
Gelynda Capel  
Robert Harris  
Johnny McKinnon

**Absent**

**Others Present**

Phil Absher  
Paula Covington  
Susan Eggleston  
George Gilbreath  
Susan Hershberger  
Andrea Marshall  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the November committee minutes. The motion carried.

**Facilities Report – Appendix C-1 – Jeanette McBride**

Mrs. McBride presented Appendix C-1, the facilities report. She reported that the majority of the floor renovations in Blair Hall are complete.

**Final Project Closeout – Project 2412, Capel Hall Office Additions – Appendix C-2 – Jeanette McBride – (Action)**

Mrs. McBride presented Appendix C-2, the Final Project Closeout for Capel Hall Office Additions.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Final Project Closeout for the Capel Hall Office Additions. The motion carried.

**Construction Update – Appendix C-3 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-3, the Construction Update. The roof replacement on Blair Hall began on December 7, 2018, currently 35% of the roof replacement is complete. The final air handling unit will be put in place on Capel Hall soon. Duke Energy has been on campus replacing the lights in all of the campus parking lots with LED lighting.

There being no further business, the meeting adjourned at 5:48 p.m.

Board Report  
Facilities  
February, 2019  
Prepared By: Wanda Frick

Floors in Blair Hall are complete. Below the finished student lounge.



After the floors were completed, maintenance staff cleaned steps to classrooms/labs and painted with an enamel containing anti-skid additive. After drying the steps will have yellow safety stair nosing installed.



The boardroom kitchen was updated with new paint, flooring, cabinets, and appliances.



**Montgomery Community College  
Building Project Timeline**

Project Name	Projected/Actual Cost		2018					2019						
	NC Connect Bond	Other	August	September	October	November	December	January	February	March	April	May	June	July
Capel Hall Roof Replacement (Complete)	\$ 174,430													
Capel Hall HVAC Replacement	\$ 1,075,000		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 (Complete)	\$ 47,006		r. Bids & Constr	Complete										
Industrial Maintenance Building	\$ 1,000,000										(3-1)	State Board	Design Phase	
Building 500 Roof (Original Building - 1987)		\$ 23,887	Construction	Complete										
Building 500 Renovation (timeline TBD)	\$ 25,000													
Building 500 HVAC (timeline TBD)	\$ 75,000													
Building 300 HVAC (timeline TBD)	\$ 75,000													
Firing Range Expansion		TBD												
Blair Hall Renovation	\$ 3,245,000	\$ 400,000												
Roof Replacement			Value Engineering	SCO contracts			Construction			Complete				
HVAC Replacement			2nd Design Phase							Construction Bid	Contr Approved SCO	Construction		
Interior Renovation														
Blair Hall Entrance	\$ 382,087													
<b>Total Cost</b>	<b>\$ 6,334,537</b>	<b>\$ 430,764</b>												

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

### Blair Hall Roof Replacement Completion

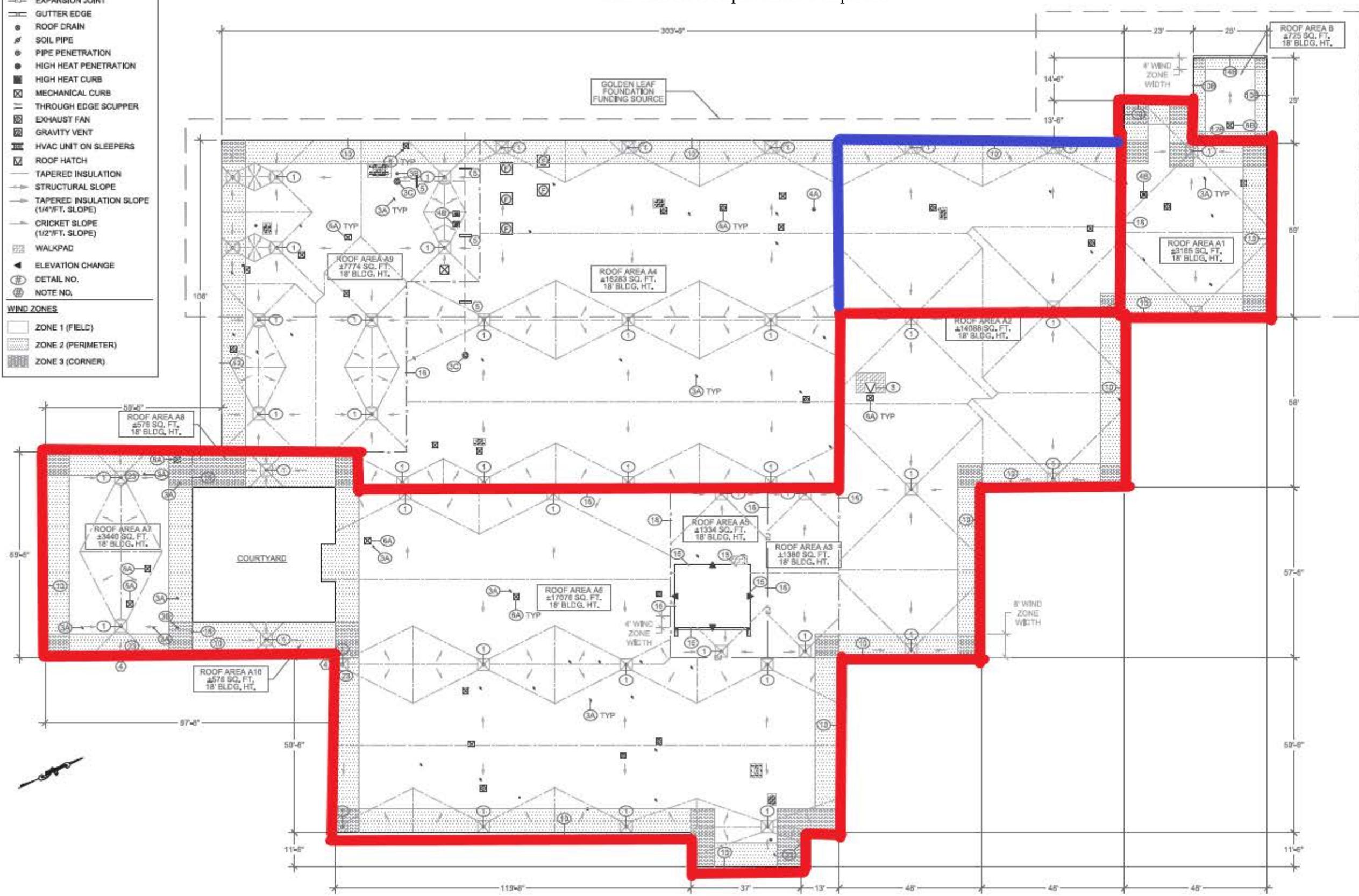
A

- KEY**
- ROOF EDGE
- |- EXPANSION JOINT
- GUTTER EDGE
- ROOF DRAIN
- SOIL PIPE
- PIPE PENETRATION
- HIGH HEAT PENETRATION
- HIGH HEAT CURB
- ⊠ MECHANICAL CURB
- ≡ THROUGH EDGE SCUPPER
- ⊠ EXHAUST FAN
- ⊠ GRAVITY VENT
- ⊠ HVAC UNIT ON SLEEPERS
- ⊠ ROOF HATCH
- TAPERED INSULATION
- STRUCTURAL SLOPE
- TAPERED INSULATION SLOPE (1/4" FT. SLOPE)
- CRICKET SLOPE (1/2" FT. SLOPE)
- ▨ WALKPAD
- ◀ ELEVATION CHANGE
- ⊙ DETAIL NO.
- ⊙ NOTE NO.
- WIND ZONES**
- ZONE 1 (FIELD)
- ▨ ZONE 2 (PERIMETER)
- ▨ ZONE 3 (CORNER)

B

C

D



# 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 Building 100 - Interior Renovations, HVAC & Roof NCCCS Project No. 2278  
 Campus Main County Montgomery

### I. TYPE OF PROJECT:

- New Facility  Roof Replacement  Infrastructure Repairs  
 Renovation of Existing Facility  HVAC  Addition to Existing Facility  
 Life Safety  ADA Compliance

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1.

Roof Replacement, HVAC Replacement and Interior Renovations, Building 100 (Houses Student Services, Classrooms and labs used for General Education and Continuing Education, Computer Labs, Business Office, Nursing Simulation Lab, and an Auditorium) ( 64,090 Square Feet)

Building 100 renovations to include:

Interior renovations per plans and specifications from Architectural Designer.

Roof replacement per specifications.

HVAC upgrades per plans and specifications from Architectural Designer.

1st Amendment included: Additional \$400,000 Golden Leaf grant for renovations in Building 100 for program expansion in Gunsmithing, Bladesmithing and Woodworking.

2nd Amendment includes: Removing \$250,000 in Golden Leaf funds from the project and allocating \$250,000 in Connect NC Bond funds to the project, keeping the project total at \$3,645,000. The Golden Leaf funds will be used in a separate HVAC project for the Gunsmithing, Bladesmithing and Woodworking program areas in Building 100 in order to facilitate the spending of those funds prior to the expiration of the Golden Leaf grant.

**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 ..... \$3,016,100.00

- 2. Other Contracts \_\_\_\_\_

Subtotal Contracts..... \_\_\_\_\_

- 3. Designer's Fees..... \$316,690.00

- 4. Contingency..... \$312,210.00

- 5. Other Fees ..... \_\_\_\_\_

Subtotal Fees ..... \_\_\_\_\_

Subtotal "B" ..... \$3,645,000.00

**C. OTHER COST**

- 1. Initial Equipment (not in III B)..... \_\_\_\_\_

- 2. Miscellaneous(specify) \_\_\_\_\_

- 3. Worked Performed by Owner  
(material only, not staff salary) \_\_\_\_\_

**Subtotal "C" .....** \_\_\_\_\_

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)** \$3,645,000.00

**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).** \$150,000.00

**E. STATE FUND ALLOCATION**

- 1. Budget Code 46620 \$3,495,000.00

- 2. Budget Code \_\_\_\_\_

- 3. Budget Code \_\_\_\_\_

Subtotal "E" ..... \$3,495,000.00

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)** \$3,645,000.00

**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 \$3,645,000.00 **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** 2/13/19

- 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.

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Chairman - Board of Trustees

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Chief Administrative Officer/President

**Personnel Committee  
Wednesday, February 13, 2019  
6:00 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order..... Gelynda Capel, Chairman**
- **Approval of January Committee Minutes – Appendix D .....All**
- **Notice of Resignation ..... Gelynda Capel**
  - **Director of Heritage and Crafts – Appendix D-1**
- **New Business**
- **Adjourn**

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:48 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Susan Eggleston  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Absher made a motion, seconded by Mr. Gilbreath, to approve the November committee minutes. The motion carried.

**Personnel Appointments – Appendix D-1, D-2, D-3 and Appendix D-4**

Mrs. Capel reported that four personnel appointments will be introduced to the Board later tonight.

