



# MONTGOMERY COMMUNITY COLLEGE

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## MONTGOMERY COMMUNITY COLLEGE BOARD OF TRUSTEES AGENDA

The regular meeting of the Montgomery Community College Board of Trustees will be held on Wednesday, March 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 .....Jennifer Garner, Department Chair, Medical Assisting**

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

### **Standing Committees**

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

- February Financial Reports – **Appendix B-1 (Action)** .....Jeanette McBride
- January Foundation Fund Statements – **Appendix B-2** ..... Korrie Ervin
- Foundation Update..... Korrie Ervin

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

- Facilities Report – **Appendix C-1** .....Jeanette McBride
- Incident Report – **Appendix C-2** .....Jeanette McBride
- Construction Update – **Appendix C-3** ..... Dr. Chad Bledsoe
  - 3-1 Industrial Maintenance Building – **Appendix C-4 (Action)**

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

- 2019-2020 Additional Faculty Needs – **Appendix D-1 (Action)** .....Lee Proctor
- Closed Session (**Action**) .....Gelynda Capel

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

- Update from Vice President of Instruction – **Appendix E-1** ..... Lee Proctor
  - Continuing Education – **Appendix E-2**..... Lee Proctor
- Update from Vice President of Student Services – **Appendix E-3**..... Beth Smith

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

- Legislative Update ..... Dr. Chad Bledsoe
  - Lunch with Legislators – **Appendix F-1**
- Public Relations/Marketing Update – **Appendix F-2** ..... Michele Haywood

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

- 2018 MCC Fact Book – **Appendix G-1**..... Carol Holton
  - [https://www.montgomery.edu/pdf/mcc/fact\\_book\\_2018.pdf](https://www.montgomery.edu/pdf/mcc/fact_book_2018.pdf)
- Board Policy Manual ..... Dr. Chad Bledsoe
  - Review of Policy 3.1.4 and Policy 3.1.6 – **Appendix G-2**
  - Section 3, Part 3.1 – **Appendix G-3 – Second Reading – (Action)**

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

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

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

- Calendar of Events – **Appendix J**  
Board Retreat Agenda – March 16, 2019
- **Presidential Evaluation Schedule**
  - 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.

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

## Minutes

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

Wednesday, February 13, 2019

#### Call to Order

The regular meeting of the Board of Trustees of Montgomery Community College was called to order at 7:06 p.m. by Claudia Bulthuis, Chairman, with the following members present:

#### Present

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

#### Absent

Jennifer Haywood, SGA President

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; Russell Ingram, NCWorks Director; and Courtney Atkins, Assistant to the President.

#### Welcome

Mrs. Bulthuis welcomed all in attendance including, Tracey Wyrick, Dean of Public Services and Russell Ingram, NC Works Director.

#### Approval of the Agenda - Action

Mrs. Capel made a motion, seconded by Mr. Price, to approve the agenda for the February 13, 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 – Russell Ingram, NCWorks Director**

The Board received a presentation from Russell Ingram on Workforce Development.

**Approval of January Committee and Board Meeting Minutes– Appendix A**

Mr. Knowles made a motion, seconded by Mrs. Eggleston, to approve the January 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 January 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 Budget Call Back presented by Mrs. McBride.
- The committee received an update on the December Foundation Funds Statement presented by Mrs. Ervin.
- The committee reviewed the In-Kind Donation Transfer Report 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 Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations HVAC & Roof. The committee approved, and Mr. Knowles made a motion to approve, the Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations HVAC & Roof 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 reported on a notice of resignation for the position of Director of Heritage Crafts. During the Personnel Committee, Dr. Bledsoe commented on a question that

arose concerning the resignation of Josh Floyd, Director of Heritage Crafts. Dr. Bledsoe stated that administration was alerted of a concern, and while researching that concern, Mr. Floyd chose to resign his position at the College. His resignation was voluntary and his most recent standing was that of a full-time faculty member at Montgomery Community College.

### **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. Wyrick.
- The committee received an update regarding Continuing Education from Mr. Wyrick.
- The committee received an update on the Fall 2018 Class Log from Continuing Education.
- The committee received an update regarding Student Services from Mrs. Smith.
- The committee received an update regarding the Minority Male Success Initiative Approval from Mrs. Smith.
- The committee reviewed the 2019-2020 Academic Calendar presented by Mrs. Smith. The committee approved, and Mr. Price made a motion to approve, the 2019-2020 Academic Calendar. Coming from committee, this required no second. The motion carried.
- The committee received an overview on the Automotive program. The committee approved, and Mr. Price made a motion to approve, the Automotive program. Coming from committee, this required no second. The motion carried.
- The committee received an overview on the Culinary program. The committee approved, and Mr. Price made a motion to approve, the Culinary program. Coming from committee, this required no second. The motion carried.
- The committee received an overview on the Human Services/Social Services Concentration program. The committee approved, and Mr. Price made a motion to approve, the Human Services/Social Services Concentration program. Coming from committee, this required no second. The motion carried.
- The committee received an overview on the Machining program. The committee approved, and Mr. Price made a motion to approve, the Machining program. Coming from committee, this required no second. The motion carried.
- The committee received an overview on the Sustainable Agriculture program. The committee approved, and Mr. Price made a motion to approve, the Sustainable Agriculture program. Coming from committee, this required no second. The motion carried.

### **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 as noted in Appendix F-1-F-3.

- The committee received the school calendar resolution. The committee approved, and Mrs. Marshall made a motion to approve, the school calendar resolution. Coming from committee that motion requires no second. The motion carried.
- 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 Appendix G-1, Section 3, Part 3.1 of the Board Policy Manual for first reading. Due to lack of time, Section 3, Part 3.1 was held for discussion during the full meeting of the Board.
- The committee received a checklist on the annual progress of the Board of Trustees Self-Evaluation. Due to lack of time, the Board of Trustees Self-Evaluation was noted during the full meeting of the Board.

### **SGA Update – Appendix H**

Mrs. Smith presented the SGA report.

### **President’s Report – Dr. Chad Bledsoe – Appendix I**

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 state representatives to discuss legislative initiatives was held.
- He attended the NCACCP meeting in Raleigh.
- Secretary of State, Elaine Marshall, will be the College’s 2019 Graduation Speaker.

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

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

- The annual Board Retreat will be held on March 16, 2019 from 8:00 a.m. until 12:30 p.m.
- The NCACCT Seminar will be held on April 3-5, 2019 in Raleigh.
- Graduation will be held on May 8, 2019 at 7:00 p.m.

### **Presidential Evaluation Schedule**

- **BOT returns completed forms by March BOT Meeting.**
- **Results are compiled and reviewed by BOT at Retreat in March.**
- **Results are discussed with Dr. Bledsoe at April BOT Meeting.**

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

discuss the Presidential Evaluation at 7:43 p.m. The motion carried. No action was taken during closed session.

Mr. Knowles made a motion, seconded by Mrs. Capel to return to open session at 7:50. The motion carried.

There being no further business, Mr. Price made a motion, seconded by Mr. Knowles, to adjourn the meeting at 7:53 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, February 13, 2019 at 5:32 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Hershberger, to approve the January committee minutes. The motion carried.

**January Financial Reports – Appendix B-1 – Jeanette McBride**

Mrs. McBride presented Appendix B-1, the January Financial Reports.

- As of January 31, 2019, County fund expenditures were \$441,048 or, 57% of the budget.
- As of January 31, 2019, there were \$289,905 available for Capital Expenditures.
- As of January 31, 2019, State funds expenditures were \$4,070,075 or, 53% of the budget.
- As of January 31, 2019, the Institutional Fund balance was \$691,530.
- As of January 31, 2019, the balance in the STIF account was \$193,025.

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

**Budget Call Back – Appendix B-2 – Jeanette McBride**

Mrs. McBride presented Appendix B-2, the Budget Call Back. She reported that the College was asked to reduce its budget by \$42,592 or, 1/2% of the budget.

**December Foundation Fund Statement – Appendix B-3 – Korrie Ervin**

Mrs. Ervin presented Appendix B-3, the December Foundation Fund Statement. As of December 31, 2018, the balance of Foundation Funds totaled \$3,591,000. During the month of December, \$189,000 was lost due to a volatile market.

**In-Kind Donation Transfer – Appendix B-4 – Korrie Ervin – Action**

Mrs. Ervin presented Appendix B-4, the In-Kind Transfer report. An Apple computer was donated and will be transferred to the Computer Information Technology program.

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

**Grants Update – Appendix B-5 – Korrie Ervin**

Mrs. Ervin presented Appendix B-5, the Grants Update. The Minority Male Success Initiative Grant was approved. Three NRA grants were approved. In 2018, over \$300,000 was awarded to the College in grants.

**Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. At the Foundation Board Meeting the 2018 Fundraiser of the Year award was presented to Mrs. Mary Aileen Smitherman Willis and Family. The 2018 Humanitarian of the Year award was presented to FirstHealth of the Carolinas and FirstHealth Montgomery Foundation at the FirstHealth Montgomery Foundation Board meeting in January.

The annual golf tournament will be held on April 12, 2019 at Densons Creek golf course. As of January 31, 2019, 93% of employees have donated to the annual fund drive pledging a total of \$10,300 dollars.

There being no further business, the meeting adjourned at 5:40 p.m.

## **Building & Grounds Committee Minutes**

The Building & Grounds Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 5:40 p.m. in the College Boardroom.

### **Present**

Gordon Knowles, Chairman  
Claudia Bulthuis, 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Bulthuis, to approve the January 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 floor renovations in Blair Hall and the renovations to the kitchenette in the Boardroom have been complete.

### **Construction Update – Appendix C-2 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline.

### **Blair Hall Roof Replacement – Appendix C-3 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-3, the Blair Hall roof replacement. He noted that renovations are ahead of schedule and should be complete within two weeks, with part of the roof being replaced over spring break.

**Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof – Appendix C-4 – Dr. Chad Bledsoe – (Action)**

Dr. Bledsoe presented Appendix C-4, the Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations HVAC & Roof.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 5:47 p.m. in the College Boardroom.

**Present**

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

**Absent**

**Others Present**

Susan Eggleston  
Robert Harris  
Susan Hershberger  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon  
Bill Price

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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 January committee minutes. The motion carried.

**Notice of Resignation – Appendix D-1 – Gelynda Capel**

Mrs. Capel presented Appendix D-1, the notice of resignation from Josh Floyd for the position of Director of Heritage Crafts.

Dr. Bledsoe commented on a question that arose concerning the resignation of Josh Floyd. Dr. Bledsoe stated that administration was alerted of a concern, and while researching that concern, Mr. Floyd chose to resign his position at the College. His resignation was voluntary and his most recent standing was that of a full-time faculty member at Montgomery Community College.

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

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 5:49 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the January committee minutes. The motion carried.

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

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

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

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

**Continuing Education Fall 2018 Class Log – Appendix E-3 – Tracey Wyrick**

Mr. Wyrick presented Appendix E-3, the Fall 2018 class log for Continuing Education.

**Update from Vice President of Student Services – Appendix E-4 – Beth Smith**

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3

**Minority Male Success Initiative Approval – Appendix E-5 – Beth Smith**

Mrs. Smith presented Appendix E-5, the Minority Male Success Initiative Approval. She noted that \$131,000 has been awarded to the College to be spent over the course of three years and the funds will be used to install an early alert system software.

**2019-2020 Academic Calendar – Appendix E-6 – Beth Smith – (Action)**

Mrs. Smith presented Appendix E-6, the 2019-2020 Academic Calendar.

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the 2019-2020 Academic Calendar. The motion carried.

**Program Approvals – Dr. Chad Bledsoe**

All of the programs listed will be taught in the CTE Center.

**Automotive – Appendix E-7 – (Action)**

Mrs. Eggleston made a motion, seconded by Mrs. Covington, to approve the Automotive program. The motion carried.

**Culinary – Appendix E-8 – (Action)**

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the Culinary program. The motion carried.

**Human Services/Social Services Concentration – Appendix E-9 – (Action)**

Mrs. Covington made a motion, seconded by Mrs. Eggleston, to approve the Human Services/Social Services Concentration program. The motion carried.

**Machining – Appendix E-10 – (Action)**

Mrs. Hershberger made a motion, seconded by Mrs. Eggleston, to approve the Machining program. The motion carried.