**Revised Organizational Chart – Appendix D-5 – Lee Proctor**

Mr. Proctor gave an update on the Revised Organizational Chart. In preparations for the opening of the CTE Building and the addition of a Health and Human Services department at the College, the Organizational Chart has been revised to reflect those changes.

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



Bledsoe, Chad <bledsoec0137@montgomery.edu>

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**(no subject)**

1 message

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**joshua floyd** <floydpots@gmail.com>

Thu, Jan 3, 2019 at 11:43 PM

To: bledsoec0137@montgomery.edu, Melisa Bond <bondm@montgomery.edu>, Andrew Gardner <gardnera@montgomery.edu>

All,  
I'm resigning.

--

**Josh Floyd**  
**423 Eldorado Street**  
**TROY, NC 27371**  
**floydpots@gmail.com**  
**9109753219**



**Curriculum and Student Services Committee**  
**Wednesday, February 13, 2019**  
**6:05 p.m.**

**Committee Members**

**Bill Price, Chairman**  
**Andrea Marshall, Vice Chairman**  
**Susan Eggleston**  
**Susan Hershberger**  
**Claudia Bulhuis**

**Agenda Items:**

- **Call to Order.....Bill Price, Chairman**
- **Approval of January Committee Minutes – Appendix E ..... All**
- **Update from Vice President of Instruction – Appendix E-1 .....Tracey Wyrick**
  - **Continuing Education – Appendix E-2 .....Tracey Wyrick**
  - **Continuing Education Fall 2018 Class Log – Appendix E-3.Tracey Wyrick**
- **Update from Vice President of Student Services – Appendix E-3 ..... Beth Smith**
  - **Minority Male Success Initiative – Appendix E-4..... Beth Smith**
- **2019-2020 Academic Calendar – Appendix E-5 (Action) ..... Beth Smith**
- **Program Approvals..... Dr. Chad Bledsoe**
  - **Automotive – Appendix E-6 – (Action)**
  - **Culinary – Appendix E-7 – (Action)**
  - **Human Services – Appendix E-8 – (Action)**
  - **Machining – Appendix E-9 – (Action)**
  - **Sustainable Agriculture – Appendix E-10 – (Action)**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 5:54 p.m. in the College Boardroom.

**Present**

Bill Price, Chairman  
Andrea Marshall, Vice Chairman  
Susan Eggleston  
Susan Hershberger  
Claudia Bulthuis

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
George Gilbreath  
Robert Harris  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mrs. Hershberger made a motion, seconded by Mrs. Eggleston, to approve the November committee minutes. The motion carried.

**Update from Vice President of Instruction – Appendix E-1**

Mr. Proctor gave an update on Instructional Activities as presented in Appendix E-1.

**Update from Dean of Continuing Education – Appendix E-2**

Mr. Proctor gave an update on Continuing Education activities as presented in Appendix E-2.

**Update from Vice President of Student Services – Appendix E-3**

Mrs. Smith gave an update on student services activities as presented in Appendix E-3

There being no further business, the meeting adjourned at 6:11 p.m.

**Board Report  
Vice President of Instruction  
February, 2019**

**Gunsmithing** - We had 32 students, 2 instructors, and Alex Williams attend the annual NSSF Shot Show in Las Vegas. Mark Dye and 18 students attended an M16 Armorer's course in Henderson, NV on the weekend prior to the show. Students earned a GSA certification on the M16, which is valuable for students who wish to apply for positions within governmental agencies. Other highlights of the trip included very productive meetings with Pete and Frank Brownell, and Danny Evans who is now back at Remington firearms. We had numerous discussions with companies who have helped our program in the past, or want to do so in the future. A prime example of this is Cerakote, who plans to send trainers from Oregon to MCC to offer free training for our students again this year. Core15, a company with which we have had no previous contact sent word through our students that they wanted to donate rifle barrels for students and for fund raiser/raffle rifle builds. We also made contact with some media and YouTube personalities who want to highlight our program and Continuing Education classes. Contact with old friends in the industry was maintained, and new ones established. All in all, the trip was a resounding success.

**CCP** - Update on the numbers that Lynn Epps shared with the Board last month in her presentation:

Associate Degree	10
Transfer Pathways	18 (32-35 transfer semester hours completed)
CCP/Early College CTE Certificates	17

2017-18 10 CCP students Completed CTE Certificates and 1 Associate Degree. The NCCCS has put an emphasis on CCP completers and thanks to Lynn and the counselors at the high schools we have been able to increase those numbers.

**Community Service** - Once again through generous donations, the MLK committee was able to host a meal packaging event. The Outreach Program has a center here in North Carolina, which helped lower the cost to host the event. Over 100 volunteers from Montgomery Community College, Troy Rotary, Communities in Schools, 4-H, Youth Leadership of Montgomery and Eckerd Connects came together to package 12,500 meals in less than an hour. Once sealed and boxed, the food was distributed to each of the food pantries in the county including the Backpack Pals program. We had college and high schools students working together with community leaders and staff to help give back to our community.

**Human Service** - Jamal Moore, 2<sup>nd</sup> year student in Human Services be attending the Southern Organization for Human Services conference schedule April 15-18 in Miami, FL. Jamal was awarded the Outstanding Student Award in Human Services by the North Carolina Organization for Human Services. As part of his award, he was provided \$450 scholarship to use for either tuition, textbooks or a professional development opportunity. Mr. Moore decided to use his funds to help attend the SOHS conference this year.

**Nursing** - The Associate Degree Nursing has 37 candidates qualified to sit for the TEAS test for admission to the program and 65 candidates for the LPN program have qualified to sit for the exam. Students who meet the required scores will be eligible to be considered for the respective programs based on the established point systems.

**Board Report**  
**Continuing Education Department**  
**February, 2019**

**Business and Industry:**

- McRae Project ongoing.
- StarWorks - CPR, First Aid & AED.
- Hosted bi-annual insurance CEU class that brought in agents outside of Montgomery County.
- Met with Wright Food to discuss new training programs.
- Large increase in CCP students taking welding classes this semester.

**Health and Public Safety:**

- The NC Public Safety Drone Academy was asked to be one of the 4 featured exhibitors at the 2019 Transportation Summit in Raleigh on January 9th & 10th. The Summit had well over a thousand attendees during its two days and the Academy was aired as a vocal point of the Summit on ABC 11.
- The College has developed and will be offering three new classes this semester with EMT Basic Initial, Community Paramedic, and EMS Instructor Methodology.
- Riley and Andrew have been meeting with county leaders to explore a Barbering program to be placed possibly at the Highland Center. This would be a Continuing Education program.
- Riley Beaman met with Elizabeth City University along with the head of the NC Division of Aviation, and Director of University Intern Funding to discuss the possibility of partnering for aviation based education in drone technology and or aviation. Elizabeth City offers a 4-year degree in both unmanned and manned aviation and is interested in exploring options further with MCC.

**Foundational Studies:**

- Partnering with Monarch to build a class for higher learning individuals.
- Attendance numbers are increasing at the Highland Community Center class.
- Partnering with Sandhills Corporation to incorporate cooking classes in our Adult Basic Skills off-campus classes and partnering with Partnership for Children to implement Motherhead classes at Candor Head Start.
- Implementing NROC software to assist students with Developmental Reading and Math skills.

**Heritage Crafts:**

- Looking to open up new pottery day and night sections due to an increase in demand.
- Bladesmithing class enrollment is up as well this semester.

**Small Business Center:**

- SBCN Mid-Year Budget Approved by State.
- Seminar attendance numbers are steadily increasing.
- Expecting a significant crowd (60+) for the Guns, Goals, & Grit Business Summit Feb. 18th.

**NCWorks/WIOA**

- Hosting an upcoming Career Fair titled “The Golden Opportunities Career Fair.” The event will take place March 14, 2019 from 8:30am-4:00pm.
- Awarded an additional \$45,000 in WIOA funds to serve more students/participants in Montgomery County.
- Awarded \$20,000 in Finish Line Grant funds to help students complete their program or class that are 50% complete and encounter an emergency.
- Dana Dawson, Uwharrie Mercantile was elected to Regional Partnership Workforce Development Board Meeting

**Dean:**

- Met with the Town of Troy to discuss apprenticeship program opportunities pertaining to golf course maintenance and ongoing safety training for the Town of Troy.



# MONTGOMERY COMMUNITY COLLEGE

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

## MEMORANDUM

**To:** Chad Bledsoe Ph.D., President

**From:** Andrew Gardner, Dean of Continuing Education

**Date:** January 28<sup>th</sup>, 2019

**Subject:** Fall 2018 Class Visitation Log Report

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

During the Fall Semester 2018 the Continuing Education Department, through its Basic Skills, Customized Training, and Occupational Extension program, offered 89 courses/seminars On-Campus and 76 courses/seminars in an Off-Campus/Distance Learning venue for a total of 165 courses. Of the 89 classes/seminars offered On-Campus, 57 required verification. Of the 76 courses/seminars offered Off-Campus, 34 required verification. Please see attached chart for further information.

# Montgomery Community College

## CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DIRECTOR FALL SEMESTER 2018

### ON CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 25% required
Beaman, Riley	58	31	31	100%
Floyd, William	14	12	12	100%
Gardner, Andrew	6	4	4	100%
Hamilton, Jessica	7	6	6	100%
Thomas, Crystal	0	0	0	0
Williams, Alex	4	4	4	100%
<b>TOTALS</b>	<b>89</b>	<b>57</b>	<b>57</b>	

### OFF CAMPUS

DIRECTOR	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 50% required
Beaman, Riley	39	5	5	100%
Floyd, William	2	0	0	0%
Gardner, Andrew	16	13	10	77%
Hamilton, Jessica	15	12	8	67%
Thomas, Crystal	4	4	4	100%
Williams, Alex	0	0	0	0
<b>TOTALS</b>	<b>76</b>	<b>34</b>	<b>27</b>	

## CONTINUING EDUCATION ACCOUNTABILITY/CREDIBILITY PLAN IMPLEMENTATION BY DEAN FALL SEMESTER 2018

### OFF CAMPUS

DEAN	TOTAL CLASSES OFFERED	TOTAL CLASSES NON-EXEMPT	# VISITS	PERCENTAGE 10% required
Gardner, Andrew	76	34	19	56%

## **MCC Board of Trustees – February 13, 2019 Update from the Student Services Division**

### Highlights & Previews

- Student Services is developing a reward program for students placed on academic achievement lists.
- From the Office of Student Life & Recruitment:
  - Eighth graders from Moore County visited MCC campus in January.
  - The Coordinator is enjoying the Leadership Montgomery program.
  - The Coordinator will be representing MCC at a career fair at Pinecrest High School in February.
- Document scanning initiative going well.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

Thursday, January 24, 2019

Dr. Chad Bledsoe  
Montgomery CC  
1011 Page St.  
Troy, NC 27371

Dr. Bledsoe,

I am pleased to inform you that your request for the Minority Male Success Initiative funding was approved by the State Board of Community Colleges on Friday, January 18, 2019. Your institution will receive \$45,130 for FY19, \$42,903 for FY20, and \$42,903 FY22. The funding amount totals \$130,936 which has been appropriated from the General Assembly. This amount must be used by your college to begin the Early Alert Program as described in your institution's application. Funding is contingent upon approval of the FY 2019 -2022 State General Assembly Appropriations and will be adjusted as a result of any legislative action.