**Sustainable Agriculture – Appendix E-11 – (Action)**

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the Sustainable Agriculture program. The motion carried.

There being no further business, the meeting adjourned at 6:24 p.m.

**Legislative/Public Relations Committee  
Minutes**

The Legislative/Public Relations Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 6:24 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Covington made a motion, seconded by Mrs. Bulthuis, to approve the January committee minutes. The motion carried.

**Legislative Update – Appendix F-1, F-2 and F-3 – Dr. Chad Bledsoe**

Dr. Bledsoe gave a Legislative update including Appendix F-1, a proposed adoption of SD SBCCC 200.3 – Establishing Multi-Campus Centers. Appendix F-2 is CC19-004 – Authorization to Collect Student social security numbers. According to State Board Code G.S. 132-1.10(b)(1), student social security numbers may meet certain requirements where they would need to be obtained.

Dr. Bledsoe noted Appendix F-3, the upcoming NCACCT Legislative Seminar that will be held in Raleigh April 3-5, 2019.

**School Calendar Resolution – Appendix F-4 – Dr. Chad Bledsoe – (Action)**

Dr. Bledsoe presented Appendix F-4, the School Calendar Resolution which supports local control of school calendars.

Mr. Price made a motion, seconded by Mrs. Bulthuis, to approve the School Calendar Resolution. The motion carried.

**2019 CTE Legislative Request – Appendix F-5 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix F-5, the 2019 CTE Legislative Request flyer. The Legislative Request is 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-6**

Mrs. Haywood presented Appendix F-6, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:34 p.m.

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 6:34 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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 January committee minutes. The motion carried.

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

Due to lack of time, Section 3, Part 3.1 of the Board Policy Manual, Financial Management was presented during the full Board meeting.

**Board of Trustees Goals – Appendix G-2 – Dr. Chad Bledsoe**

Due to lack of time, Appendix G-2, The Board of Trustees Goals was presented during the full Board meeting.

There being no further business, the meeting adjourned at 6:35 p.m.

**Budget and Finance Committee  
Wednesday, March 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 February Committee Minutes – Appendix B .....All**
- **February Financial Reports – Appendix B-1 (Action)..... Jeanette McBride**
- **January Foundation Fund Statements – Appendix B-2 .....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, February 13, 2019 at 5:32 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Hershberger, to approve the January committee minutes. The motion carried.

**January Financial Reports – Appendix B-1 – Jeanette McBride**

Mrs. McBride presented Appendix B-1, the January Financial Reports.

- As of January 31, 2019, County fund expenditures were \$441,048 or, 57% of the budget.
- As of January 31, 2019, there were \$289,905 available for Capital Expenditures.
- As of January 31, 2019, State funds expenditures were \$4,070,075 or, 53% of the budget.
- As of January 31, 2019, the Institutional Fund balance was \$691,530.
- As of January 31, 2019, the balance in the STIF account was \$193,025.

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

**Budget Call Back – Appendix B-2 – Jeanette McBride**

Mrs. McBride presented Appendix B-2, the Budget Call Back. She reported that the College was asked to reduce its budget by \$42,592 or, 1/2% of the budget.

**December Foundation Fund Statement – Appendix B-3 – Korrie Ervin**

Mrs. Ervin presented Appendix B-3, the December Foundation Fund Statement. As of December 31, 2018, the balance of Foundation Funds totaled \$3,591,000. During the month of December, \$189,000 was lost due to a volatile market.

**In-Kind Donation Transfer – Appendix B-4 – Korrie Ervin – Action**

Mrs. Ervin presented Appendix B-4, the In-Kind Transfer report. An Apple computer was donated and will be transferred to the Computer Information Technology program.

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

**Grants Update – Appendix B-5 – Korrie Ervin**

Mrs. Ervin presented Appendix B-5, the Grants Update. The Minority Male Success Initiative Grant was approved. Three NRA grants were approved. In 2018, over \$300,000 was awarded to the College in grants.

**Foundation Update – Korrie Ervin**

Mrs. Ervin gave a Foundation Update. At the Foundation Board Meeting the 2018 Fundraiser of the Year award was presented to Mrs. Mary Aileen Smitherman Willis and Family. The 2018 Humanitarian of the Year award was presented to FirstHealth of the Carolinas and FirstHealth Montgomery Foundation at the FirstHealth Montgomery Foundation Board meeting in January.

The annual golf tournament will be held on April 12, 2019 at Densons Creek golf course. As of January 31, 2019, 93% of employees have donated to the annual fund drive pledging a total of \$10,300 dollars.

There being no further business, the meeting adjourned at 5:40 p.m.

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

County Funds - February 2019		Budget	Actual Exp	Actual Exp	Budg Balance	% Budg Expend
		For Year	This Month	This Year	This Year	This Year
511101	Car Allowance	6,000	500	4,000	2,000	67%
514000	FT Svc/Maint/Skilled Craft	160,392	13,366	106,928	53,464	67%
514050	Supvr Svc/Maint/Skilled Craft	81,009	7,013	56,113	24,896	69%
518100	Social Security	18,989	1,539	12,459	6,530	66%
518200	Retirement	45,910	3,843	31,151	14,759	68%
518300	Medical Insurance	49,221	4,116	32,104	17,117	65%
518700	Longevity Payments	2,130	0	2,130	0	100%
519090	Waste Removal/Recycling	11,249	890	7,142	4,107	63%
519110	Pest Control Svcs Agreement	750	250	500	250	67%
519120	Lawn and Ground Service	0	0	0	0	0%
521000	Custodial Supplies	16,989	1,832	10,581	6,408	62%
522000	Maintenance Supplies	21,923	543	9,073	12,850	41%
524000	Repair Supplies	13,000	1,537	6,163	6,837	47%
525000	Gas/Travel/Reimbursement	3,000	(250)	607	2,393	20%
531110	In-State Ground	0	0	0	0	0%
531140	In-State Lodging	160	0	0	160	0%
531150	In-State Meals	78	0	0	78	0%
531210	Out-of-State Ground Transportation	188	0	188	0	100%
531240	Out-of-State Lodging	712	712	712	0	100%
531250	Out-of-State Meals	123	0	123	0	100%
531500	Registration Fees	1,527	1,195	1,466	61	96%
532200	Telephone	14,769	1,530	11,046	3,723	75%
532330	ISP Charges	800	65	496	304	62%
533100	Heat	40,512	1,836	34,294	6,218	85%
533200	Water	11,831	34	5,612	6,219	47%
533300	Electricity	193,000	13,294	133,758	59,242	69%
533400	Garbage/Sewage Disposal	10,930	166	5,874	5,056	54%
535100	Equipment Repair	2,497	310	2,497	0	100%
535200	Repairs to Facilities	15,313	250	8,424	6,889	55%
535201	Repairs to Grounds-Supplies	710	0	200	510	28%
535400	Service Contracts	12,017	284	3,177	8,840	26%
539200	PR-President's Office	600	106	216	384	36%
539500	Other Current Expense	533	0	448	85	84%
543000	Lease/Rental Other Equipment	4,650	383	3,067	1,583	66%
545000	Property Insurance	18,150	0	0	18,150	0%
545200	Liability Insurance	3,567	0	250	3,317	7%
545201	Workers Comp	5,147	0	(246)	5,393	-5%
545301	Life Insurance	2,200	179	1,412	788	64%
545302	EAP Program Expense	1,800	140	1,122	678	62%
546100	Membership & Dues	2,660	0	2,660	0	100%
555100	Minor Equipment Low Risk	964	0	964	0	100%
<b>Total Current Expense</b>		<b>776,000</b>	<b>55,662</b>	<b>496,710</b>	<b>279,290</b>	<b>64%</b>

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

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

Life-to-date Revenues as of State's December 2018 Report	<b>\$ 541,294</b>
Add: FY16 Property Tax Allocation from County Report	<b>58,669</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>57,120</b>
	<b>779,638</b>
<b>Total Revenue</b>	<b>779,638</b>
Less: 2012-13 Projects	(11,537)
Less: 2013-14 Projects	(53,882)
Less: 2015-16 Projects	(341,269)
Less: 2016-17 Projects	(60,729)
Less: 2017-18 Projects:	(102,938)
Less: 2018-19 Projects: Biscoe Ctr Rent (\$16K), Sec Cameras (\$21.4K), Bldg 500 Roof (\$23.1K), Bldg 500 Wall & Foundation Repairs (\$3K), Bldg 200 Brick and Fence Work (\$17.6K), Lawn Equip (\$2.4K), Floor Care Equip (\$2.9K), BAS Controls (\$8.7K), Bldg 100 Flooring Repair and polishing (\$47.8K)	(142,992)
	66,291
Sub-total Life-to-date Revenues less Submitted Projects	66,291
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>\$ 241,291</b>
<b>TOTAL LOCAL FUNDS AVAILABLE FOR CAPITAL EXPENDITURES 2/28/19</b>	

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

Appendix B-1

State Funds - February 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	94,693	47,346	67%
511200 FT Senior Administrator	247,968	20,664	165,312	82,656	67%
511300 FT Professional Staff	1,082,661	88,279	685,072	397,589	63%
511310 PT Professional Staff	18,216	1,293	10,616	7,600	58%
511340 30 Hour Professional Staff	105,333	0	0	105,333	0%
512000 FT Support	62,304	5,192	41,478	20,826	67%
512010 PT Support	22,388	1,374	17,583	4,805	79%
513000 FT Faculty	1,995,704	174,019	1,314,977	680,727	66%
513010 PT Faculty	725,199	51,364	394,362	330,837	54%
513030 PT Teaching Assistant	20,152	1,635	11,695	8,457	58%
515000 FT Technical/Paraprofessional	530,947	46,778	348,110	182,837	66%
515010 PT Technical/Paraprofessional	91,161	4,305	45,452	45,710	50%
516020 Student Salaries - Instruction	1,610	50	1,380	230	86%
518100 Social Security	384,980	29,213	226,761	158,219	59%
518200 Retirement	779,642	66,308	516,476	263,166	66%
518300 Medical Insurance	470,417	39,855	299,523	170,894	64%
518500 Unemployment Compensation	3,905	0	3,905	0	100%
518700 Longevity Payments	46,888	764	42,286	4,602	90%
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	1,095	1,251	1,376	48%
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	56,292	4,830	30,163	26,129	54%
519401 Online Tutoring Contract	20,794	0	10,000	10,794	48%
519700 Custom Training 3rd Party Contract	4,728	0	4,728	0	100%
523XXX Copies & Instr Supplies	148,666	12,575	81,102	67,564	55%
527000 Other Supplies	76,078	6,004	35,442	40,636	47%
527005 Tires, Oil Changes, Other Maint	2,222	975	2,122	101	95%
531110 In-State Ground Transportation	22,639	1,776	9,825	12,814	43%
531140 In-State Lodging	21,649	0	7,943	13,706	37%
531150 In-State Meals	7,255	155	2,107	5,148	29%
531210 Out-of-State Ground Transportation	2,585	553	1,219	1,366	47%
531220 Out-of-State Air Transportation	5,928	780	3,038	2,890	51%
531240 Out-of-State Lodging	11,244	168	2,804	8,440	25%
531250 Out-of-State Meals	3,646	894	1,666	1,980	46%
531410 Board/Non-emp Transportation	200	0	55	145	28%
531420 Board Expense - Subsistence	3,860	0	2,362	1,498	61%
531500 Registration Fees	35,540	1,555	19,592	15,948	55%
532100 Postage	6,881	25	3,059	3,822	44%
532337 Managed Server Support	4,693	0	1,668	3,025	36%
532700 Software Subscriptions	12,405	0	7,539	4,866	61%
535100 Equipment Repair	16,005	450	6,729	9,276	42%

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

State Funds - February 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	555	223	223	332	40%
535430 Maint Agreement-Equipment	5,381	1,645	3,507	1,874	65%
535450 Maint Agreement-NonWAN	46,266	0	26,785	19,481	58%
535495 Maint. Agree.-Server	3,285	0	0	3,285	0%
537000 Advertising	52,255	5,890	26,212	26,043	50%
535491 Maint. Agree LAN Equipment	13,000	12,500	12,500	500	96%
537100 Advertise Vacant Positions	9,979	0	3,682	6,297	37%
539400 Magazine/Newspaper Subs	5,249	0	3,164	2,085	60%
539500 Other Current Expense	1,905	75	75	1,830	4%
539520 Electronic Processing	12,000	3,312	7,756	4,244	65%
539591 Hazardous Waste Removal	815	0	542	273	67%
539700 Childcare - 530 Purpose	22,900	2,863	13,020	9,880	57%
539720 Project Skill-Up-Student Assistance	10,968	1,170	5,988	4,980	55%
542403 Rental/Lease Servers	3,840	320	2,560	1,280	67%
544000 NonWAN Data Process Software	6,305	0	2,040	4,265	32%
544010 Software License Renewal	30,722	84	6,143	24,579	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	464	3,085	19,330	14%
546200 Accreditation Expense	9,195	0	2,725	6,470	30%
555100 Minor Equipment Low	26,325	3,719	6,750	19,575	26%
555200 Minor Equip High	59,555	0	35,409	24,146	59%
<b>Total Current Expense</b>	<b>7,673,016</b>	<b>607,028</b>	<b>4,677,103</b>	<b>2,995,913</b>	<b>61%</b>
551000 Office Equipment	18,269	0	0	18,269	0%
553000 Educational Equipment	377,325	9,025	78,575	298,750	21%
553700 Edu.Equip.Perkins Grant	20,697	0	0	20,697	0%
1 555100 Minor Equipment Low Risk	15,332	0	(15,758)	31,090	-103%
555200 Minor Equipment H Risk	1,803	0	1,803	0	100%
556100 Books	16,040	883	1,334	14,706	8%
<b>Total Capital Expense</b>	<b>449,466</b>	<b>9,909</b>	<b>65,955</b>	<b>383,511</b>	<b>15%</b>
<b>Total Expenses</b>	<b>8,122,482</b>	<b>616,937</b>	<b>4,743,058</b>	<b>3,379,424</b>	<b>58%</b>

1 Surplus sale of Caterpillar skidder, dental chairs and electrical equipment.

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

Appendix B-1

Institutional Funds - February 2019		Revenues This Month	Expended This Month	Revenues This Year	Expended This Year	Balance In Account
	01-121 Pell Overpayments	-	-	436	-	-
	01-128 Veterans Reporting Fee	-	-	-	(20)	46
	01-132 Overhead Receipts 75%	140	118	981	1,762	11,166
	01-133 Current General & Misc	102	102	952	927	12,131
	01-134 Admin Support	16	(1,704)	834	1,583	-
	01-135 Overhead Receipts 25%	47	-	327	-	8,716
	01-139 Excess Fee Receipts	-	-	800	800	-
<b>1</b>	01-142 Textbook Rental	25	731	19,410	22,791	(2,144)
	01-222 Forestry Program	-	-	-	127	8,606
	01-291 Specific Fees: Medical Assist	1,245	-	1,550	-	4,127
	01-291 Specific Fees: Electronics	150	-	463	-	3,400
	01-291 Specific Fees: Gunsmith	280	-	6,550	(20)	42,410
	01-291 Specific Fees: Phlebotomy	-	-	100	-	500
	01-291 Specific Fees: Taxidermy	225	-	1,430	-	12,645
	01-291 Specific Fees - LPN	-	-	1,700	-	10,119
	01-291 Specific Fees: Dental	435	20	1,945	1,376	5,718
	01-291 Specific Fees: NET/TEAS	3,660	-	5,388	5,267	5,334
	01-291 Specific Fees: HVAC	-	-	150	-	325
	01-294 Live Projects: Taxidermy	-	-	-	-	349
	01-314 Scrap Metal Fund HVAC	-	-	-	-	717
	01-315 Self Supporting	6,447	242	49,682	15,096	100,403
	01-331 Community Service	-	-	-	-	4,275
	01-352 Career Readiness	-	-	567	273	2,173
	01-363 Small Business Center	-	-	1,034	689	7,736
	01-391 Specific Fees: Occ. Ext	1,515	479	19,308	14,577	76,107
	01-394 Horticulture: Live Proj	-	-	-	-	878
	01-621 Operational Funds	266	5,629	926	8,155	60,930
<b>2</b>	01-622 Sales Tax Utilization	47,790	22,650	127,034	142,992	(17,958)
	01-715 Vending	571	571	7,758	7,758	-
	01-716 Bookstore Vending	-	-	36,643	36,643	-
	02-131 College Work Study	3,917	3,917	17,454	17,454	-
	02-228 Self Supp. Curriculum	-	-	-	800	20,119
	02-229 Distance Learning	16	-	127	-	-
	02-292 Tech Fee-Curr	3,813	-	15,608	46,705	57,620
	02-340 Mont. Fund: ESL	-	116	3,000	1,044	1,956
	02-383 Fire Training Center Grant	-	-	5,085	5,619	12,312
	02-392 Tech Fee: Con Ed	(20)	-	(20)	-	1,938
<b>3</b>	02-425 NCWorks Grant Adult Services	7,165	14,176	58,550	80,913	(22,362)
<b>3</b>	02-427 NCWorks Grant Dislocated Worker	12,899	1,983	24,361	29,523	(5,162)
	02-823 FSEOG	-	-	8,342	8,342	-
<b>4</b>	02-824 Pell Grant	385,309	385,309	865,582	865,582	(3,418)
<b>5</b>	02-831 Educ. Lottery Schol.	1,352	14,647	21,442	33,085	(11,643)
	02-833 Golden LEAF	-	-	11,746	5,781	5,966
<b>6</b>	02-835 NC Comm Coll Grant	2,042	28,605	40,032	63,469	(23,437)
	02-836 High Demand/Low Enrollment	-	-	645	645	-
<b>7</b>	02-837 MCC Foundation Scholarship	62,469	66,911	145,107	149,549	(4,442)
	02-838 Wells Fargo Scholarship	-	-	250	250	-
	02-839 Less Than Half-time	-	-	1,785	570	1,215

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

<b>Institutional Funds - February 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	1,500	1,500	-
02-845	SECU Scholarships	-	2,500	6,250	6,250	-
05-715	Vending	909	571	5,872	8,195	10,552
05-716	Bookstore Vending	298	-	6,892	42,369	44,472
05-720	Bookstore	92	-	737	-	-
05-721	General Store	2,058	1,250	18,576	17,768	808
05-740	Parking Fee	1,145	-	3,902	-	42,956
05-770	Stud Govt Assoc	6,237	3,349	24,279	16,060	29,486
05-771	Graduation Fund	910	-	1,440	-	2,735
05-774	Stud. Ambassador	693	-	2,708	1,495	27,229
07-925	Bond-Bldg 200 HVAC Replacement	500	500	872,937	642,900	-
07-925	Bond-Bldg 100 Int/HVAC/Roof	79,748	79,748	605,925	580,504	-
07-925	Bond-Capel Hall Office Reno	-	-	47,006	47,006	-
07-926	Golden Leaf FY2015-085	103,126	14,073	103,126	100,045	65,927
07-927	Canon Grant/ Blair Hall Floor	-	97,385	197,790	197,790	-
09-772	Club Accounts	-	-	-	-	64,759
8 09-773	Agency Fund	-	-	-	-	(18,352)
09-775	Funds for Others	-	-	-	-	3,971
09-776	Restricted Schol Held	-	-	-	-	-
09-777	Loan Funds Held & Dist	-	-	-	-	-
<b>Total</b>	<b>Institutional Funds: First Bank</b>	<b>738,340</b>	<b>744,628</b>	<b>3,404,006</b>	<b>3,231,989</b>	<b>663,911</b>

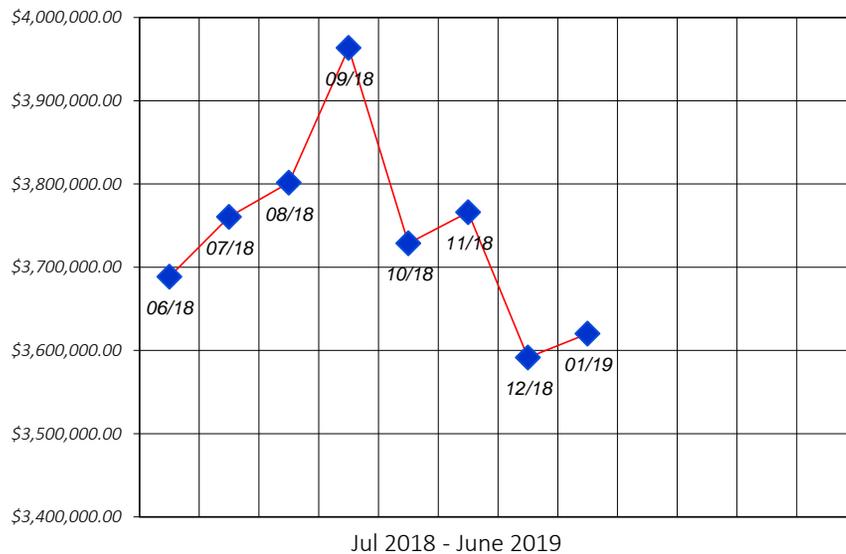
<b>STIF Account as of 2/28/19</b>		<b>Interest This Period</b>	<b>Interest This Year</b>	<b>Prior Y.E. Balance</b>	<b>Current Balance</b>
01-621	Operational Funds	66	526	43,222	43,748
02-229	Distance Learning	16	127	10,448	10,576
02-292	Technology Fees	117	934	76,742	77,676
05-720	Bookstore	92	737	60,580	61,317
		-	-	-	-
<b>Total</b>	<b>Institutional Funds: State Treasury</b>	<b>292</b>	<b>2,324</b>	<b>190,992</b>	<b>193,317</b>

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

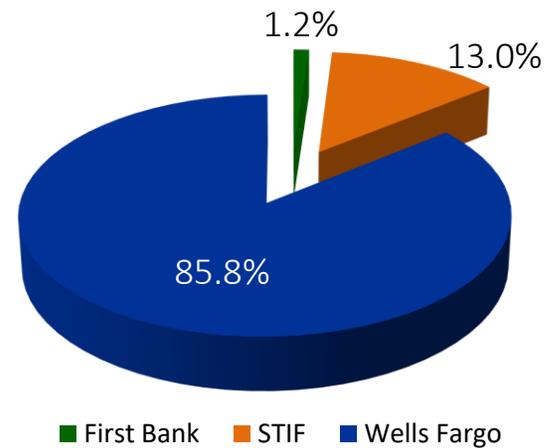
## Montgomery Community College Foundation Funds Statement FY 2018-2019

	Fiscal Year To Date 7/1/2018 thru 6/30/2019				Month of January 2019			
	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	\$2,937,504.75	\$609,232.04	\$44,687.37	\$3,591,424.16
<b>Receipts</b>								
Interest/Dividends	\$45,950.02	\$5,687.49	\$6.11	\$51,643.62	\$5,286.29	\$811.51	\$0.88	\$6,098.68
Deposits	\$8,410.00	\$201,766.34	\$235,992.16	\$446,168.50	\$1,720.00	\$18,148.54	\$18,160.00	\$38,028.54
<b>Total Receipts</b>	\$54,360.02	\$207,453.83	\$235,998.27	\$497,812.12	\$7,006.29	\$18,960.05	\$18,160.88	\$44,127.22
<b>Disbursements</b>								
Fees/Withdrawals	\$81,012.38	\$187,022.31	\$244,747.70	\$512,782.39	\$3,007.83	\$157,850.20	\$20,637.14	\$181,495.17
<b>Total Disbursements</b>	\$81,012.38	\$187,022.31	\$244,747.70	\$512,782.39	\$3,007.83	\$157,850.20	\$20,637.14	\$181,495.17
<b>Market Value Net Change</b>	(\$53,365.16)	\$0.00	\$0.00	(\$53,365.16)	\$166,096.83	\$0.00	\$0.00	\$166,096.83
<b>Ending Value</b>	\$3,107,600.04	\$470,341.89	\$42,211.11	\$3,620,153.04	\$3,107,600.04	\$470,341.89	\$42,211.11	\$3,620,153.04
<b>Net Change</b>	(\$80,017.52)	\$20,431.52	(\$8,749.43)	(\$68,335.43)	\$170,095.29	(\$138,890.15)	(\$2,476.26)	\$28,728.88

### Foundation Funds Value



### Foundation Funds Distribution



**Building and Grounds Committee**  
**Wednesday, March 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 February Committee Minutes – Appendix C ..... All**
- **Facilities Report – Appendix C-1..... Jeanette McBride**
- **Incident Report – Appendix C-2..... Jeanette McBride**
- **Construction Update – Appendix C-3 .....Dr. Chad Bledsoe**
  - **3-1 Industrial Maintenance Building – 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, February 13, 2019 at 5:40 p.m. in the College Boardroom.