A conference call has been scheduled for Thursday, January 31, 2019 at 10:00 am for the colleges participating in the Early Alert Project. During this meeting, we will discuss vendor selection and outline the implementation process. Please watch for the notification to ensure your college will have representation during those discussions.

For additional information, please contact John "JJ" Evans at 919-807-7212 or by email at [jevans@nccommunitycolleges.edu](mailto:jevans@nccommunitycolleges.edu).

Thank you for everything that you do for our students.

Sincerely,

John "JJ" Evans, Ph.D.  
Associate Director of Student Life  
North Carolina Community College System  
200 West Jones Street, Caswell Building  
5016 Mail Service Center, Raleigh, NC 27699-5016  
919-807-7212 (Office)  
919-807-7173 (Fax)



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Peter Hans, President*

[JEvans@nccommunitycolleges.edu](mailto:JEvans@nccommunitycolleges.edu)

## Montgomery Community College Academic Calendar 2019-20

### Fall Semester 2019

August 12	9 month Contract Begin
August 12-13	Quality Trails
August 14	Late Registration
August 15	Divisional Work Day
August 19	Classes Begin
September 2	Labor Day Holiday
October 14-15	Fall Break
November 27 - 30	Thanksgiving Break
December 16	Classes End
December 17	Grades Due
December 18 – January 1	Christmas Break

### Spring Semester 2020

January 2	Late Registration
January 3	Divisional Work Day
January 6	Classes Begin
January 20	MLK Holiday
March 3 - 7	Spring Break
April 13	Easter Break
May 4	Classes End
May 6	Graduation
May 8	9 month Contracts End

### Summer Semester 2020

May 18	Classes Begin
May 25	Memorial Day
June 29 – July 4	Independence Day holiday break
July 20	Term Ends

## **Automotive Systems Technology D6160**

**A. GENERAL EDUCATION:** *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

**1. Communication: 3 hours**

The following course(s) are required:

ENG 111 Expository Writing (3)

**4. Natural Sciences/Mathematics: 3 hours**

The following course(s) are required:

PHY 110      Conceptual Physics (3)

**Total General Education Semester Hour Credits Required 6**

**Program of Study (Continued)****B. MAJOR HOURS****1. Core**

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
TRN 110	Intro to Transportation	2
TRN 120	Basic Transportation Electricity	5
TRN 170	PC Skills for Transportation	2
TRN 145	Adv. Transportation Electronics	3
AUT 141	Suspension and Steering Systems	3
AUT 141A	Suspension & Steering Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1

**Total Core Semester Hour Credits 24**

**Program of Study (Continued)****3. Other Major Hours**

*Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.*

TRN 140	Transportation Climate Control	2
TRN 140A	Trans. Climate Control Lab	2
AUT 163	Advanced Auto Electricity	3
AUT 183	Engine Performance II	4

**Total Other Major Semester Hour Credits: 11**

**Total Major Semester Hour Credits: 33**

**Program of Study (Continued)****C. OTHER REQUIRED COURSES** *(If applicable)*

*A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.*

The following course(s) are required:

ACA 115                  College Success    1

***Total Other Required Semester Hour Credits***   1  

***Total Semester Hours Credit in Program***   75

## Culinary Arts Certificate A55150

### B. MAJOR HOURS

#### 1. Core

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

CUL 110	Sanitation and Safety	2
CUL 140	Culinary Skills I	5
CUL 160	Baking I	3
CUL 170	Garde Manager I	3
CUL 240	Culinary Skills II	5

***Total Core Semester Hour Credits 18***

## Human Services Technology Social Services Concentration A4538D

**A. GENERAL EDUCATION:** *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

### 1. Communication: 6 hours

The following course(s) are required:

ENG 111 Expository Writing (3)

#### Communication Pick List:

Select a course from the following:

ENG 112 Writing/Research in the Discipline (3)

ENG 114 Professional Research & Reporting (3)

### 2. Humanities/Fine Arts: 3 hours

#### Humanities/Fine Arts Pick List:

ART 110 Introduction to Art (3)

MUS 110 Music Appreciation (3)

PHI 215 Philosophical Issues (3)

PHI 240 Introduction to Ethics (3)

### 3. Social/Behavioral Sciences: 3 hours

#### Social/Behavioral Pick List:

Select a course(s) from the following:

SOC 210 Introduction to Sociology(3)

### 4. Natural Sciences/Mathematics: 3 hours

#### Pick List:

BIO 111 General Biology I (4)

MAT 143 Quantitative Literacy (3)

MAT 152 Statistical Methods I (4)

MAT 171 Precalculus Algebra (4)

Total General Education Semester Hour Credits Required   15

**Program of Study (Continued)****B. MAJOR HOURS****1. Core**

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

HSE 110	Introduction to Human Services	3
HSE 112	Group Process I	2
HSE 123	Interviewing Techniques	3
HSE 125	Counseling	3
HSE 210	Human Services Issues	2
HSE 225	Crisis Intervention	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
SOC 213	Sociology of the Family	<u>3</u>

**2. Concentration:**

SWK 110	Introduction to Social Work	3
SWK 113	Working with Diversity	3
SWK 115	Community Resources	3
SWK 214	Social Work Law	3
SWK 220	SWK Issues in Client Services	3

**Total Core Semester Hour Credits 40**

**Program of Study (Continued)****3. Other Major Hours**

*Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.*

The following courses are required:

CIS 110	Intro to Computers	3
HSE 255	Health Problems and Preventions	3
WBL 111	Work-Based Learning I	1
WBL 115	Work-Based Learning Seminar I	1
WBL 121	Work-Based Learning II	1
WBL 125	Work-Based Learning Seminar II	1

**Total Other Major Semester Hour Credits: 10**  
**Total Major Semester Hour Credits: 50**

**Program of Study (Continued)****C. OTHER REQUIRED COURSES** *(If applicable)*

*A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.*

The following course(s) are required:

ACA 115	Success and Study Skills	or	1
ACA 122	College Transfer Success		1

***Total Other Hour Credits:1***

***Total Semester Hours Credit in Program 66***

## Machining Certificate C50210

### A. MAJOR HOURS

#### 1. Core

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 141	Machining App	
MAC 131	Blueprint Reading/Mach. I	2

***Total Core Semester Hour Credits 18***

## Sustainable Agriculture A15410

**A. GENERAL EDUCATION:** *Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.*

### 1. Communication: 6 hours

The following course(s) are required:

ENG 111 Expository Writing (3)

#### Communication Pick List:

Select a course from the following:

ENG 115 Oral Communication (3)

COM 231 Public Speaking

ENG 112 Argument-Based Research

### 2. Humanities/Fine Arts: 3 hours

#### Humanities/Fine Arts Pick List:

HUM 110 Technology and Society (3)

HUM 115 Critical Thinking (3)

ART 110 Introduction to Art (3)

MUS 110 Music Appreciation (3)

### 3. Social/Behavioral Sciences: 3 hours

#### Social/Behavioral Pick List:

Select a course(s) from the following:

SOC 210 Introduction to Sociology (3)

PSY 150 General Psychology (3)

### 4. Natural Sciences/Mathematics: 3 hours

The following course(s) are required:

MAT 110 Math Measurement and Literacy (3)

**Total General Education Semester Hour Credits Required 15**

**Program of Study (Continued)****B. MAJOR HOURS****1. Core**

*The core is comprised of specific courses and/or subject areas which are required for each curriculum program. These are identified on the curriculum standard for each program.*

The following course(s) are required:

AGR 139	Intro to Sustainable Agr.	3
AGR 170	Soil Science	3
AGR 214	Agricultural Marketing	3
ANS 110	Animal Science	3
WBL 111	Work-Based Learning I	1
AGR 140	Agricultural Chemicals	3
AGR 111	Basic Farm Management	2
AGR 112	Agri Records & Accounting	3
AGR 160	Plant Science	3
AGR 212	Farm Business Management	3
AGR 265	Organic Crop Prod. Spring	3 or
AGR 266	Organic Crop Prod. Fall	<u>3</u>

**Total Core Semester Hour Credits 30**

**Program of Study (Continued)****3. Other Major Hours**

*Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or unique prefixes as noted on the standard.*

AGR 220	Ag Mechanization	3
ANS 111	Sustainable Livestock Mgt.	3
ANS 115	Animal Feeds and Nutrition	3
HOR 134	Green House Operations	3
HOR 142	Fruit & Vegetable Prod.	2
HOR 162	Applied Plant Science	3
WLD 112	Basic Welding	2

**Total Other Major Semester Hour Credits: 19**

**Total Major Semester Hour Credits: 49**

**Program of Study (Continued)****C. OTHER REQUIRED COURSES** *(If applicable)*

*A college may require other courses in order to meet graduation or local employer requirements. These requirements may be met through a maximum of 7 semester hours of credit in a degree program; 4 semester hours of credit in a diploma program, and 1 semester hour of credit in a certificate program. Restricted, unique or free elective courses may not be included as other required courses.*

The following course(s) are required:

ACA 115            College Success    1

**Total Other Required Semester Hour Credits**   1  

**Total Semester Hours Credit in Program**  65

**Legislative/Public Relations Committee**  
**Wednesday, February 13, 2019**  
**6:15 p.m.**

**Committee Members**

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

**Agenda Items:**

- **Call to Order ..... Andrea Marshall, Chairman**
- **Approval of January Committee Minutes – Appendix F .....All**
- **Legislative Update ..... Dr. Chad Bledsoe**
  - **Proposed Adoption of 1B SBCCC 200.3 – Establishing Multi-Campus Centers – Appendix F-1**
  - **CC19-004 – Authorization to Collect Student SSN’s – Appendix F-2**
  - **NCACCT Legislative Seminar – Appendix F-3**
  - **School Calendar Resolution – Appendix F-4**
  - **2019 CTE Legislative Request – Appendix F-5**
- **Public Relations/Marketing Update – Appendix F-6..Michele Haywood**
- **New Business**
- **Adjourn**

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 6:11 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Susan Eggleston  
George Gilbreath  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Johnny McKinnon  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

Mrs. Marshall, Chairman called the meeting to order.

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

Mrs. Bulthuis made a motion, seconded by Mrs. Covington, to approve the November committee minutes. The motion carried.

**Legislative Update – Appendix F-1 and F-2 – Dr. Chad Bledsoe**

Dr. Bledsoe gave a Legislative update included in Appendix F-1, which is an amendment of 1D SBCCC 400.8 - Courses for Curriculum Programs. The newly created co-requisite courses will support the efforts of the RISE initiative.