### **Present**

Gordon Knowles, Chairman  
Claudia Bulthuis, 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Bulthuis, to approve the January 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 floor renovations in Blair Hall and the renovations to the kitchenette in the Boardroom have been complete.

### **Construction Update – Appendix C-2 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-2, the Construction Update timeline.

### **Blair Hall Roof Replacement – Appendix C-3 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix C-3, the Blair Hall roof replacement. He noted that renovations are ahead of schedule and should be complete within two weeks, with part of the roof being replaced over spring break.

**Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof – Appendix C-4 – Dr. Chad Bledsoe – (Action)**

Dr. Bledsoe presented Appendix C-4, the Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations HVAC & Roof.

Mr. Harris made a motion, seconded by Mrs. Capel, to approve the Amendment of 3-1 for Project 2278 – Blair Hall – Interior Renovations, HVAC & Roof. The motion carried.

There being no further business, the meeting adjourned at 5:47 p.m.

Board Report

Facilities

March 2019

Prepared By: Wanda Frick

New stairs and safety railing was installed in the gunsmith area making an unused space available for storage.



**Daily Crime/Incident Log/Clery Act Log**

Nature (Classification)	Date/Time Reported	Date/Time Occurred	General Location
3 students, violation of school alcohol/drug policy	2/4/2019	2/4/2019	Capel Hall restroom

**Montgomery Community College**  
**Construction Update**  
**March 2019**

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

1<sup>st</sup> phase for roof replacement – The roofing project is approximately 90% complete. The work is progressing per the construction schedule.

2<sup>nd</sup> phase schematics (building renovations and HVAC upgrades) – Comments from engineers at the State Construction Office are being addressed by the architect and engineers.

- Budget: \$3,245,000 (NC Bond) \$400,000 (Golden Leaf)
- Disbursed to Date: (NC Bond) \$721,729 (Golden Leaf) \$117,199

Blair Hall Flooring Renovations – Project is complete.

- Budget: \$150,000 (Cannon Foundation) \$50,000 (Qtr Cent Sales Tax)
- Disbursed to Date: \$150,000 (Cannon Foundation) \$47,790 (Qtr Cent Sales Tax)

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

All of the four Air Handling Units have been installed. An issue was discovered in one of the air handlers that motors are not operating properly. The manufacturer is sending new motors for installation. Testing and balancing of building HVAC systems is currently in progress. Controls for the system are having final adjustments. Project is currently 90% complete.

- Budgeted: \$1,075,000
- Disbursed to Date: \$935,437

- **Capel Hall Office Renovations**

The interior renovations have been completed.

- Budgeted: \$65,000
- Disbursed to Date: \$47,005

**Montgomery Community College  
Building Project Timeline**

Project Name	Projected/Actual Cost		2018				2019						
	NC Connect Bond	Other	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		Complete										
Industrial Maintenance Building	\$ 1,000,000								(3-1)	State Board	Design Phase		
Building 500 Roof (Original Building - 1987)		\$ 23,887	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			SCO contracts		Construction				Complete				
HVAC Replacement			2nd Design Phase					SCO Review		SCO Approval	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

**Instructions**  
**NCCCS 3-1 Form**  
**Capital Improvement Project Approval**

**NOTE: PLEASE E-MAIL ALL REQUESTS TO [CIPProjects@ncccommunitycolleges.edu](mailto:CIPProjects@ncccommunitycolleges.edu)**

PLEASE USE THE **NCCCS 3-1 – P FORM** FOR THE ACQUISITION AND/OR DISPOSAL OF REAL PROPERTY

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To establish a **New Project**

- Submit the NCCCS 3-1 Form (3-1) identified as a “**New Project**” for State Board approval
  - “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
  - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.” Include all pertinent information regarding the project. If a new facility, include the square footage and the academic programs and/or administrative function associated with the facility. If the project is for repair and renovation, include all pertinent information regarding the repair or renovation (i.e. HVAC replacement, Roof Replacement, ADA updates, etc.) and the academic programs and/or administrative function associated with the facility being repaired or renovated.
  - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
  - For new facilities, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.
  - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.

To **Amend a Project** (To receive approval for a **funding increase/decrease**)

- Submit a NCCCS 3-1 Form (3-1) identified as “**Amended Project**”
  - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
  - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts
  - Due to increase project costs and the need for additional funds, a 3-1 – Amended Project, must be submitted for approval, no matter the source of the additional funds.

**NOTE:** If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a 3-1 Final - Project Close Out.

**Instructions  
NCCCS 3-1 Form  
Capital Improvement Project Approval  
\_Continued\_**

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To **Close Out a Project**

- Submit a NCCCS 3-1 Final - Project Close Out (Formal Projects regardless of fund source)
  - When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a 3-1 **Final – Project Close Out** must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.
  - When an **Informal** project involving **State Funds**, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

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**NOTE:** “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

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**Page 6, Section VI**

**Certification 1.** The County’s signature is required on the 3-1 for a “New Project” if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

**Certification 2.** The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

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**Page 7. NCCCS 3-1 Attachment**

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

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CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Montgomery Community College

Project Name Industrial Maintenance Building NCCCS Project No.

Campus County Montgomery

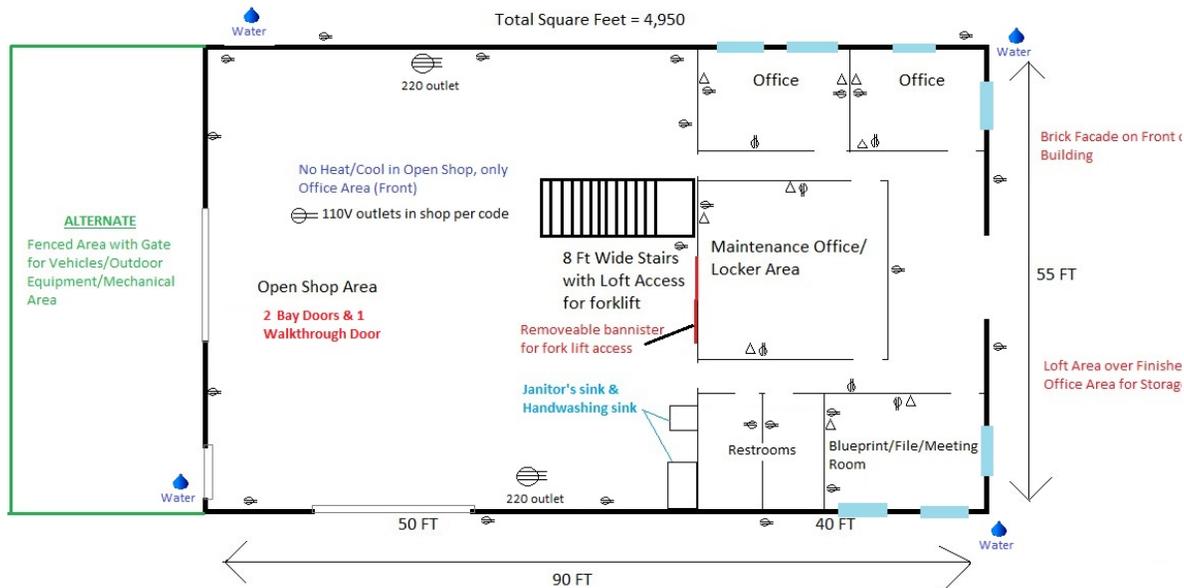
I. TYPE OF PROJECT:

- 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.

This project is for a design-build contract of an industrial/maintenance building to allow current maintenance and facilities space to be reassigned to classrooms and labs from the college's primary instructional building. Due to areas on campus either being renovated or expanded to add additional classrooms and labs, several storage/maintenance areas were displaced. College administration's plan is to construct a lower cost maintenance building for facilities staff and reassign already constructed industrial space to curriculum programs.

This is to be a turn-key project for a proposed metal building to be approximately 4,950 square feet. The building will have a finished front area and an unfinished open shop area in the rear of the building. Above the finished front area, an open loft will be used for campus supply storage.



**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 ..... \$495,000.00

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

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

- 3. Designer's Fees..... \_\_\_\_\_

- 4. Contingency..... \_\_\_\_\_

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

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

Subtotal "B" ..... \$495,000.00

**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)** \$495,000.00

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

- 1. County Appropriation..... \_\_\_\_\_

- 2. Duly Authorized Bonds - County... \_\_\_\_\_

- 3. Donations..... \_\_\_\_\_

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

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

**Subtotal "A" .....** \_\_\_\_\_

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

**C. STATE EQUIPMENT FUNDS (112 Report -Memo).....** \_\_\_\_\_

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

**E. STATE FUND ALLOCATION**

- 1. Budget Code \_\_\_\_\_ \$495,000.00

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

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

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

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)** \$495,000.00

**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.  
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 \$\$495,000.00 **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** 3/13/19

- 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

**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

**County Manager/Financial Officer:**

Certification 1.

I certify that I have examined this application (Project No. \_\_\_\_\_ )  
from Montgomery Community College (college) and  
if shown, county funds in the amount of \_\_\_\_\_ are available for  
the planning and construction of this project.

Signature \_\_\_\_\_

Title \_\_\_\_\_

**(The following certification must be completed for New Facility Projects Only)**

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the  
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional  
\$4,449 per year in support of this new construction. I certify that this document has  
been reviewed, and that the information stated herein will be shared with the proper  
county officials to seek an appropriate adjustment to the college's budget as the new  
facility is brought online.

Signature \_\_\_\_\_

Title County Manager - Montgomery



**VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY**

(Note: Required only for construction on a new site or where **federal funds** are involved.  
Not required for long term lease.)

I, \_\_\_\_\_ duly licensed attorney of the State of  
North Carolina, do hereby certify that I have examined the public records of \_\_\_\_\_  
\_\_\_\_\_ County, North Carolina, from January 1, 1925, to this date  
concerning title to the property upon which the improvements set out in the foregoing  
application are proposed to be made, and I find from said examination that a fee simple title  
free from all claims or encumbrances, is vested in \_\_\_\_\_  
by deed recorded in (specify book and page) \_\_\_\_\_  
\_\_\_\_\_, in the Office of the Register of Deeds except  
as noted below: (Attach copy of deed)

\_\_\_\_\_  
\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

**CERTIFICATION OF LOCAL BUDGET SUPPORT  
ESTIMATED OPERATING/UTILITY ANNUAL COST  
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: 3-5-2019

Project Name: Industrial Maintenance Building

College: Montgomery

Project Completion Date: 12-31-19

Contact Name: Jeanette McBride

State Funds Authorized: \$495,000

Local Funds Authorized: \$0

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	
	(6 mos)					
<b>Staffing (Housekeeping &amp; Facility Operator)</b>						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
<b>Plant Maintenance</b>						
additional annual cost	\$250	\$510	\$520	\$530	\$540	\$470
<b>Other Operating Cost</b>						
additional annual cost						
Electric	\$1,950	\$3,984	\$4,064	\$4,145	\$4,228	\$3,674
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$162	\$330	\$337	\$344	\$351	\$305
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Average Annual Cost (used in Section IX of the 3-1)</b>					<b>\$4,449</b>

I certify that the county has reviewed this information as a part of the approval process.

\_\_\_\_\_  
County Manager/Finance Officer

3-1 Attachment

**Personnel Committee  
Wednesday, March 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 February Committee Minutes – Appendix D .....All**
- **2019-2020 Additional Faculty Needs – Appendix D-1 – Action .....Lee Proctor**
- **Closed Session – Action ..... Gelynda Capel**
- **New Business**
- **Adjourn**

**Personnel Committee  
Minutes**

The Personnel Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 5:47 p.m. in the College Boardroom.

**Present**

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

**Absent****Others Present**

Susan Eggleston  
Robert Harris  
Susan Hersberger  
Gordon Knowles  
Andrea Marshall  
Johnny McKinnon  
Bill Price

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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 January committee minutes. The motion carried.

**Notice of Resignation – Appendix D-1 – Gelynda Capel**

Mrs. Capel presented Appendix D-1, the notice of resignation from Josh Floyd for the position of Director of Heritage Crafts.

Dr. Bledsoe commented on a question that arose concerning the resignation of Josh Floyd. Dr. Bledsoe stated that administration was alerted of a concern, and while researching that concern, Mr. Floyd chose to resign his position at the College. His resignation was voluntary and his most recent standing was that of a full-time faculty member at Montgomery Community College.

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

## **Additional Faculty Positions Needed 2019-20**

### **Health and Human Service**

- Full-time Nursing Instructor

### **Career and Technical**

- Full-time Welding Instructor
- Full-time Facilities Maintenance Instructor
- Machining Instructor
- Culinary (2/3 position)\*
- Full-time Automotive \*
- Full-time Sustainable Agriculture Instructor\*
- Full-time Masonry Instructor\*

### **Arts and Sciences**

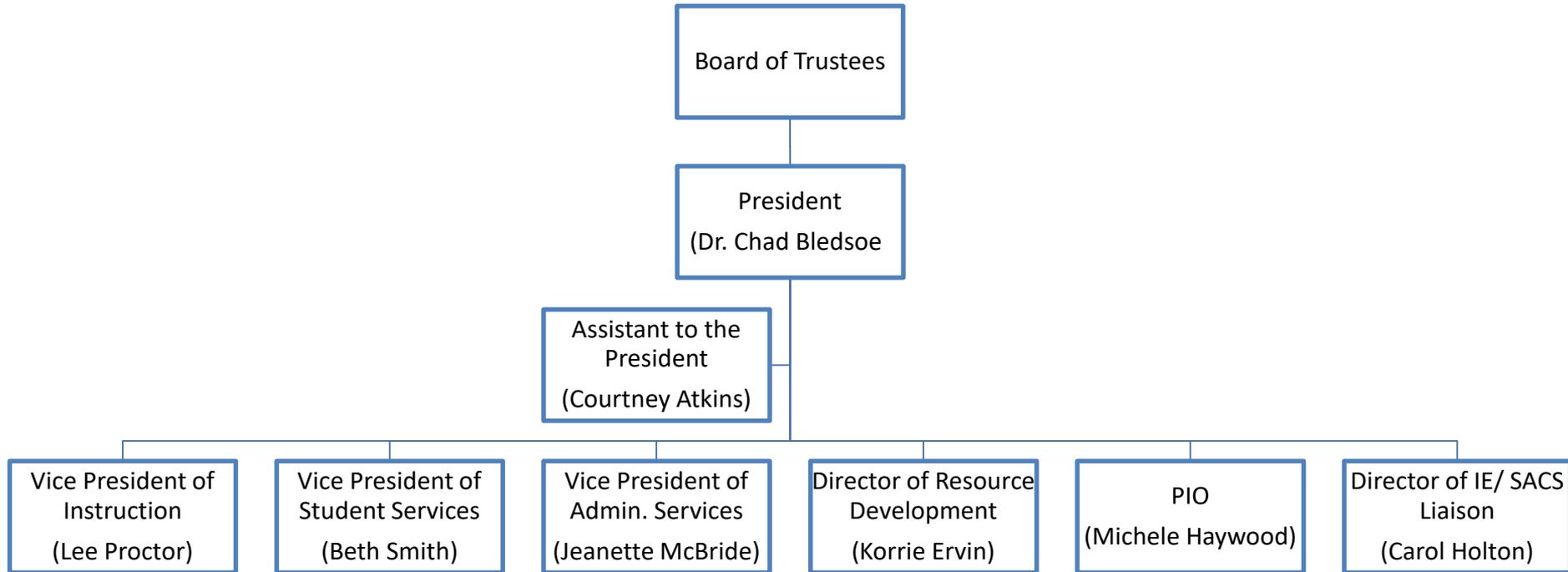
- Full-time Chemistry
- Communications/English Instructor

\*Transition from MCS to MCC

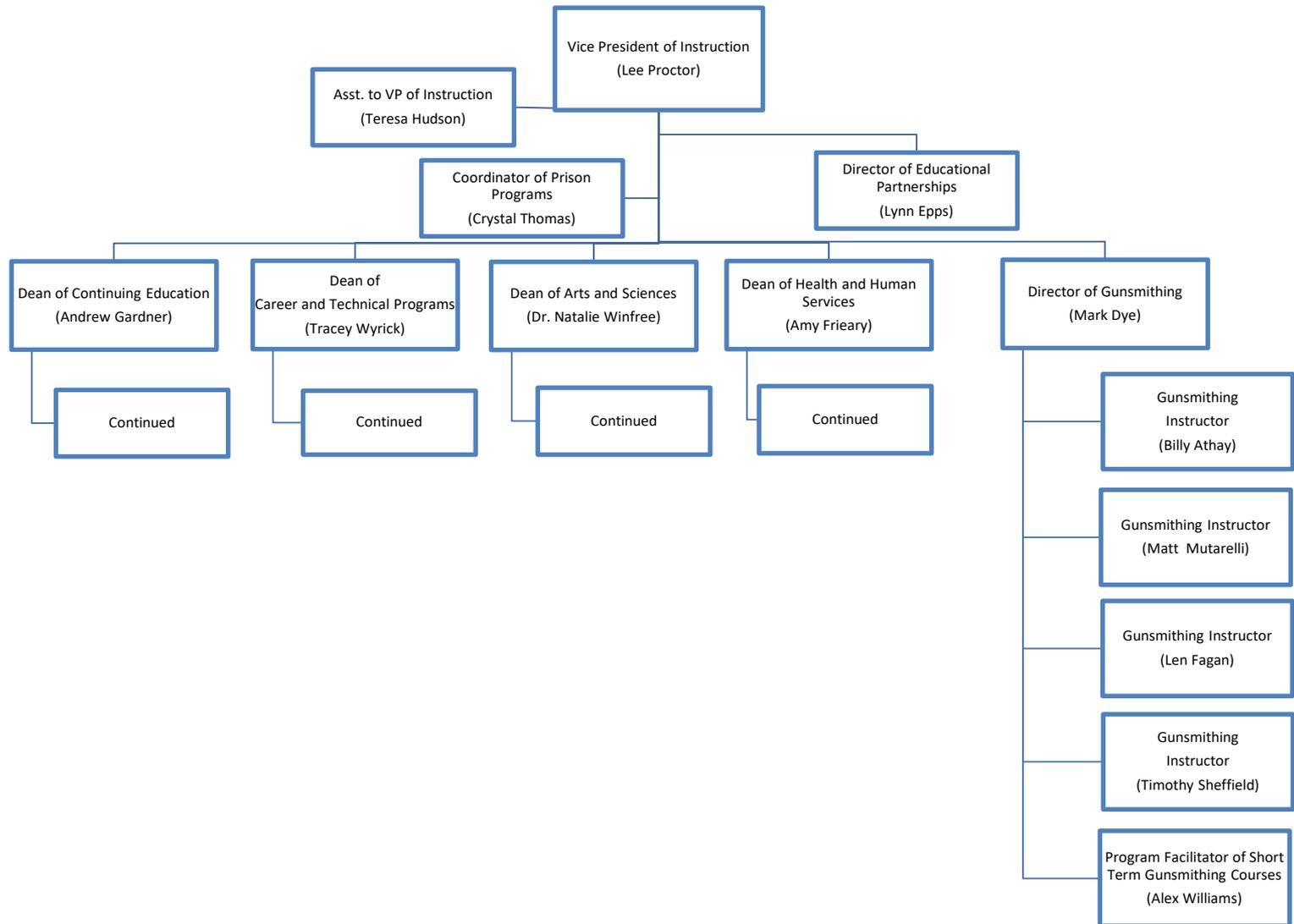
# Montgomery Community College Organizational Chart



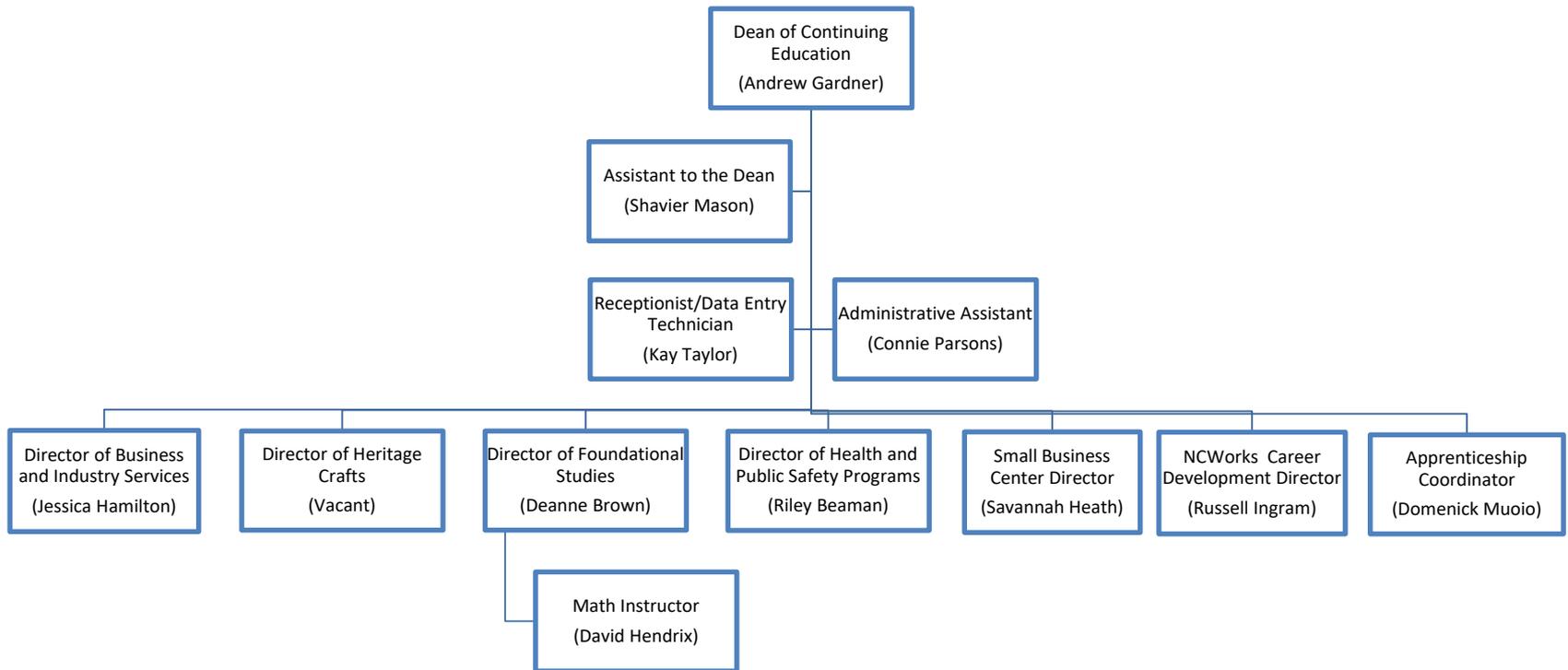
# Montgomery Community College Administration