Appendix F-2 is the Legislative Agenda for 2019. It includes a summary sheet and talking points of topics. Dr. Bledsoe noted two topics that especially pertain to the College. One will be to simplify the residency determination services system to eliminate barriers for community college students, and the other is to fully-fund the short-term workforce training.

Dr. Bledsoe presented a handout of a Legislative Request from Montgomery Community College and Montgomery County Schools for 2019-2020. Administration from the College and the County Schools have met with legislative representatives from Montgomery County to discuss funding to support faculty and transportation needs for the CTE Building during the first year of operation.

**Public Relations/Marketing Update – Michele Haywood – Appendix F-3**

Mrs. Haywood presented Appendix F-3, the Public Relations/Marketing

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



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans*  
*President*

22 January 2019

### 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:** **Proposed Adoption of 1B SBCCC 200.3 – “Establishing Multi-Campus Centers”**

On 18 January 2019, the State Board of Community Colleges (“SBCC”) voted to initiate rulemaking to adopt 1B SBCCC 200.3 – “Establishing Multi-Campus Centers.” The State Board of Community Colleges’ Multi-Campus Study Committee recommended the proposed rule to codify the policies for establishing multi-campus centers. Many of the proposed provisions were already in place, but this proposed rule clarifies the standards for FTE enrollment and specifies what happens if a multi-campus center drops below the required FTE enrollment threshold.

**The proposed adoption is published on the NC Community College System's website, [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu), under "State Board Code."** For your convenience, a copy of the proposed rule is attached to this memorandum. Please post a copy of the proposed rule in prominent places so that all individuals affected by the proposed changes will be informed.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits a public comment on behalf of their community college should comply with their college’s local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on February 21, 2019.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on February 6, 2019.** Written comments and requests for hearing shall be directed to the following address: Q. Shanté Martin, 200 W. Jones Street, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [publiccomments@nccommunitycolleges.edu](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

**CC19-002**  
**E-mail Copy**



# State Board of Community Colleges Code

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## Notice of Proposed Rulemaking Form

Date: 22 January 2019

<b>Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed</b>	Adopt 1B SBCCC 200.3
---	----------------------

Specify whether the SBCC  
proposes to adopt amend, or  
repeal a rule:

<b>Adopt</b> (new rule)	<b>Amend</b> (change existing rule)	<b>Repeal</b> (delete entire rule)
X		

<b>Rationale for proposed adoption, amendment or repeal:</b>	<p>The State Board of Community Colleges' Multi-Campus Study Committee recommended the proposed rule to codify the policies for establishing multi-campus centers. Many of the proposed provisions were already in place, but this proposed rule clarifies the standards for FTE enrollment and specifies what happens if a multi-campus center drops below the required FTE enrollment threshold.</p>
--	--

<b>Proposed Effective Date of Rule</b>	April 1, 2019
--	---------------

1B SBCCC 200.3 is proposed for adoption as follows:



1                   **State Board of Community Colleges Code**

2                   **TITLE 1. COMMUNITY COLLEGES**

3  
4                   **CHAPTER B. COLLEGE OPERATIONS**

5  
6                   **SUBCHAPTER 200. PROGRAM ACCOUNTABILITY**

7  
8                   **1B SBCCC 200.3 Establishing Multi-Campus Centers**

9                   (a) Definition. A multi-campus center (“MCC”) is a convenience location in the community  
10                   college service area to provide appropriate population and geographic access for  
11                   community outreach, testing, faculty and staff offices, as well as literacy, continuing  
12                   education, and curriculum instruction. Students may complete certificates, diplomas,  
13                   and associate degrees at MCC locations. Comprehensive instructional support  
14                   functions including, but not limited to libraries and student development services, are  
15                   parts of the operation. An MCC must provide students the opportunity to complete at  
16                   least one associate degree at the MCC.

17                   (b) Purpose. The purpose of the SBCC’s policy on MCCs is to help ensure that  
18                   appropriate geographic access to community college programs and services is  
19                   provided to students while minimizing the unnecessary duplication and proliferation  
20                   of facilities and while minimizing the negative impact on existing community college  
21                   campuses and centers.

22                   (c) Establishment and Maintenance. To establish and maintain an MCC designation,  
23                   colleges must satisfy all of the following criteria:

24                   (1) The MCC is established in a location that provides geographic access to  
25                   community college programs and services in a location within the college service  
26                   area that is at least ten (10) miles from the main campus or other MCC locations  
27                   or the college must provide evidence that the MCC is established in a location  
28                   where the main campus or other MCC locations cannot adequately provide  
29                   community college programs and services. This provision only applies to MCCs  
30                   established after the effective date of this rule.

- 1       (2) Colleges shall provide programs and services based on evidence of student  
2       demand and needs.
- 3       (3) Colleges shall obtain prior approval and maintain approval of the MCC from the  
4       Southern Association of Colleges and Schools Commission on Colleges  
5       (SACSCOC). Programs and services provided through MCCs shall comply with  
6       The Principles of Accreditation: Foundation for Quality Enhancement of  
7       SACSCOC.
- 8       (4) County government provides support for maintenance and operation of the MCC  
9       physical plant.
- 10       (5) The college has developed an instructional program and services plan including,  
11       but not limited to a description of programs, staffing, and instructional support  
12       functions.
- 13       (6) The SBCC determines that the MCC is unlikely to have a significant negative  
14       impact on institutions contiguous to the MCC. The college shall consult with  
15       community college institutions contiguous to the MCC, and the community  
16       college institutions that are contiguous to the MCC may provide evidence that the  
17       MCC has or is likely to have a significant negative impact on college or program  
18       specific enrollment.
- 19       (7) Students enrolled at an MCC must be able to complete at least one associate  
20       degree at the MCC.
- 21       (8) Evidence that the duplication of instructional support and other cost expenses  
22       are justifiable from cost effectiveness and quality of support services  
23       perspectives.
- 24       (9) The MCC must enroll a minimum of 300 (curriculum, occupational extension, or  
25       basic skills) budget FTE via face-to-face or hybrid instruction originating from and  
26       delivered at that MCC location. If an MCC drops below the minimum budget FTE  
27       (Level 1 MCC minimum is 300 and Level 2 MCC minimum is 1,201), the System  
28       Office will provide the college president with a written notification that this drop  
29       occurred after that year's budget allocations are approved by the State Board. If  
30       the MCC's budget FTE remains below the minimum in the subsequent fiscal  
31       year, for a Level 1 MCC, the budget allocation for that MCC will be reduced by

1 fifty percent (50%), and for a Level 2 MCC, the budget allocation will be reduced  
2 by 50% of the difference between Level 2 and Level 1 funding. If the MCC's  
3 budget FTE continues to remain below the minimum in the third fiscal year, the  
4 budget allocation for a Level 1 MCC will be eliminated, and it will no longer be  
5 designated as a MCC, and for a Level 2 MCC, the MCC will be categorized as a  
6 Level 1 MCC. A college must follow the MCC approval process to re-establish  
7 an MCC in any future year.

8 (10) The physical facility or facilities for the MCC must either be owned or leased  
9 on a long-term basis by the college.

10 (d) The College of the Albemarle Dare County Campus and Gaston College Kimbrell  
11 Campus and Textile Technology Center MCCs established by the General Assembly  
12 are exempted from 1B SBCCC 200.3(c)(9).

13 (e) Colleges shall comply with the following steps to obtain approval for MCC  
14 designation.

15 (1) Step 1 – Initial State Board Review and Recommendation. Community colleges  
16 seeking a MCC designation must submit their application to the State Board of  
17 Community Colleges (“State Board”) for approval by September 15th of each  
18 year. Community colleges’ applications shall include information responding to  
19 the criteria specified in 1B SBCCC 200.3(c)(1) - (c)(10).

20 (A) If a community college meets all of the criteria specified in 1B SBCCC  
21 200.3(c), then the State Board shall recommend approval of the MCC  
22 designation.

23 (B) If a community college does not meet all of the criteria specified in 1B SBCCC  
24 200.3(c)(1) – (c)(10), but provides evidence of being able to meet all of the  
25 criteria by the enactment of the budget for that fiscal year, the State Board  
26 shall recommend conditional approval. The State Board's recommendation  
27 for conditional approval shall specify the criteria in 1B SBCCC 200.3(c)(1) –  
28 (c)(10) the college must satisfy to receive final State Board approval that is  
29 contingent upon the General Assembly appropriating funds.

30 (2) Step 2 - Appropriation of Funds by the General Assembly. If the State Board  
31 recommends the MCC for approval or for conditional approval, the System Office

1        shall include the State Board's recommendation in the budget request provided  
2        to the Office of State Budget and Management and to the General Assembly. If  
3        the General Assembly appropriates funds for the MCC, the State Board's  
4        recommendation moves to Step 3. If the General Assembly does not appropriate  
5        funds, the college shall annually certify in writing to the System Office by  
6        September 15th that there are no changes in the MCC application, and the  
7        System Office shall resubmit the college's MCC request as a part of the annual  
8        budget process in subsequent years, unless the college withdraws its request.

9        (3) Step 3: State Board Approval. If the General Assembly appropriates recurring  
10       funds to support the MCC consistent with the existing funding formula and if the  
11       college satisfies any conditions specified by the State Board by the enactment of  
12       the budget for that fiscal year, the State Board shall approve the MCC  
13       designation. If the State Board approves the MCC designation, the State Board  
14       shall allocate recurring funds to the college for the newly approved MCC.

15  
16       History Note: Authority G.S. 115D-5;

17       Eff. \_\_\_\_\_.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

January 30, 2019

**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, Chief Financial Officers, Financial Aid Officers, Planners, Public Information Officers, Registrars, Student Development Administrators, Residency Liaisons, Chief Information Officer Association & Other Interested Parties

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

**RE:** **Authorization to Collect Student SSNs**

**Background**

Around 2005, after the adoption of the Privacy Protection Act, it is our understanding that community colleges were advised that they were not permitted to collect social security numbers pursuant to G.S. 132-1.10(b)(1) which provides,

Except as provided in subsections (c) and (d) of this section, no agency of the State or its political subdivisions, or any agent or employee of a government agency, shall do any of the following:(1) Collect a social security number from an individual unless authorized by law to do so or unless the collection of the social security number is otherwise imperative for the performance of that agency's duties and responsibilities as prescribed by law. Social security numbers collected by an agency must be relevant to the purpose for which collected and shall not be collected until and unless the need for social security numbers has been clearly documented.

Because community colleges are open-door institutions that provide educational opportunities, providing a social security number is not “imperative for the performance of the [NCCCS’] duties and responsibilities as

**CC19-004  
 E-mail Copy**

prescribed by law” to provide education. For this reason, colleges were advised that they could not require the collection of social security numbers.