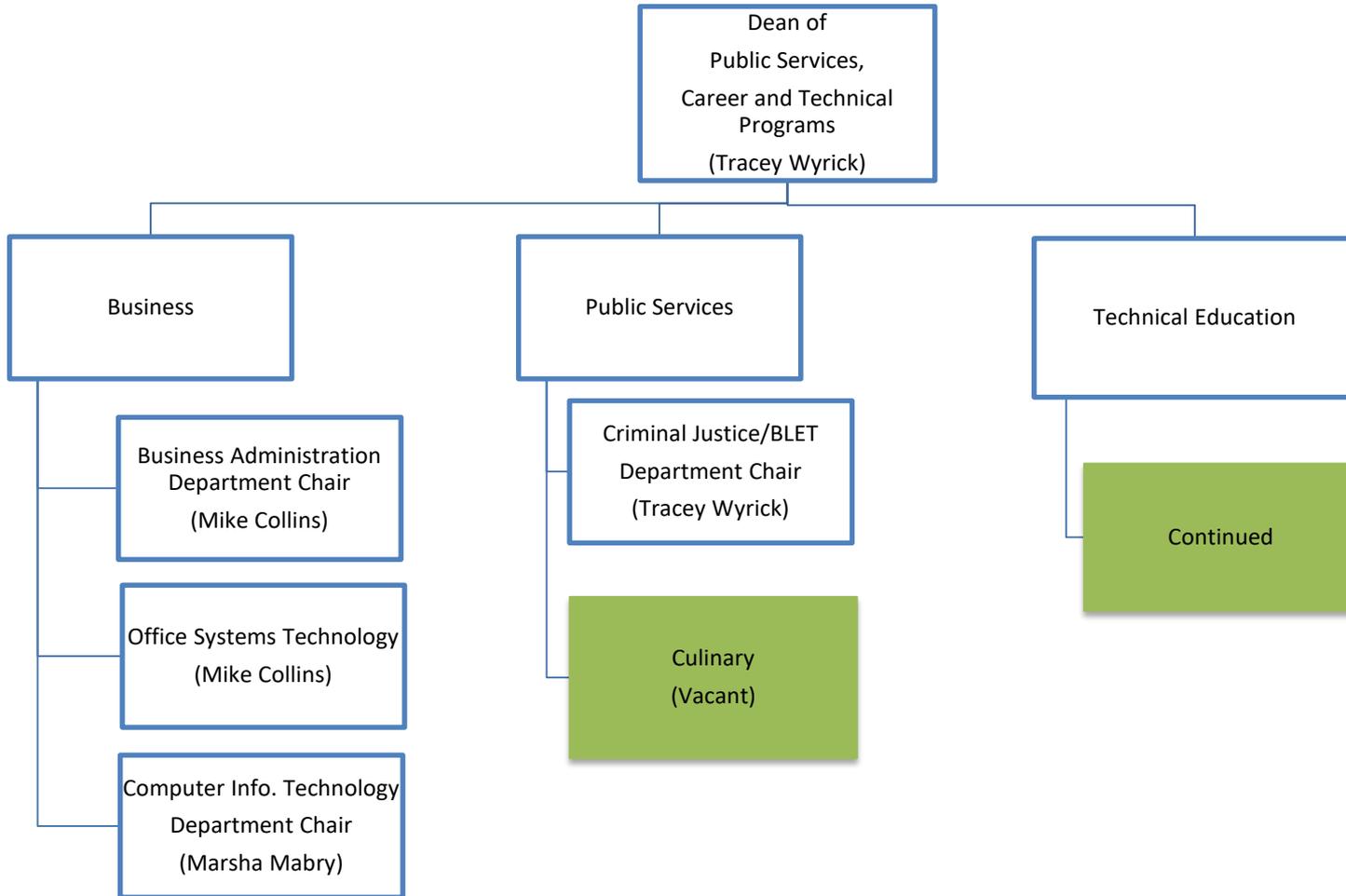
# Instruction



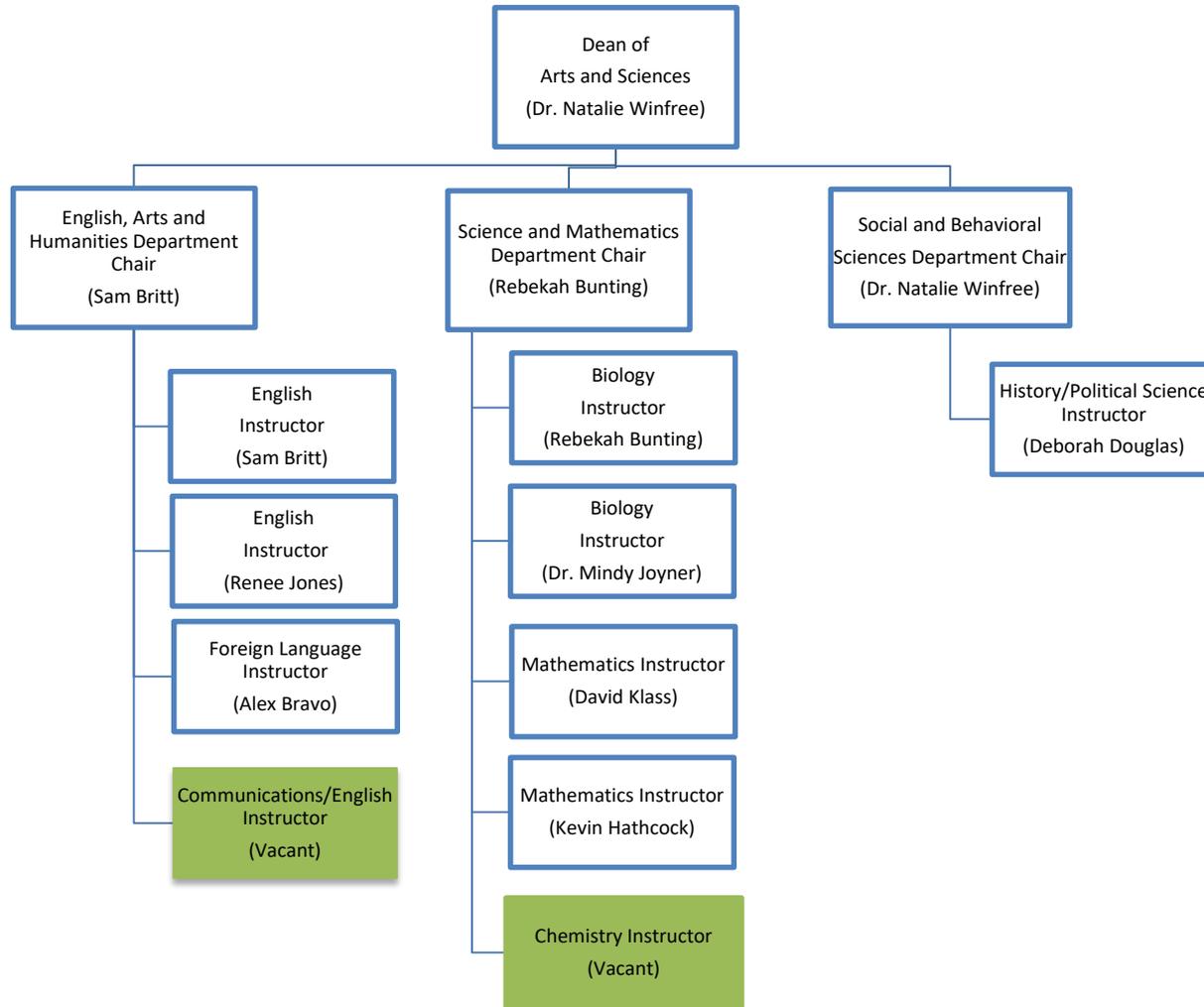
# Instruction (Continuing Education)



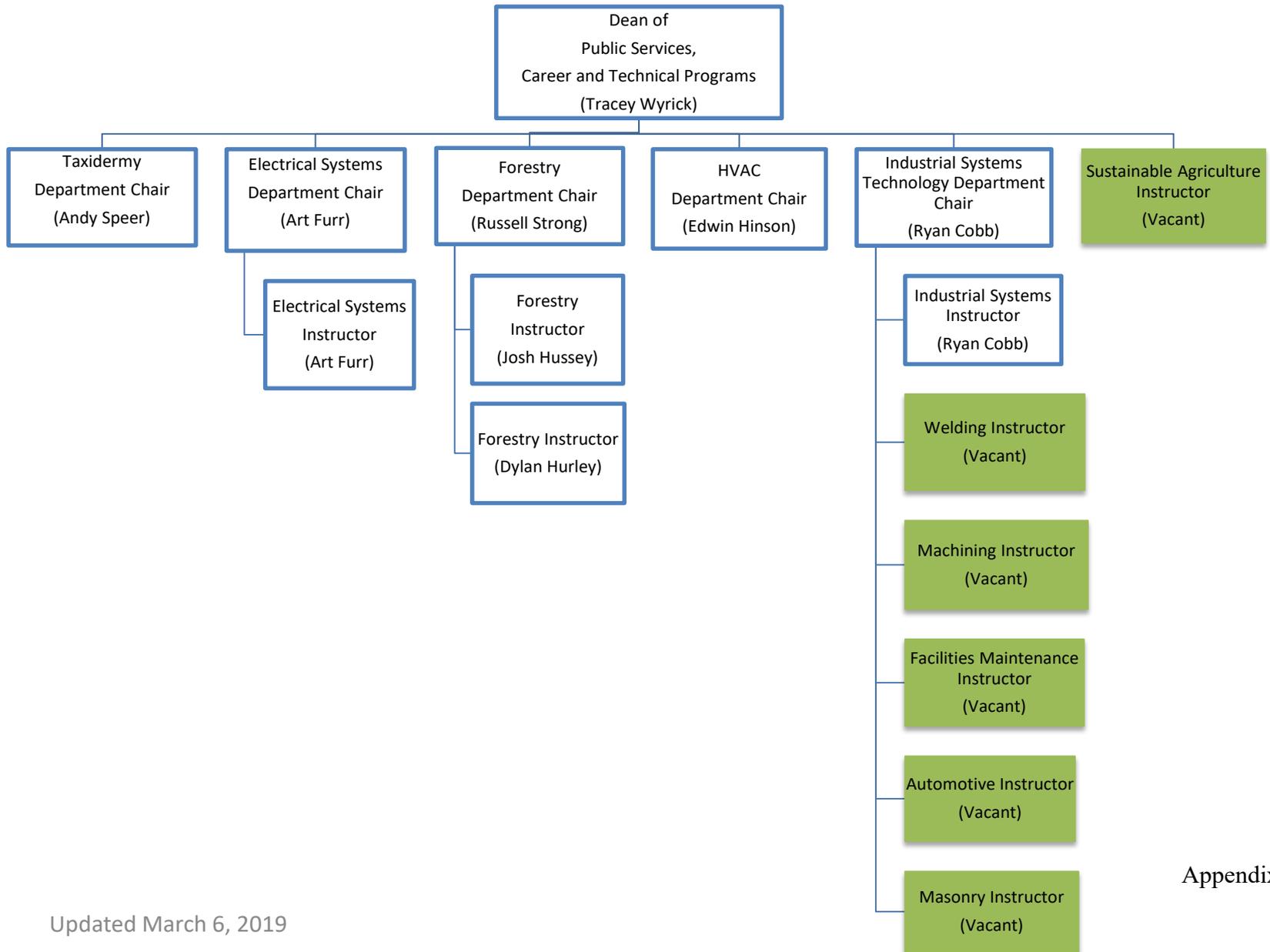
# Instruction (Public Services, Career & Technical Programs)



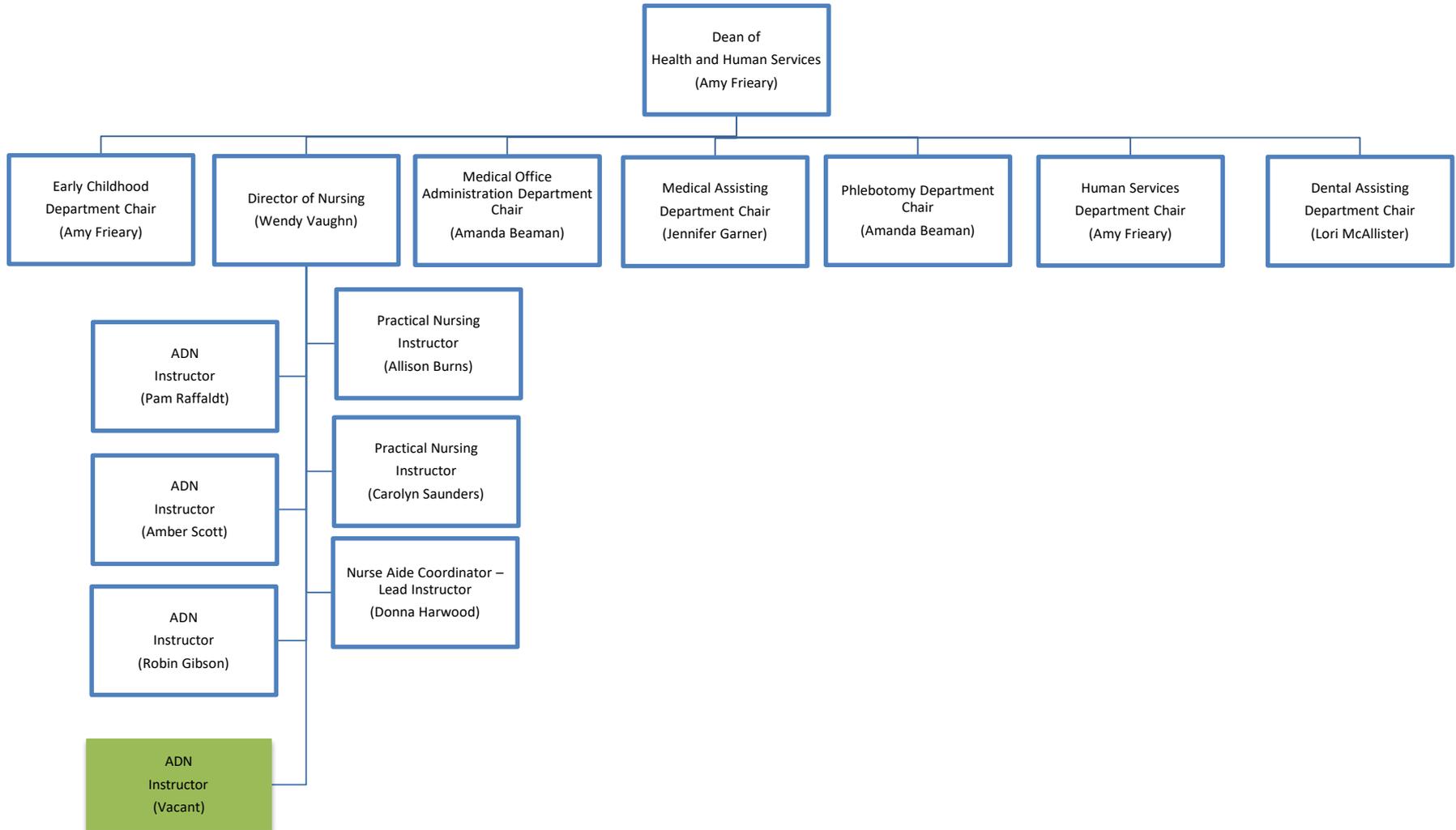
# Instruction (Arts and Sciences)



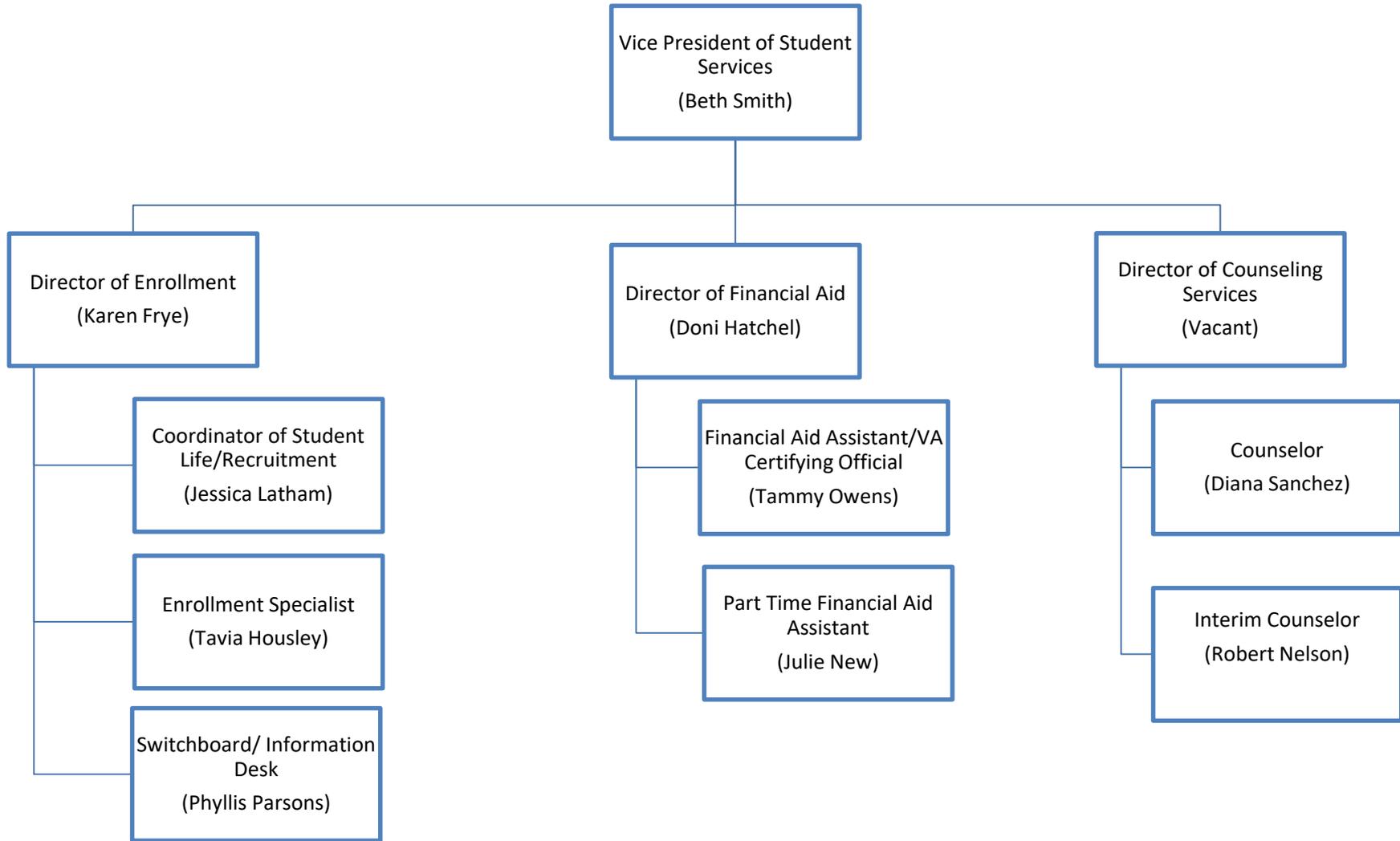
# Instruction (Career and Technical Programs)



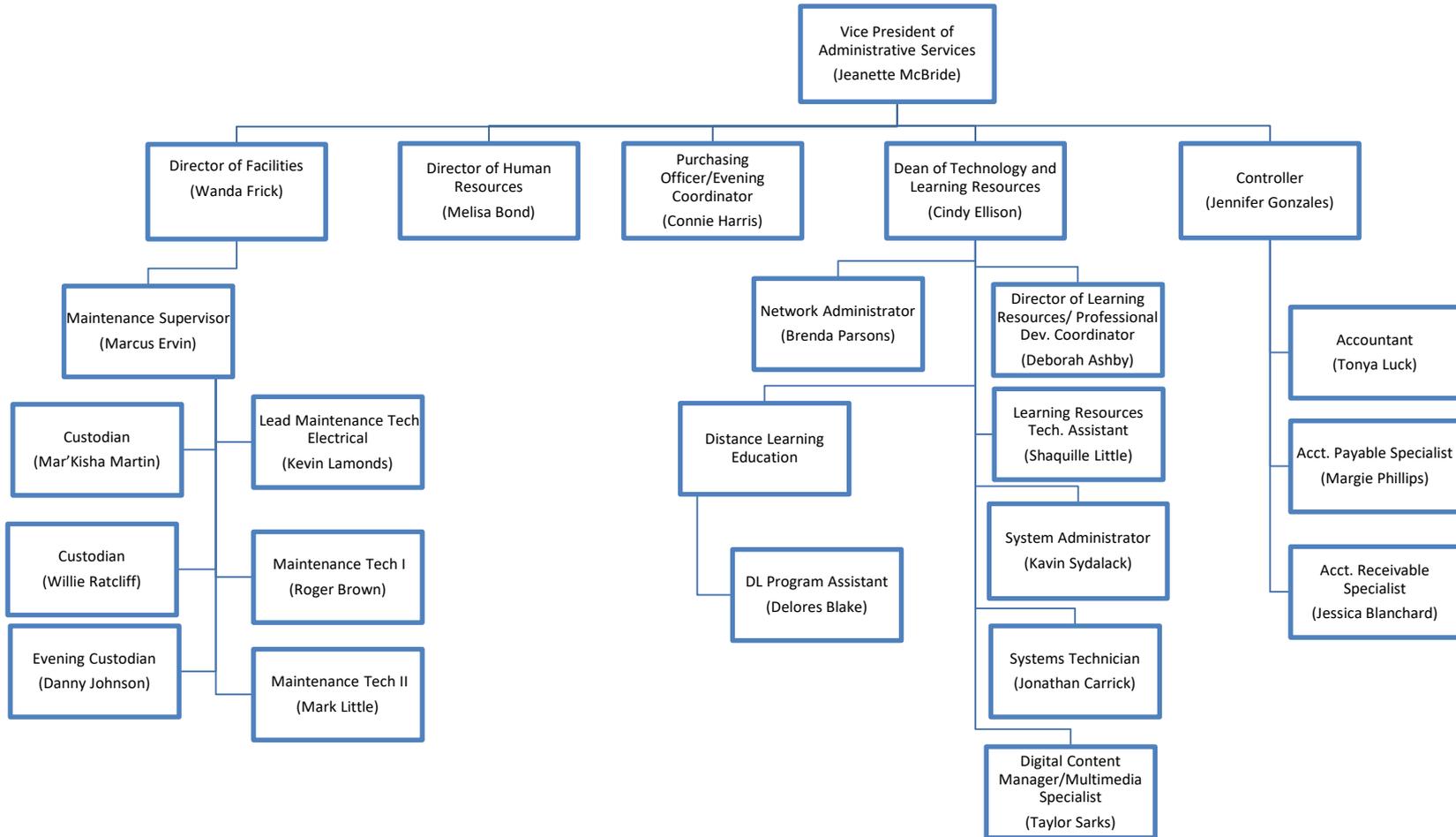
# Instruction (Health and Human Services)



# Vice President of Student Services



# Vice President of Administrative Services



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

**Committee Members**

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

**Agenda Items:**

- **Call to Order..... Bill Price, Chairman**
- **Approval of February Committee Minutes – Appendix E .....All**
- **Update from Vice President of Instruction – Appendix E-1 ..... Lee Proctor**
  - **Continuing Education – Appendix E-2 ..... Lee Proctor**
- **Update from Vice President of Student Services – Appendix E-3 . Beth Smith**
- **New Business**
- **Adjourn**

**Curriculum/Student Services Committee  
Minutes**

The Curriculum/Student Services Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 5:49 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the January committee minutes. The motion carried.

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

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

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

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

**Continuing Education Fall 2018 Class Log – Appendix E-3 – Tracey Wyrick**

Mr. Wyrick presented Appendix E-3, the Fall 2018 class log for Continuing Education.

**Update from Vice President of Student Services – Appendix E-4 – Beth Smith**

Mrs. Smith gave an update on Student Services activities as presented in Appendix E-3

**Minority Male Success Initiative Approval – Appendix E-5 – Beth Smith**

Mrs. Smith presented Appendix E-5, the Minority Male Success Initiative Approval. She noted that \$131,000 has been awarded to the College to be spent over the course of three years and the funds will be used to install an early alert system software.

**2019-2020 Academic Calendar – Appendix E-6 – Beth Smith – (Action)**

Mrs. Smith presented Appendix E-6, the 2019-2020 Academic Calendar.

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the 2019-2020 Academic Calendar. The motion carried.

**Program Approvals – Dr. Chad Bledsoe**

All of the programs listed will be taught in the CTE Center.

**Automotive – Appendix E-7 – (Action)**

Mrs. Eggleston made a motion, seconded by Mrs. Covington, to approve the Automotive program. The motion carried.

**Culinary – Appendix E-8 – (Action)**

Mrs. Hershberger made a motion, seconded by Mrs. Bulthuis, to approve the Culinary program. The motion carried.

**Human Services/Social Services Concentration – Appendix E-9 – (Action)**

Mrs. Covington made a motion, seconded by Mrs. Eggleston, to approve the Human Services/Social Services Concentration program. The motion carried.

**Machining – Appendix E-10 – (Action)**

Mrs. Hershberger made a motion, seconded by Mrs. Eggleston, to approve the Machining program. The motion carried.

**Sustainable Agriculture – Appendix E-11 – (Action)**

Mrs. Eggleston made a motion, seconded by Mrs. Hershberger, to approve the Sustainable Agriculture program. The motion carried.