### **2019 Analysis**

G.S. 132-1.10(b)(1) provides that “Except as provided in subsections (c) and (d) of this section . . . .” This excerpt means that the language in subsection (b) restricting the collection of social security numbers does not apply in the situations described in subsections (c) and (d). G.S. 132-1.10(c) provides that “Subsection (b) does not apply in the following circumstances: (1) To collect social security numbers or other identifying information disclosed to another governmental entity or its agents, employees, or contractors if disclosure is necessary for the receiving entity to perform its duties and responsibilities.” Pursuant to 26 CFR § 1.6050S-1(a), community colleges are required to provide social security numbers for students to the Internal Revenue Service (IRS) (another governmental agency), except the following students: 1) students taking courses for which no academic credit is offered; 2) nonresident alien students, unless requested by the student; 3) students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; and 4) students for whom the community college does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between an institution and the student’s employer or a governmental entity. Community colleges must provide student social security numbers subject to being reported to the IRS so that the IRS can perform its statutory and regulatory duties and responsibilities related to qualified tuition and related expenses. Because community colleges need to provide certain student social security numbers to the IRS or be subject to financial penalties for compliance failures, our North Carolina state law authorizes community colleges to collect social security numbers from students subject to IRS reporting.

### **Next Steps**

Given community colleges’ ability to lawfully collect student social security numbers pursuant to G.S. 132-1.10(c)(1), the System Office will work with CFNC to evaluate whether appropriate adjustments to the admissions application are warranted. Additionally, the System Office will proceed with proposing language for SBCC Code adoption to clarify this issue. Please see the attached for helpful summary information about the IRS reporting requirements.

Attachment

## IRS Requirements for TIN Collection and Reporting

### Scope: Students and Form 1098-T

*Jason W. Forlines, CFE, February 2018*

#### Requirements

- Authorized under 26 CFR 1.6050S-1
- Includes an eligible education institution that enrolls any individual for any academic period
- Must file an information return and provide a copy to the individual
- Return must include the name, address, and taxpayer identification number (TIN) of the individual
- The TIN may be truncated on the copy furnished to the individual, but not in what is provided to IRS

#### Exceptions

- Non-resident aliens, unless requested by such person
- Courses for which no academic credit is offered
- Individuals whose tuition is covered entirely by scholarships or grants or is entirely waived
- Individuals whose tuition is covered entirely by a third-party billing arrangement paid entirely by the individual's employer, a governmental entity, or other third party and no separate account is maintained for the individual

#### Penalties

- Authorized under 26 USC §6721 and §6722
- Provisions under 26 CFR 1.6050S-1
- Failures are classified as:
  - any failure to file
  - any failure to include all of the required information or inclusion of incorrect information
- Generally set at \$250 per return (viz, per Form 1098-T filed or not filed), with a limitation of \$3,000,000 (\$1,000,000 if the college grossed less than \$5 million on average during the past three years), but doubles to \$500 per return as a minimum and penalty limitations are removed if ten percent or more of the returns are filed incorrectly
- If corrected within thirty days of filing, penalty is limited to \$50 per return, with a maximum of \$500,000 (\$175,000 if the college grossed less than \$5 million on average during the past three years) – does not apply if determined to be intentional disregard
- If corrected before August 1<sup>st</sup> of the filing year, penalty is limited to \$100 per return, with a maximum of \$1,500,000 (\$500,000 if the college grossed less than \$5 million on average during the past three years) – does not apply if determined to be intentional disregard
- Failures are de minimis if all of the following are met:
  - a return is filed
  - there is any failure to include all of the required information and/or inclusion of incorrect information
  - the failure is corrected by August 1 of the filing year
  - the failure affects no more than the greater of ten returns or one half of one percent (0.5%) of the total number of returns filed
  - is not determined to be intentional disregard

- There is a safe harbor provision for incorrect dollar amounts but not for TIN issues
- These penalties may be indexed for inflation after 2014
- Penalties may be waived if circumstances are beyond the control of the institution, but the institution must establish that it acted in a responsible manner both before and after the failure
- The definition of “responsible manner” states that an institution must request the TIN of each individual for whom it is required to file a return

**DRAFT****NCACCT 2019 LAW-LEGISLATIVE SEMINAR-AGENDA****Wednesday, April 3****Location**

		<b>Location</b>
10:30 a.m. - 7 p.m.	<b>LEGISLATIVE DAY AND RECEPTION</b>	
10:30 a.m.-4:00 p.m.	<b>Legislative Day -- Community College Presidents and Trustees Visit the Legislative Buildings and Talk with Lawmakers About NC Community College Legislative Priorities</b>	<b>NC Museum of History and Legislative Buildings</b>
3 p.m.-6 p.m.	<b>REGISTRATION DESK OPEN</b>	<b>Esplanade</b>
5:30 - 7 p.m.	<b>Legislative &amp; Welcome Reception</b> <i>All Legislators, seminar attendees and guests invited</i>	<b>Hannover I&amp;II</b>

**Thursday, April 4**

7:30 a.m. - 5:00 p.m.	<b>REGISTRATION</b>	<b>Esplanade</b>
7:30 a.m.	<b>BREAKFAST BREAK</b> <i>(No Meal Ticket Required)</i>	<b>Mezzanine</b>
8:30 - 10:30 a.m.	<b>NCACCT Executive Board Meeting</b>	<b>The Capital Room</b>
8:30 - 10:30 a.m.	<p><b>The State Budget and Legislative Process</b>  <b>In order to complete the requirement for Reappointed Trustee Training, you must attend both this session AND your choice of one the two 3:45 p.m. Breakout Sessions</b></p> <p><b>Presenters:</b>  <b>Ms. Mary Shuping, NCCCS Director of Government Relations</b>  <b>Ms. Elizabeth Grovenstein, NCCCS Vice President/Chief Financial Officer</b></p> <p><i>Let's walk through the development of the State Budget and the simultaneous legislative process that takes place to move the State Budget forward. Also, we will talk about the importance of legislative advocacy at the local level and how Trustees and Presidents are the keys to the System's legislative successes.</i></p>	<b>Governors Ballroom</b>
8:30 - 10:30 a.m.	<p><b>Orientation for New Trustees</b>  <b>In order to complete the requirement for New Trustee Training, you must attend both this Orientation AND your choice of one the two 3:45 p.m. Breakout Sessions</b></p> <p><b>Dr. Frank Sells, Former President at Surry Community College</b>  <b>Panel of Trustees:</b>  <i>Serving as a Community College Trustee is a unique responsibility and an opportunity to provide leadership through governance at your community college. What are the do's and don'ts for being a successful Trustee? What's the difference between board leadership and administration? Dr. Frank Sells, a former Community College</i></p>	<b>Hannover III</b>

**DRAFT**

	<i>President and frequent trainer at board retreats, will lead a discussion along with a panel of experienced Trustees.</i>	
8:00 – 12:00 p.m.	<b>NCACCP Presidents Meeting</b>	<b>Hannover I</b>
10:30 a.m.	<b>BREAK</b>	<b>Esplanade</b>
10:00 a.m.–12:15 p.m.	<b>NC State Board of Community Colleges Meeting</b>	<b>Hannover II</b>
10:45 a.m.– 12:15 p.m.	<p><b>NC Community College Post-Completion Student Success:</b></p> <p><i>Information to show how our NC Community College graduates fare with employment and transfer to universities</i></p> <p><b>Speaker: Dr. Gary Green, Immediate Past President at Forsyth Technical Community College</b></p>	<b>Hannover III</b>
10:45 a.m.– 12:15 p.m.	<b>NCACCA (Attorneys) Meeting</b>	<b>Governors Ballroom</b>
12:30-2:00 p.m.	<p><b>OPENING LUNCHEON SESSION</b> <i>(Lunch must be noted on badge)</i></p> <p><b>Welcome:</b> Mr. John Watts, Chair, NCACCT</p> <p><b>Speaker: Governor Roy Cooper (invited)</b></p>	<b>Oak Forest Ballroom</b>
2:15-3:30 p.m.	<p><b>GENERAL SESSION</b></p> <p><b>Speaker: Mr. Robert Joyce, Institute of Government</b></p> <p><i>Legal Issues Facing Our Community Colleges</i></p>	<b>Hannover II&amp;III</b>
3:30 p.m.	<b>BREAK</b>	<b>Esplanade</b>

# DRAFT

<p>3:45 – 4:45 p.m.</p>	<p><b>BREAKOUT SESSION I</b>  <b>Completes the requirement for Re-appointed Trustee Training (along with the 8:30 a.m. State Budget &amp; Legislative Process session)</b>  <b>Completes the requirement for New Trustee Training (along with Orientation)</b></p> <p><b>Sound Fiscal and Management Practices 101: Keeping Your College Out of Trouble and Focused on Students</b></p> <p><b>Presenters:</b>  <b>Ms. Jennifer Haygood, Chief of Staff/Executive Vice President</b>  <b>Mr. Bryan Jenkins, Executive Director of Accountability and State Board Affairs</b></p> <p>Want to identify issues before they grow into problems that <u>distract</u> the college from its core mission and <u>attract</u> State-level attention? This session will help trustees understand their responsibilities under 1A SBCCC 200.4 Sound Fiscal and Management Practices and learn to watch out for potential red flags.</p>	<p><b>Governors Ballroom</b></p>
<p>3:45-4:45 p.m.</p>	<p><b>BREAKOUT SESSION II</b>  <b>Completes the requirement for Re-appointed Trustee Training (along with the 8:30 a.m. State Budget &amp; Legislative Process session)</b>  <b>Completes the requirement for New Trustee Training (along with Orientation)</b></p> <p><b>Performance Measures: What Are They and How Do They Assist Colleges in Improving Student Success?</b></p> <p><b>Presenters:</b>  <b>Mr. Bill Schneider, NCCCS Associate Vice President for Research and Performance Management</b>  <b>Dr. Linda Scuiletti, Vice President of Assessment, Planning &amp; Research and SACSCOC Accreditation Liaison at Central Carolina Community College</b>  <b>Ms. Stormy Mascitelli, Director of Institutional Effectiveness &amp; Research at Central Carolina Community College</b></p> <p>This session will provide information associated with the State’s performance measures. Mr. Schneider will describe the measures, discuss how trustees can access and interpret the annual report, explain how the data is used to determine performance-based funding allocations, and how colleges are supporting each other to improve student outcomes. Dr. Scuiletti and Ms. Mascitelli will present on how her college is systematically evaluating performance measure results, establishing strategies for improvement, and engaging their Board of Trustees in performance measure discussions.</p>	<p><b>Hannover II&amp;III</b></p>
<p>4:50-5:15 p.m.</p>	<p><b>NCACCT BUSINESS MEETING</b>  Presiding: <i>Mr. John Watts, NCACCT Chair</i></p>	<p><b>Hannover II&amp;III</b></p>

**DRAFT**

5:30-6:30 p.m.	<b>Evening Reception</b> --All seminar attendees and guests invited (Sponsored by Platinum Exhibitor)	<b>Hannover I</b>
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**Friday, April 5**

7:30 a.m.	<b>REGISTRATION</b>	
8:00-9:30 a.m.	<b>BREAKFAST</b> ( <i>Breakfast must be noted on badge</i> )  <b>Speaker: John Davis, North Carolina political analyst, writer and speaker</b> A non-partisan analysis of national and state politics, including why the winners are winning and why the losers are losing. Also a look at the policy implications of Congressional and Legislative action in Washington D.C. and Raleigh.	<b>Oak Forest Ballroom</b>
Immediately following the Breakfast Session - 11:00 a.m.	<b>LEGISLATIVE ROUNDTABLE DISCUSSIONS</b> Talk directly with key legislative leaders about the current session of the General Assembly and Q&A about the budget and other issues impacting our colleges.	<b>Oak Forest Ballroom</b>
9:30 a.m.-12:00 p.m	<b>Ethics Training</b> <i>Facilitator: Sue Lundberg, Education Attorney, NC Ethics Commission</i>	<b>Governors Ballroom</b>
	<b>Seminar Concludes</b>	

# COUNTY OF MONTGOMERY

102 East Spring St. P.O. Box 425 Troy, North Carolina 27371-0425  
Telephone: (910) 576-4221 Fax: (910) 576-4566

[www.montgomerycountync.com](http://www.montgomerycountync.com)



BOARD OF COMMISSIONERS  
 Anthony Copeland Chairman  
 Wayne Wooten Vice Chairman  
 Jim Matheny Commissioner  
 Mike Criscoe Commissioner  
 Dottie Robinson Commissioner

OFFICERS  
 Matthew Woodard County Manager  
 C.D. Crepps Finance Director  
 Melissa F. Pipkin Register of Deeds  
 Russell J. Hollers County Attorney  
 Chris Watkins Sheriff  
 Vacant Clerk to the Board

WHEREAS the Montgomery County Board of Education has adopted the attached resolution requesting legislative action to return school calendar control to the local authorities;

WHEREAS the Montgomery County Board of Commissioners has prioritized education, transportation, and infrastructure as the keys to economic growth and community revitalization for the rural County of Montgomery;

WHEREAS in accordance with its economic development prioritizations, the Montgomery County Board of Commissioners has funded the Montgomery Central High School and Career and Technical Education Center at a cost in excess of \$70 million dollars and which is currently under construction adjacent to Montgomery Community College;

WHEREAS Montgomery Community College and the Montgomery County Board of Education have embraced a 9<sup>th</sup> grade – 14<sup>th</sup> grade concept to adequately prepare students with career relevant and/or university preparatory skills and have adjusted faculty, classes, and curricula to meet this educational challenge;

THEREFORE, let it be resolved that the Montgomery County Board of Commissioners endorses the resolution passed by the Montgomery County Board of Education and urges Representative Ken Goodman and Senator Eddie Gallimore to introduce legislation to allow Montgomery County to proceed unhindered with its one-of-a-kind model in the State of North Carolina to coalesce secondary and post- secondary for the entirety of high school and community college student populations in Montgomery County.

**ADOPTED THIS 15<sup>th</sup> DAY OF JANUARY 2019 BY THE MONTGOMERY COUNTY BOARD OF COMMISSIONERS ON A MOTION MADE BY COMMISSIONER**

MATHENY SECONDED BY COMMISSIONER ROBINSON, IN FAVOR 4 AGAINST 0.

Wayne Wooten  
VICE-CHAIR

Matthew Woodard  
CLERK

SEAL



**441 Page Street • P.O. Box 427  
Troy, North Carolina 27371-0427**

**PHONE: (910) 576-6511 • FAX: (910) 576-2044**

## **RESOLUTION SUPPORTING LOCAL CONTROL OF SCHOOL CALENDARS**

WHEREAS, the North Carolina General Statutes give local boards of education powers of supervision and control of local school systems; and

WHEREAS, local control over establishing school calendars is an integral component of school system supervision and administrative powers with which local boards of education have been vested; and

WHEREAS, in 2004 the North Carolina General Assembly seized control of setting school calendars and imposed a one-size-fits-all mandate on how school calendars are to be set; and

WHEREAS, the current one-size-fits-all school calendar start date is no earlier than the Monday closest to August 26 and the end date is no later than the Friday closest to June 11; and

WHEREAS, the State mandated late August start date means high schools do not complete the first semester until mid to late January; and

WHEREAS, the current law essentially requires high school students to take first semester exams after the winter break, which negatively impacts test scores, according to students and educators; and

WHEREAS, the second semester for high schools starts two to three weeks later than community colleges and universities; and

WHEREAS, it is well-documented through multiple studies that children will experience a phenomenon known as summer learning loss, which has a disproportionate impact on low-income children; and

WHEREAS, long summer breaks can also negatively impact child nutrition, as low-income children who have access to regular meals at school through the free and reduced priced meal program may not have access to regular meals at home; and

WHEREAS, with little flexibility built in to the calendar, scheduling make-up days is extremely challenging; and

WHEREAS, major hurricanes and severe winter snow storms have caused Montgomery County Schools to miss five school days in 2018-2019 to date; and

WHEREAS, Montgomery County Schools had to waive one of these days to make the calendar fit (and have resorted to waiving additional days in calendars past) and missed valuable instruction time; and

WHEREAS, Montgomery County Schools have had to hold school sessions on Saturday (two such days in this calendar year and two others in previous years) in order to meet instructional requirements; and

WHEREAS, the aligned academic programs between Montgomery County Schools and Montgomery Community College often lead to the College's schedule requiring adjustment due to weather events, and thus impacting their ability to operate effectively (what we affectionately refer to as "hijacking the college's calendar") in the absence of high school students in college classes; and

WHEREAS, local boards of education are best equipped to understand the balancing act of meeting the community's needs and maximizing student success; and

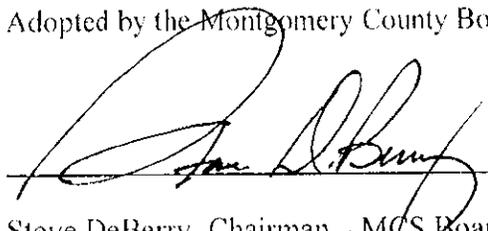
WHEREAS, restoring local control of school calendars will allow local boards of education to best meet the calendar preferences of the families, educators, and businesses in our community while allowing for innovative experimental approaches to improve student achievement; and

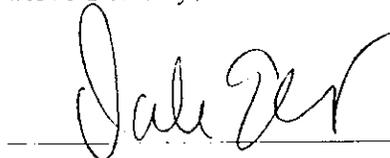
WHEREAS, the County of Montgomery has invested an amount projected to be in excess of 70 MILLION DOLLARS for the improvement of educational facilities and programs; and

WHEREAS, this investment can only be maximized with a calendar that truly aligns between the Montgomery County Schools and Montgomery Community College.

THEREFORE, be it resolved that the Montgomery County Board of Education requests that the General Assembly return calendar control to local educational agencies, and that the Board of County Commissioners and Board of Trustees of Montgomery Community College adopt a similar resolution in support of calendar flexibility, to also be shared with the General Assembly.

Adopted by the Montgomery County Board of Education this 7<sup>th</sup> day of January, 2019.

  
\_\_\_\_\_  
Steve DeBerry, Chairman - MCS Board of Education

  
\_\_\_\_\_  
Dale Ellis, Ed. D, Secretary



## MONTGOMERY COMMUNITY COLLEGE

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

WHEREAS the Montgomery County Board of Education has adopted the attached resolution requesting legislative action to return school calendar control to the local authorities;

WHEREAS the Montgomery County Board of Commissioners has adopted the attached resolution requesting legislative action to return school calendar control to the local authorities;

WHEREAS the Montgomery County Board of Commissioners, Montgomery Community College Board of Trustees, and Montgomery County Board of Education have prioritized education, transportation, and infrastructure as the keys to economic growth and community revitalization for the rural County of Montgomery;

WHEREAS, the County of Montgomery has invested an amount projected to be in excess of 70 million dollars for the improvement of educational facilities and programs;

WHEREAS, the aligned academic programs between Montgomery County Schools and Montgomery Community College are limited by current legislation, leading to fewer educational opportunities for students;

THEREFORE, be it resolved that the Montgomery Community College Board of Trustees support the attached resolution and request that the General Assembly return calendar control to local educational agencies.

Adopted by the Montgomery Community College Board of Trustees this 13<sup>th</sup> day of February, 2019.

---

Claudia Bulthuis, Chairman

# Montgomery Community College Montgomery County Schools 2019 LEGISLATIVE REQUEST



•Montgomery Community College (MCC) provides college-level courses to an average of 450 (unduplicated headcount) Montgomery County high school students each year providing essential skills for employment and opening doors to higher education at LITTLE TO NO COST to the students.

•Montgomery County high school enrollment in college-level courses has grown substantially over the past four years and continues to grow as college programs expand, demonstrating a need for further expansion.

## Career Technical Education Center Initiative



### PURPOSE

The Career Technical Education Center (Center) is part of a project to create a central high school in Montgomery County. The Center includes shared space for Montgomery County Schools and MCC.



### INVESTMENT

- \$64 million U.S. Dept. of Agriculture funding
- \$9 million Montgomery County funding
- \$500,000 Montgomery County Schools funding
- \$320,000 Montgomery Community College funding



### BENEFITS

Program Additions/  
Expansions

- Air Conditioning & Heating
- Automotive
- Culinary
- Facilities Maintenance
- Machining
- Mechatronics
- Welding

Articulation agreements with neighboring colleges allow for greater flexibility, variety of classes, and more efficient use of state and local funds.



### JOB TRAINING

New and expanded programming results in not only more, but a greater variety of training opportunities to meet the needs of local employers.

Students can earn certificates and industry-recognized credentials that address the skills gap.

## Legislative Requests



\$396,000 one-time request for 6 new Montgomery Community College faculty for first year salaries (Avg. \$55,000/yr. plus \$11,000 benefits).



\$115,000 one-time request for 1 new Montgomery County Schools position and transportation for first year.



Legislative action to allow Montgomery County Schools to modify the start date for their academic year.

## Academic Credential Achievements

*Montgomery County high school students enrolled in college-level courses at Montgomery Community College in the 2018-19 academic year.*

- 10 Career and College Promise (CCP) students on track to graduate with Associate Degrees (8 Associate in Arts, 2 Associate in Science)
- 12 CCP students on track to complete their Transfer Pathway (1st year of the Associate Degree)
- 13 CCP students on track to complete their Career/Technical Education certificate (includes Business Administration, Welding, Phlebotomy, Criminal Justice, HVAC, Industrial Systems, and Human Services)
- 2 Montgomery County Early College 11th grade students will complete an Industrial Systems Technology Certificate.
- Current enrollment: 180 Early College (will increase 50-60 in 2019-20 academic year at full capacity) and 170 CCP students.