There being no further business, the meeting adjourned at 6:24 p.m.

**Board Report**  
**Vice President of Instruction**  
**March 2019**

The Phlebotomy program has now been approved to offer the American Medical Technologist certification exams to student upon the completion of the class and clinical rotations. This will provide a global certification upon passing the exam and offer another option to the current American Society of Phlebotomy Technicians certification.

One of our current English students placed first in Oral Presentation Speech at the state BETA club competition and will be moving on to Nationals in Kansas City this summer. Thank you to English Instructor Sam Britt for her work in helping prepare the student for the competition.

The Gunsmithing students had the opportunity to participate in the Small Business Center Guns, Goals, and Grit program this month. The program provided opportunities to interact with professional in the field and get more information about running a Gunsmithing oriented small business. In addition, UPT coatings provided stopped by campus in early February to provide a program on their “coatings” to students. We appreciate having industry support in providing new products and processes that will help our students in the future.

Testing for applicants that meet the requirements for entrance to the first year Associate Degree Nursing Program begin this week. Thirty-eight students met the requirements to test and those who reach the required scores will be eligible to compete for the 15 spaces available for Fall 2019. Students applying for the LPN program completed testing last week with 27 students meeting the required scores. Additional testing opportunities will be offered for the LPN program in the next couple of weeks.

Spring Break Week saw a variety of NRA short course offerings on campus. Courses included Custom Polymer Grip Stippling with Olivia Clark, Machine Gun 101 with Ronnie Beal, Basic Metallic Cartridge Handloading with Frank Stephenson, and Smith and Weston Double Action Revolver with our own Mark Dye. The variety of courses scheduled by Alex Williams provided a good selection and enrollment numbers for the week.

Basic Law Enforcement Training will be have their graduation on May 2, 2019 at 6:30 in the Multipurpose Room in Capel Hall. Pete currently has ten students in the program and he is hopeful they will all graduate!

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

**Business and Industry:**

- **Customized Training**
  - McRae Project ongoing
  - Jordan Lumber
  - Mohawk Industries
- **Business & Industry Outreach**
  - February 21, 2019 hosted quarterly HR Managers meeting at FirstHealth.

**Health and Public Safety:**

- Offering two (2) new emergency service related programs in partnership with FirstHealth. Both classes are already near capacity.
- Announced 2019 Law Enforcement inservice schedule.

**Foundational Studies:**

- In conjunction with the Montgomery County Thrive initiative we will be training future tutors.
- Faculty completed Motherread training and will begin to offer classes next month.
- Completed NROC software training at Stanly Community College to ensure MCC is ready for full implementation by Fall 2019.

**Small Business Center:**

- Accepted into the Rural Economic Development Institute (REDI).
- Had over 100 participants at the Gunsmithing Business Summit hosted at MCC.

**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.
- Completed Offender Reentry Certification Training.
- Russell Ingram was nominated to the NC Employment and Training Association Board of Directors.

**Dean:**

- Attended Habitat for Humanity’s initial kick off meeting in Troy.
- Panelist and presenter at Richmond Community College’s initial Apprenticeship Awareness Event.
- Attended American Axle and Manufacturing (AAM) 25th Birthday event. MCC had a booth and was able to meet with all employees and discuss educational opportunities available at MCC.

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

### Highlights & Previews

- Jessica Latham will be visiting East and West Montgomery during their lunch periods to talk to students about MCC programs.
- TEAS testing for Practical Nursing and for Associate Degree Nursing applicants should be concluded March 5.
- Doni Hatchel attended a scholarship/financial aid session at East Montgomery February 18.
- Diana Sanchez, along with staff from MCC's Foundational Studies office, attended an information session at Stanly Community College concerning the new RISE initiative.

**Legislative/Public Relations Committee  
Wednesday, March 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 February Committee Minutes – Appendix F.....All**
- **Legislative Update .....Dr. Chad Bledsoe**
  - **Lunch with Legislators – Appendix F-1**
- **Public Relations/Marketing Update – Appendix F-2.....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, February 13, 2019 at 6:24 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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. Covington made a motion, seconded by Mrs. Bulthuis, to approve the January committee minutes. The motion carried.

**Legislative Update – Appendix F-1, F-2 and F-3 – Dr. Chad Bledsoe**

Dr. Bledsoe gave a Legislative update including Appendix F-1, a proposed adoption of SD SBCCC 200.3 – Establishing Multi-Campus Centers. Appendix F-2 is CC19-004 – Authorization to Collect Student social security numbers. According to State Board Code G.S. 132-1.10(b)(1), student social security numbers may meet certain requirements where they would need to be obtained.

Dr. Bledsoe noted Appendix F-3, the upcoming NCACCT Legislative Seminar that will be held in Raleigh April 3-5, 2019.

**School Calendar Resolution – Appendix F-4 – Dr. Chad Bledsoe – (Action)**

Dr. Bledsoe presented Appendix F-4, the School Calendar Resolution which supports local control of school calendars.

Mr. Price made a motion, seconded by Mrs. Bulthuis, to approve the School Calendar Resolution. The motion carried.

**2019 CTE Legislative Request – Appendix F-5 – Dr. Chad Bledsoe**

Dr. Bledsoe presented Appendix F-5, the 2019 CTE Legislative Request flyer. The Legislative Request is 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-6**

Mrs. Haywood presented Appendix F-6, the Public Relations/Marketing Update.

There being no further business, the meeting adjourned at 6:34 p.m.

Market MontGOMery Chamber & Tourism  
and Montgomery Community College Invite You To Attend The

# 2019 Lunch with Legislators

Monday, April 8, 2019

12:00 p.m.

Montgomery Community College  
Capel Hall - Building 200 - Multipurpose Room  
1011 Page Street Troy, NC 27371

\*\* Please RSVP by April 3, 2019 by calling Courtney Atkins at  
910-898-9602 or emailing [atkinsc@montgomery.edu](mailto:atkinsc@montgomery.edu).\*\*

## Invited Guests Include:

Mike Fenley, Rep. for Richard Burr, US Senator  
James Estes, Rep. for Thom Tillis, US Senator  
Bill Constangy, Rep. for Richard Hudson, US  
Congressman

Eddie Gallimore, NC Senator  
Ken Goodman, Representative

Sponsored By:



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## Public Relations / Marketing Highlights February 2019

### Annual Report

Document in production throughout February

### In the News

MCC Gunsmithing Students Awarded 2019 American Pistolsmiths Guild Scholarships  
Electrical Systems Student Daniel Phillips Nominated for NC Outstanding Registered Apprentice Award  
(To be released) Duane Bevitt, Academic Excellence Award Nominee  
(To be released) Peter "Jamal" Moore, Dallas Herring Award Nominee

### Photo Ops

Forged Tomahawks with John Hege  
Black History Month program  
Moore County 8th Graders Visit MCC

### Design Projects

Montgomery County Heritage Class Flyer  
MCC IT Apprenticeship Flyer  
Diversity Event Flyer  
Basic Law Enforcement brochure  
Criminal Justice brochure

**Metal Engraving** - updated information for publication on Lindsay Engraving website.

Lindsay is an engraver who also makes and patents tools for the industry. He promotes certain engravers and engraving programs on his website. He generously provided us with a full page on his site with colored photos, and links to MCC's engraving page and NRA page from his website.

<http://www.engravingclasses.com/Montgomery%20Community%20College.htm>

### Facebook Top Posts for February

Total Likes 2380 (Up 21 from 2359 in January)

Page	Date	Post	Reach	Engagement	Percentage engaged
MCC	2/25	Strange things on MCC campus	2100	610	29%
MCC	2/28	Black History program photos	1600	344	22%
MCC	2/27	Live video of Black History program	1600	360	23%
MCC	2/25	ACHR live projects	1300	444	34%

\* Most Engaging Post of the Month

### Instagram Posts for February

Profile Visits	Impressions	Followers Gained Over Previous Month	Total Followers	Emails	Website Visits
351	10528	37	822	2	4

Montgomery Community College now ranks 19th out of 56 community colleges in followers on Instagram (more than Stanly, Randolph, Richmond and Davidson community colleges!)

**Institutional Status Committee  
Wednesday, March 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 February Committee Minutes – Appendix G .....All**
- **2018 MCC Fact Book – Appendix G-1..... Carol Holton**
  - [https://www.montgomery.edu/pdf/mcc/fact\\_book\\_2018.pdf](https://www.montgomery.edu/pdf/mcc/fact_book_2018.pdf)
- **Board Policy Manual..... Dr. Chad Bledsoe**
  - **Review of Policy 3.1.4 and Policy 3.1.6 – Appendix G-2**
  - **Section 3, Part 3.1 – Appendix G-3 – Second Reading (Action)**
- **New Business**
- **Adjourn**

**Institutional Status Committee  
Minutes**

The Institutional Status Committee of the Board of Trustees of Montgomery Community College met on Wednesday, February 13, 2019 at 6:34 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

Also present were Dr. Chad Bledsoe, President; 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; Tracey Wyrick, Dean of Public Services; 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 January committee minutes. The motion carried.

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

Due to lack of time, Section 3, Part 3.1 of the Board Policy Manual, Financial Management was presented during the full Board meeting.

**Board of Trustees Goals – Appendix G-2 – Dr. Chad Bledsoe**

Due to lack of time, Appendix G-2, The Board of Trustees Goals was presented during the full Board meeting.

There being no further business, the meeting adjourned at 6:35 p.m.

## **Montgomery Community College 2018 Fact Book**

[https://www.montgomery.edu/pdf/mcc/fact\\_book\\_2018.pdf](https://www.montgomery.edu/pdf/mcc/fact_book_2018.pdf)

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.*)

**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

## **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

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. 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:

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 a 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

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

SGA Updates and Highlights

- Spring Fling plans are being finalized; vendors and activities have been determined.
- The SGA sponsored a Mid-Term Mania snack break on mid-term Monday, March 4.
- Interviews for the 2018-2019 Student Ambassadors will be conducted next week.

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

**Activities since the February Board Meeting**

2/14/19	Employee Meeting
2/19/19	MCC/MCS Partners Meeting
2/25/19	Legislative Funding Request Meeting
2/27/19	Black History Month program
2/28/19	Education First Tours Meeting
3/1/19	MCC/MCS CTE Transition Meeting
3/7/19	Market Montgomery Meeting
3/11/19	Dr. Bledsoe Presented to the Mt. Gilead Civitan Club

**Upcoming Activities**

3/13/19	Board of Trustees Meeting
3/14/19	Employee Meeting
3/14/19	NC Works Career Fair
3/26/19	NC Rural Day
4/3-5/19	NCACCT Seminar
4/8/19	Lunch with Legislators
4/10/19	Board of Trustees Meeting
4/11/19	Employee Meeting
4/12/19	Annual Foundation Golf Tournament



**Board of Trustees Calendar of Events**  
**2019-2020**

<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>March 18, 2019</b>	<b>6:30 p.m.</b>	<b>Called Personnel Committee Meeting</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 Dinnner</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>
<b>February 12, 2020</b>	<b>11:30 a.m.</b>	<b>Foundation Board Meeting</b>
<b>February 12, 2020</b>	<b>5:30 p.m.</b>	<b>Committee/Board Meeting</b>



# MONTGOMERY COMMUNITY COLLEGE

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

## **Board Retreat March 16, 2019 – MCC Boardroom**

### **Agenda**

- 8:00 a.m. Breakfast (**Hand out Fun Fact Sheet**)
- 8:30 a.m. 2019-2020 Local Budget Request Draft – Jeanette McBride
- 9:00 a.m. Strategic Plan – Dr. Chad Bledsoe  
College Vision, Mission, and Goals Review  
2020 Strategic Planning Process
- 9:15 a.m. Facility Master Plan – Jeanette McBride
- 9:30 a.m. 2018 Annual Report – Michele Haywood  
Korrie Ervin  
Lee Proctor  
Beth Smith  
Jeanette McBride
- 10:00 a.m. President’s Updates – Dr. Chad Bledsoe  
Property Discussion – Action  
Bids for Workforce Development Center
- 10:15 a.m. Break - Fun Fact Activity
- 10:30 a.m. Central High School Tour
- 11:30 p.m. President’s Evaluation (Closed Session)
- 12:00 p.m. Adjourn