## Public Relations / Marketing Highlights January 2019

### 2018 Annual Report in progress

Currently content is being collected, organized, and written for the 2018 Annual Report including several 2018 graduate success stories and an overview of all the renovations that have taken place over the past year. Our theme will revolve around moving forward into the next 50 years.

### Website updates in progress

Several web pages are getting a facelift including Foundation, Apprenticeship Montgomery, and the NC Works Career Center. Unveiling will take place in a future Board report.

### Design projects completed

- Legislative request flyer
- Dental Assisting brochure
- Montgomery Scholars postcard update
- Ad for Troy Chapel AME Zion 116<sup>th</sup> anniversary program
- Apprenticeship flyer update
- Notary and Welding ads for social media

### Show and tell

30-second Human Services animated video

### Facebook Top Posts for January

Total Likes 2359 (Up 29 from 2330 in December)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	1/19	MLK Day Challenge	4637	633	14%
MCC	1/9	Human Services video	992	59	6%
MCC	1/15	Welding classes now forming	733	323	3%

\*Shaded row indicates the winner of the Most Engaging Post of the Month

### Instagram Posts for November

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Visits
453	9630	39	785	2	4

**Institutional Status Committee  
Wednesday, February 13, 2019  
6:25 p.m.**

**Committee Members**

**Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Robert Harris  
Claudia Bulthuis**

**Agenda Items:**

- **Call to Order ..... Dr. Johnny McKinnon, Chairman**
- **Approval of January Committee Minutes – Appendix G ..... All**
- **Board Policy Manual..... Dr. Chad Bledsoe**
  - **Section 3, Part 3.1 – Appendix G-1 – First Reading**
- **Board of Trustee Goals – Appendix G-2..... Dr. Chad Bledsoe**
- **New Business**
- **Adjourn**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, January 9, 2019 at 6:25 p.m. in the College Boardroom.

**Present**

Johnny McKinnon, Chairman  
George Gilbreath, Vice Chairman  
Robert Harris  
Claudia Bulthuis

**Absent****Others Present**

Phil Absher  
Gelynda Capel  
Paula Covington  
Susan Eggleston  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Bill Price  
Jennifer Haywood, 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, Director of Institutional Effectiveness/SACSCOC Liaison; and Courtney Atkins, Assistant to the President.

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

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

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the November committee minutes. The motion carried.

**Section 6 of Board Policy Manual – Appendix G-1 – Second Reading – (Action)**

Section 6 of the Board Policy Manual, Financial Management, was presented to the Board for second reading.

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve Section 6 of the Board Policy Manual as revised. The motion carried.

**Board Check List – Appendix G-2 – Second Reading – (Action)**

The Board Check list was presented to the Board for second reading.

Mr. Harris made a motion, seconded by Mr. Gilbreath, to approve the Board Check List. The motion carried.

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

## **TABLE OF CONTENTS (Section 3, Part 3.1 Only)**

### **Section 3 – Human Resources**

- **Part 3.1 – Hiring and Training**
  - Policy 3.1.1 – Equal Employment Opportunity
  - Policy 3.1.2 – Employment
    - Procedure 3.1.2.1 – Hiring Procedures
    - Procedure 3.1.2.2 – New Employee Orientation
  - Policy 3.1.3 – Employment Classifications and Working Hours
    - Procedure 3.1.3.1 – Employees Workloads
  - Policy 3.1.4 – Compensatory Time
  - Policy 3.1.5 – Re-employment of Retired Persons
  - Policy 3.1.6 – Employment of Relatives
  - Policy 3.1.7 – Salary Plan
  - Policy 3.1.8 – Professional Development
    - Procedure 3.1.8.1 – Professional Development Guidelines
  - Policy 3.1.9 – President – Hiring and Duties

**MONTGOMERY  
COMMUNITY COLLEGE****HUMAN RESOURCES  
EQUAL EMPLOYMENT  
OPPORTUNITY****POLICY  
3.1.1**

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The College provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, national origin, sex, gender, gender identity, sexual orientation, age, disability, genetic information, political affiliation or status as a covered veteran in accordance with all applicable federal, state and local laws. Upon request, the College will make reasonable accommodations for qualified individuals with disabilities so that they may be able to perform the essential functions of their job unless doing so would result in an undue burden for the College.

This policy applies to all terms and conditions of employment including, but not limited to: hiring, placement, promotion, termination and compensation.

Any inquiries, questions or clarifications regarding this policy should be made to the College's Director of Human Resources.

**Adopted:**

**Legal Reference:** Title VII of the Civil Rights Act of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; The Genetic Information Nondiscrimination Act of 2008; Title IX of the Education Amendments of 1972; Family Medical Leave Act; The Equal Pay Act of 1963; Lilly Ledbetter Fair Pay Act of 2009; 1C SBCCC 200.95

**I. FULL-TIME EMPLOYEES**

- A. The Board authorizes the President to hire all full-time employees. The President shall inform the Board at the next regularly scheduled Board meeting of any new hires made since the last Board meeting.
- B. All newly hired full-time employees shall receive a letter of appointment stating that the employee shall serve a probationary period of at-will employment lasting one (1) academic year. After the probationary period, full-time employees may be eligible for annual employment contracts for at least nine (9) and no more than twelve (12) months dependent on the employee's duties. If an employee is hired after the academic semester has already begun and the employee's one-year probationary period ends during the subsequent academic year, the term of the employee's initial employment contract, if offered, shall only be for the remainder of that subsequent academic year. Nothing in this Policy or in the employee's letter of appointment shall entitle the employee to an employment contract or contract renewal.

**II. PART-TIME AND TEMPORARY EMPLOYEES**

- A. The Board authorizes the President or designee to hire all part-time and temporary employees.
- A. Part-time instructional employees (adjuncts) shall be provided short-term contracts for no more than one semester.
- B. All other part-time and temporary employees shall be paid by timesheet. Nothing in this Policy shall entitle the employee to an employment contract.

**III. INDEPENDENT CONTRACTORS**

The President or Vice President of Administrative Services is authorized to enter non-construction service contractors with independent contractors for individual contracts and if the funds have been appropriated in the budget.

**IV. MISCELLANEOUS PROVISIONS**

- A. The quality of the College's programs and services are dependent on the skills, commitment and enthusiasm of all of its employees. The Board seeks to employ the best qualified personnel available. In return, the Board expects its employees to accept and support the College's mission and vision. Specifically, all employees are expected to know the College's policies and procedures, devote their professional services and individual skills to the realization of the College's objectives and to discharge their duties in such a manner as to reflect positively upon the College.

***Policy 3.1.2***

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- B. No applicant will be considered for any employment position who does not complete and submit a College employment application form.
- C. Employment preference will be given to eligible veterans, their spouses or surviving spouses and surviving dependents as defined by N.C.G.S. § 128-15. This preference applies to initial employment, subsequent hiring, promotions, reassignments and horizontal transfers when two or more candidates are equally qualified for the position. To claim veterans' employment preference, all eligible veterans shall submit a Department of Defense Form 214 (Certificate of Release or Discharge from Active Duty) along with a College application for employment. To claim veterans' employment preference, eligible veterans must meet the minimum training and experience requirements for the position and must be capable of performing the duties assigned to the position.
- D. All employed instructional personnel shall meet Southern Association of Colleges and Schools/Advanced ED criteria.

Adopted:

Legal Reference: G.S. 115D-20; G.S.128-15; 1D SBCC 400.93(a)(1)

**I. EMPLOYMENT CLASSIFICATIONS**

- A. Full-Time Employee – any individual who occupies a College designated full-time position working at minimum of forty (40) hours per week. All full-time positions are classified as either full-time curriculum or full-time non-curriculum and exempt or non-exempt. All full-time employees shall receive annual contracts as stated in Policy 3.1.2. Full-time curriculum employees shall receive contracts for nine (9) and no more than twelve (12) months dependent on the employee’s duties. All other full-time non-curriculum employees shall receive contracts not to exceed one year.
- B. Part-Time Employee – any individual who is employed for less than thirty (30) hours per week.<sup>1</sup> All part-time employee positions are classified as either part-time curriculum or part-time non-curriculum. All part-time curriculum employees shall receive short-term contracts for no greater than one semester. All other part-time employees shall receive short-term contracts for no greater than six months.
- C. Full-Time, Temporary Employee – any individual who is employed in a full-time position (i.e., 40 hours or more per week) but the job is temporary (i.e., generally less than six months except in extraordinary situations). All full-time, temporary employees are classified as exempt or non-exempt. For purposes of the Affordable Care Act only, any full-time, temporary employee who is anticipated at the date of hire to work in excess of three (3) months during the academic year is considered a full-time employee for purposes of an offer of health insurance. All full-time, temporary employees shall receive short-term contracts and be considered “at will”.
- D. Independent Contractors – any individual who is employed by the College pursuant to a written contract and provides specified services for the College and exercises his/her own degree of control and independence in providing those services. Independent contractors are not considered College employees.

**II. WORKLOADS**

The President is hereby authorized to develop administrative procedures to establish workloads consistent with this Policy.

Adopted:

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Compensatory time will be granted to all full-time, non-exempt employees under the provisions of the Fair Labor Standards Act. If a non-exempt employee works more than forty (40) hours in a given work week, that employee shall receive compensatory time.

For accrual and use of compensatory time, the following rules shall apply:

- A. The employee's immediate supervisor must approve, any time over forty (40) hours per week prior to the employee working the time. Overtime work is discouraged and should only be implemented due to an emergency or extraordinary situation. Approved leave taken during a workweek (i.e., annual, sick, holiday, etc.) will not be counted as time worked for purposes of overtime.
- B. If it is necessary for an employee to work over forty (40) hours per week, one and one-half (1.5) hours of compensatory time shall be granted for each hour of overtime worked. The employee is responsible for accurately and honestly recording hours worked on time records and in accordance with College policy and practice. The employee's supervisor shall review and approve time records at the conclusion of each period to determine that all recorded overtime hours are accurate.
- C. Except in extreme circumstances and with the appropriate Vice President's approval, supervisors shall make sure that employees do not accrue more than forty (40) hours of compensatory time at any time and all accrued compensatory time must be used by the last day of the fiscal year (June 30th). If an employee fails to exhaust his/her compensatory time by the end of the fiscal year, the appropriate Vice President shall consult with the President to determine whether the unused accrued compensatory time shall be paid to the employee or if the College shall require the employee to use the leave at a time determined by the Vice President.
- D. Employees are required to use compensatory time prior to using any other accrued leave (annual, bonus, sick, etc.)
- E. The employee's immediate supervisor must approve the use of compensatory time. To the extent possible, compensatory time should be used within the pay period it was received. An employee who has accrued compensatory time and requests the use of such time must be permitted to take the time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the College's operations.
- F. In the event an employee leaves his/her College employment, the employee must, to the extent possible, exhaust all compensatory time before the last day of employment. Unused compensatory time must be paid at a rate of not less than the average of the employee's regular pay rate for the last three years of employment or the final regular rate received by the employee, whichever is greater.

**Policy 3.1.4**

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Compensatory time may not be used to extend dates of retirement, resignation or other forms of severance from the College.

- G. Compensatory time shall be accumulated in quarter hours. The College shall round up to the nearest quarter hour when calculating compensatory time.
- H. Any work from home is not allowed to be counted as part of the forty (40) hour workweek and/or compensatory leave unless pre-approved by the employee's immediate supervisor and appropriate Vice President.
- I. Failure to follow the requirements set forth in this policy is grounds for disciplinary action, up to and including non-renewal or termination.

Adopted:

Legal Reference: Fair Labor Standards Act (29 U.S.C. 201, *et seq.*)

It is the College's policy to re-employ retirees of the State of North Carolina when such employment is necessary for the College's efficient and effective operation. Such employment will be authorized by the President.

The College recognizes that a retired state employee has valuable experience to offer. The College further recognizes that the age of the College and the longevity of many employees will predicate an increase in retirements. A retiree of the Teachers' and State Employees' Retirement System ("TSERS") is subject to earnings limitations. The purpose of this Policy is to define and authorize benefits to be available to employees in this classification when the restricted earnings will be less than the employee will earn under the College salary plan. Retirees are subject to a mandatory six (6) month waiting period before re-employment may occur.

**A. Benefits – Leave Accruals**

Full-time employees who are also retirees of the TSERS will earn annual leave and sick leave under the same guidelines as active full-time employees.

**B. Benefits – Longevity Pay**

A full-time employee who is also a retiree of the TSERS is eligible for longevity pay subject to the earnings limitation.

**C. Health Insurance**

If a re-hired retiree returns to work and, as a result of the position and hours worked, qualifies for an offer of health insurance by the College, TSERS will transfer health insurance responsibilities back to the College and the retiree-employee will receive the legal, mandated health insurance coverage from the College as required by law.

Adopted:

Legal Reference: 1C SBCCC 300.99

**MONTGOMERY  
COMMUNITY COLLEGE****HUMAN RESOURCES  
EMPLOYMENT OF  
RELATIVES****POLICY  
3.1.6**

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- A. The College shall not employ two (2) or more persons concurrently who are “closely related” in positions which would result in one person of such relationship supervising another closely related person or having a substantial influence over employment, salary or wages or other management or personnel actions pertaining to the close relative.
- B. “Closely related” is defined to mean mother, father, brother, sister, son, daughter, father/mother-in-law, son/daughter-in-law, brother/sister-in-law, grandfather, grandmother, grandson, granddaughter, uncle, aunt, nephew, niece, husband, wife, first cousin, step-parent, step-child, step-brother/sister, guardian/ward or some person engaged in an amorous, physical or romantic relationship without the benefit of marriage that live in the same house.
- C. With respect to the concurrent service of closely related persons within the same academic department or other comparable institutional subdivision of employment, neither relative shall be permitted, either individually or as a member of a committee, to participate in the evaluation of the other relative.
- D. Board members shall not take part in any official action regarding the employment of a closely related family member that results in financial gain to the Board member. For any official action regarding the employment status of a family member that would result in the financial gain to the Board member, the Board member shall disclose the conflict to the full Board and will not take part in the official action unless otherwise allowed by law.
- E. Employees with the authority to recommend the hiring of another employee shall not recommend the hiring of another person with whom they are “closely related.”
- F. The provisions of this section shall be prospective only with reference to appointments made after the adoption of this Policy.

Adopted:

Legal Reference: 1C SBCCC 200.98

The monthly and annual salaries or hourly rates of pay from state or county funds for full and part-time personnel shall be established by the President within a line item budget and as set forth in the College's Salary Plan ("Plan"). The Plan will take into account provisions and criteria for salary determination, requirements for annual salary review and establishment of salary formulas, ranges or schedules.

The President's salary will be established in accordance with the state salary schedule. The Board of Trustees has the responsibility of setting and adjusting the county salary of the President. Any adjustment to the line item covering the President's salary must, as is the case with all line items, meet the approval of the County Commissioners and the North Carolina Community College System.

Salary increases shall not be granted except on July 1 of the fiscal year unless a position change necessitates such action or unless the State authorizes such action. Basic salary increments will be provided for all full-time employees based on guidelines established by the State Board of Community Colleges and the North Carolina General Assembly.

Basic salary increments may be provided for all part-time employees each year based on premises similar to those outlined above; however, local autonomy shall be the procedure or philosophy under which such salaries are determined. Salary increments for part-time personnel will not necessarily match or follow those provided for full-time personnel.

Adopted: 1C SBCCC 200.94, -400.94

**MONTGOMERY HUMAN RESOURCES POLICY**  
**COMMUNITY COLLEGE PROFESSIONAL DEVELOPMENT 3.1.8**

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The College recognizes that educational quality is dependent upon the availability of qualified and dedicated employees. The essential responsibility for professional growth and development rests with each individual employee; however, the College expects the involvement of all employees in appropriate professional growth activities.

To promote personal and professional growth, the College provides opportunities for all full-time and permanent part-time employees to coordinate individual goals with supervisors and develop their own plan for professional development. The College makes available several programs designed to help employees meet their goals.

The President may adopt procedures on the best use of College resources to provide quality professional development for employees.

Adopted:

**MONTGOMERY  
COMMUNITY COLLEGE****HUMAN RESOURCES  
PRESIDENT – HIRING  
AND DUTIES****POLICY  
3.1.9**

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**I. President Selection Process**

- A. When a presidential vacancy occurs or is anticipated, the Board shall notify the System President and invite the System President or the System President's designee to meet with the board of trustees to discuss legal requirements and other procedural matters while also providing technical assistance to the Board as needed.
- B. In selecting the College's President, the Board shall, at minimum, consider general input from College and community stakeholders on the desired attributes of a college's president and evaluate more than one candidate for the position. The State Board may waive this requirement at the request of the Board if the State Board determines it is in the College's interest to do so.
- C. The Board shall submit at least one candidate to the System President for review at least ten business days prior to the next regularly scheduled SBCC Personnel Committee meeting or at least ten business days prior to a special called SBCC Personnel Committee meeting.
- D. While completing the review process, the System President or the System President's designee shall confirm that the Board completed a background check to include the following:
  - 1. Social security number verification,
  - 2. Criminal history check,
  - 3. Civil litigation history check,
  - 4. Education verification,
  - 5. Employment verification, and
  - 6. Personal credit history check.
- E. Upon completion of the review process, the System President shall present the name(s) of candidate(s) to the Personnel Committee of the SBCC for consideration and assessment.
- F. Following consideration and assessment of the candidate(s), the Personnel Committee of the SBCC or the SBCC shall authorize the System President to communicate the Personnel Committee's or the SBCC's assessment to the Board.
- G. The Board shall proceed with the final election process and submit the Board's final election to the SBCC for approval. The Board shall submit its recommendation in writing to the System President at least five business days prior to the next meeting of the SBCC.

***Policy 3.1.9***

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- H. The SBCC shall act upon the Board's election at the SBCC's regularly scheduled meeting following receipt of the Board's election unless delayed for cause as determined by the SBCC.
- I. The System Office shall convey in writing to the chairman of the Board the SBCC's action on the Board's election. The action of the SBCC is final.
- J. The College shall execute a contract prior to SBCC action to approve the Board's presidential election without a provision specifying that the effective date of the contract is subject to the SBCC's approval of the presidential election.

**II. Contract**

The President shall receive a contract and Board shall specify in the President's contract the contractual term, salary, additional benefits, if any, and contract termination procedures.

**III. Duties**

The President is charged by the Board with full responsibility and authority for the College's operation pursuant to state and federal statutes, policies, rules and regulations and the Board's policies and procedures. The President shall be responsible for other duties as the Board may delegate and require.

Adopted:

Legal Reference: N.C.G.S. § 115D-20; 1C SBCCC 300.1

# Board of Trustees Outcomes Assessment Report

## 2018-2019

No.	Expected Program Outcome	Data Source	Met / Not Met	Actions Taken/Improvements Made Based on Results of 2018-2019
			Assessment Results / Analysis of Results 2018-2019	Future Action Plan
1	<p>Increase the Board's awareness of their responsibilities and the progress toward fulfilling those responsibilities.</p> <ul style="list-style-type: none"> <li>• By providing better ongoing training to current members</li> <li>• Creating an orientation package for new members</li> </ul>	Board Minutes, NCACCT seminar attendance, Board Checklist		
2	Increase Board knowledge and public awareness of the CTE Building and its impact on educational opportunities in the county.	Board Minutes, Board held and/or participation in community forums		

**Montgomery Community College  
SGA Report  
February 13, 2019 Board of Trustees Meeting**

SGA Updates and Highlights

- The new soft seating has been placed in the Student Lounge. New dining tables and chairs will be ordered soon.
- The SGA is sponsoring a Valentine guessing game contest.
- The application process for the 2019-20 Student Ambassador program begins this month.

**President's Report  
February 13, 2019**

**Activities since the January Board Meeting**

1/2/19	Quality Trails
1/7/19	Meeting with State Representatives
1/9/19	Board of Trustees Meeting
1/10/19	Employee Meeting
1/11/19	Meeting with MCS
1/17-18/19	State Board Meeting
1/31/19	NCACCP Meeting
2/4/19	MCC Chili Cookoff
2/7/19	Meeting with System President Hans
2/13/19	Foundation Board Meeting
2/13/19	Board of Trustees Meeting

**Upcoming Activities**

2/14/19	Employee Meeting
2/19/19	MCC/MCS Partners Meeting
2/26/19	NC Rural Day Event



## Board of Trustees Calendar of Events 2019

<b>February 13, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 13, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 13, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>March 16, 2019</b>	<b>8:00 a.m.</b>	<b>Board Retreat</b>
<b>April 3-5, 2019</b>		<b>NCACCT Seminar - Raleigh, NC</b>
<b>April 10, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>April 12, 2019</b>		<b>Foundation Golf Tournament</b>
<b>April 15, 2019</b>		<b>SEI Forms Due</b>
<b>May 8, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>May 8, 2018</b>	<b>5:00 p.m.</b>	<b>Board of Trustees Meeting</b>
<b>May 8, 2019</b>	<b>7:00 p.m.</b>	<b>Graduation</b>
<b>June 12, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>July, 2019</b>		<b>No Board Meeting</b>
<b>August 14, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>August 14, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>August 27, 2019</b>	<b>5:30 p.m.</b>	<b>Scholarship Awards Ceremony</b>
<b>September 7, 2019</b>		<b>Foundation Dinner and Raffle</b>
<b>September 11, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>October 9, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>November 13, 2019</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>November 13, 2019</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>
<b>December 6, 2019</b>	<b>6:30 p.m.</b>	<b>Board Christmas Dinner</b>
<b>December, 2019</b>		<b>No Board Meeting</b>
<b>January 8, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>